

Health & Safety Policy

Withington Girls' School

September 2023

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SECTION 3

Arrangements

All Appendices and arrangements listed in this Section are accessible in the shared area of the School network and are displayed as appropriate. All those who have special duties are aware of how and when to carry out their responsibilities. This includes:

- 1** Staff with Special Responsibilities
- 2** Health & Safety Organisational Structure
- 3** Health and Safety Committee
- 4** First Aiders
- 5** Detailed Arrangement Sections

Section 1

GENERAL POLICY STATEMENT

1. The Board of Governors on behalf of Withington Girls' School (**School**) (company number [09083954](#) and charity number 1158226) shall provide a safe and healthy working and learning environment for staff, pupils and visitors.
2. This Health and Safety Policy (**'Policy'**) applies to all staff (including employees, fixed term, part- time, temporary and voluntary staff and helpers), pupils, contractors, hirers and visitors at the School.
3. The Board of Governors (as proprietor of the School) has overall responsibility but delegates the operational arrangements for the management of Health & Safety to the Headmistress. The Board delegates the Governance of Health and Safety to the Health and Safety Committee.
4. The Headmistress delegates the day-to-day responsibilities to the Bursar (who is also the School's Health & Safety Officer) and the Fire Safety /Risk Assessment Officer.
5. An integral part of good health and safety management is the provision of clear guidelines to all staff, pupils and visitors of their responsibilities for health and safety. This Policy provides these guidelines and a copy of this Policy is in the staff shared area of the School Network. All staff are required to read this Policy and confirm in writing that they understand their obligations.
6. A Health & Safety Committee is made up of staff from all key areas of the School's activities. The Safeguarding Governor attends these meetings and the Committee meetings termly. The Minutes are reported to the Governing Board and the minutes of the meetings are circulated widely through the School and are made available to staff generally on the staff shared area of the network.
7. The School follows a standard process for the completion of Health & Safety Checklists for all areas of the School.
8. The School also undertakes an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operation. This will be undertaken by the conduct of appropriate Risk Assessments which should identify, prioritise and implement control measures necessary to reduce the risks to the level required by law.
9. Departments are required to produce Risk Assessments for generic and specific health and safety hazards together with Risk Assessments for specific departmental activities. The School's specific arrangements for health and safety risk assessments is set out in its Risk Assessment Policy. The School's specific arrangements for safeguarding and promoting pupils' welfare are set out in a separate Risk Assessment Policy for Pupil Welfare and related policies including the Safeguarding and Child Protection Policy and Anti-Bullying Policy and behaviour policies.
10. Risk Assessments for health and safety are the overall responsibility of the Risk Assessment Officer and are reviewed termly and appropriate action must take place for unacceptable risks.
11. The Risk Assessment Officer audits the completion of the Health & Safety Checklists for curriculum areas and the Health & Safety Officer audits the completion of Health &

Safety Checklists for non-teaching and communal areas. The Health & Safety Committee monitors progress at its termly meetings. Make UK acts as one of the School's competent persons as required under the Management of Health & Safety at Work Regulations 1999. The company provides the school with valuable external health & safety advice and guidance and undertakes a rolling programme of health and safety audits. Such audits are reviewed by the Health & Safety Committee, the Headmistress and Board of Governors annually.

12. A departmental Health & Safety Policy is included in the Departmental Handbook for all curriculum areas and this is reviewed by the members of the Senior Leadership Team (SLT) annually.
13. There is a procedure for the reporting of accidents and near misses – the details of which are scrutinised by the Health & Safety Committee at their termly meetings.

Health & Safety Objectives

In accordance with our obligations under the Health and Safety at Work etc. Act 1974, the School has a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the School's operations. Although pupil welfare and well-being is not strictly within the remit of this Policy, we recognise that it is inextricably linked with health and safety at the School.

The School will safeguard and promote health, safety and welfare by:

1. Risk Management

Taking a proportionate and holistic approach to risk management

2. Roles and Responsibilities

Ensuring that key staff have clearly established roles and responsibilities

3. Board of Governors

Ensuring that the Board of Governors and the SLT are aware of and understand the School's health and safety and welfare policies and procedures, provide appropriate resource for them and apply them sensibly and practically to the real risks in the School

4. Documentation

Keeping paperwork to a minimum, with the significant hazards identified, their risks adequately controlled and precautions clearly documented where needed;

5. Accidents

Reducing accidents and the potential for accidents to occur within the next three years

6. Health & Safety Training

Ensuring that all staff receive Health & Safety training delivered either by Make UK or a suitably qualified person, or attend an external course annually and that where appropriate staff will receive further health and safety training as appropriate for their role.

7. First Aiders

To ensure that there are an appropriate number of fully-qualified first-aiders on site at any time.

Policy owner (Board of Governors)	Governors
SLT	Anna Cohen
Date	September 2023

Effective date of the Policy	1 September 2023
Date of last review	Summer 2022
Date of next review	Summer 2024
Circulation	Board of Governors / teaching staff / all staff / parents / pupils
Status	<p>This Policy has been prepared to meet the School's responsibilities under:</p> <p><i>Health & Safety at Work etc Act 1974;</i> <i>Regulatory Reform (Fire Safety) Order 2005;</i> <i>Education (Independent School Standards) Regulations 2014</i> <i>The Workplace (Health, Safety and Welfare) Regulations 1992;</i> <i>The Management of Health and Safety at Work Regulations 1999;</i> <i>The Electricity at Work Regulations 1989;</i> <i>The Work at Height Regulations 2005</i> <i>Energy Performance of Buildings (England and Wales) Regulations 2012 (as amended);</i> <i>The Fluorinated Greenhouse Gases Regulations 2015;</i> <i>The Gas Safety (Installation and Use) Regulations 1998;</i> <i>The Health and Safety (Display Screen Equipment) Regulations 1992;</i> <i>The Lifting Operations and Lifting Equipment Regulations 1998;</i> <i>The Manual Handling Operations Regulations 1992;</i> <i>The Control of Substances Hazardous to Health Regulations 2002 (COSHH);</i> <i>The Control of Asbestos Regulations 2012;</i> <i>The Control of Pollution (Oil Storage) (England) Regulations 2001;</i> <i>The Regulatory Reform (Fire Safety) Order 2005;</i> <i>The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR);</i> <i>The Health Protection (Notification) Regulations 2010;</i> <i>The Construction (Design and Management) Regulations 2015;</i> <i>Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)</i></p>
	<p>This Policy has record to the following guidance and advice:</p> <p>Leading health and safety at work (The Health and Safety Executive (HSE), June 2013); Health and safety: responsibilities and duties for schools (DfE, April 2022); Health and safety on educational visits (DfE, November 2018); Keeping children safe in education (DfE, September 2023) (KCSIE); Good estate management for schools (DfE, April 2022); Asbestos management in schools (DfE, October 2020); Emergency planning and response guidance (DfE, June 2022);</p>

	<p>Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers (HSE, EDIS1 (revision 3), October 2013);</p> <p>Using contractors: a brief guide (HSE, INDG368 (revision 1), March 2013);</p> <p>Approved Code of Practice Legionnaires' Disease L8 (HSE, November 2013);</p> <p>Guidance on the management of outdoor learning, off-site visits and learning outside the classroom (OEAP);</p> <p>Investigating Accidents and Incidents (HSE, HSG245 2004);</p> <p>How to report a serious incident in your charity (The Charity Commission, updated June 2019);</p> <p>School and college security (DfE, November 2019);</p> <p>Controlling access to school premises (DfE, November 2018)</p> <p>Emergency planning and response for education, childcare, and children's social care settings (HM Government, May 2023)</p>
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Section 2

ORGANISATION

1. Responsibilities of the School

As an employer, the School has overall responsibility for health and safety at the School. This Policy relates to health and safety whilst on School premises. The School's separate policy on educational visits relates to health and safety issues relating to off site visits.

The School acknowledges that it must:

1. Provide adequate control of the health and safety risks arising from its work activities
2. Provide a safe place for staff and pupils to work including safe means of exit and entry
3. Consult with employees, pupils and anyone else affected on matters affecting their health and safety
4. Provide and maintain plant, equipment and systems of work that are safe.
5. Provide safe arrangements for the handling and storage of substances.
6. Provide and maintain safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice, and guidance.
7. Provide information, supervision, and instruction to staff and pupils as appropriate.
8. Ensure all employees are competent to do their tasks, and to give them adequate training.
9. Provide necessary personal protective equipment and clothing together with the appropriate guidance and training thereon.
10. Provide adequate resources for the management of health and safety issues
11. Provide adequate welfare facilities.

2. Board of Governors

2.1 Overriding Principles

The Board of Governors as the proprietor of the School is committed to protecting the health and safety of those affected by the School's operation, including but not restricted to, its employees, pupils and visitors to the School site.

The Board of Governors notes the provisions of the **Health & Safety at Work Act etc.1974** which states that it is the duty of every employer to ensure, as far as is reasonably practicable:

- the health, safety and welfare of employees

- that pupils and others using the School premises are not exposed to risks to their health and safety
- that all reasonable steps will be taken to secure the health and safety of pupils, staff and others using the School premises

Furthermore, the Board of Governors believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education for its pupils.

The Board of Governors appreciates that the existence of a Health & Safety policy will not prevent accidents or ensure safe and healthy working conditions. It recognises however, that adoption of safe systems of work and good practice by every individual will minimise the occurrence of accidents. The Board of Governors will ensure that there is a robust system of hazard identification, through risk assessment, and control measures will be put in place to reduce hazards to a minimum. It is important that all staff, pupils and other using the premises appreciate the importance of their conduct and vigilance on both the health and safety of others and themselves.

2.2 Key Responsibilities of the Board of Governors

1. Ensure there is an effective and enforceable Health & Safety policy.
2. Review the effectiveness of this Policy and ensure that necessary changes are made.
3. Identify and evaluate risks in relation to accidents, health, other school activities (eg work experience, voluntary service, and trips & visits).
4. Identify and evaluate risk control measures, via a process of Risk Assessment, to minimise risks to staff, pupils and others using the premises.
5. Create and determine the management structure for the management of Health & Safety.
6. Ensure that all staff understand and receive comprehensive information on this Policy, any other relevant health & safety matters (including risk assessments and safe systems of work).
7. Ensure that staff receive appropriate training in relation to health and safety and in risk assessment to enable them to carry out their duties in a safe manner without placing themselves or others at risk. The level and frequency of training depends on the role of the individual member of staff.

3. The Headmistress's Responsibility

The Board of Governors delegates operational responsibility for health and safety matters to the Headmistress.

3.1 Key Responsibilities

1. The Headmistress has responsibility for all Health & Safety matters at the School but, as previously stated, delegates the day-to-day maintenance and development of safe working practices and conditions for staff, pupils and other using the School premises to the Bursar (the Health & Safety Officer) and the Fire Safety /Risk Assessment Officer.

2. The Headmistress is aware of the requirements of the Education (Independent School Standards) Regulations 2014 and the Health & Safety at Work etc. Act 1974, other safety legislation, and codes of practice relevant to the work of the School and ensures that their requirements are met in full at all times.
3. The Headmistress ensures that all staff are made aware of this Policy and all given appropriate time for training and support.
4. The Deputy Head is a member of the Health & Safety Committee and takes an active part in discussion at the termly meetings.

4. The Health & Safety Officer (Bursar)

4.1 The Health & Safety Officer is responsible for the following:

1. Maintaining an awareness of the requirements of the **Health & Safety at Work etc Act 1974**, other safety legislation, and codes of practice relevant to the work of the School and to ensure that their requirements are met in full at all times.
2. In conjunction with the Risk Assessment Officer for ensuring that, at all times, the health, safety, and welfare of staff, pupils and others using the school premises are protected.
3. Ensuring that there are safe working practices in place at the School including those relating to the use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
4. Chairing the Health & Safety committee and informing all staff of the dates of the meetings so that there is an opportunity for everyone to bring forward matters of concern.
5. Organising a rolling programme of departmental health & safety audits to be carried out by Make UK and ensuring that matters arising are actioned as appropriate.
6. Identifying, in conjunction with the SLT, the training needs of staff and pupils and ensuring that, within the financial resources available, these needs are met.
7. Ensuring that any defects in the premises, its plant and equipment which relate to health and safety are made safe without delay.
8. Reviewing accident information provided by the nurse and, when necessary, carrying out appropriate investigations.
9. Ensuring that induction training for new support staff on fire awareness and means of escape has been carried out in conjunction with the Catering Manager and Cleaning Services Supervisor.
10. Ensuring that hirers, contractors and others who use the School's premises carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

5. Fire Safety /Risk Assessment Officer

5.1 Key Responsibilities

1. To maintain an awareness of the requirements of the **Health & Safety at Work etc Act 1974 and the Regulatory Reform (Fire Safety) Order 2005**, other safety legislation, and codes of practice relevant to the work of the School and to ensure that their requirements are met in full at all times.
2. To report to the Health & Safety Committee on the completion and review of Health & Safety Checklists for the School premises.
3. To carry out induction training for all new teaching staff on fire awareness and means of escape
4. To plan and report to the Health & Safety Committee on practice fire evacuations and ensure that suggested improvements are acted upon.

6. Heads of Department, Technicians & Supervisory Staff

6.1 Key Responsibilities

1. Maintain an awareness of the requirements of the **Health & Safety at Work etc Act 1974**, other safety legislation, and codes of practice relevant to the work of the School and ensure that their requirements are met in full at all times.
2. Report to the Health & Safety Officer for the implementation of the Policy within their relevant department and area of responsibility.
3. Take a direct interest in the Policy and in helping other members of staff, pupils and others to comply with its requirements.
4. As part of their day-to-day responsibilities to ensure that:
 - Safe methods of work exist, are communicated to fellow staff and pupils and are implemented
 - Health and safety rules, procedures, and codes of practice are being applied effectively
 - Staff and pupils are instructed on safe working practices
 - Safety inspections are carried out on the relevant area at appropriate intervals
 - Positive, corrective action is taken when necessary to ensure the health and safety of all staff, pupils and others
 - All plant, machinery, and equipment in the department is adequately guarded, is in good and safe working order, and reasonable steps are taken to prevent its unauthorised or improper use
 - Appropriate protective clothing and equipment, first aid, and fire appliances are provided and are readily available
 - Toxic, hazardous, and highly flammable substances are correctly used, stored and labelled where appropriate
 - Health and safety is monitored within the department to encourage the highest standards to be met and to pass on concerns to the Health & Safety Officer
 - All signs meet the statutory requirements

7. All Staff

7.1 Key Responsibilities

1. Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer with the law. All employees must:
2. maintain an awareness of the requirements of the **Health & Safety at Work etc Act 1974**, other safety legislation, and codes of practice relevant to the work of the School and to ensure that their requirements are met in full at all times.
3. take reasonable care of their own health and safety and any other person who may be affected by their acts or omissions at work.
4. cooperate with SLT or line manager as regards duties or requirements imposed by relevant statutory provisions.
5. familiarise themselves with the Policy, health and safety aspects of their work and avoid conduct which would put them or anyone else at risk.
6. ensure that all plant, machinery and equipment is adequately guarded and in both good and safe working order.
7. Not make unauthorised or improper use of plant, machinery and equipment.
8. use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
9. ensure that substances which are hazardous to health and/or safety and highly flammable substances are correctly assessed, used, stored and labelled.
10. report any defects in the premises, plant, equipment and facilities which they observe.
11. take an active interest in promoting health and safety and suggest ways of reducing risks.
12. report any incidents, accidents or near misses to the School Nurse. If this is not possible report to any member of staff holding an accident book, Fire Safety/Risk Assessment Officer, or Health & Safety Officer as appropriate.

8. Hirers, Visitors, Contractors, and Others

8.1 Key Responsibilities

1. All hirers, visitors, contractors and others (including parents) using the School premises must:
 - be familiar with appropriate contents of the Policy;
 - comply with the safety directives of the Board of Governors;
 - ensure that they report to Reception where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of

their host unless express permission to the contrary has been given by the School;

- ensure that they are familiar with the School's fire and emergency evacuation procedures.
2. Contractors will be selected and managed in accordance with *Use of contractors* (HSE, INDG368 (revision1) June 2012))
 3. All contractors who work on the school premises are required to ensure safe working practice by their own employees under the provisions of the Health & Safety at Work etc. Act 1974 and must pay due regard to the safety of all who use the premises. Contractors are not allowed, unless agreed with the Site Services Manager, to:
 - Introduce equipment for use on the school premises
 - Alter fixed installations
 - Remove fire and safety notices or equipment
 - Take any action that may create hazards for persons using the premises or the staff or pupils of the School
 4. All contractors must report any damage they may have done in the course of their work to the Site Services Manager or the Bursar.
 5. All contractors must be aware of their duties and responsibilities under the Construction (Design and Management) Regulations 2015. Contractors working on Notifiable Projects must submit their Construction Phase Health and Safety Plan to the appointed CDM Coordinator and await approval to proceed before commencing operations on site.
 6. All other contractors who are engaged directly by the School must provide the School with a risk assessment, safe system of work, and evidence of public liability insurance prior to any work commencing.

9. Workplace safety

The Governing Board will ensure that the School premises are safe and in good repair and are kept free of reasonably avoidable safety hazards and are fit for purpose and suitable for the age of pupils cared for and the activities provided on the premises.

The Governing Board will take all reasonable steps to ensure that the School premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils and other users of School premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992.

The Site Services Manager will arrange periodic site inspections and the maintenance and repair of School premises and grounds, including matters such as tree safety.

The Site Services Manager will arrange for periodic inspections of the School premises to ensure that the School premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.

The Site Services Manager will promote effective infection control by ensuring that the School premises are kept clean and tidy.

The Site Services Manager will ensure that access to high risk areas, including laboratories, workshops, and gymnasias and out of bounds areas of the grounds is appropriately controlled and restricted.

10. Fire Safety and Fire Risk Assessment

The Headmistress is responsible for ensuring that the School has an up-to-date Fire Safety Policy, and is in place to cover all foreseeable major incidents that could put at risk the occupants or users of the School. Such evacuation procedures should include any special arrangements required to employees or staff with disabilities.

The Bursar is responsible for ensuring that Fire Risk Assessments are undertaken regularly and where there is reason to suspect they are no longer valid or where significant changes to the premises of use.

The Fire Safety Policy and Fire Risk Assessment are kept in the School Office next to the Fire Panel and copies are stored in the staff shared area of the computer network.

The Fire Safety Policy and Fire Risk Assessment are reviewed by the Board of Governors and the evacuation procedure is regularly rehearsed by staff and pupils. The results of such rehearsals are communicated to staff at the weekly staff meetings and to the Health & Safety Committee.

11. Emergency plan and procedures: fire and evacuation

The Bursar will arrange for a specialist contractor to carry out fire risk assessments to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005. This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded, and staff and safety representatives will be informed of these.

The Bursar is responsible for ensuring that the findings of the risk assessments and any recommendations by the Fire Service are implemented. Escape routes are checked by the Site Services Team daily.

Fire extinguishers and other fire-fighting equipment (such as alarms, detectors and blankets) are maintained and checked by the Site Services Manager regularly in order to ensure they are in working order. Alarms are tested at least once per week

The Bursar is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates.

In addition, the School will ensure that there are sufficient fire marshals (or deputies in their absence) on site at all times and that they are appropriately trained.

The fire marshals are:

- Mark Morris
- David Farry

In addition to the School's procedures on fire, the Headmistress will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put staff, pupils, visitors or other users of the School premises at risk and will ensure that staff and pupils are trained in what to do in an emergency evacuation. Emergency planning templates can be found in the DfE's guidance: Emergency planning and response for education, childcare and children's social care settings, Such evacuation procedures should include:

- any special arrangements required for employees or staff with disabilities
- security-related incidents.
- serious injury to a pupil or member of staff.
- significant damage to the school property.
- severe weather.
- criminal activity.
- the effects of a disaster in the local community.
- public health incidents.

Nothing in this Policy prevents anyone from dialling 999 in an emergency.

All health and safety and fire emergencies should also be reported to the Bursar who can be contacted on 245.

Where an evacuation is considered necessary, the main School fire bell will be activated, and the School's emergency routine followed.

The Assembly point is the Astro turf.

Emergency evacuation and fire drills will be tested at least once per term and the results recorded by the Fire Safety Officer in the Evacuation log.

12. Accidents, first aid and work-related ill health

This Policy should be read in conjunction with the School's first aid policy. We will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the School premises and on School arranged trips and visits at all times.

Risk assessments will be undertaken to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The School's risk assessment will also identify where specialist health surveillance is needed.

The School's first aider(s) are set out in Section 3 paragraph 4 below.

All accidents are to be reported to the School Health Lead and recorded in the accident book (see section 3 paragraph 2 (Accident reporting, notification and investigation) below).

The accident book is kept by / at the School Health Lead.

We will take reasonable care to ensure that the health of our employees is not placed at risk. In doing so, the School will consider the risk of their employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other, and the demands placed on staff. All work-related ill health including work-related stress should be reported to the Head of HR or the Bursar.

All work-related ill health including work-related stress will be considered by the Head of HR as to whether the employee is advised to access occupational health services.

13. Living safely with respiratory conditions, including COVID-19

As COVID-19 becomes a virus that we all have to learn to live with, the School will continue to manage the risks associated with COVID-19. The School will implement the following general control measures in response to COVID-19:

- ensuring good hygiene.
- maintaining appropriate cleaning regimes.
- keeping occupied spaces well ventilated.
- following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

The School has detailed risk assessments and procedures in response to the coronavirus outbreak which are kept under regular review and these are retained by the Bursar. Like all risk assessments, these documents are 'living documents' and will be reviewed and updated as the circumstances and the public health advice changes.

The School will assess risk reduction measures in the following priority order:

- elimination.
- substitution.
- engineering controls (e.g., design measures that help mitigate risk);
- administrative controls (e.g., floor markings or signage).

Having gone through this process, personal protective equipment (PPE) should be used in line with UK Health Security Agency guidance.¹

The School will actively monitor whether the controls in place are effective and working as planned. We also have in place outbreak management plans which will be discussed by SLT as appropriate.

14. Record keeping

Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.

Where practicable, the School will retain sufficient information in relation to its staff, pupils and other visitors in order to allow it to assist with any enquiries from Track and Trace and/or the public health protection authorities.

Following an incident or accident the School will take all reasonable steps to collect and preserve relevant evidence and documentation.

All records created in accordance with this Policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The information created in connection with this Policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

15. Monitoring

The School monitors health and safety both actively and reactively. The Board of Governors has overall responsibility for, monitoring health and safety performance and for ensuring that the School meets the required health and safety standards.

¹ see paragraph 5.1 of DfE guidance (April 2022) [Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/health-and-safety-responsibilities-and-duties-for-schools)

At an operational level the Bursar is responsible for monitoring and reviewing health and safety measures, reviewing risk assessments, accident books / reports and accident investigations regularly and, at least annually.

Reviews should include a review of health and safety related complaints and sanctions taken against employees and / or pupils for health and safety breaches and such reviews are reported to the Headmistress. This allows the School to evaluate its performance to ensure that it is effectively managing its risks.

As part of the monitoring process, the School will ensure that appropriate corrective action is being taken in response to any review and that learning has been shared and necessary improvements put in place.

16. Internal investigation

The Bursar is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation and/or to actively monitors the effectiveness of this Policy

Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.

The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.

The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.

No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.

In the event of an accident or incident the Headmistress will take the decision to investigate and give authority to the Bursar to commence an investigation and decide when the investigation will start.

Any internal investigation will be conducted fairly and objectively taking a systematic and structured approach to investigating the processes and systems.

Step One of the investigations is Gathering the Information. It may consider where and when the adverse event happened, who was injured/suffered ill health or was otherwise involved with the adverse event and how did the adverse event happen. Any witness statements taken should be factual and avoid opinion. Any physical evidence should be preserved, if practicable, including photographs and CCTV footage. If experts are to be instructed, advice will be sought from the School's solicitors.

Step Two of the investigation is Analysing the information, involving examining all the facts, determining, if possible, what happened and why, for example determining the root cause of the accident or incident.

Step Three is Identifying suitable risk control measure and will enable failings and possible solutions to be identified, in order to prevent a recurrence and make recommendations following the investigation.

Step Four is The action plan and its implementation. The Bursar will make decisions and act on the recommendations from Step Three in the form of an action plan. Any formal disciplinary action will be considered at this stage.

Further guidance in relation to investigating accidents and incidents can be found on the HSE website.

The Press Officer will deal with any press enquiries and social media issues and no comment on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.

The Bursar will communicate with the injured person(s) and/ or their family on the School's behalf with prior legal advice (if required) from the School's solicitors and prior agreement from the School's insurers.

17. Review

The Board of Governors will review this Policy at least annually and update, modify or amend it as it considers necessary to ensure health, safety and welfare of staff, pupils and others who use the school premises.

18. Linked policies

This Policy should be read in conjunction with the School policies and procedures on health safety and welfare including:

- anti-bullying
- safeguarding and child protection
- contractors
- critical incident management
- educational visits
- fire
- first aid
- the administration of medicines and supporting pupils with medical conditions
- management of asbestos
- risk management policy statement
- supervision
- transport / minibus use

Section 3

ARRANGEMENTS

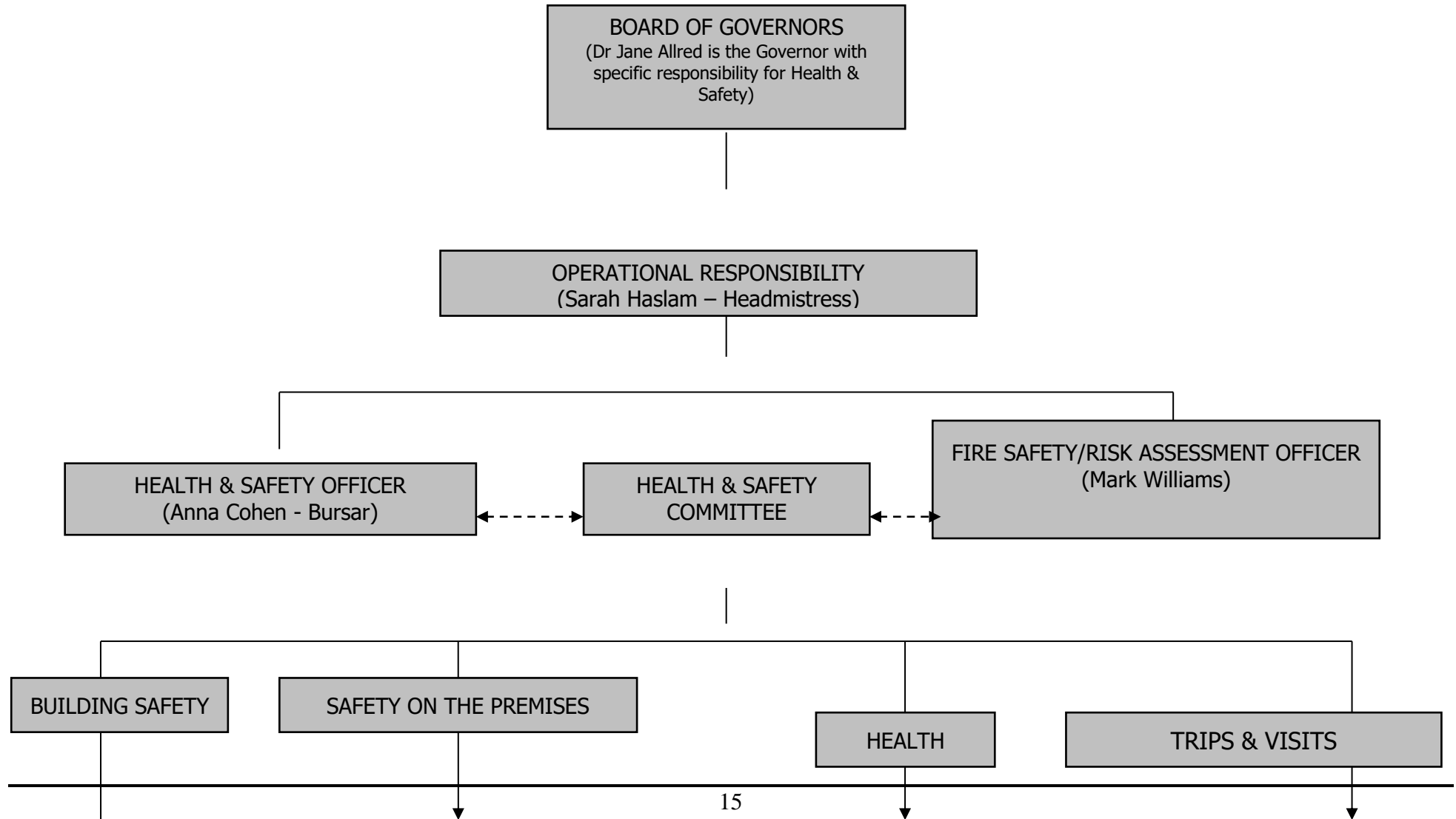
1 Staff with Special Responsibilities

Chair of Governors	Malcolm Pike
Governor with specific responsibility for H&S	Jane Allred
Headmistress	Sarah Haslam
Health & Safety Committee	
Bursar and Health & Safety Officer	Anna Cohen
Site Services Manager	Mark Morris
Local Fire Brigade	Withington Fire Station
School Fire Officer and Risk Assessment Officer	Mark Williams
Radiation Protection Advisor	Radiation Protection Services (external company)
Accident Records Monitoring	Jo Lees (School Health Lead)
Accident Records Notification	School Nurse & Anna Cohen
Portable Appliance Testing	Mark Morris (Site Services Manager) Ram Mitha (Physics Technician), Andy Lockett (Director of Digital Services), Joe Walsh (Drama and Arts Centre Technician) External company (245 Rio)
Manager of Water Services	Mark Morris (Site Services Manager)
Fire Alarm Testing	Mark Morris/Procyon
Local Police	Didsbury Police Station
Educational Visits Coordinator	Sue Madden

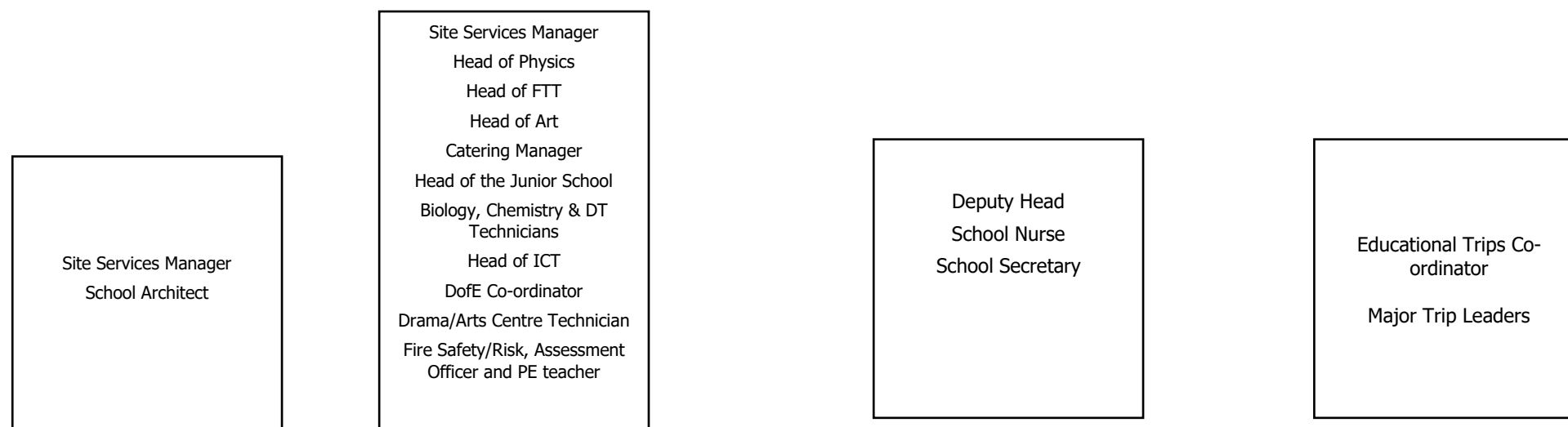
WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY ARRANGEMENTS

2

Health and Safety Organisational Structure



WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY ARRANGEMENTS



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3 Health & Safety Committee

Arrangements are made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards.

The Health and Safety Committee meets once per term. The Health sub-committee meets as required.

Members of the H&S committee have responsibilities as set out below.

The Headmistress	Operational responsibility for school which has been delegated by the Board of Governors. Educational Visits Co-ordinator.
Health & Safety Officer: Bursar	Chairs the H & S Committee. Ensures that action, recommended by the Committee, is taken. Brings H&S matters to the attention of the Governors. Organises for the external audits to take place with Make UK and provides guidance on departments to audit in accordance with a cycle. Ensures that new developments are brought to the attention of the relevant members of the committee, teaching or support staff. Ensures that the relevant H&S training courses (including in relation to risk assessment) are made available to staff, as appropriate. DSE Assessment and implementation. Sets the agenda for the H&S committee meetings and is responsible for the circulation of the minutes and reminders before the meetings to encourage any staff to report any issues of health & safety. In the absence of the School nurse reports accidents as appropriate to RIDDOR. Provides details regarding Display Screen Equipment for staff.
Deputy Head	Coordinates with the School nurse making arrangements for vaccinations, interviews. Designated Safeguarding Lead for Senior School

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Fire Safety/Risk Assessment Officer and member of the PE staff	Fire Officer. Risk Assessment Auditor. Responsible for reporting on sports activities
Site Services Manager	Responsible for maintenance and repairs to buildings and furniture. Responsible for dealing with intruders. Responsible for organisation of PAT testing and ensuring that fire extinguishers are inspected externally on an annual basis. Responsible for supervising contractors on site. Responsible for overseeing staff who maintain and carry out repairs in grounds. Responsible for dealing with intruders.
Catering Manager	Responsible for kitchen and food preparation. Reports any school cleaning issues on behalf of the Senior Cleaning Supervisor.
Head of DT	Responsible for Craft & Design Technology room and equipment.
Head of Art	Responsible for Art room and equipment.
Head of FTT	Responsible for Food & Textile Technology rooms and equipment.
Head of the Junior School	Responsible for the Junior School. Designated Safeguarding Lead for Junior School.
Drama and Arts Centre Technician	Responsibility for lighting and sound equipment in the Arts Centre and Drama Studio

**WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY
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Operations Coordinator:	Responsible for taking minutes of H&S meetings. Booking of First Aid and Fire Extinguisher training and updating records.
Science: Head of Science Chemistry Technician Biology Technician	Science Technicians report annually to Head of Science who also oversees the Science Health & Safety Policy and co-ordinates Health & Safety Training for pupils
Head of ICT	Responsible for Computer room safety.
School Health Lead	Responsible for the collation of accident records. Reports accidents as appropriate to RIDDOR. Deputy Designated Safeguarding Lead. Provides medical expertise.
Head of PSHCE	Responsible for the integration of H&S into PSHCE. Ensures that topics such as personal safety, health and hygiene, bullying, stress etc are understood and discussed within forms.
Members of D of E Staff: Assistant Head	Ensure all expeditions carried out safely and fully risk assessed.

WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY ARRANGEMENTS

4 First Aiders

A list of people holding the 'First Aid in the Workplace' or 'Emergency First Aid at Work' qualification is shown in the table below. A copy of this list is affixed near to every telephone in School. This list is updated, and the updated list displayed, each time a member of staff leaves and / or when a new person qualifies.

FIRST AIDERS

2023/24 (as at 1st September 2023)

Department/Location			Tel / Extension
Jo Lees		School Nurse	244
Jacqueline Campbell		School Nurse (P/t)	244
Di Halfhide		Pupil Support Assistant	244
FIRST NAME	SURNAME	DEPARTMENT/LOCATION	TEL / EXT
Hannah	Brown	Archives	285
Liz	Corrigan	Biology	270
Kirk	Eckersall	Chemistry	253
Cristina	Vilela	Chemistry	253
Penny	Knipe	Development	266
Katherine	Cross	DT Technician	236
Joe	Walsh	Drama Technician	283
Clara	Edge	English	242
Dina	Da Silva	Food & Nutrition	233
Kaeren	Browning	Geography	272
Louise	Cordrey	Junior School	264
Rosemary	Duckworth	Junior School	299 / 241
Angela	Marsland	Junior School	299 / 241
Shirley	Dittrich	Kitchen	338
Michelle	Kendall	Kitchen	338
Denis	Whelan	Library	262
Joanne	Fitzpatrick	Main Reception	102
Sally	Fletcher	Mathematics	257
Vani	Kochhar	Mathematics	257
Alexandra	Kusznir	Mathematics	257
Fiona	Clucas	Music	246 / 295
Amy	Holland	Music	246 / 295
Sophie	Hetherington	PE	226
Jayne	Lane	PE	226
Kelly	Mottershead	PE	226
Stephanie	Roberts	PE	226
Di	Halfhide	Pupil Support Assistant	244
Diana	Bruce	Religious Studies	280
Mark	Morris	Site Office	278 / 224
Colin	Wood	Site Services	278 / 224

5 Detailed Arrangements

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2	Accident reporting, notification and investigation.
3	The management of asbestos (Control of asbestos regulations 2012)
4	Construction (Design & Management) Regulations 2015
5	The H & S (Consultation With Employees) Regulations 1996 (HSCER 1996)
6	Contractors
7	VDU and Display Screen Equipment (Display Equipment Regulations 1992)
8	Electricity at Work Regulations 1989
9	Emergency Evacuation
10	Fire Precautions, Fire Extinguishers; Regulatory reform (Fire Safety Order 2005)
11	First Aid Facilities
12	Summary of Procedures to ensure Health & Safety at Work
13	Flammable liquids and petrol
14	Gas Safety
15	Grounds maintenance procedures including the use of pesticides
16	Welfare Provisions
17	Discipline
18	Management of Health & Safety at Work Regulations 1999
19	Young Persons
20	New and expectant mothers
21	Manual handling operations Regulations 1992
22	Provision and use of work equipment Regulations 1998
23	Personal protective equipment Regulations 1992
24	Maintenance

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25	Visitors
26	Control of substances to Health Regulations (COSHH regulations 2002 as amended)
27	Control of Legionellosis
28	Management of Road Risk
29	Stress
30	Pupil supervision
31	Pupil absence or pupils leaving the premises during the school day
32	Security
33	Minibus
34	Lifting operations and lifting equipment Regulations 1998
35	Pressure vessels and associated equipment
36	Statutory notices
37	Childrens' playground
38	Traffic management on site and pupil movement on public roads.
39	Visits and activities out of School
40	Year 11 Work Experience
41	Ionising Radiation
42	Voluntary Service
43	Occupational Skin Care
44	Sharps Procedure
45	Event Management
46	Microbes
47	Vibrating Equipment
48	Protection from violence and harassment
49	Lone working

1. ACCESS EQUIPMENT AND WORK AT HEIGHT (LADDERS)

A place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.

'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

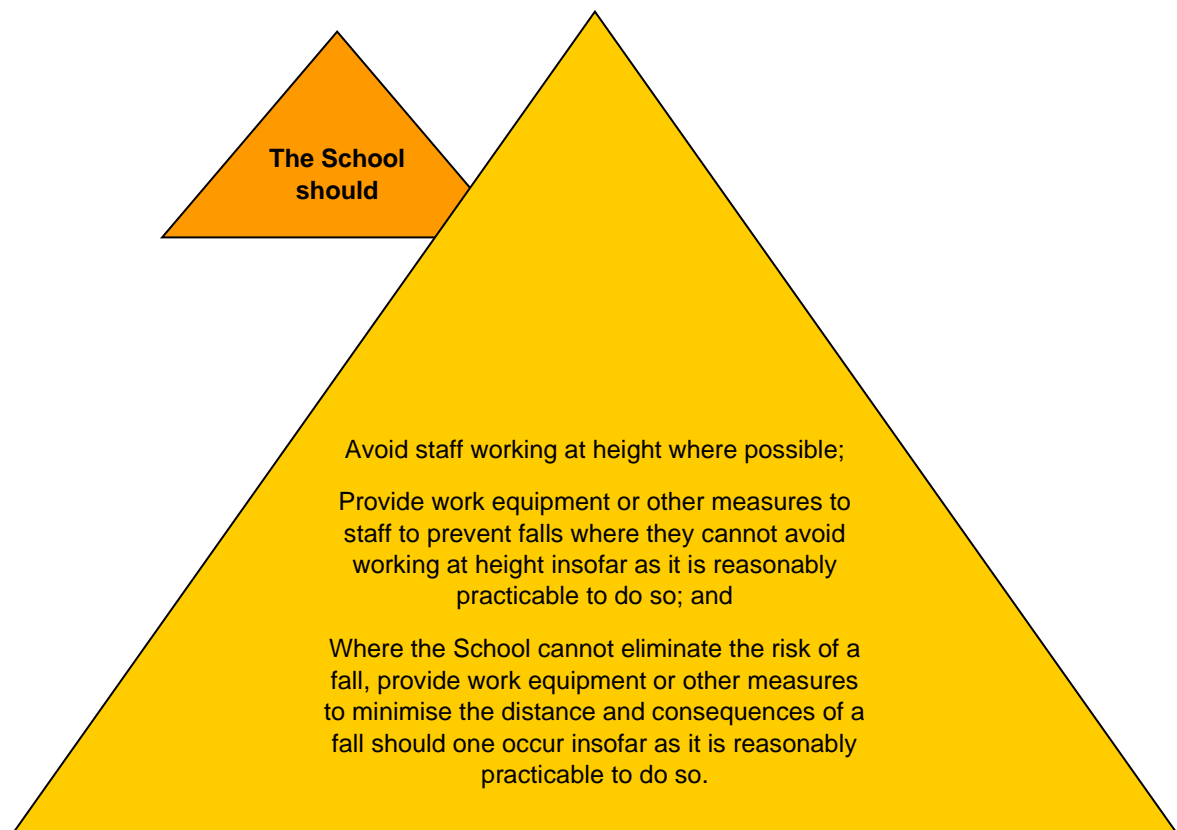
Overriding principle

The Work at Height Regulations 2005 6(3)

The School shall take suitable and sufficient measures to prevent anyone falling insofar as it is reasonably practicable to do so.

The Regulations hierarchy

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.



WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY ARRANGEMENTS

Responsibilities of staff working at height

The Regulations require the School to ensure:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled; and
- The risks from falling objects are properly controlled.

The detailed arrangements for Work at Height are covered within the departmental risk assessments for the Arts Centre, Drama Department, and Site Services Department.

The Site Services Manager maintains a register of all ladders in use across the School and regularly inspects such ladders to ensure that they are safe to use. He is responsible for carrying out training in the safe use of ladders.

The School owns a scaffolding tower. The risk assessment for its use requires that only suitably trained staff, under the direction of the Site Services Manager, are allowed to use it. The detailed procedures which must be taken for the safe use of the scaffolding tower are included in the risk assessment.

Cherry pickers are hired from time to time under the direction of the Site Services Manager. The Site Services Department risk assessments include the procedures to be taken for the safe use of such equipment.

2. ACCIDENT REPORTING, NOTIFICATION AND INVESTIGATION

a Investigation

All reported accidents and near misses are investigated by the relevant Head of Department and/or nurse as appropriate and the cause established.

Consideration must be given as to whether any steps could be taken to prevent a

WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY ARRANGEMENTS

similar accident/near miss again. To aid in the investigation of an accident an Accident Investigation Form required to be completed for all serious accidents. Please see Section 2 paragraph 17 above for further details regarding the School's internal investigation process. The School Nurse presents a summary of all accidents and near misses to the Health & Safety Committee for scrutiny and review.

b Accident Reporting

All accidents are reported in the online accident book by the member of staff who witnesses the accident. The School Nurse checks that the accident form has been completed.

Accidents involving staff

The School will report:

- work-related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples include: any loss of consciousness caused by head injury or asphyxia; amputation
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than seven days.
- certain work-related diseases
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors

The School will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".

In determining whether the accident arose out of a "work activity", the School should consider whether the accident was caused by factors, such as:

- a failure in the way a work activity was organised e.g. inadequate supervision on an educational visit
- the way in which equipment, machinery or substances were used
- the condition, design or maintenance of the School premises.

All accidents must be reported to The School Nurse. Details of minor injuries requiring first aid treatment will be entered in one of the accident books (hard copy or electronic on *SchoolBase*) and are passed to the Nurse. The Nurse controls the issue of paper accident books and the School currently uses the Eureka First Aid for Schools books with a tear-off slip for each accident.

WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY ARRANGEMENTS

There is a legal obligation to report certain injuries, diseases, dangerous occurrences and/or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) by. Fatal and "specified" injuries can also be reported by called 0845 300 9923. Further guidance in relation to RIDDOR reportable incidents and the timescale for reporting can be found *Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers* (EDIS1 (revision 3)), and at www.hse.gov.uk/riddor/.

The Bursar is responsible for ensuring that the School complies with its reporting and record keeping obligations, including in relation to the reporting of accidents staff, pupils and visitors and will be the point of contact from the School with external agencies.

The Bursar is responsible for reporting accident, diseases and dangerous occurrences to the HSE or enforcing authority.

If anyone at the School is known or suspected to be suffering from disease which is classified as a notifiable disease, and / or in the opinion of a registered medical practitioner has an infection and / or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010 (SI 2010/659)) the School should ensure that a report is made by the proper officer at the relevant local authority.

In the event of an outbreak arising from a significant public health incident the school will seek specialist advice from the UKHSA health protection team in line with the UKHSA health protection in education and childcare settings guidance and implement our [•Outbreak Management Plan], if required.

Details of the local health protection teams can be found at:
<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

The Bursar will also consider whether the School is required to report the accident or incident to any other regulatory body or organisation.

The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any pupil or other child whilst in their care and act on any advice given.

The Headmistress will consider whether the School is required to report the accident or incident to The Charity Commission.

The Bursar will consider whether the School is required to report the accident or incident to the School's insurers.

The School will seek legal advice from its solicitors if the HSE serve any notices or issue Intervention invoices or if an employee is invited to an interview with an external agency.

3. THE MANAGEMENT OF ASBESTOS (Control of asbestos regulations 2012)

The School has engaged the services of AMC Asbestos Management Consultancy. Their consultant carried out a comprehensive asbestos survey in 2021.

WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY ARRANGEMENTS

Prior to any major building work being completed, the School ensures that an Asbestos Management Survey of the relevant area is carried out

All contractors are required to sign the register prior to starting invasive work at the School.

The School recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (**ACM**) or presumed ACMs on the School premises by complying with the Control of Asbestos Regulations 2012 (SI 2012/632) and in particular by:

- ensuring that the School complies with its duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate.
- preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;
- carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
- preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACMs known as an Asbestos Management Plan;
- regular inspections, reviews and / or monitoring, as appropriate;
- ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the School;
- ensuring that all employees may come into contact with ACM or presumed ACM are adequately trained;
- ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency.
- ensuring that ACM or presumed ACM is not be disturbed unless prior agreement has been given by the Site Services Manager and there are appropriate control measures in place to ensure that staff, pupils or any other users of the School premises are not exposed to asbestos;
- ensuring that only authorised staff and / or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.

If anyone disturbs or suspects that they have disturbed ACM they should:

- not disturb it further under any circumstances;
- ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";
- immediately report it to the Site Services Manager who will take appropriate action; and
- ensure that any clothing which have been covered in dust or debris is appropriately disposed of.

4. Construction (Design & Management) Regulations 2015

Any construction work which is covered by the above Regulations must be managed by the Principal Designer/ Contractor; The School is required to appoint an appropriate Principal Designer or contractor (where no design is used).

The definition of construction work is;

- a** the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
- b** the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- c** the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- d** the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
- e** the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

5 THE HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996 (HSCER 1996)

The above regulations confer duties upon the School to consult with all employees who are not represented by a recognised trade union on health & safety matters. The School meets the regulations as follows:

- a** H&S committee is set up with a wide membership encompassing staff from a broad range of departments. Any staff who wish to join the committee are welcome and this is made known at staff meetings.
- b** The Bursar invites staff to bring up any H&S issues with her and/or the Site Services Manager at any time and such matters can be raised with the H&S Committee in addition.
- c** The School provides its staff with the appropriate H&S training at no cost to the employee.

6 CONTRACTORS

All contractors working in or on the premises of the School will be responsible for themselves, their employees and any sub-contractor employed by them for:

- a** Complying with all Statute and Common Law requirements including the Use of Contractors (HSE, INDG368 (revision 1) June 2012) and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2015 (SI 2015/51).
- b** Complying with all health, safety, fire, security and site instruction requirements.
- c** Ensuring all equipment brought onto site including any borrowed or hired shall be safe and only used in accordance with legal requirements.
- d** Indemnifying the School against any and all loss, injury, damage or any claim which may arise directly or indirectly as a result of any act of sub-contractors. The contractor will effect adequate insurance covering this liability and provide the School with a current public liability insurance certificate. On major projects a Performance Bond may also be required.
- e** Reporting any unsafe act or unsafe condition which may affect ability to meet the contract to the Site Services Manager or Bursar.
- f** Contractors will provide risk assessments (not generic) and/or method statements for the work to be carried out.

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- g** Signing the Asbestos Risk Register, maintained by the Site Services Manager, for any invasive work being carried out.

- h** The School understands the additional hazards to staff safety presented by lone working (defined for the purpose of this Policy as employees working by themselves in situations where there is no close or direct contact with other School staff).

- i** Work activities involving lone workers will be risk assessed. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response.

7 VDUs AND DISPLAY SCREEN EQUIPMENT

The School will take all reasonable steps to ensure the health and safety of VDUs and display screen equipment in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992). In particular:

- a** The School requests that all staff who use display screen equipment undertake an online risk assessment, complete the paper assessment, including those who are temporarily working at home
- b** The results of this assessment will be reviewed to determine whether any changes need to be made to the user's environment or equipment. Users may request changes to their environment or equipment at any time which will be considered in the light of the risk assessment.
- c** Eye tests may be requested by the users of display screen equipment which will be provided by a competent person. New employees who are to be 'users' will be asked to undertake an eye sight test if directed as a result of completion of the pre-employment screening questionnaire (reviewed independently by the Occupational Health Unit at the NHS). The School offers vouchers from Specsavers to cover the cost of an eye test and corrective spectacles (if required)
- d** Adequate training will be provided, to enable the user to fully adapt to the correct standards of health and safety applicable to the Display Screen Equipment Regulations.
- e** In the event that working from home arrangements become permanent for any member of staff, full workstation assessments should be carried out and additional equipment and advice on control measures provided, where necessary.

8 ELECTRICITY AT WORK REGULATIONS 1989 (SI 1989/635)

- a** The primary objective of the regulations is the avoidance of danger to persons by prohibiting live working, unless it can be technically justified.
- b** Only trained and competent persons will be authorised to work on electrical equipment and distribution systems. The School will endeavour to ensure that the relevant staff have appropriate knowledge of the regulations and BS7671 (IEE Wiring Regulations) in order that they can properly discharge their responsibilities.

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- c** Appropriate rules and safe systems of work will be developed subject to the degree of risk involved in the work.
- d** Routine maintenance of equipment and systems will be carried out, as determined by the supplier or other competent source, eg Trade Association.
- e** Fixed installations will be examined every 5 years. This is in accordance with the current requirements of the IEE Wiring Regulations. The next fixed wiring installation examination is due to take place in the summer of 2023.
- f** Portable equipment may receive constant handling or rough usage and therefore regular inspection (eg weekly) may be required. In low risk environments where potential damage or abuse is minimal periodic visual inspection will be carried out.
- g** Records will be kept to include routine maintenance, testing and visual examination of systems and equipment and training of relevant personnel. An external company is employed under the direction of the Site Services Manager to carry out the majority of PAT Testing each summer with notable exceptions of the Drama Studio & Arts Centre equipment and any IT equipment. Suitably qualified staff including the Physics Technician, the Site Services Manager, the Drama Technician, the Network Manager and the Senior IT Technician carry out the PAT testing of this equipment and any other equipment acquired during the year.
- h** The School will endeavour to ensure that cable plans, system diagrams, suppliers drawings and operation / maintenance information is available and updated at appropriate intervals.
- i** Where the School uses the services of an electrical contractor, evidence of the competence of their employees will be sought eg NICEIC.
- j** The hazard posed by electricity is considered in every departmental risk assessment.
- k** A maintenance contract is in place for emergency lighting with Micron Electrics Limited. A logbook is maintained by the Site Services Manager which shows the location of all the test switches and details of when the emergency lights have been tested.

I 9 EMERGENCY EVACUATION

Emergency Evacuation information is updated every fire practice and made available to all staff in the staff handbook.

10 FIRE PRECAUTIONS, FIRE EXTINGUISHERS

Regulatory reform (Fire Safety Order 2005) (SI 2005/1541)

WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY ARRANGEMENTS

- a** The School has completed a Fire Safety Policy which summarises the School's aims in relation to fire safety and sets out the arrangements that have been put in place to minimise the risk of fire.
- b** The most recent externally commissioned Fire Risk Assessment was carried out by Fire Comply in October 2021
- c** The Fire Risk Assessment assesses the risks arising from fire across the School and who may be affected. In addition, fire is a hazard which is considered by each and every department in their risk assessments.
- d** The School provides and maintains fire precautions as necessary to ensure the safety of employees and visitors on the premises.
- e** The School has detailed emergency evacuation procedures which are communicated with staff, pupils and visitors and are practised regularly.
- f** The School provides information, instruction and training as appropriate for employees about fire precautions in the workplace.

11 FIRST AID

The arrangements for the provision of first aid are included the School's First Aid Policy. See **SP12 (A7) in the Staff Handbook**.

The Health and Safety Officer (the Bursar) will in conjunction with the School Nurse (as appropriate) ensure that:

1. The arrangements for first aid provision are adequate to cope with all foreseeable major incidents.
2. The number of certificated first aiders will not, at any time, be less than the number required by law.
3. Prominently marked First Aid supplies will be held at various locations throughout the School. Supplies will be checked regularly by the School Nurse and any deficit made good without delay.
4. That there is adequate and appropriate first-aid provision available for all out-of-school activities, sporting fixtures or events as well as on School mini-buses.
5. A record is made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related trip.

12 SUMMARY OF PROCEDURES TO ENSURE HEALTH AND SAFETY AT WORK

WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY ARRANGEMENTS

- a** All employees are issued with the School's H&S Policy. All staff are required to take an active role in the risk assessments and safe systems of work directly relevant to their department which must be evidenced accordingly. Furthermore, staff are required to appreciate the general responsibilities for every member of staff, as detailed in the full H&S policy, in order that hazards are notified promptly to minimise the risk of accidents.
- b** The induction of H&S matters for new employees is undertaken by the relevant Head of Department.
- c** Good housekeeping is an essential part of H&S which includes:
 - Keeping all workplaces tidy and free from tripping hazards
 - Ensuring that corridors are free from obstacles
 - Ensuring that emergency exits are free from obstacles at all times
 - Adequate toilet, washing, canteen and first aid facilities.
- d** Every effort is made to provide the most suitable type of personal protective equipment for the job, in consultation with the relevant Head of Department and H&S Committee.
- e** The School will ensure that there are adequate notices regarding means of escape within all areas of the school which meet the statutory requirements. In addition, relevant notices are displayed next to all fire-fighting equipment to provide information as to the type of equipment and what should be done in the event of an emergency.
- f** H&S training is a standard agenda item for all H&S meetings. All staff are encouraged to participate in H&S training as appropriate for their role within the School. Central records are maintained of all H&S training undertaken.

13 FLAMMABLE LIQUIDS AND PETROL

Flammable liquids are held within the Site Services, Science, Art and DT Departments, Kitchen and Cleaning Services. Detailed risk assessments are in place to ensure that the risks are as low as possible.

No more than 10 litres of petrol is kept by the Site Services Manager and in a BES 109 container. A risk assessment is in place.

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14. GAS SAFETY

There are emergency gas cut-off valves in the kitchen, in the science laboratories and boiler rooms. These ensure that gas can be isolated quickly in the event of a gas leak.

In accordance with the Gas Safety (Installation and Use) Regulation 1998 (SI 1998/2451), Gas boilers are inspected and tested every six months by Stroma Ltd. Kitchen gas appliances are inspected and tested annually by McFarlane Telfer.

15. GROUNDS MAINTENANCE PROCEDURES INCLUDING THE USE OF PESTICIDES

The Site Services Manager has detailed risk assessments and safe systems of work relating to his use of work equipment and the use of pesticides.

16. WELFARE PROVISIONS

a Hygiene

- The Catering Manager has an extensive manual of risk assessments and safe systems of work which apply to all staff who work in the kitchen.
- All food is produced in line with current HACCP regulations as monitored by the local environmental officer.
- In order to ensure that good hygiene is encouraged, the School provides appropriate facilities such as toilets, washing facilities, clothing, lockers, drinking water and dining facilities staff and pupils as required by the Workplace (Health, Safety and Welfare) Regulations.
- All such facilities are maintained in a clean and hygienic condition.
- Any special hygiene needs will be provided where appropriate. If employees are found to misuse any welfare provisions provided, disciplinary action will be taken.

b Food Hygiene

- As food is prepared on the premises the School is registered with the Local Authority as required under the Food Safety Act 1990 (as amended)

WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY ARRANGEMENTS

- All food handlers will receive training to a minimum standard of the basic food hygiene certificate.
- All refrigerators in which high risk foods are kept (including chilled vending machines) will be capable of maintaining a temperature of 5°C or below. Where foods such as joints of meat are cooked a minimum of 75°C will apply. Such food must be served at a minimum temperature of 63°C. All temperatures are monitored and recorded in accordance with the HACCP regulations.

17. DISCIPLINE

- a** Employees will be disciplined in accordance with the procedure laid down in their Contract of Employment for any breach of safety rules or policy requirements.
- b** Where the need for personal protective equipment has been identified, it will be worn at all times in the designated areas.
- c** Any non-compliance of wearing of equipment or misuse will result in disciplinary action being taken which could result in dismissal.

Examples of Misconduct may Include:

- Failure to wear personal protective clothing or equipment.
- Failure to adhere to School safe working practice.
- Unauthorised use of equipment.

An example of Gross Misconduct may include:

- Wilful removal or misuse of safety guards, safety devices.

18 MANAGEMENT OF HEALTH AND SAFETY AT WORK

- a** The School will have regard to the requirements of the Management of Health and Safety at Work Regulations 1999.
- b** An assessment will take place to assess the risk to health and safety of all employees, including new and expectant mothers and young persons, and to do

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what is reasonably practicable to control those risks. Records shall be kept of the assessments.

- c** As a result of completing its assessment of risk management the School will communicate information to employees about the risks to health and safety. Information to staff will contain preventative and protective measures to eliminate or reduce the identified risks.
- d** Training will be made available to all staff with regard to health and safety on starting with the School. Further training will be given if new or increased risks are foreseen.
- e** All staff have a duty to report dangerous or ill health situations, or unsafe equipment or processes to their Line Manager.
- f** The School will conduct surveillance where the following criteria apply:
 - An adverse health condition is related to the work concerned.
 - There is a reasonable likelihood that an ill health condition may occur under the particular condition of work.
 - Surveillance is likely to further the protection of the health of the employees.
- g** The School will, for the purpose of meeting its requirements for the health and safety of temporary workers, as far as is reasonably practicable, regard such employees as they would their permanent employees in respect of risk assessment, training, the provision of information and protective equipment.

19. YOUNG PERSONS

Under the Regulations there are particular responsibilities towards young people who are working at the School:

- a** To assess risks to all young persons under 18 years of age, **before** they start work;
- b** To ensure the risk assessment takes into account their psychological or physical immaturity, inexperience and lack of awareness of existing or potential risks;

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- c** To introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable;
- d** Let the parents / guardians of any children still of compulsory school age (ie below the MSLA) know the key findings of the risk assessment and the control measures you have introduced **before** the child starts work or work experience;
- e** Address certain specified factors in the risk assessment;
- f** Take account of the risk assessment in deciding whether the young people should be prohibited from certain work activities, except in specified circumstances.

20. NEW AND EXPECTANT MOTHERS

Under the Regulations there are particular responsibilities towards New and Expectant Mothers:

- a** To assess risks for all women of child bearing age.
- b** On notification from the employee carry out a risk assessment with the expectant mother, using the standard proforma. Take action as appropriate to reduce any risks to an acceptable level.

The phrase 'new and expectant mother' means an employee who is pregnant who has given birth within the previous six months or who is breastfeeding.

21 MANUAL HANDLING OPERATIONS

- a** All departments are required to consider whether there are any manual handling operations in their day-to-day activities and, where appropriate, incorporate manual handling as a hazard in their departmental risk assessment.
- b** Manual handling operations will be avoided, as far as is reasonably practicable, if they are shown to be a hazard with an unacceptable level of risk.
- c** The School will ensure that where it is not practicable to avoid manual handling operations which involve a risk of injury, then those risks will be reduced to the lowest level reasonably practical.
- d** The School will take all steps necessary to ensure that employees are trained, instructed and informed in order they can make full and proper use of any equipment provided to reduce or eliminate handling operations.
- e** Employees involved in any manual handling operations will make proper and full use of any personal protective equipment issued to them whilst conducting these tasks.

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- f** All such steps that are necessary to ensure that all the requirements of the Manual Handling Operations Regulations 1992 are carried out, will be taken by the School.

22. PROVISION AND USE OF WORK EQUIPMENT

- a** The School will ensure that all equipment meets the requirements of the Provision and Use of Work Equipment Regulations 1998.
- b** The School will, by assessment, evaluate and prioritise the risk to any employee's health and safety and take preventative measures to control or prevent the risks.
- c** As far as reasonably practicable, all work equipment will be suitable for its purpose, safe to use, fully maintained and inspected for any damage or shortfall in its safety performance.
- d** Routine maintenance and planned preventative maintenance will be provided for all equipment in use and records of maintenance kept for each category of work equipment.
- e** Any personnel who use work equipment will receive adequate health and safety information and, if appropriate, written instruction concerning its use.
- f** If instruction is needed on any work equipment then this will be given by instructors who are suitably trained.
- g** All work equipment will be fitted with approved 'on and off' switches. All equipment will be tested and inspected on a regular basis to ensure that these controls function safely, and full records of these inspections will be maintained.
- h** All new machinery brought onto site, for use by the School, will comply to the requirements of the Supply of Machinery (Safety) Regulations 2008 (as amended), carry CE markings and other relevant information.
- i** Certain equipment will be subject to inspection by an approved body (for example, the Gym equipment is examined by Life Fitness Limited).

23. PERSONAL PROTECTIVE EQUIPMENT

- a** The School will conduct an assessment of its operations to ensure that suitable protective equipment is provided to employees who may be exposed to a risk to their health and safety while at work, as required by the Personal Protective Equipment Regulations 1992 (as amended). This will be carried out on a department by department basis as appropriate.
- b** The equipment will be appropriate for the risks involved and suitable for the conditions where exposure to risk may occur. The criteria for provision of the equipment will take account of ergonomic requirements, the state of health of the wearer and the size and comfort factors involved.
- c** The issue of any protective equipment will be determined on its ability to control the risk and will conform to approved standards carrying a certificate or mark of conformity.
- d** The School will ensure that all personnel protective equipment provided to employees is maintained in working order and in good repair.
- e** The provision of personal protective equipment will be organised so that dates of issue are recorded, a system of maintenance is provided, and equipment that no longer provides reliable protection is withdrawn from service.
- f** Employees who are provided with personal protective equipment will be informed of its use and limitations. Employees will also be instructed to report loss, damage or any defect in the equipment provided.
- g** In accordance with Section 9 of the Health & Safety at Work etc Act 1974 no charge will be levied for personal protective equipment issued by the School.

24. MAINTENANCE

- a** All necessary machinery and equipment will be provided by the School. This relates primarily to the Art, Design & Technology Departments, Arts Centre, Administration, Catering, Cleaning and Premises Departments. Such equipment will meet all relevant British and/or European standards and legal requirements. Inspection of electrical and mechanical maintenance of machinery and equipment will be carried out to ensure their efficient working order and good repair (Section 6 of the Provision of and Use of Work Equipment Regulations 1998 refers) and records kept. Guards and/or safety devices will be inspected on a regular basis and records kept.
- b** Employees must not use equipment which is defective. All defects observed in plant and equipment must be notified to the Supervisor responsible as soon as it is discovered.

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Machine Guards

All relevant machines are provided with guards to enclose tools or other moving parts in order to prevent employee contact. Guards must be maintained in proper position when machinery is in use.

Safety devices are provided when danger cannot be prevented. They cause machinery to stop or otherwise prevent access beyond a danger zone. The machines here are D&T and Site Services. Guard audit checks are carried out by the Head of DT and Site Services Manager respectively.

25. VISITORS

To ensure security and personal safety, the following procedure will apply to all visitors, without exception:

- a** Sign and register in the Reception area (visitors are alerted that Fire Alarm instructions and other H & S information is on the reverse of their visitor's badge.)
- b** Be accompanied or supervised by a member of staff at all times whilst on the School premises.
- c** Observe the School health and safety notices and the instructions given by persons enforcing the Health & Safety Policy.
- d** Wear appropriate protective clothing and/or equipment, which will be given by the relevant member of staff, if necessary.
- e** Inform the Site Services Manager or Bursar of any risks to their health, safety or welfare if the visitor is to carry out any servicing or repairs.

In the event that visitors are permitted entry to the site they must follow the additional instructions with a view to limiting the risk of transmission of the virus, including those relating to hygiene and social distancing.

26. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH REGULATION 2002) (SI 2002/2677) (AS AMENDED)

The School will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, we will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment.

All staff, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents / incidents) and will be given suitable information, instruction and training in their safe use, storage and handling. In particular:

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- a** The Site Services Manager will be responsible for identifying all substances which need a COSHH assessment.
- b** All substances (solvents, oils, chemicals, cleaning agents etc) will be assessed by the Head of Science for possible health affects before being used within the School. Safety requirements will be identified by reference to the relevant supplier's / manufacturer's hazard information sheets and or CLEAPSS (for Science Departments).
- c** The Head of Science will be responsible for ensuring that all actions identified in the assessments are implemented.
- d** All necessary information concerning the COSHH assessments, will be given to the relevant employees By the Head of Science.
- e** No substance will be used without the availability of the appropriate safety information nor without the approval of the Head of Science (in respect of Science departments) or the Bursar (in respect of other areas)
- f** Wherever substances used are likely to give rise to harmful atmospheres, appropriate precautions will be taken to prevent this by the use of suitable ventilation or extraction. Such equipment will be inspected and regularly maintained by the Head of Science in accordance with the COSHH Regulations.
- g** All assessments will be reviewed by the Head of Science on a regular basis, or when the work activity changes, whichever is soonest but not exceeding every 12 months.
- h** Where appropriate, the environment will be monitored by the Head of Science to check the effectiveness of the control measures adopted.
- i** Any employee who feels unwell and suspects that the cause is related to any substance used shall report this, in confidence, to the Nurse as soon as possible.
- j** There are a number of fume cupboards in the Chemistry and Biology departments. The procedures for the use of the fume cupboards is set out in the Science Health & Safety policy. Regular inspections are carried out by the School's insurance company (Zurich) at 6-monthly intervals.
- k** All staff will ensure that hazardous substances are locked away in a restricted access area and an up to date inventory maintained.

27. CONTROL OF LEGIONELLOSIS

- a** An annual Legionella Risk Assessment is carried out by Brodex Limited with the last assessment taking place in 2021. The aim of the assessment is to establish the likelihood of legionella growth, proliferation and exposure from water services and to establish control measures necessary to eliminate or control the risk from legionella bacteria.

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This Risk Assessment is reviewed on an annual basis by the Site Services Manager and Brodex Limited. Following the annual Legionella Risk Assessment the [•Site Manager] will ensure that relevant preventative control measures are implemented in accordance with HSE Approved Code of Practice L8. The School has entered into a 12-month rolling contract with this company for the ongoing monitoring of water based systems at the school including water tanks.

A similar 12-month rolling contract is also in place with Evotec for the maintenance of the air-conditioning units. The Site Services Manager will ensure that inspections and assessments are carried out in respect of the School's air-conditioning units in accordance with the Fluorinated Greenhouse Gases Regulations 2015 and the Energy Performance of Buildings (England and Wales) Regulations 2012 (as amended)

- b** The Site Services Manager ensures that his team are responsible for flushing little used outlets on a weekly basis, and for documenting water temperatures in tanks, showers and sentinel taps on a monthly basis.
- c** The 12-month rolling contract with Brodex Limited requires the company to carry out quarterly works, during school holiday periods, specified as follows:
 - 2 TVC Samples with results submitted from an independent UKAS laboratory
 - 1 x Legionella sample with results submitted from an independent UKAS laboratory
 - Temperature monitoring
 - Inspection of the cold water storage tank(s) with condition reported and any recommendations if necessary.
 - Visually inspect water at drain of calorifier
- d** Records will be kept for the period throughout which they remain current and for at least two years after that period.

28. MANAGEMENT OF ROAD RISK

- a** The School will include work related road risks within its general risk assessments.
- b** All work related vehicle drivers (either minibus drivers or drivers using their own vehicles for School use) will be identified.
- c** All identified drivers are required to produce their driving licence for an annual inspection to the Bursar.
- d** Drivers using their own vehicles for School use will also provide evidence of:
 - Insurance for business use
 - Current MOT certificate (if applicable)

and complete a form stating the vehicle is maintained as per the manufacturer's specifications.

g Road related accidents will be investigated and recorded in line with existing accident procedures.

h Any penalty points incurred by drivers between annual licence checks must be reported to the relevant line manager.

29. STRESS

The School is committed to protecting the health, safety and welfare of employees and recognising that workplace **stress** is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Definition of Stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Regular wellbeing activities are offered to staff and pupils to ensure successful stress management.

The School recognises that the coronavirus and home working could cause stress and/or adversely affect people's mental health.

We have in place procedures to regularly keep in touch with and support our home workers.

PUPIL SUPERVISION

Girls are allowed to enter the School from 7.45 am and to remain at School until 5.15pm. Reception is staffed from 7.30 am to 6 pm, Monday to Friday during term-time. For the vast majority of the time from 8 am the girls are supervised directly by a teacher but the following information clarifies the arrangements in place at other key times:

Junior pupils are supervised in the Main Dining Room from 8am by a designated person.

Senior girls are not directly supervised in school, in their classrooms, the cloakrooms, or corridors:

- Before morning registration
- During break and lunchtimes

However, as set out above Reception is staffed from 7.30am to 6pm and there will always be someone available to deal with any issue during those hours.

During breaks and lunchtimes there is a teacher 'on duty' who is responsible for walking around the School and ensuring that no unsafe activities are taking place in unsupervised areas.

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Junior girls are supervised at these times.

On a Wednesday morning from 8.30 am to 9 am there is a Staff Meeting. All pupils are supervised by pupil mentors and/or members of the Sixth Form at this time as all teachers and many support staff are involved in the meeting. Two members of Senior teaching staff patrol the Senior School from 8.45 am until the end of the meeting. The Junior School is patrolled by a mixture of Teaching and Support Staff.

Girls are supervised in the dining room:

- At breakfast time (from 8 am to the start of the school day) by a member of support staff.
- At break and lunchtimes by a member of the teaching staff.

A member of the teaching staff supervises girls outside during games lessons.

Junior School girls are supervised outside at break and lunchtimes by a member of the support staff.

Girls are supervised after school as follows:

- Junior School girls are supervised by a member of the support staff in the Junior Resource Room from 3.45 pm until 5.15pm.
- Senior girls are supervised by a member of the support staff in the library from 3.45 pm until 5.15pm

Members of the Sixth Form are allowed to work unsupervised in the Sixth Form Common Room or library until 5.15 pm.

All hazardous areas of the School, including science laboratories and practical rooms such as the Design & Technology room, are locked when a teacher is not present. Girls are not allowed to go into these rooms without appropriate adult supervision.

Staff organising after-school events are required to set up a system to ensure that the girls are properly supervised.

30. PUPIL ABSENCE OR PUPILS LEAVING THE PREMISES DURING THE SCHOOL DAY

Parents are required to inform the School, either by telephone or by letter, if their daughter is absent. Each morning, the Attendance Officer reconciles the girls present with the on-line attendance system and follows-up any non-attendance as quickly as possible. If parents have not informed the School of their daughter's absence this is identified as quickly as possible. The same reconciliation takes place in the afternoon by the Attendance Officer (or Receptionist, in her absence).

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If girls need to leave the School due to illness, or for specific medical appointments they must sign out at Reception and must have evidence that their Form Teacher/Head of Year/ the School Nurse and one of their parents has authorised the absence.

Only pupils in years 11 to 13, with parental permission, may leave the School during lunchtime or their study periods. Signing-in and out must be completed at Reception so that the School knows who is physically on the premises at any time.

See also the School's Safeguarding and Child Protection Policy and procedures.

31. SECURITY

Please see also the School's Supervision Policy for further information.

Access

The School has a computerised card entry/pin code system on all major doors to the school. All staff are issued with a personalised card which provides entry to the School at designated times. Staff are required to use their card to record their entry and departure from the School, whatever the time of day. At any time, therefore, the School is able to produce a computerised schedule of any staff who are on the premises indicating when they arrived and when they departed. When staff resign from their posts their cards are returned. If staff lose their card they are required to inform the IT Department immediately so that their card can be disabled and a new one issued. If any staff forget their card, for whatever reason, they can manually 'sign in' at Reception.

All members of the school community and visitors are able to enter into the outer vestibule at the front of the School once the door is unlocked by the Site Services Department at 6.30 am each morning. Entry to the Reception area is open at the busy times of girls entering/leaving the school but otherwise automatic access is limited to pass holders. Others must wait for the Receptionist to verify that they are a bona fide visitor, via the inter-com system, at which point they will be held in an intermediate area prior to be allowed into the main part of the School.

There is an intercom system (with video) in place for deliveries to the Wellington Road entrance which is once again accessed by the Receptionist. A keypad is in place on the kitchen door and on the Victoria Road gate.

CCTV

There is a CCTV system in place at the School and pupils, staff and visitors are aware of its existence by warning signs. There is limited access to the CCTV system.

Missing/stolen property

Missing/stolen property is reported to the Deputy Head who collates the information and passes it on to the Headmistress. Immediate action is generally taken by the form teacher where a loss has occurred in the classroom. The School will involve the police if it is deemed appropriate to do so.

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Fencing

There is high perimeter fencing around the school. In addition, a fence has been installed at the rear of the Victoria Road carpark which provides additional security to pupils and staff who are playing in the fields/children's play area. There is a gate at the end of this fence which is kept locked other than in the event of the fire alarm sounding.

Adjacent to the edge of the building housing the FTT department (on Victoria Road) is another metal gate which is connected to the computerised access system. Once again this provides additional security and prevents members of the public from being able to access the rear of the school where the playing fields and children's playground are sited.

33 MINIBUS

Access to the minibuses are limited to qualified minibus drivers when pupils are being transported. All minibus drivers are required to comply with the minibus rules. The Bursar is responsible for the insurance of the minibus. The Minibus Policy can be found at **(SP18 in the Staff Handbook)**.

34 LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

The School will ensure that assessments are undertaken to comply with the Lifting Operations and Lifting Equipment Regulations 1998.

There are five lifts in operation at the School. A goods lift is used between the Biology Preparation Room and the Physics Department. A risk assessment is in force regarding the use of this lift.

The second lift is attached to the stair rail to the Arts Centre. The procedures for the use of this lift are included in the Guidelines for the use of the Arts Centre.

The third lift is a passenger lift near the Dining Room to the Mathematics corridor. The procedures for the use of this lift are on the wall in the lift.

The fourth lift is in the Junior School and the fifth lift is in the Sports & Fitness Centre.

All lifts are regularly inspected on a six-monthly basis by the School's insurance company (Zurich).

35 PRESSURE VESSELS AND ASSOCIATED EQUIPMENT

Pressure vessels are included within the Biology and Design & Technology departments. Each department is responsible for preparing their risk assessment and safe system of work for the relevant equipment which is, once again, inspected by the School's insurance company (Zurich).

36 STATUTORY NOTICES

The statutory Health & Safety law posters are displayed in the staff common room, the office, the Catering/Cleaning staff room and the Site Services office.

37 CHILDREN'S PLAYGROUND

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The playground at the rear of the School is for Junior School girls only. A risk assessment has been produced by the Junior School which requires the Grounds Manager to check the area on a daily basis to ensure it is free from litter and obvious hazards. The break/lunchtime supervisor also visually checks the equipment each day. An external service is carried out by the manufacturer each year.

The girls are always supervised when they are using the playground.

38 TRAFFIC MANAGEMENT ON SITE AND PUPIL MOVEMENT ON PUBLIC ROADS

Access to and egress from the premises for the pupils is via the front door only. Staff may in addition use the doors from either car park.

Girls are not allowed to walk through the car parks except as part of an emergency evacuation.

Signage reminds drivers leaving the main car park to take care.

At 3.30 pm one of the gates at the front of the School is shut and no vehicles at the front of the School are allowed to exit until after 4 pm.

Most School buses stop in Victoria Road so that girls are not required to cross the road. A small number of Junior girls are escorted by a member of staff to bus stops on the opposite side of the road to the School.

The Bursar and Deputy Head maintain a liaison with Manchester City council and the Great Manchester Police to ensure that traffic issues are communicated and action is taken as appropriate. There are speed and parking restrictions along Wellington Road which are monitored by the council and community policeman regularly.

39 VISITS AND ACTIVITIES OUT OF SCHOOL

The Educational Visits Coordinator is responsible for overseeing all School Trips. The procedure includes specific guidance for visits to farms and zoos.

The Procedures for off-site visits, including residential visits and school led-adventure activities, as set out in the School's Trips are included in the Trips Policy (see **SP 19 in the Staff Handbook**)

40 YEAR 11 WORK EXPERIENCE

The Careers Department work with parents to enable Year 11 girls to participate in two weeks of work experience. The majority of pupils find their own placements through personal or parental contacts. For those students who are unable to do this, the school aims to find a suitable placement.

The employer is provided with a curriculum vitae of the pupil if requested.

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Where the placement is organised directly by the parent, they are advised to ensure that the employer has in place Employers' Liability Insurance, a Risk Assessment, a Health & Safety Policy, and evidence that their insurers have been notified of the placement. Parents are required to sign a form to indicate that they are satisfied that this requirement has been met.

Where the placement is organised by the School, the employer is required to return to the School a checklist to confirm that Employers' liability insurance is in place, a risk assessment relating to the activities of the pupil has been prepared, confirmation that there is a health & safety policy and confirmation that insurers have been notified of the placement. A copy of the risk assessment is required to be made available to the parent or guardian.

In each case, the School has an Employer's Information Pack which outlines the responsibilities of the employer in relation to the pupil together with contact details. Parents are required to give permission for the work experience placement and for their travel arrangements.

41 IONISING RADIATION

Currently Mr David Sykes of Radiation Protection Services reviews the procedures in place for ionising radiation on an annual basis. He takes samples of the sources and reviews the logs during the visit.

42 VOLUNTARY SERVICE

The Voluntary Service Coordinator is responsible the procedures to be followed for Sixth Form pupils participating in voluntary service. These procedures contain the travel arrangements of the pupil to the venue and the risk assessments required from the placement provider. The Voluntary Service Coordinator visits the placements that are arranged by the School annually but does not visit placements arranged directly by pupils.

43 OCCUPATIONAL SKIN CARE

The School recognises its responsibilities to ensure that the conditions of work do not themselves cause, exacerbate or contribute to damage to the skin or through penetration of the skin to systemic toxicity effects (ie damage to internal organs). The School ensures that conditions and practices will not expose a pupil or employee to contact with substances in such a manner that damage to or disease of the skin is likely to occur.

The School will ensure that there are clearly defined safe working practices and that there is adequate provision of the appropriate personal protective equipment. It will provide suitable washing facilities, cleansers, drying materials and other necessary skin care products. It will arrange suitable training wherever it considers this to be necessary.

44 SHARPS PROCEDURE

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A sharps injury is defined as an injury where a needle or other sharp object, contaminated with blood or other bodily fluid, penetrates the skin. This also includes human bites and scratches that break the skin.

The Administration of Medicines and Supporting Pupil with Medical Conditions Policy describes the School's Sharps Policy in more detail including the risks, responsibilities, procedures and actions.

45 EVENT MANAGEMENT

Any staff who organise an activity after School are required to complete a risk assessment in advance of the event identifying the hazards and control procedures in place. Detailed information is required regarding the staff responsible for the supervision of girls and their location in order that prior consideration can be given in the event of an evacuation.

46 MICROBES

The Biology Technician has a procedure for the disposal of microbiological culture, agar plates, contaminated pipettes and syringes. This requires that such materials are sterilised in an Autoclave or pressure cooker and specifically states that disinfectants cannot be considered as an alternative to steam sterilisation.

47 VIBRATING EQUIPMENT

The School is mindful that within the Cleaning and Grounds Maintenance Departments there is equipment which causes vibration. The vibration risk is covered within the risk assessments of each department which require the member of staff to have strict limits on the amount of time that the equipment can be used.

48 PROTECTION FROM VIOLENCE AND HARASSMENT

The School will not tolerate any act of violence or harassment in which an employee or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.

Incidents or acts of violence or harassment by pupils will also be dealt with in accordance with the School's Safeguarding and Child Protection policy and Behaviour and Discipline policy.

Violence or harassment by employees will constitute gross misconduct and will be dealt with under the School's disciplinary procedure. Violence or harassment by pupils of other pupils is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

49. LONE WORKERS

We understand the additional hazards to staff safety presented by lone working (defined for the purpose of this Policy as employees working by themselves in situations where there is no close or direct contact with other School staff).

Work activities involving lone workers will be risk assessed. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response.