

# **Health & Safety Policy**

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**Withington Girls' School**

**January 2025**

**Contents**

- Section 1 ..... 5
  - General Policy Statement..... 5
  - Health & Safety Objectives ..... 6
- Section 2 ..... 7
  - 1. Responsibilities of the School..... 7
  - 2. Board of Governors ..... 7
  - 3. The Headmistress’s Responsibility ..... 8
  - 4. The Health & Safety Officer (Bursar)..... 9
  - 5. Fire Safety Officer..... 9
  - 6. Heads of Department, Technicians & Supervisory Staff ..... 10
  - 7. All Staff ..... 10
  - 8. Hirers, Visitors, Contractors, and Others ..... 11
  - 9. Workplace safety ..... 12
  - 10. Fire Safety and Fire Risk Assessment..... 12
  - 11. Emergency plan and procedures: fire and evacuation ..... 13
  - 12. Accidents, first aid and work-related ill health..... 14
  - 13. Living safely with respiratory conditions, including COVID-19..... 14
  - 14. Record keeping..... 15
  - 15. Monitoring..... 15
  - 16. Internal investigation..... 15
  - 17. Review ..... 16
  - 18. Linked policies ..... 17
- Section 3 ..... 18
  - 1. Staff with Special Responsibilities ..... 18
  - 2. Health and Safety Organisational Structure ..... 19
  - 3. Health & Safety Committee..... 20
  - 4. First Aiders..... 22
  - 5. Detailed Arrangements ..... 23
    - 5.1. Management of Health and Safety at Work ..... 25
    - 5.2. Summary of Procedures to Ensure Health and Safety at Work..... 25
    - 5.3. The Health & Safety (Consultation with Employees) Regulations 1996 (HSCER 1996) 26
    - 5.4. Accident reporting, notification and investigation ..... 26

5.5.	Construction (Design & Management) Regulations 2015.....	29
5.6.	Contractors.....	29
5.7.	Visitors .....	30
5.8.	Emergency Evacuation .....	30
5.9.	Fire Precautions, Fire Extinguishers; Regulatory reform (Fire Safety Order 2005) (SI 2005/1541) .....	31
5.10.	Security .....	31
5.11.	First Aid Provision .....	31
5.12.	Event Management.....	32
5.13.	Pupil Supervision.....	32
5.14.	Pupil Absence or Pupils Leaving The Premises During the School Day.....	32
5.15.	Outdoor Areas.....	33
5.16.	Traffic Management On-site and Pupil Movement on Public Roads .....	33
5.17.	Management of Road Risk: Minibus .....	33
5.18.	Visits and Activities Out of School .....	34
5.19.	Work Experience .....	34
5.20.	The Management of Asbestos (Control of Asbestos Regulations 2012).....	34
5.21.	Control of Legionellosis .....	35
5.22.	Electricity at Work Regulations 1989 ( <b>SI 1989/635</b> ) .....	36
5.23.	Control of Substances Hazardous to Health Regulations (COSHH Regulation 2002) (SI 2002/2677) (as amended) .....	37
5.24.	Flammable Liquids and Petrol.....	38
5.25.	Gas Safety.....	38
5.26.	Management of F Gas Regulations.....	38
5.27.	Ionising Radiation.....	38
5.28.	Microbes .....	38
5.29.	Provision and Use of Work Equipment and Maintenance .....	39
5.30.	Personal Protective Equipment.....	39
5.31.	Manual Handling Operations.....	40
5.32.	Grounds Maintenance Procedures including the Use of Pesticides .....	40
5.33.	Lifting Operations and Lifting Equipment Regulations 1998 .....	41
5.34.	Access Equipment and Work at Height (Ladders) .....	41
5.35.	Pressure Vessels and Associated Equipment.....	42
5.36.	Vibrating Equipment.....	42
5.37.	VDUs and Display Screen Equipment .....	42
5.38.	Occupational Skin Care.....	43

<b>5.39.</b>	Sharps Procedure .....	43
<b>5.40.</b>	Welfare Provisions .....	43
<b>5.41.</b>	Young Persons .....	44
<b>5.42.</b>	New and Expectant Mothers .....	45
<b>5.43.</b>	Stress .....	45
<b>5.44.</b>	Lone Working.....	45
<b>5.45.</b>	Protection from Violence and Harassment.....	45
<b>5.46.</b>	Discipline .....	46
<b>6.</b>	Version Control .....	47

# 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 all employees, supply staff, casual staff), pupils, contractors, volunteers, trainees, hirers and visitors at the School.
3. The Board of Governors (as proprietor of the School) has overall responsibility and delegates the operational arrangements for the management of Health & Safety to the Headmistress. The Board of Governors has a nominated Governor for Health and Safety who sits on the School's 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 Officer.
5. An integral part of good health and safety management is the provision of clear guidelines to all staff, pupils and visitors regarding their responsibilities for health and safety. This Policy provides these guidelines and a copy of this Policy is on the Staff OneNote. All staff and new starters are required to read this Policy and they receive the appropriate level of training in health and safety.
6. A Health & Safety Committee, chaired by the Bursar, is made up of staff from all key areas of the School's activities. The Health and Safety Governor attends these meetings which take place termly. Key points from these meetings are communicated to staff by the Bursar. Health and Safety is a standing item in Governors meetings.
7. The School follows a standard process for the completion of Health & Safety Checklists for all areas of the School.
8. The School undertakes regular examinations of its activities in order 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. These are undertaken through the process of appropriate Risk Assessments which 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 are set out in its Risk Assessment Policy and Procedures. The School's specific arrangements for safeguarding and promoting pupils' welfare are set out in a separate Pupil Welfare Risk Assessment Policy and related policies including the Safeguarding and Child Protection Policy and Procedures, Anti-Bullying Policy, and behaviour policies.
10. Risk Assessments for health and safety are the overall responsibility of the Bursar, and are reviewed at least annually and more frequently as necessary.
11. The Bursar audits the completion of the Health & Safety Checklists for curriculum areas and non-teaching and communal areas. The Health & Safety Committee monitors progress at its termly meetings.
12. The School engages an external consultant to act 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 external health & safety advice and guidance and undertakes a rolling programme of health and safety audits. Such audits are reviewed by the Bursar, Headmistress, Health & Safety Committee and Governors.

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.
14. The Health & Safety Policy is reviewed by the members of the Senior Leadership Team (SLT) annually.

## 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. Pupil welfare, health, safety and wellbeing are actively safeguarded and promoted through this policy.

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**

Ensuring documentation shows the significant hazards identified, their risks adequately controlled and precautions clearly documented

### **5. Accidents**

Reducing accidents and the potential for accidents to occur

### **6. Health & Safety Training**

Ensuring that all staff receive Health & Safety training appropriate for their role

### **7. First Aiders**

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

# 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 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.

### **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 others using the School premises to the Bursar (the Health & Safety Officer) and the Fire Safety 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 Pastoral 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)

*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. 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 the external consultant 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 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 School Health Lead and, when necessary, carrying out appropriate investigations.
9. 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 Officer

*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 Fire related items relating to the School.
3. 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

### *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

### *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 accidents to the School Health Lead via SchoolBase and any near misses to the Bursar. If the School Health Lead is not available, report accidents to the Bursar.

## 8. Hirers, Visitors, Contractors, and Others

### *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:
  4. Introduce equipment for use on the school premises
  5. Alter fixed installations
  6. Remove fire and safety notices or equipment
  7. Take any action that may create hazards for persons using the premises or the staff or pupils of the School.
8. All contractors must report any damage they may have done in the course of their work to the Site Services Manager or the Bursar.
9. 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.

10. 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 Board of Governors 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 Board of Governors 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 for those 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 reception area next to the Fire Panel and copies are stored on the Staff OneNote.

The Fire Safety Policy and Fire Risk Assessment are reviewed by the SLT and the evacuation procedure is regularly practised 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. A full list of qualified fire marshals can be found on the Staff OneNote in the Fire Safety Folder.

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 - GOV.UK](#). 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 in the event of an emergency is the Astroturf.

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.

A list of all first aiders can be found on the Staff OneNote.

All accidents are to be reported to the School Health Lead via the accident book on SchoolBase and any near misses to the Bursar. If the School Health Lead is not available, report accidents to the Bursar.

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 HR or the Bursar.

All work-related ill health including work-related stress will be considered by 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 (UKHSA) guidance.<sup>1</sup>

The School will actively monitor whether the controls in place are effective and working as planned.

## 14. Record keeping

Details of injuries, conditions, dangerous occurrences and occupational diseases should be stored for at least three years from the date of the last injury.

When required, 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.

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 Head of Department is primarily 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

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<sup>1</sup> 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/guidance/health-and-safety-responsibilities-and-duties-for-schools)



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. Please see 5.4 for further guidance.

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 Admissions and Marketing Director 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 SLT 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 and SLT 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:

- safeguarding and child protection
- anti-bullying
- critical incident management
- educational visits
- fire
- first aid
- the administration of medicines and supporting pupils with medical conditions
- Asbestos management policy
- Control of Legionella policy
- pupil welfare risk assessment
- risk management policy and procedures
- supervision
- minibus driver policy

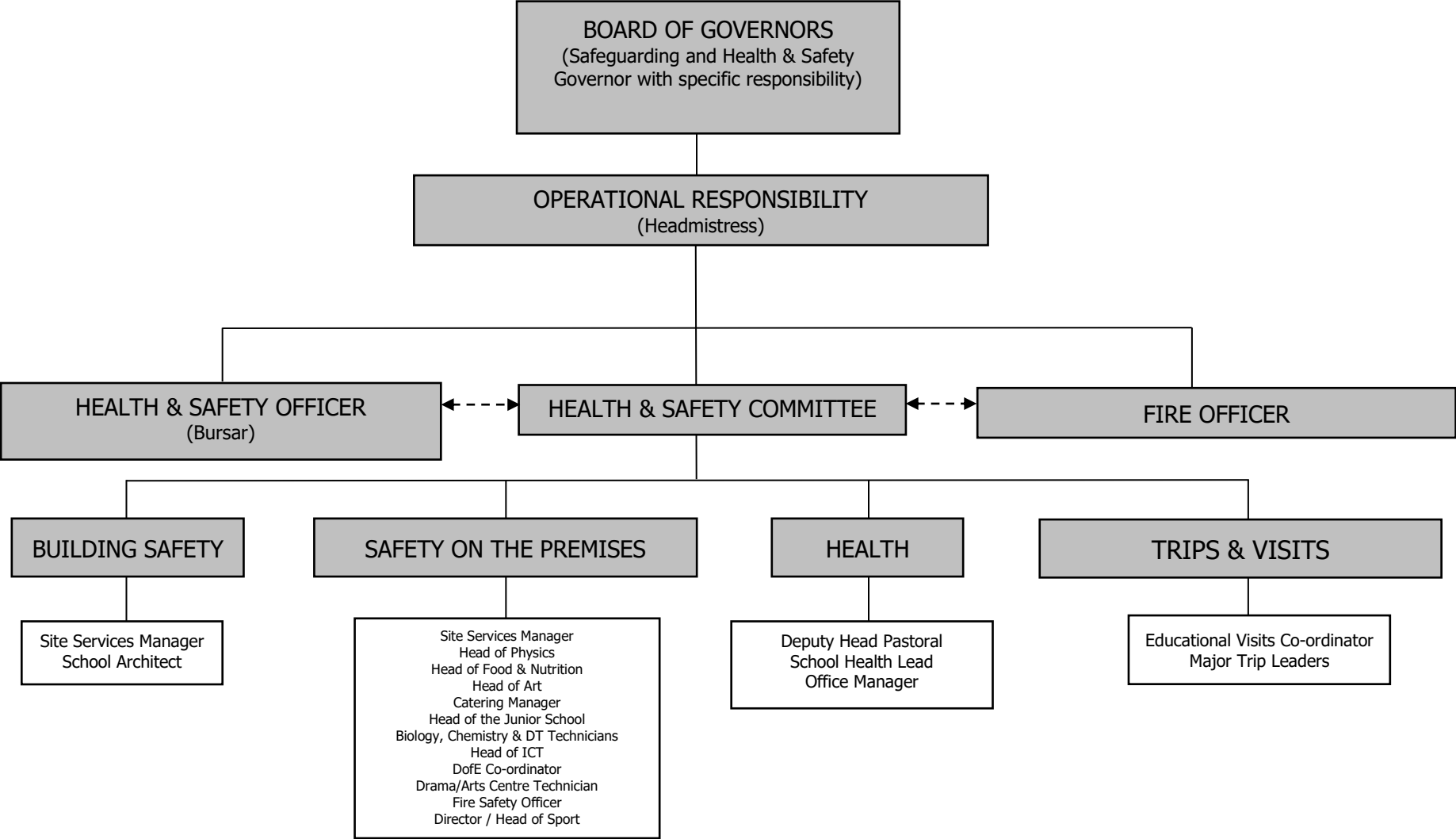
# Section 3

## ARRANGEMENTS

### 1. Staff with Special Responsibilities

- Chair of Governors
- Safeguarding and Health and Safety Governor
  
- Headmistress
- Bursar (Health & Safety Officer)
- Educational Visits Coordinator
- Health and Safety Committee
- School Fire Officer
- Site Services Manager
  
- Accident Records Monitoring – School Health Lead
- Accident Records Notification – School Health Lead or Bursar
  
- Portable Appliance Testing –
  - Site Services Manager
  - Physics Technician
  - Director of Digital Services
  - Drama and Arts Centre Technician
  - External contractor
  
- Manager of Water Services – Site Services Manager
  
- Radiation Protection Advisor – external contractor
- Fire alarm testing –
  - Site Services Manager
  - External contractor
  
- Local Fire Brigade
- Local Police

## 2. Health and Safety Organisational Structure



### 3. Health & Safety Committee

The Board of Governors has overall responsibility and delegates the operational arrangements for the management of Health & Safety to the Headmistress.

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

The Health and Safety Committee meets once per term. Committee members are detailed below. In their absence, an appointed representative will attend.

Committee members have responsibilities as set out below.

Safeguarding and Health & Safety Governor	Named representative from the Board of Governors.
Health & Safety Officer (Bursar)	<p>Chairs the H &amp; S Committee.</p> <p>Ensures that action, recommended by the Committee, is taken.</p> <p>Brings H&amp;S matters to the attention of the Headmistress and Governors.</p> <p>Organises for the external audits to take place with the external consultant and provides guidance on departments to audit in accordance with a cycle.</p> <p>Ensures that new developments are brought to the attention of the relevant members of the committee, teaching or support staff.</p> <p>Ensures that the relevant H&amp;S training courses (including in relation to risk assessment) are made available to staff, as appropriate.</p> <p>DSE Assessment and implementation.</p> <p>Sets the agenda for the H&amp;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 &amp; safety.</p> <p>In the absence of the School Health Lead reports accidents as appropriate to RIDDOR.</p> <p>Provides details regarding Display Screen Equipment for staff.</p> <p>Reports any school cleaning issues.</p>
Deputy Head Pastoral	<p>Coordinates with the School Health Lead making arrangements for vaccinations and interviews.</p> <p>Designated Safeguarding Lead.</p>
Fire Officer	Maintains 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.

	<p>Ensures that their requirements are met in full at all times.</p> <p>Reports to the Health &amp; Safety Committee on the completion and review of Fire related items relating to the School.</p> <p>Plans and reports to the Health &amp; Safety Committee on practice fire evacuations and ensure that suggested improvements are acted upon.</p>
Site Services Manager	<p>Responsible for maintenance and repairs to buildings and furniture.</p> <p>Responsible for dealing with intruders.</p> <p>Responsible for organisation of PAT testing and ensuring that fire extinguishers are inspected externally on an annual basis.</p> <p>Responsible for supervising contractors on site.</p> <p>Responsible for overseeing staff who maintain and carry out repairs in grounds.</p>
Catering Manager	Responsible for kitchen and food preparation.
Head of Design Technology	Responsible for Design Technology room and equipment.
Head of Art	Responsible for Art room and equipment.
Head of Food & Nutrition	Responsible for Food & Nutrition rooms and equipment.
Head of the Junior School	Responsible for the Junior School.
Drama and Arts Centre Technician	Responsibility for lighting and sound equipment in the Arts Centre and Drama Studios.
Operations and Educational Visits Manager	<p>Responsible for taking minutes of H&amp;S meetings.</p> <p>Responsible for booking First Aid and Fire Extinguisher training and updating records.</p>
Head of Science	Science Technicians report regularly to the Head of Science, who also oversees Health & Safety within the department and co-ordinates related training for pupils.
School Health Lead	<p>Responsible for the collation of accident records.</p> <p>Reports accidents as appropriate to RIDDOR.</p> <p>Deputy Designated Safeguarding Lead. Provides medical expertise.</p>
Director of Sport / Head of PE	<p>Risk Assessments for all sporting activities.</p> <p>Responsible for reporting on sports activities.</p>
DofE Coordinator(s)	Ensure all expeditions carried out safely and fully risk assessed.

## 4. First Aiders

A list of people holding the 'First Aid in the Workplace' or 'Emergency First Aid at Work' qualification is updated for the start of September every year and displayed near to telephones throughout the School.

As changes may occur throughout the year, the most up to date list is available on OneNote and a copy is held at the School Office.

## 5. Detailed Arrangements

### Index

1.	Management of Health & Safety at Work Regulations 1999
2.	Summary of Procedures to ensure Health & Safety at Work
3.	The H & S (Consultation With Employees) Regulations 1996 (HSCER 1996)
4.	Accident reporting, notification and investigation
5.	Construction (Design & Management) Regulations 2015
6.	Contractors
7.	Visitors
8.	Emergency Evacuation
9.	Fire Precautions, Fire Extinguishers; Regulatory reform (Fire Safety Order 2005)
10.	Security
11.	First Aid Provision
12.	Event Management
13.	Pupil supervision
14.	Pupil absence or pupils leaving the premises during the school day
15.	Outdoor Areas
16.	Traffic management on site and pupil movement on public roads
17.	Management of Road Risk: Minibus
18.	Visits and activities out of School
19.	Work Experience
20.	The management of asbestos (Control of asbestos regulations 2012)
21.	Control of Legionellosis
22.	Electricity at Work Regulations 1989
23.	Control of substances to Health Regulations (COSHH regulations 2002 as amended)
24.	Flammable liquids and petrol

<b>25.</b>	Gas Safety
<b>26.</b>	Management of F Gas Regulations
<b>27.</b>	Ionising Radiation
<b>28.</b>	Microbes
<b>29.</b>	Provision and use of work equipment Regulations 1998 and Maintenance
<b>30.</b>	Personal protective equipment Regulations 1992
<b>31.</b>	Manual handling operations Regulations 1992
<b>32.</b>	Grounds maintenance procedures including the use of pesticides
<b>33.</b>	Lifting operations and lifting equipment Regulations 1998
<b>34.</b>	Access equipment and work at height (ladders)
<b>35.</b>	Pressure vessels and associated equipment
<b>36.</b>	Vibrating Equipment
<b>37.</b>	VDU and Display Screen Equipment (Display Equipment Regulations 1992)
<b>38.</b>	Occupational Skin Care
<b>39.</b>	Sharps Procedure
<b>40.</b>	Welfare Provisions
<b>41.</b>	Young Persons
<b>42.</b>	New and expectant mothers
<b>43.</b>	Stress
<b>44.</b>	Lone working
<b>45.</b>	Protection from violence and harassment
<b>46.</b>	Discipline



## 5.1. 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 what is reasonably practicable to control those risks. Records shall be kept of the assessments.
- c** As a result of completing its assessments 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.

## 5.2. Summary of Procedures to Ensure Health and Safety at Work

- a** All employees are issued with the School's Health and Safety 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 Health and Safety policy, in order that hazards are notified promptly to minimise the risk of accidents.
- b** The induction of Health and Safety matters for new employees is undertaken by the relevant Head of Department and Bursar
- c** Good housekeeping is an essential part of Health and Safety 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 Health and Safety Committee.
- e The statutory Health & Safety law posters are displayed around the School.
- f 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.
- g 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.

### 5.3. 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 them and/or the Site Services Manager at any time and such matters can also be raised with the H&S Committee.
- c The School provides its staff with the appropriate H&S training at no cost to the employee.

### 5.4. Accident reporting, notification and investigation

#### a) *Investigation*

All reported accidents and near misses are investigated by the relevant Head of Department and/or School Health Lead as appropriate and the cause established. Consideration must be given as to whether any steps could be taken to prevent a similar accident/near miss again. To aid in the investigation of an accident an Accident Investigation Form (located on SchoolBase) is required to be completed for all serious accidents. Please see Section 2 paragraph 16 above for further details regarding the School's internal investigation process. The School Health Lead 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 on SchoolBase by the member of staff affected or by the School Health Lead or a member of staff who has witnessed the accident if self reporting is not possible. The School Health Lead checks that the accident form has been completed.***

c) *Accidents involving staff*

The School will report in line with RIDDOR:

- work-related accidents resulting in death or 'specified' injury (including as a result of physical violence) 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).

d) *Accidents involving pupils or visitors*

The School will report all accidents involving pupils or visitors in line with RIDDOR. Any incidents or accidents will be investigated as noted above.

All accidents, including accidents to visitors and pupils must be reported to the School Health Lead via SchoolBase and any near misses to the Bursar. If the School Health Lead is not available, report accidents to the Bursar.

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). Fatal and "specified" injuries can also be reported by calling 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/](http://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 Critical Incident Policy and Emergency Procedures 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.

## 5.5. 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.

## 5.6. Contractors

All contractors working in or on the premises of the School will be accompanied/supervised as appropriate and 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). Complying with all health, safety, fire, security and site instruction requirements.
- b** Ensuring all equipment brought onto site including any borrowed or hired shall be safe and only used in accordance with legal requirements.
- c** 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.
- d** Reporting any unsafe act or unsafe condition which may affect ability to meet the contract to the Site Services Manager or Bursar.
- e** Contractors will provide risk assessments (not generic) and/or method statements for the work to be carried out.
- f** Signing the Asbestos Risk Register, maintained by the Site Services Manager, for any invasive work being carried out.

- g** 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).
- h** Work activities involving lone workers will be risk assessed in line with the School's Lone Working Policy. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response.

## 5.7. Visitors

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

- a** Provide photograph ID, register and sign in at the Reception area.
- 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.
- f** The School may operate additional restrictions that visitors will be required to adhere to. These may be related but not limited to:
  - Areas out of bounds due to events or works
  - Disease control
  - Specific security arrangements

These will be communicated to visitors at reception before they enter the site.

- g** The School has a policy and procedure for visiting speakers.

## 5.8. Emergency Evacuation

Emergency Evacuation information is updated every fire practice, communicated to staff and pupils, and made available to all staff in the staff handbook. Further information is contained in the Fire Safety Policy and Critical Incident Policy, Plans and Procedures.

## 5.9. Fire Precautions, Fire Extinguishers; Regulatory reform (Fire Safety Order 2005) (SI 2005/1541)

- 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 Regular Fire Risk Assessments are carried out by an external contractor.
- c The Fire Risk Assessment assesses the risks arising from fire across the School and who may be affected. In addition, where there is fire hazard, departments assess this 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 fire action and 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 and pupils about fire precautions in the workplace.

## 5.10. Security

### a Access

The School has a secure entry system. All staff are required to use this system to record their entry and departure from the School, whatever the time of day.

Automatic access to the School is limited to pass holders. All visitors and deliveries are required to use the intercom system (with video) at the main school entrance on Wellington Road.

Suitable security fencing surrounds the School site.

### b CCTV

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

## 5.11. First Aid Provision

The arrangements for the provision of first aid are included in the School's First Aid Policy.

The Health and Safety Officer (the Bursar) will, in conjunction with the School Health Lead (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 Health Lead and any deficit made good without delay.
4. 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.

## 5.12.Event Management

Any member of staff who organises a special event or activity is required to complete a risk assessment in advance of the event, identifying the hazards and control procedures in place, and working in consultation with relevant staff.

## 5.13.Pupil Supervision

Comprehensive arrangements for the supervision of pupils are in place and are set out in the school's Supervision Policy.

## 5.14.Pupil Absence or Pupils Leaving The Premises During the School Day

- a Parents or guardians are required to inform the School, either by telephone or by email, if their daughter is absent. Each morning, the Attendance Officer reconciles the pupils 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 Pastoral Support Officer (or Office Manager, in her absence).
- b If pupils need to leave the School due to illness, they must first visit the Health Centre, who will liaise with parents. If pupils need to leave school appointments or early collection, they must sign out at Reception. Reception will check on the daily absence list (populated by the attendance officer) to confirm that the absence is approved before releasing the pupil in question. The pupil must then sign out on the InVentry console before leaving.
- c Only pupils in Years 12 to 13, with parental permission, may leave the School during lunchtime or their study periods. They must sign in and out on the InVentry console so that the School knows who is physically on the premises at any time, in case of emergency.
- d See also the School's Safeguarding and Child Protection Policy and Procedures and the School's Attendance Policy.



## 5.15. Outdoor Areas

Pupils in the Junior School play outside and are supervised during this time by a member of staff.

A member of the Site Team checks the outdoor areas on a daily basis to ensure they are free from litter and obvious hazards.

Risk assessments are maintained for outdoor areas such as the Outdoor Classroom and the pond.

## 5.16. Traffic Management On-site and Pupil Movement on Public Roads

Access to and egress from the premises for the majority of pupils is via main reception only. Pupils not using this exit use a separate exit and wait under supervision until their bus arrives.

Staff may in addition use the doors from either car park.

Pupils 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.

The gate at the front of the School is kept closed during the school day.

School buses stop in locations that do not require pupils to cross any roads.

The Bursar and Deputy Head Pastoral maintain a liaison with Manchester City Council and Greater Manchester Police to ensure that traffic issues are communicated and action is taken as appropriate. There are speed and parking restrictions which are monitored by the council regularly.

## 5.17. Management of Road Risk: Minibus

- a** The school will include work related road risks within its risk assessments.
- b** Access to the minibus is limited to qualified minibus drivers. See Withington Girls' School Minibus Driver Policy.
- c** All school minibus drivers (identified drivers) are required to pass MiDAS assessments before they can drive the School minibus with pupils onboard.
- d** All identified drivers are required to produce their driving licence for an annual inspection.
- e** Drivers must not use their own vehicles to transport pupils (other than their own child for transport to and from school) with the exception of in an emergency. In such cases a member of SLT MUST be informed and the driver must be accompanied by another member of school staff.
- f** Staff that use their own vehicle for business use (staff transport only) warrant the school that they have insurance for business use and current MOT certificate (if applicable).

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

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

## 5.18. Visits and Activities Out of School

The Educational Visits Coordinator is responsible for overseeing all School Trips. Detailed risk assessments, compliant with all legislation, are produced for all trips and off-site visits.

## 5.19. Work Experience

The Futures Department work with parents to enable Year 11 girls to participate in work experience after their public examinations have finished in June. We encourage pupils in Year 12-13 to complete further work experience and/or volunteering in order to consolidate their future plans and build their employability skills.

We use the Unifrog Platform to manage all work experience. The Placements Tool online questionnaire is completed by the pupil, employer and parent, before being checked by the Head of Futures. Employers are required to provide their Employers' Liability Insurance certificate (unless exempt). They also confirm that they have written, up-to-date and appropriate Risk Assessment and H&S policies. If there are additional risks, they can attach the relevant Risk Assessment and H&S policy to the Unifrog tool. Parents are required to read the employer's section and confirm they understand the employer has primary responsibility for the pupil's H&S. They also confirm whether the pupil has any additional needs (e.g. medical/allergies) and provide consent for their child to participate.

Pupils are provided with a Work Experience pack, which supports the process from seeking a placement, to taking part. Within this is a Work Experience and Volunteering guide for pupils, parents and guardians, which outlines the important safeguarding considerations to be aware of whilst on the placement. Via Unifrog, the employers have the contact details of the Head of Futures, should they need to get in touch with the school.

## 5.20. The Management of Asbestos (Control of Asbestos Regulations 2012)

The School has engaged the services of an external contractor. Their consultant carried out a comprehensive asbestos survey in 2023.

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 Bursar 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

also ensure that any clothing which have been covered in dust or debris is appropriately disposed of.

## 5.21. Control of Legionellosis

- a** An annual Legionella Risk Assessment is carried out by an external contractor. 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.

This Risk Assessment is reviewed on an annual basis by the Site Services Manager and the external contractor. Following the annual Legionella Risk Assessment the Site Services 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 for the ongoing monitoring of water based systems at the school including water tanks.

- 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 the external contractor 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.

## 5.22. 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.
- 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, e.g. Trade Association.
- e** Fixed installations will be examined every 5 years. This is in accordance with the current requirements of the IEE Wiring Regulations
- f** Portable equipment may receive constant handling or rough usage and therefore regular inspection (e.g. 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 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 and external contractor. 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.

### **5.23. 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:

- 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 effects 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 School Health Lead 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 are set out in the departmental risk assessments and/or CLEAPSS. Regular inspections are carried out by the School's insurance company at 12-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.

## 5.24. 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 19 litres of petrol is kept by the Site Services Manager and in a BES 109 container. A risk assessment is in place.

## 5.25. 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 annually by an external contractor. Kitchen gas appliances are inspected and tested annually by an external contractor.

## 5.26. Management of F Gas Regulations

A contract is in place with specialist contractors 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).

## 5.27. Ionising Radiation

An external specialist reviews the procedures in place for ionising radiation on a semi-annual basis. He takes samples of the sources and reviews the logs during the visit. Records are kept on site.

## 5.28. 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.

## 5.29. Provision and Use of Work Equipment and Maintenance

- 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.
- j 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.
- k 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.

### **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 maintained by D&T and Site Services. Guard audit checks are carried out by the DT department and Site Services Manager respectively.

## 5.30. 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.

## 5.31. 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.
- 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.

## 5.32. Grounds Maintenance Procedures including the Use of Pesticides

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



## 5.33. Lifting Operations and Lifting Equipment Regulations 1998

- a The School will ensure that assessments are undertaken to comply with the Lifting Operations and Lifting Equipment Regulations 1998.
- b There are five lifts in operation at the School. Please see the Movement Around Site risk assessment
- c A goods lift is used between the Biology Preparation Room and the Physics Department.
- d 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.
- e 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.
- f The fourth lift is in the Junior School and the fifth lift is in the Sports & Fitness Centre.
- g All lifts are regularly inspected on a regular basis by the School's insurance company.

## 5.34. 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.

The School should:

- Avoid staff working at height where possible;
- Provide work equipment or other measures to staff to prevent falls where they cannot avoid working at height insofar as it is reasonably practicable to do so; and
- Where the School cannot eliminate the risk of a fall, provide work equipment or other measures to minimise the distance and consequences of a fall should one occur insofar as it is reasonably practicable to do so.

### 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.

### 5.35. 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 inspected by the School's insurance company.

### 5.36. 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.

### 5.37. 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 a DSE assessment.

- 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).
- 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.

## 5.38. 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 (i.e. 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.

## 5.39. Sharps Procedure

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.

## 5.40. 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)
- The appointed contract caterers are also registered with the Local Authority as the catering company providing services at Withington.
- All food handlers will receive training to a minimum standard of the basic food hygiene certificate. Health and Safety and Allergen training are also provided.
- 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.

## **5.41. Young Persons**

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

- To assess risks to all young persons under 18 years of age, before they start work;
- To ensure the risk assessment takes into account their psychological or physical immaturity, inexperience and lack of awareness of existing or potential risks;
- To introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable;
- Let the parents / guardians of any children still of compulsory school age (ie below the Minimum School Leaving Age know the key findings of the risk assessment and the control measures you have introduced before the child starts work or work experience;
- Address certain specified factors in the risk assessment;
- Take account of the risk assessment in deciding whether the young people should be prohibited from certain work activities, except in specified circumstances.

## 5.42. New and Expectant Mothers

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

- a To assess risks for all women of childbearing 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.
- c 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.

## 5.43. Stress

The School is committed to protecting the health, safety and welfare of employees, recognising that workplace **stress** is a health and safety issue and acknowledges 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".

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

## 5.44. Lone Working

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 has a Lone Working Policy and will consider the additional hazards posed by lone working and introduce adequate control measures in response.

## 5.45. 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.

The School is committed to protecting staff, pupils and any other persons on the School site, from workplace violence and harassment.

The School is committed to providing a safe and supportive environment within which staff, pupils and any other persons feel able to raise any concerns they might have about the way they are treated.

Incidents or acts of violence or harassment by pupils will 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 Policy and Procedure and Harassment and Bullying Policy. All staff are expected to follow the conduct expectations as set out in the School's Harassment and Bullying Policy. See also the School's Safeguarding and Child Protection Policy and procedures.

## 5.46. 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.

## 6. Version Control

<b>Date of adoption of this policy</b>	January 2025
<b>Date of last review of this policy</b>	January 2025
<b>Date of next review of this policy</b>	Summer 2025
<b>Policy Owner (SLT)</b>	Bursar
<b>Policy Owner (Proprietors)</b>	Governors Safeguarding and Health & Safety Governor
<b>Status</b>	<p>This Policy has due regard to all relevant legislation and guidance, including, but not limited to:</p> <p><i>Health &amp; 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>  <a href="#">Leading health and safety at work</a> (The Health and Safety Executive (HSE), June 2013);</p>

[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 2024) (KCSIE);

[Good estate management for schools](#) (DfE, April 2024);

[Asbestos management in schools](#) (DfE, October 2023);

[Emergency planning and response guidance](#) (DfE, May 2023);

[Protective security and preparedness for education settings](#) (DfE, April 2024);

[Incident reporting in schools \(accidents, diseases and dangerous occurrences\): guidance for employers](#) (HSE, EDIS1 (revision 3), October 2013);

[Using contractors: a brief guide](#) (HSE, INDG368 (revision 1), March 2013);

[Approved Code of Practice Legionnaires' Disease L8](#) (HSE, November 2013);

[Guidance on the management of outdoor learning, off-site visits and learning outside the classroom](#) (OEAP);

[Investigating Accidents and Incidents](#) (HSE, HSG245 2004);

[How to report a serious incident in your charity](#) (The Charity Commission, updated June 2019);

[School and college security](#) (DfE, July 2024);

[Controlling access to school premises](#) (DfE, November 2018)

[Fire safety risk assessments in educational premises](#) (Home Office, June 2006, updated September 2023);

[Check your fire safety responsibilities under the Fire Safety \(England\) Regulations 2022](#) (Home Office, October 2023);

[Emergency planning and response for education, childcare, and children's social care settings](#) (HM Government, May 2023)