

## Health and Safety Manual

### Scope

This document is the responsibility of the Bursar and will be reviewed annually.

### General

The School's Health and Safety Policy is a statement by the Board of Governors, affirming their commitment to ensuring a safe and secure environment with the School, and that all activities conducted within the School or further afield, will similarly be in a safe manner. The policy emphasises the importance attached to health and safety in everything the School undertakes.

### Organisation

The Head will fulfil his Health and Safety obligations, putting in place structures and responsibilities for the delivery of the procedures associated with Health and Safety. The Head has delegated responsibility for the day-to-day management of Health and Safety to the Bursar and established the Health and Safety Committee as a mechanism for bringing issues to the Head's attention.

This part of the MSJ Health and Safety Policy deals with the organisation associated with delivering the requirements of the Health and Safety Policy Statement, issued by the Board of Governors. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. A diagrammatic representation is at Appendix 1 to assist in the understanding of the health and safety structure within the School.

The organisation for Health and Safety within MSJ School is defined as follows:

### Board of Governors

The Board of Governors has overall collective responsibility for Health and Safety within the School and responsibility to ensure:

- The appointment of a designated Governor responsible for Health and Safety;
- The Health and Safety Policy is implemented throughout the School;
- Adequate resources are made available, so far as is reasonably practicable, to enable legal obligations in respect of Health and Safety to be met;
- Health and Safety to be suitably and sufficiently managed;
- Appoint a Competent Person to advise the School on Health and Safety matters;
- Health and Safety related tasks are delegated to suitably competent employees in order to assist the Board of Governors in carrying out its duties, so far as is reasonably practicable;
- A report on Health and Safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Governance and Legal Committee (GLC) meeting;

- The minutes of the GLC's discussion on Health and Safety are tabled at each meeting of the full Board of Governors, together with any other issues on Health and Safety that the GLC committee Chair wishes to bring to the Board's attention.

### **Head**

The Head will assist the Governing Body in directing the overall management of the Policy and communicating the associated responsibilities within the School. The Head (or Bursar on his behalf) reports to the Governing Body on Health and Safety performance and assists them in implementing approved changes in the Policy.

### **Bursar**

The Bursar will have management responsibility (delegated from the Head) for ensuring that arrangements are in place for:

- Health, Safety and Security;
- Fire safety;
- Electrical safety;
- Gas safety;
- Water quality;
- Asbestos;
- Emergencies;
- Staff Health and Safety Training (including induction).

The Bursar will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Head on maintenance requirements;
- maintaining incident reporting (internal and external), recording and investigation regimes;
- preparing statistics and summary reports for the Health and Safety Committee;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- monitoring Health and Safety performance and reporting to the Head;
- compliance with the Construction (Design and Management) Regulations;
- chairing the Health and Safety Committee.

### **Deputy Head Academic**

The Deputy Head Academic has responsibility for ensuring that the arrangements are being adopted by Teaching Staff. This is achieved via line management of the Heads of Subject (Teaching).

### **Heads of Subject (Teaching)**

The Heads of Subject (Teaching) will ensure the health and safety of those affected by activities and/or areas under their control by maintaining and communicating to relevant parties, having up to date risk assessments and associated safe systems of work.

The Heads of Subject will also be responsible for identifying, organising and maintaining records of training that is relevant to their activities and areas of control.

Risk assessment for some activities demand the involvement of specific parties as shown below:

- Outdoor lessons - Deputy Head Academic;
- Trips and visits – Senior Deputy Head / Educational Visits Coordinator.

### **Estates and H&S Manager**

The Estates and H&S Manager will assist the Bursar with the implementation of the following:

- Building security;
- Supervision of maintenance activities on site, ensuring that appropriate risk assessments and method statements have been conducted, reviewed and are updated as required;
- Issuing Permits to Work in line with insurers' requirements;
- Prevention of unsupervised access by pupils to potentially hazardous areas (in co-operation with others as appropriate);
- Registration and control of Visitors;
- Site traffic movements;
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos;
- Good standards of housekeeping, including drains, gutters etc.;
- Control of hazardous substances for grounds maintenance activities;
- Where appropriate, ensuring that Construction (Design and Management) (CDM) Regulations 2015 are followed for major projects within the School.

### **Operations and Compliance Manager**

The Operations and Compliance Manager will assist the Bursar with the implementation of the following:

- Supervision of all Housekeeping, Catering and Transport activities on site, ensuring that appropriate risk assessments have been conducted and are updated as required;
- Maintaining good standards of housekeeping, environmental health and fire protection;
- Control of hazardous substances for housekeeping and catering activities;
- Maintenance of School vehicles (delegated to the Transport Manager for day-to-day activity);
- Early identification of potential hazards;
- Act as secretary of the School's Health and Safety Committee.

### **The Lead Health Care Professional (Health and Wellbeing Centre)**

The Lead Health Care Professional is responsible for:

- Maintaining defibrillators;
- Keeping statistics and preparing summary reports for the School Health and Safety Committee ensuring appropriate training is conducted;
- Escorting pupils to hospital (and informing their parents);
- Organising First Aid training;
- Checking that all First Aid boxes and eye wash stations are replenished and in date.

### **External Consultants**

The Bursar will arrange, as appropriate, for external specialist consultants to advise on issues regarding Health and Safety and associated matters.

Such provision may involve inspection, monitoring, servicing, examination and testing of the school's plant and equipment, in accordance with statutory, manufacturers and insurers' requirements.

- Structural surveyors retained to give advice on the fabric of the School;
- Lifting Engineers retained to provide services in relation to lifting operations and lifting equipment, hoists, lifts etc.;

- Specialist Engineers and Technicians relating to:
  - o Gym/Fitness equipment and machinery,
  - o Electrical power tools.
  - o Boilers and heating systems
  - o Laboratory equipment
  - o Pressure systems
  - o Swimming pool plant
- Environmental Health Practitioners including:
  - o Food Hygiene Inspectors, Technicians and Auditors
  - o Professional dietician
  - o Professional deep cleaning contractors
  - o Pest control contractors
- Fire Safety Specialist to provide:
  - o Fire Risk Assessment and review
  - o Fire safety advice (including detection, lighting, evacuation and test regimes)
  - o Fire safety training
- Water Hygiene Advisors to undertake:
  - o Legionella Risk Assessment
  - o Water sampling and testing regime
- Health and Safety Professional delivering:
  - o Competent Advice (as required under the Management of Health And Safety Regulations 1999)
  - o Health and Safety audits
  - o Policy evaluation and review
  - o CDM support
  - o Incident Investigation support
- Consultants to advise on:
  - o Asbestos Management strategy
  - o Lead paint management strategy
  - o Intervention and remediation strategies
  - o Project Management support
- Radiation Protection Advisor to provide advice regarding achieving compliance with the:
  - o Ionising Radiation Regulations 1999 and local rules made to comply with these regulations
  - o Radioactive Substances Act 1993 and exemption certificates granted under them
  - o Support as necessary the MJS Radiation Protection Supervisor (RPS) - the Head of Physics.

### **School Health and Safety Committee**

The Health and Safety Committee will meet termly, or more frequently as required, and will be chaired by the Bursar. The Governor responsible for Health and Safety will attend these meetings. Members of the Committee and its terms of reference are at Appendix 2.

### **Staff**

The School encourages a collaborative approach and the co-operation of all employees is essential to the success of this Policy.

Staff must notify their line manager of any hazards to Health and Safety which they notice, and of any suggestion they wish to make regarding Health and Safety.

Staff must:

- Adhere to this Health and Safety Policy and fulfil their responsibilities as defined within;
- Take reasonable care for the health and safety of themselves, those in their care and others who may be affected;
- Proactively look for hazards in the School environment and notify line management of any identified;
- Communicate any suggestions for improving Health and Safety performance;
- Follow MSJ Health and Safety procedures;
- Undertake and/or apply the findings of Risk Assessments diligently, communicating requirements appropriately;
- Carry out all reasonable instructions given by managers / senior staff and support them in the fulfilment of their duties under Health and Safety legislation;
- Make proper use of anything provided in the interests of their health and safety;

**Horseplay, reckless behaviour or the intentional interference with equipment provided in the interests of Health and Safety may constitute gross misconduct.**

**Complacency is the enemy of safety - challenge the norm and be prepared to be challenged yourself.**

## **Procedures**

Health and Safety may be an all-encompassing term, but it is commonly broken down into a number of distinct areas and is often referred to as **Safety, Health, Environmental and Fire (SHEF)**. This document will address each of these distinct areas in turn and finally summarise the reporting requirements and procedures under 'Coordinating Detail'.

A number of School policies contain details associated with 'Health and Safety'. Given the significance of the risk of fire, there is a standalone Fire Policy, which should be read in conjunction with this document. The intention is not to reproduce these policies within this document but rather to highlight policies where appropriate. Readers must familiarise themselves with the School policies which underpin many of the following procedures.

## **Safety**

'Safety' is about creating a safe and secure environment in which pupils and staff operate. It is therefore important to think beyond the traditional 'Health and Safety' themes but broaden perspectives to include behaviours and attitudes. School policies, in the Staff Handbook, and Risk Assessments in Smartlog that address aspects of safety, and which should be referred to in conjunction with this section, include:

- 3 Year Accessibility Plan;
- Anti-bullying Policy;
- Safeguarding Policy;
- E-safety (including Acceptable Use) Policy;
- Transport Policy and Transport Procedures;
- Educational Visits Policy;
- CCTV Policy;

- Critical Incident Policy;
- Anti-bullying Policy;
- Pastoral Care Policy;
- Fire Policy and Procedures;
- Dynamic Lockdown Policy;
- Overarching Risk Assessment;
- Animals on Site Policy;
- Staff Mental Health and Stress Management Policy.

## **Risk**

In order to generate a safe and secure environment, it is necessary to identify and assess any risks that exist or which staff, pupils or members of the public on the School site may encounter. These risks can then be assessed in terms of their likeliness and impact, with measures put in place to mitigate both. In short, it is about identifying what could go wrong, addressing the issue to reduce the possibility of it occurring, and having mechanisms in place to minimise any potential impact. This approach is addressed through the process of 'Risk Assessments'.

### **Allergies**

Given the risk of anaphylactic shock from reactions to nuts, **MSJ is a nut-free School**. Items containing nuts may not be bought into School however given the preponderance of labelling which suggest 'may contain nuts' due to production processes, such items are permitted.

### **Risk Assessments**

The Risk Assessment process is a formal mechanism for capturing what could go wrong during an event or activity, along with the measures put in place to reduce the likelihood and/or impact. We automatically conduct this process in our head when we undertake all activities in life. The School's process, (as articulated in the Risk Assessment Policy) simply involves formally articulating the details within a document. Whole School and departmental risk assessments are held on Smartlog by the Bursar. Staff can access all school policies on the Staff Shared Resources Microsoft Team, within the Staff Handbook Section B folder. Risk Assessments are also printed out and held by the Operations and Compliance Manager and the Estates Manager for their staff to read, where required.

### **Risk Assessment Forms**

There are many different approaches and forms that can be used for risk assessments. The School uses the Smartlog software tool to create and manage risk assessments. This enables risk assessments to be amended as required and the Bursar to have oversight and sign-off.

### **Standing Risk Assessments**

The School has endeavoured to identify regular or routine activities that carry risk and developed several standing risk assessments. These are available in the Risk Assessment folder within the Staff Shared Resources Team, under various groupings:

- Whole School;
- Visits;
- Estates;
- Housekeeping;
- Catering;
- Hospitality;

- PE;
- Sports Centre;
- Transport;
- Boarding;
- COVID-19;
- FIRE;
- Prep;
- EYFS.

### **Ownership**

While a risk assessment may be drafted and completed by a member of staff, it is important that those undertaking the activity are fully conversant with the contents and measures to be adopted. Line Managers and Heads of Subjects are responsible for ensuring that their staff are familiar with risk assessments and that a risk assessment has been undertaken before any activity commences.

### **Educational Visits/Field Trips**

The School's Educational Visits (EV) policy provides details of the School's approach to trips. When necessary, the Head may provide additional guidance on such trips. Responsibility for the day-to-day management of Educational Visits is delegated to the Educational Visits Coordinator (EVC). However, the following general points should be noted:

1. Educational visits and field trips must have an appropriate level of supervision, both in transit and on site, and pupils must be properly clothed and equipped for the type of outing in question;
2. Safety, First Aid and emergency procedures must be covered;
3. The Head will set School guidelines on supervision ratios, and staff must not allow groups to become too large for the supervisory staff available;
4. Trip Leaders are to plan trips with the following in mind:
  - a. Length of journey;
  - b. Nature of outing, education, winter sports, field trips, etc.;
  - c. Age and understanding of the pupils.
5. A Risk Assessment form must be completed as part of the EV planning process and signed as suitable and sufficient by the Senior Deputy Head. The EVC coordinates this;
6. Staff organising overseas trips must check with the Finance Manager with regard to insurance cover.

### **Security**

Security is part of our everyday lives and MSJ is no different. Procedures to ensure the security of the site include:

#### **Disclosure and Barring Service (DBS)**

The school's Safeguarding policy outlines the requirement for background checks on individuals coming into the School on a frequent basis and / or having potentially unsupervised access to pupils. Staff must ensure that any such visitors introduced into the School have the necessary background checks conducted. The Safeguarding Policy and the Recruitment, Selection and Disclosures Policy both provide further details on this key area.

### **Access Control procedures**

The School has a Dynamic Lockdown procedure in place that enables a quick response to various situations that may require access and movement to be restricted. Staff are to make themselves familiar with the procedure within the Dynamic Lockdown Policy. The School has electronic door readers on the Main School building which are controlled by the IT & Data Manager.

### **Passes**

The Receptionist has responsibility for recording details of all visitors, issuing passes and ensuring that the Visitor is collected from Reception by the member of staff who arranged the visit, in line with the Visitor Policy. The Receptionist will brief all visitors on the fire procedures. Staff are to police the requirement for everyone to have a pass (whether staff or visitors) and should report any issues immediately to the Bursar.

The Data Administrator is responsible for issuing staff ID cards and ensuring they are activated for the door access system.

### **Accompanying Visitors**

Staff are responsible for briefing their visitors on the School's fire and lockdown procedures, as well as any local procedures that are in place on the day of their visit. They must escort their visitors throughout and if they handover a visitor to another member of staff, it must be made clear that the other member of staff now has responsibility for escorting the visitor back to Reception.

### **Door Codes / Access Cards**

The Estates and H&S Manager is responsible for changing all mechanical door codes at the start of each academic year, after a let, after staff leave employment or on compromise of a code. The IT & Data Manager is responsible for resetting digital pin codes as required.

### **CCTV**

The School's CCTV policy outlines how the School uses its CCTV system to enhance security at MSJ.

### **Night Security Wardens**

The School employs Night Security Wardens to secure the School buildings and report any incidents that arise. The Night Security Warden is intended to identify potential situations (security, fire, maintenance etc.) and instigate a response from the appropriate authorities. They should not confront an intruder or place themselves in harm's way.

### **Bomb**

Sadly, like any establishment, the School is at risk of a bomb threat whether real or a hoax. Bomb threats tend to follow no particular pattern.

The recipient of such a threat should:

- a) Attempt to note down or remember what the caller says, pay attention to any word the caller uses, which may appear to be some form of code word;
- b) Evacuate the threatened building by the most rapid method i.e. fire alarm;
- c) **RING 999** and ask for **POLICE, FIRE AND AMBULANCE** advising that Malvern St James has a bomb threat and the location of the target by building name;
- d) If time further permits, from a phone away from the alleged scene of danger, advise the **HEAD or any member of the SENIOR LEADERSHIP TEAM;**



- e) As soon as possible after the event note down any information, which may be of use to the Police in their subsequent enquiries, for example, the caller's accent, gender and any other points which the recipient feels are relevant.

**NO ATTEMPT IS TO BE MADE TO SEARCH FOR A BOMB. THIS MUST BE LEFT TO THE POLICE.**

### **Terrorist Threat**

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on Government websites:

<https://www.gov.uk/terrorism-national-emergency>

<https://www.protectuk.police.uk/advice-and-guidance/response/stay-safe-film>

- a. **RUN** - Escape if you can. Consider the safest options. Is there a safe route? RUN if not HIDE. Can you get there without exposing yourself to greater danger? Insist others leave with you. Leave belongings behind.
- b. **HIDE** - If you can't RUN, HIDE. Find cover from gunfire. If you can see the attacker, they may be able to see you. Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal. Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls. Be aware of your exits. Try not to get trapped. Be quiet, silence your phone. Lock / barricade yourself in. Move away from the door.
- c. **TELL** - Call 999 - What do the police need to know? Location - Where are the suspects? Direction - Where did you last see the suspects? Descriptions — Describe the attacker, numbers, features, clothing, weapons etc. Further information — Casualties, type of injury, building information, entrances, exits, hostages etc. Stop other people entering the building if it is safe to do so.
- d. **Armed Police Response** - Follow officers' instructions. Remain calm. Can you move to a safer area? Avoid sudden movements that may be considered a threat. Keep your hands in view.
- e. Officers may point guns at you; treat you firmly; question you; be unable to distinguish you from the attacker. Officers will evacuate you when it is safe to do so.

### **Electrical**

The risk of electrocution or fire from electrical systems or devices, requires particular diligence. The following guidelines have been written to assist all staff in maintaining and monitoring electrical safety. If any doubts exist, switch off the suspect equipment/appliance, disconnect and if concerns remain, report them.

The following general and specific guidance points should be observed:

- Any electrical defect is to be reported immediately to the Estates and H&S Manager, a member of his team, or the Bursar;
- Testing of all School owned/hired, pupils and staff portable equipment will be regularly conducted. The rating of fuses, and the insulation factor are to be checked in all cases, and a record of these tests is to be maintained by the Estates and H&S Manager;
- The use of 2 pin and/or non-fused **adaptors** in electrical sockets are **not permitted**. The only adaptors which may be used are the UK 3 pin fused type. Parents will be reminded of this regularly by School mailings. All electrical equipment which is not required to remain permanently in operation should be disconnected from the mains when not in use. Housemistresses are to ensure that international pupils understand this issue and are to check as part of their daily walk-arounds that no foreign plugs/adaptors are in use;

- Emergency lighting circuits will be checked monthly by the Estates team, in liaison with House Staff. These checks are registered with the Estates and H&S Manager. A Soak and a Fitness for Purpose test will be performed annually. Defects should be noted and reported for repair;
- Battery chargers: Pupils may use chargers for certain appliances in their rooms. These should be checked regularly and not left in electrical sockets during half terms and holiday periods;
- Hairdryers: Pupils may use their own personal hairdryers. House Staff should ensure that they know who owns a hairdryer and should arrange for them to be inspected for safety each term. Any permitted adaptor used with a hairdryer must also be power rated for at least the rating of the hairdryer;
- Trailing Electrical Leads: Not only can trailing leads cause injury to staff/pupils and visitors through trips and falls, they can also become damaged and dangerous. Every effort should be made to eliminate the hazard of trailing leads, both in pupils' rooms as well as in corridors and passageways (this particularly applies to House cleaning staff). Leads must never trail up or down stairways, or fire evacuation routes. Where trailing leads are used by the domestic staff, a suitable hazard sign should be deployed. Frequent visual inspection of all leads should be carried out by boarding house staff and operations staff to establish:
  - The actual state of the fabric of the lead itself (cracks, breaks, bare wires).
  - The point of entry to the appliance, or piece of equipment.
  - The point where the lead joins the electric plug.
- Bedside Lamps in Pupil Rooms: Only lamps supplied by the School should be used in pupil rooms. These should be fitted (securely) with a shade and the correct wattage of bulbs used, i.e. 40 watt tungsten or 9 watt low energy. The use of other lamps, brought in by pupils, is permitted unless they have been checked and recorded in the Electrical Appliance register;
- Other Electrical Appliances: Bare wires on electrical appliances are one of the biggest causes of accidents. House staff should frequently check all kitchens/pantries to ensure that no unsafe appliances are present. Toasters and kettles provided by the School are placed in these rooms for use by the pupils and other similar appliances should be unnecessary. It is at the discretion of House staff as to whether additional appliances are allowed in kitchens/pantries, but if permitted they should be frequently checked. The same will apply to electric/electronic musical instruments and media devices.

### **School Electrical Contractor**

The School Electrical Contractor can be contacted via the Estates and H&S Manager and can advise on electrical safety. He will also inspect, on request, any electrical device, outlet or socket to check its safety.

### **Gas**

Gas is in use in various areas across the School. The Bursar delegates the day-to-day compliance of the guidance below to the Estates and H&S Manager. Staff who work with gas should familiarise themselves with the guidance below, to ensure they are comfortable with where gas sources are in their work environment and how to deal with the handling, storage, and with leaks etc.

The minimum number of mains and bottled gas appliances are used and stored on the School premises.

All industrial gases are stored in locked, ventilated, external compounds and that only competent, authorised personnel [maintenance engineer, Science Technicians] are allowed to enter. Flammable gases and oxygen are not stored together.

Only Gas Safe registered individuals are to work on installations on the school's premises. All gas installers or gas maintenance engineers must be registered on the Gas Safe Register. Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition.

Records of all work undertaken on gas systems / appliances will be kept by the Estates and H&S Manager and centrally held within Smartlog.

Where Liquefied Petroleum Gas (LPG) Cylinders are in use, the following precautions should be observed:

- Both the hazards of the material and the size of the inventory need to be considered in determining where a store should be located;
- Considerations should include the distance from other stored materials, process plant, traffic routes and occupied buildings;
- Guidance on separation distances is provided in various HSE Codes of Practice such as [HS\(G\)51 Storage of flammable liquids in containers](#);
- Spare or empty cylinders should be stored preferably in the open air on a concrete or load-bearing surface in a lockable area;
- Cylinders should never be kept below ground level or near drains, cellars or basements (to prevent the likelihood of potentially explosive atmospheres);
- Warning notices should be displayed (e.g. Highly flammable - LPG);
- Smoking or naked flames must not be permitted in or near storage areas;
- Cylinders must be kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials;
- Regular checks should be made to ensure that all hosing and connections are in good order and there are no leaks;
- No valves on any cylinder should be left open and they should not be dropped or roughly handled;
- Accommodation in which gas is used must be adequately ventilated;
- Portable gas heaters should only be used for emergency purposes.

Cylinders and drums containing compressed or liquefied gases require special care and appropriate means of transport, such as cylinder trolleys. The school will maintain records demonstrating that personnel involved in the movement of drums and cylinders have received training in the hazards involved in handling them.

All staff are to be familiar with the following procedure if a gas leak is detected/suspected:

- turn off the gas supply;
- if the supply cannot be turned off, or a leak is suspected then evacuate the area;
- notify the gas supplier;
- do not operate electrical equipment in the area;
- cease all activities that may expose a spark or naked flame;
- do not re-enter the area until the gas supply engineer has confirmed it is safe to do so.

### **Road Safety**

The layout of the school's buildings in Great Malvern presents a potential hazard. A number are distant from the Main Building, and a considerable amount of 'pupil pedestrian traffic' takes place. The majority of this is beside public roads, therefore it is essential that pupils are aware of the need for care and vigilance when using these public roads.

The Bursar is to liaise with local Councils and the Police to minimise the hazard. Pupils are to be alerted regularly to traffic hazards in the local area.

Year 7 pupils receive bespoke Road Safety Training in the first week of the Autumn Term with special reference to pedestrian safety and being seen at night, particularly during the darker winter months. Until this training is completed, pupils are not allowed off main site without a teacher.

In addition, staff and pupils should be made aware of any additional road safety hazards in and around the School caused by such things as road works, temporary traffic lights, pavement repairs etc.

Staff and pupils should also be warned of the dangers of moving about the areas of the School where vehicles are parked. Users of these vehicles should also be aware of their responsibilities as responsible drivers by manoeuvring their vehicles with care, being aware that there is pedestrian traffic including pupils of all ages and heights, and being reminded that it is PRIVATE PROPERTY. The one-way system on the Terrace is to be observed during term-time.

**There is a particular risk when crossing Imperial Road, due to bus traffic and the narrowing of Avenue Road near the School Main Entrance.**

Pupils should only cross Barnards Green Road by using the pedestrian crossing.

### **Minibuses**

No member of staff may drive a minibus without the correct licences. Staff must pass a driving assessment, arranged by the Transport Manager, before driving a School Minibus. Any member of staff who intends to take a School Minibus abroad on School business, should contact the Transport Manager at least 3 months prior, due to there being detailed insurance and licensing requirements which must be observed. If these are not met, then it is likely that the minibus will be refused entry to certain countries. Further regulations concerning minibuses are contained in the Transport Policy and Transport Procedures, which drivers must read before taking out a vehicle. The minibus must always have a First Aid pack as part of its equipment and drivers are issued with a checklist in relation to various safety requirement checks, such as seat belts, tyre pressures, rolling brake test etc.

It is an offence to use a handheld mobile phone whilst driving or for anyone to 'cause or permit' a person to use a handheld mobile phone whilst driving.

All staff must:

- Not knowingly telephone anyone driving a vehicle on School business;
- When driving a vehicle on School business, especially with pupils on board, staff must switch any handheld mobile phones to the 'off' position before starting the journey and pick up messages at the end of the journey.

### **Swimming Pool**

A qualified Lifeguard must always be present when the pool is in use. All use of the swimming pool must be arranged via the Sports Centre Staff, who will ensure each booking runs in accordance with the Sports Centre Normal Operating Procedures (NOP) and Emergency Action Plan (EAP).

## Workplace Safety

The School places great emphasis on workplace safety and all department heads have a responsibility to ensure a safe and secure workplace exists and that the below guidelines are delivered.

Each area of the School premises classified as a workplace will:

- have adequate ventilation;
- provide a suitable working temperature;
- be adequately illuminated;
- be kept in a clean condition;
- have adequate access and workspace for the activity;
- have suitable furniture and workstation;
- be regularly inspected and assessed.

Safe access and egress will be maintained in each workplace, including where possible for those with specific accessibility requirements. Provisions will be made to prevent slips, trips and falls and falling objects. Special care is to be exercised where heavy lifting is concerned, and the correct lifting equipment used, as considered necessary for the task. Heads of Department are to provide their teams with the necessary training and equipment to carry out these tasks, in accordance with current legislation. Guidance for manual handling activities is at Appendix 4 and the associated risk assessment outlines measures to reduce the risk.

Any storage racking will be inspected regularly and be fit for purpose.

Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries. See Appendix 5 for guidance on working at height.

Typical areas that this guidance applies to are:

- Putting up displays;
- Placing / retrieving items stored above head height;
- Opening and closing windows;
- Stage support work during drama activities;
- Moving and erecting PE equipment;
- Cleaning;
- General site management / caretaking activities;
- Maintenance and repairs;
- Construction work / projects.

Signs will be displayed where appropriate to warn of risk, these being:

- prohibition signs, e.g. No Access;
- warning signs, e.g. Danger – Electricity;
- mandatory signs, e.g. Eye protection must be worn;
- Emergency or First Aid.

Around the School, noticeboards will also display:

The School's Health and Safety Policy and Manual;  
HSE Health and Safety Law poster;

emergency procedures;  
details of First Aiders and Fire Marshals.

### **Public Safety**

It is the aim of the school to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

### **Contractors On Site**

The Bursar, through the Estates and H&S Manager, is to ensure that visiting contractors have an induction and follow the school's Health and Safety procedures and policies. They must also be fully competent to carry out the tasks assigned to them.

At all times contractors' labour must be adequately supervised and all necessary warnings/notices displayed in areas which are hazardous to staff and pupils. Correct protective clothing, which is appropriate for the work in hand must be worn at all times.

Whilst Contractors are responsible for their own safety arrangements, the school's staff, through the Bursar, must ensure that any evident shortcomings are reported to the Contractor, (and where appropriate the Principal Designer) and that action to remedy the matter is taken by them. They should keep their employees within the areas designated for the work being undertaken.

No work designated as "HIGH RISK" (e.g. hot works) should begin without the appropriate 'PERMIT TO WORK' being issued. The Bursar is to ensure that all contractors observe the CDM regulations where applicable.

All contractors and their employees must submit to any security checks or inspections. Contractors are not relieved of any of their duties and obligations under Statute or Common Law, and any breach of the Health and Safety Rules or legal requirements may lead to the suspension, at the Contractors' own expense, or termination of the contract.

The contractor must maintain a daily log of the names of employees and subcontractors on site.

The Estates and H&S Manager is to ensure that any contractor within the School understands the detail provided in the Visitor Risk Assessment which they receive on signing into the School, and that they agree to comply. Routine spot checks of Contractors are conducted by the Bursar and the Estates and H&S Manager, to ensure they are compliant with policy.

### **Construction and Design Management (CDM)**

The Construction (Design and Management) Regulations 2015 and the Approved Code of Practice L153 provides details of the responsibilities associated with CDM. The School will be the Client under CDM. The Bursar, supported by the Estates and H&S Manager, has responsibility for ensuring CDM regulations are followed when appropriate, and will, so far as is reasonably practicable:

*As client we must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to a project or for any maintenance being undertaken.*

*Before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor:*

- Appoint competent persons to form the project team;
- Allow adequate time for the design, planning and construction work to be undertaken;
- Provide key information to the project team, including that regarding the site and existing structures;
- Put in place arrangements for communication, co-operation and general management of the project;
- Check that contractors have adequate welfare facilities in place before work starts on site;
- Liaise with designers so that workplaces are correctly designed.

Where projects are notifiable (i.e. work lasts longer than 30 construction days, with more than 20 workers working at the same time or involves more than 500 person days of work), the Bursar will ensure that an F10 notification is submitted to the Health and Safety Executive.

Where projects have more than one contractor the School will:

- Appoint in writing a Principal Designer to plan, manage and co-ordinate the pre-construction phase;
- Appoint in writing a Principal Contractor to plan, manage and co-ordinate construction work;
- Ensure that work does not start on-site until a suitable construction phase Health and Safety Plan has been developed by the Principal Contractor;
- Keep up to date and make available to anyone who needs it, a Health and Safety file.

The Bursar, or the Estates and H&S Manager, shall *ensure the principal designer prepares a health and safety file for the project, which—*

- i. complies with the requirements of regulation 12(5);
- ii. is revised from time to time as appropriate to incorporate any relevant new information;
- iii. is kept available for inspection by any person who may need it to comply with the relevant legal requirements.

### **Lets/External Events**

When 'lets' take place, the Business Development Manager will ensure that the hirer is briefed on the relevant Health, Safety and Security policy of the school and the requirements specified in the Letting Contract.

Specific areas to cover include:

- the prevention of unauthorised access, including out of normal hours use;
- the maintenance of escape routes / emergency access;
- specific restrictions on use / rules of the school;
- Emergency procedures, including:
  - o knowledge of the evacuation route;
  - o location of escape routes;
- access to First Aid provision.

The Estates and H&S Manager (in conjunction with the Night Security Wardens when on duty) will ensure that:

- relevant escape routes are unlocked and available for use;
- the Hirer is familiar with the layout, fire arrangements and location of designated assembly points;
- the Hirer is familiar with fire alarm call points, telephone locations and emergency contact numbers.

### **Work Placements**

The Head is responsible to the Board of Governors for the safety of pupils on work placements. Pupils may undertake work placements in Year 11. If these are organised by the School, the Head of Futures must ensure that placement providers meet current legislation. Placements for Year 12 during term time must also meet current legislation and the co-ordinator of these placements must ensure compliance and risk assessments, where appropriate, be undertaken.

## **Health and Wellbeing**

This section on 'Health' addresses how the School supports the well-being of staff and creates a healthy environment within the School. Associated School policies (available in the Staff Handbook) that address aspects of health include:

- Sickness Policy;
- Family Related Leave Policy;
- 3 Year Accessibility Plan;
- Medical Policy and Procedures: *including First Aid, Medical Conditions, Medical Emergencies, Good Practice Guides and Pandemic Procedure;*
- Drugs and Substances Policy;
- Staff Mental Health and Stress Management Policy.

### **Action in the Event of Accident**

In the event of an accident to staff, pupils or visitors, staff must take any obvious, necessary **FIRST AID** action to guarantee the casualty's safety and comfort, harnessing the support of the nearest trained First Aider (NB: these are signposted around the School – see Coordinating Details section.)

If **SERIOUS INJURY IS SUSPECTED** call:

an Ambulance on 999 or 112

and then at once

School Health and Wellbeing Centre on 01684 574454

For all **OTHER INJURIES**, except very minor, contact the Health and Wellbeing Centre on 01684 574454 and the Healthcare Professional will decide whether to take the pupil to Accident and Emergency.

All accidents are to be reported on Smartlog. The Bursar will decide whether the accident is sufficiently serious to require reporting to our insurers or the Health and Safety Executive.

No Boarder or Day Pupil is to be sent home on health grounds without reference to the School Health Centre.



## First Aid

First Aid is the immediate response to a situation arising as a result of an accident or sudden onset of a medical condition.

In order to provide an acceptable level of First Aid cover, the School bases its approach on the assumptions that:

- (1) The overall risk assessment is Low Risk. There are, however, some Medium Risk areas (PE department, Outdoor Pursuits, Science, Food Technology, Domestic Kitchen areas and the Estates Department);
- (2) Cover is in place for 24 hours per day during the School term;
- (3) Cover is in place for off-site sports fixtures and Outdoor Pursuits trips. Appropriate First Aid kits should be taken to all these events;
- (4) School vehicles which carry pupils must always have First Aid kits and, wherever possible, Drivers should be First Aid trained;
- (5) There are First Aid facilities on all sites; defibrillators are held in the Sports Centre, Health Centre and at Reception;
- (6) Pupils are classed as employees for the purposes of calculating the number of First Aiders required.

The concept for the delivery of First Aid at Work is as follows:

- (1) The Lead Healthcare Professional will be the nominated person who takes responsibility for First Aid provision in the Dome and Main Building sites. The Health and Wellbeing Centre staff are responsible for ensuring that all First Aid kits are properly equipped. The Lead Healthcare Professional will also assist in the monitoring of First Aid provision in the Houses and should have regular termly meetings with the Director of Boarding (or suitable deputy) to ensure that records and certificates are up-to-date;
- (2) The School trains sufficient staff in the First Aid at Work (FAW) qualification as follows:

Main Building	Minimum 8 members of staff
Boarding Houses	Minimum 4 members of staff
P.E./Outdoor Pursuits	Minimum 6 members of staff
Health and Wellbeing Centre	Minimum 2 members of staff
Avenue Music Department	Minimum 2 members of staff

- (3) Other teaching/House staff will be offered the Basic Emergency training course every five years;
- (4) Training Procedure: As far as possible the schedule of training will provide an in-house FAW course in the summer of each year on a three-year cycle. When this is not possible, the course will be attended locally;
- (5) The School holds a number of defibrillators (Sports Centre, Health Centre and at Reception) and organises training for staff. The defibrillators are designed for use by untrained personnel with audio instructions being issued. Staff should not shy away from using the defibrillator if the situation so requires it.

### **Pregnant Staff**

Those who become pregnant or have just given birth, must inform their Line Manager to enable a specific risk assessment. A Personal Emergency Evacuation Plan may need to be undertaken in the event of mobility issues. This risk assessment should be continually reviewed and take into account physical and environmental factors. Further details are contained in the Family Related Leave Policy.

### **Display Screen Equipment (DSE)**

Regulations require the School to protect employees from any risks associated with DSE (i.e. computers and laptops). These Regulations only apply to employees who 'habitually use DSE as a significant part of their normal work' (daily for over 75% of the day and for continuous periods of 90 minutes or more). The Regulations do not apply to workers who use DSE infrequently or for short periods of time. Existing employees that are deemed to be a DSE User will be asked to complete a DSE assessment bi-annually and new employees will conduct DSE training and a DSE assessment as part of the induction process to ensure that they pose no short or long term health risk to the employee.

The Operations and Compliance Manager is responsible for ensuring DSE training and DSE assessments are conducted as required. Users will be asked to complete online DSE training and a DSE Assessment and are entitled to eye tests at School expense every 2 years. In periods of extended remote working (greater than 5 days), staff will be required to complete a DSE Assessment on Smartlog, directed by the Operations and Compliance Manager.

## **Environmental**

There are no other policies which directly outline our approach to environmental issues.

### **Waste Management**

Legislation places a responsibility on all those who have control of waste at any time, to ensure that it is dealt with in a safe and environmentally acceptable manner. Organisations which are producing, handling, transporting and disposing of waste of any kind are subject to 'The Duty of Care' and there are certain steps which must be carried out by the School in order to comply. It is therefore important to remember that:

- all staff and pupils must prevent contravention by any other person of the waste management regulations, by encouraging people to use the correct receptacles for disposal;
- waste must be kept and stored safely in a suitable container.

Separate arrangements exist within the Estates Team for the safe disposal of the special types of waste listed below:

- Fluorescent lamps/tubes;
- Redundant chemicals;
- Redundant pharmaceuticals/medicines - these must be returned to the Health and Wellbeing Centre and not placed down toilets or drains;
- Cooking oils;
- Sanitary towels;
- Redundant Design and Technology/Art products;
- Redundant ICT equipment;
- Redundant electrical equipment;
- Confidential documents.

General waste such as food, unrecyclable paper, and other similar items are to be put in black waste bags and placed in the commercial wheelie bins situated outside the various School buildings. These are emptied on a regular basis by a registered contractor. Recyclable cardboard and plastic are placed in commercial wheelie bins which are emptied on a regular basis by a registered contractor. Recyclable paper is placed in the collection container which is emptied on a regular basis by a registered contractor.

### **Control of Substances Hazardous to Health (COSHH)**

The Bursar is the COSHH Co-ordinator.

The Heads of Departments of Science and Arts and Technology are to appoint substance controllers within their own areas. The Housekeeping Co-ordinator, Head Chef and Estates and H&S Manager are to appoint substance controllers within their respective departments.

Products we use may be 'dangerous for supply'. If so, they will have a label that has one or more hazard symbols. These products include common substances in everyday use such as paint, bleach, solvent or fillers. When a product is 'dangerous for supply', by law, the supplier must provide you with a safety data sheet. Safety data sheets can be hard to understand, with little information on measures for control. However, to find out about health risks and emergency situations, concentrate on:

- Sections 2 and 16 of the sheet, which tell you what the dangers are;
- Sections 4-8, which tell you about emergencies, storage and handling.

The following key policy points are to be observed:

- A COSHH assessment shall only be undertaken with the Safety Data Sheet;
- Particular attention is to be paid to the assessment of processes involving exposure of personnel to substances hazardous to health;
- Exposure to substances hazardous to health is to be prevented or controlled;
- Control measures required to prevent or minimise exposure is to be provided and properly maintained;
- Where required, there is to be regular monitoring of exposure levels and records will be maintained;
- Selected employees are to receive professional development training on the scope of the COSHH Regulations, the risks of exposure, safe methods of work and the use of control measures. Information is to be given to employees on the results of monitoring;
- There is to be systematic control of contractors who work upon the School's premises and where appropriate there is to be a requirement for suitable and sufficient assessments to be undertaken prior to the contractor starting work;
- Staff and pupils should report any perceived hazard to their immediate supervisor or Housemistress/teacher as appropriate, who should take whatever immediate remedial action as might be necessary and report the hazard to the Bursar.

### **Asbestos**

The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012. The Estates and H&S Manager will ensure the condition of the asbestos material is recorded within the School's Asbestos Register and ensure the Asbestos Management Plan is up to date and report any deficiencies to the Bursar.

The school will:

- take reasonable steps to find out if there are materials containing asbestos in the premises, and if so, its amount, where it is and what condition it is in;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make, and keep up-to-date, a record of the location and condition of the asbestos-containing materials - or materials which are presumed to contain asbestos;
- assess the risk of anyone being exposed to fibres from the materials identified;
- prepare a plan that sets out in detail how the risks from these materials will be managed;
- take the necessary steps to put the plan into action;
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date;
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

There is also a requirement on others to co-operate as far as is necessary to allow the duty holder to comply with the above requirements.

### **Lead Paint**

The duty to manage lead is contained within the Control of Lead at Work Regulations 2002. The Estates and H&S Manager will ensure the condition of the lead paint is recorded within the School's Lead Paint Register and ensure the Lead Paint Management Plan is up to date and report any deficiencies to the Bursar.

The school will:

- take reasonable steps to find out if there is lead paint in the premises, and if so, its amount, where it is and what condition it is in;
- make and keep up-to-date a record of the location and condition of the lead paint;
- prepare a plan that sets out in detail how the risks from the lead paint will be managed;
- take the necessary steps to put the plan into action;
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up to date;
- provide information on the location and condition of the lead paint to anyone who is liable to work on or disturb the paint.

### **Water quality (including Legionella)**

Day to day responsibility for monitoring and ensuring that the water systems are being correctly operated, lies with the Estates and H&S Manager who maintains appropriate records of testing and certification. The school has appointed a competent contractor to conduct risk assessments and draft a manual which specifies control regimes across the School's estate. Areas that the School employs the contractor to check are:

- air conditioning equipment and our evaporative condensers are serviced annually;
- boilers and heating plant serviced annually and the system is drained;
- calorifiers/hot water tanks are checked and descaled;
- the heating system is serviced and sludge removed;
- inhibitor chemicals are topped up.

The risk assessment must identify

- management responsibilities, including the name of the competent person and a description of the system;
- competence and training of key personnel;
- any identified potential risk sources;

- any means of preventing the risk or controls in place to control risks;
- monitoring, inspection and maintenance procedures;
- records of the monitoring results and inspection and checks carried out;
- arrangements to review the risk assessment regularly, particularly when there is reason to suspect it is no longer valid.

If the competent contractor identifies a risk that we are unable to prevent, the school will implement a course of action i.e. a written control scheme, that will help manage the risk from legionella by implementing effective control measures, by describing:

- the system, e.g. develop a schematic diagram;
- who is responsible for carrying out the assessment and managing its implementation;
- the safe and correct operation of the system;
- what control methods and other precautions we will be using;
- what checks will be carried out, and how often will they be carried out, to ensure the controls remain.

Detailed guidance is at Appendix 3.

### **Trees**

There are a large number of trees across the School's estate, many of which are impacted by Tree Preservation Orders. In order to minimise the risk of falling trees or branches, the Estates and H&S Manager organises a rolling programme for surveying trees and then undertakes any remedial works in conjunction with the Malvern Hills District Council Landscape Officer. Staff should report any concerns on the state of trees to the Estates and H&S Manager. No works will be undertaken on trees prior to a Conservation Area Notification being submitted and works authorised. In an emergency the requirements of Conservation Area Notifications in an Emergency must be followed.

### **Infrastructure**

The Bursar and Estates and H&S Manager will conduct regular visual examinations of the School's buildings and initiate professional assistance when concerns arise.

### **Radiological Protection**

Public Health, England has been appointed as the Radiological Protection Advisor. The Head of Physics is ex-officio Radiological Protection Supervisor. The Bursar is to effect all necessary liaison with external agencies and is also responsible for record-keeping and the provision of safe storage, which complies with current legislation.

## **Fire**

The School's Fire Policy is the core reference on fire issues; this section is intended to simply summarise procedures.

Fire poses a significant threat to the School and effective alarm systems have been installed throughout the School's properties. Any faults or shortcomings in the alarm system must be reported to the Estates and H&S Manager who will instigate action immediately.

No smoking is permitted within or in the grounds of any of the School's properties. With the exception of the Science laboratories and Food and Nutrition classroom, naked flames (e.g. candles) are similarly not permitted; exceptions can be requested through the Bursar and must be accompanied by a risk assessment.

## Fire Procedure

The School's fire Policy MUST be read in full.

Points to note include:

- All staff are to be familiar with the School Fire Procedure. Individual instructions are issued for each Boarding House and other specified areas of the School by the Bursar, through the Estates and H&S Manager. House Staff are responsible for ensuring that all pupils are aware of the action to be taken in the event of fire;
- A school-wide fire practice will take place at least once a term and the Houses, including Poulton and Austen, should have at least one practice per term and during the year at least one of these should be during sleeping hours;
- The Bursar will maintain close liaison with the local Fire Brigade;
- The maintenance of the Fire Alarm System is carried out under contract. It is serviced on a regular basis during the school holiday periods. It is considered a serious disciplinary offence to interfere or tamper with the alarm system or sensors;
- The maintenance of fire extinguishers and other items of fire-fighting equipment is also carried by the Estates Team. Equipment is serviced on an annual basis and visually checked by the Estates team on a weekly basis;
- Each Boarding House/building has a Fire Safety File which should be used if the Fire Brigade attends;
- All staff are to ensure that fire exits and the routes to them are kept clear of obstructions at all times.

## Fire Safety Advice

The Bursar is the designated School Fire Safety Manager. Any requests for advice or guidance should be directed to her in the first instance. Where necessary she will engage the local Fire Safety Officer. Staff must raise any concerns they identify.

## Coordinating Detail

### Technical Advice and support

The Board of Governors has directed the Bursar to arrange for the provision of competent technical advice on all health and safety matters, when necessary. This includes provision of a Radiological Protection Advisor through Public Health England

### Inspections

The following inspections are to be arranged:

<i>Inspection</i>	<i>Frequency</i>	<i>Responsibility</i>	<i>Recording</i>
Fixed Electrical Installation	Annually	Estates and H&S Manager	Estates and H&S Manager
Fire Alarm	Weekly	Estates and H&S Manager	Estates and H&S Manager
Emergency Lighting	Monthly	Estates and H&S Manager	Estates and H&S Manager
Fire Extinguishers	Annually	Estates and H&S Manager	Estates and H&S Manager

Fume Cupboards	Annually	Estates and H&S Manager	Estates and H&S Manager
Gas fired boilers and appliances (inc. small bore supplies)	Annually	Estates and H&S Manager	Estates and H&S Manager
Gymnasium Equipment	Every second year	Director of Sport Sports Centre Manager	Sports Centre Manager
Playground Equipment (Prep and Batsford)	Monthly  6-monthly	Prep Staff/Housemistress  Estates and H&S Manager	Prep Staff/ Housemistress Estates and H&S Manager
Portable Appliance Test (PAT - includes microwave leakage tests)	As per Risk Assessment	Estates and H&S Manager	Estates and H&S Manager
New personal PAT	Termly	Estates and H&S Manager	Estates and H&S Manager
Pressure Equipment (e.g. Kitchens/Laboratories)	Annually	Estates and H&S Manager	Estates and H&S Manager
Lifts	6 monthly	Estates and H&S Manager	Estates and H&S Manager
Lifting equipment	Annually	Estates and H&S Manager	Estates and H&S Manager
Trees	6 monthly	Estates and H&S Manager	Estates and H&S Manager
Asbestos	As per Material Assessment	Estates and H&S Manager	Estates and H&S Manager
Lead Paint	Annually	Estates and H&S Manager	Estates and H&S Manager
Estate Buildings and Boundary Walls	Annually	Estates and H&S Manager	Bursar
Catering Equipment	Annually	Operations and Compliance Manager	Operations and Compliance Manager
Laundry Equipment	Annually	Operations and Compliance Manager	Operations and Compliance Manager
Legionella	Weekly	Estates and H&S Manager	Estates and H&S Manager
Water Coolers	6 monthly	Operations and Compliance Manager	Operations and Compliance Manager

### Accident and Near Miss Reporting

All accidents and near misses are to be reported in a timely manner (i.e. within 48hrs) using the online Smartlog system. It is the responsibility of the member of staff involved or their line manager to report accidents or near misses.

For accidents or near misses involving pupils, the member of staff overseeing the activity has responsibility for ensuring the matter is properly reported. (At times, the Health and Wellbeing Centre may complete the report however this does not absolve the staff member from this responsibility.)

Any accident which causes severe injury, hospitalisation or is likely to result in a seven-day absence from work must be reported to the Bursar **immediately**. The Bursar is responsible for investigation of the circumstances and for the completion and submission of returns to the HSE in accordance with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR) and decide whether additional investigations or reporting is required. Copies of all accident reports will be automatically sent to the Bursar, who will maintain a record of accidents. Accident statistics will be reviewed once a term at the Health and Safety Committee meeting, in order to identify any emerging trends or action required.

### **Records of Risk Assessments**

As highlighted previously, Heads of Department, Heads of Subject, Housemistresses and Heads of Operational functions are responsible for the assessment of risks in their own areas; the Bursar can provide advice if required. Staff are to use Smartlog for the creation of risk assessments.

### **Training**

All staff will be briefed on the School's Health and Safety procedures during their induction training. Further briefs will occur during Staff Training days/briefings. Where necessary, staff will receive training, which helps them to address the health and safety issues relevant to their area of work. Staff who identify such training needs, should ask their line manager to submit a request for CPD.


### **Advice and Information**

All questions of fact or requests for assistance and additional information should be addressed to the Bursar.

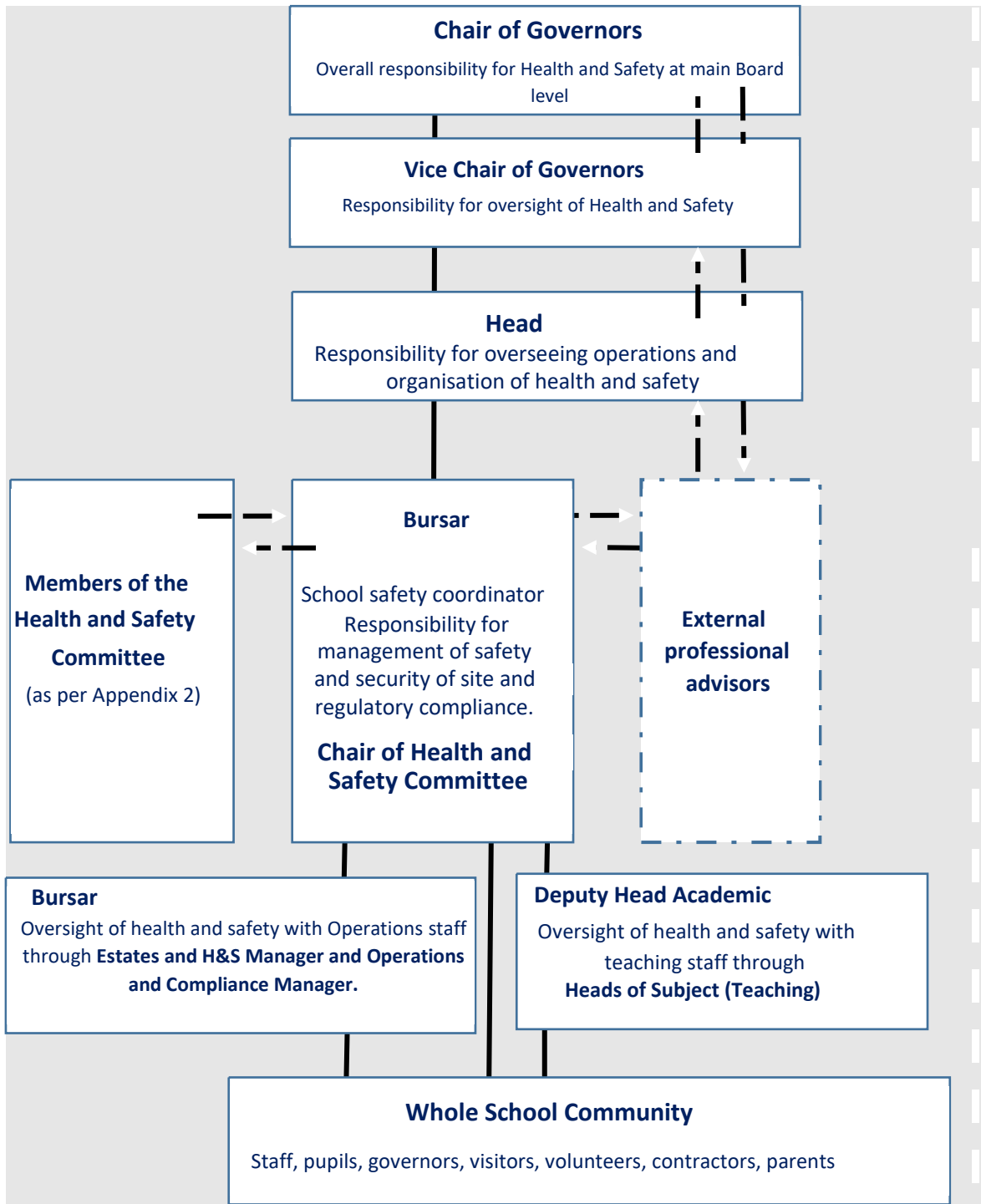
### **Appendices**

1. Diagrammatic Representation of Health and Safety Organisation within MSJ
2. Health And Safety Committee – Terms Of Reference
3. Water Quality (including Legionella)
4. Manual Handling
5. Working at Height



<b>Authorised by</b>	Governors of Malvern St James Girls' School
<b>Signature</b>	
<b>Date</b>	19 June 2024
<b>Effective date of the Policy</b>	19 June 2024
<b>Review date</b>	Summer Term 2025

**Appendix 1 Diagrammatic Representation of Health and Safety Organisation within MSJ**



## Health and Safety Committee Terms of Reference

### Aims

1. Reporting to the Governance and Legal Committee, the aims of the Health and Safety Committee (the Committee) are to:
  - establish and maintain high standards of health and safety in keeping with legal requirements and with the MSJ's Safety, Health, Environmental Protection and Fire (SHEF) and Fire Safety procedures, as appropriate;
  - set and monitor performance targets for health and safety, where it is considered that these are necessary;
  - promote co-operation amongst all staff in instigating, developing and monitoring appropriate control measures so as to ensure the health, safety and welfare at work of all employees and non-employees and
  - communicate to the relevant senior manager any points of importance or where an executive decision may need to be made at a higher level.
  
2. The Committee will meet these objectives by:
  - regular examination of the effectiveness of the Safety, Health, Environmental Protection and Fire (SHEF) procedures and their associated arrangements;
  - the examination of risk control measures;
  - the examination of accident and incident reports and related statistics;
  - forwarding ideas that may be included in a training programme on health and safety topics;
  - assessing the effectiveness of all health and safety training delivered to staff;
  - the promotion of health and safety awareness amongst staff, pupils and visitors to the site;
  - making recommendations for implementation either in practice or for inclusion in the policies, and
  - considering reports by the relevant manager or from external consultants.

### Membership

3. The Committee consists of the following members:
  - A Chair (normally Bursar);
  - A Secretary to take the minutes (normally Operations and Compliance Manager);
  - When available, a Governor from the Governance and Legal Committee, who are nominated to oversee SHEF matters;
  - School representatives from Teaching Staff, Operations Staff, Transport, Housekeeping, Catering, Technicians, Health Centre, Sports Centre, Estates, House Staff, IT, Prep, PE, Art, Expressive Arts and Design and Technology.
  
4. The Head will attend meetings of the Committee at least once a year. They will receive copies of all meeting agendas and minutes of meetings.

5. At the invitation of the Chair, other members of staff, appropriate specialist consultants, pupils, and Governors may, from time to time, attend meetings of the Committee in advisory or in “attendance only” roles.
6. The Committee will, in its membership and so far as is practicable, attempt to achieve a broad spread of representation of staff interests. The Committee may co-opt additional members for specific purposes or periods of time. In the event that an individual member is unable to attend, a named representative may attend by prior agreement with the Chair.
7. Members of the Committee should see themselves as employee representatives with special interest, knowledge and skills, with the common objective of promoting and maintaining high standards in health, safety and welfare at work. They should monitor the effectiveness of the measures taken by MSJ and should recommend improvements. Individual managers remain accountable through normal channels for implementing all actions required by the SHEF procedures and for safe working practices. The legal status of Committee members is that, without prejudice to Health and Safety at Work Act, membership does not impose any additional legal duty on a member.
8. The Committee Chair is responsible for ensuring that any relevant reports, recommendations and views are presented to senior management as appropriate.

## **Meetings**

9. The Committee will meet at least once per term and normally once per half-term. An agenda will be circulated at least one week before the date of the meeting. Items for inclusion on the agenda may be submitted by any member of the committee who may then speak on the matter but, other than matters of emergency, they must be notified to the Secretary two working days before the meeting. The Committee will primarily concern itself with the effective operation of the SHEF and Fire Safety policies, systems and procedures and will not become involved in discussing solutions to local or day-to-day safety issues that should be resolved through normal managerial or administrative channels. The resolution of local safety issues should not be deferred until the next scheduled Committee meeting.
10. The recommendations of the Committee will be directed to the relevant manager for action in the first instance.
11. The minutes of the most recent meeting of the Committee are displayed on the Health and Safety Noticeboards and in the relevant section of Teams; they may also be made available to inspectors and Governors.

**Water (inc. Legionella) policy guidance**

In support of the contractor risk assessment and control regime, the Estates and H&S Manager:-

- undertakes a water quality risk assessment on all relevant water systems;
- the assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years;
- the details of any risks will be made available to those persons who may be affected;
- copies of the risk assessment will be available for inspection by persons entitled to do so;
- if the risk assessment shows that there is a reasonably foreseeable risk, the Bursar will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems.

A log of water quality will be maintained for each relevant system, available for inspection and will contain:-

- the risk assessment findings;
- the written scheme detailing control measures;
- the results of monitoring, inspections, tests or checks completed and the dates;
- details of the water system not in use and control measures taken.

In the event of a positive water sample, the Water Contractor will notify the Estates and H&S Manager/Bursar immediately. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Head will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chair of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

All Operatives in our Estates Department have been trained in the need for legionella prevention measures. They are tasked with carrying out the following regular water checks (all of which are recorded in the water manual) in order to maintain good water hygiene:

**Internal Control Measures**

## **Taps**

- Any cold tap that has not been used within a 7 day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol);
- Any hot water tap that has not been used within a 7 day period is similarly flushed for [models with thermostatic valves fitted: at least 5 minutes]/[ordinary taps: 2 minutes, or until the temperature reaches 60 degrees C] on a weekly basis and before the water is used;
- Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We will contact our Water Consultant about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes;
- Monthly temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and will contact our Water Consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.

## **Showers**

- Any shower (whether heated directly by an instant water heater or through mains hot water) that is not used within a seven day period is flushed through for 2 minutes. Minimising the creation of an aerosol is achieved by placing a plastic sack or similar, over the shower head or by removing the shower head and placing the hose directly over drain outlet;
- Shower heads and hoses are dismantled and descaled monthly.

## **Toilets**

- Any toilet that is not used within a 7 day period is flushed each week, and the flushing mechanism on urinals checked.

## **Swimming Pool**

- The water in the swimming pool is sampled weekly;
- Chlorine levels are tested every day.

## **Cold Water Tanks**

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

## **Calorifiers/ Hot Water Tanks**

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

## **Fire Hose Reels**

Fire hose reels are inspected and tested annually.

#### **Drains**

- Debris is cleared from external drains.

#### **Hot Water Systems**

- Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour to kill all bacteria;
- Staff then flush the system before use.

#### **Cold Water Systems**

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

#### **Water Sampling**

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

##### *Monthly*

- Drinking water is sampled and tested once a month;
- Plumbed water coolers and water fountains are tested;
- Swimming pool water is sampled and tested;
- The thermostats on taps are checked and repaired/replaced as required.

##### *Six-Monthly*

- Waste water and effluent are sampled and tested.

##### *Annually*

- Water samples from the calorifers are tested;
- Point of use water heaters are checked and serviced;
- Cold water tanks and pumps are inspected.

### Manual Handling Additional Guidance

Heads of Department (including support departments) will be responsible for the management of manual handling activities within their areas of control.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In the School environment this may include:

- Moving furniture around classrooms;
- Moving equipment stored at height;
- Moving items when taking delivery of goods;
- Pushing and pulling trolleys and PE equipment;
- Setting up temporary stages;
- Moving gas cylinders, chemicals etc.;
- General movement of workplace equipment.

Heads of Department will:

- Consider whether the object needs to be moved at all;
- Where it does need to be moved can this be by automation, e.g. using a lift truck;
- Where manual handling is necessary ensure that a risk assessment is undertaken, and any required control measures are implemented;
- Ensure that those undertaking such tasks have received appropriate training.

When assessing the risk, the following should be taken into consideration:

- The task;
- The individual;
- The load;
- The environment.

All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift;
- Keeping the load close to the waist;
- Adopting a stable position;
- Getting a good hold;
- Not flexing the back any further when lifting;
- Avoiding twisting the back or leaning sideways;
- Keeping their head up;
- Moving smoothly;
- Putting the load down then adjusting as necessary.



### Working from height policy guidance

Working at height is defined as work undertaken when both feet are off the floor.

No working at height should be undertaken without a Working at Height Safe Work Plan being completed and all those engaged in the activity having read, understood and undertaken any training required before participating in the working at height activity.

There is a template for Working at Height Safe Work Plans, see below.

Staff should apply the following hierarchy for managing and selecting equipment for work at height, namely:

- Avoid work at height where possible;
- Use work equipment or other measures to prevent falls where it cannot avoid work at height;
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur;
- A flowchart is included below for controlling work at height.

The school requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.

When equipment is selected for work at height it will be:

- The most suitable equipment for the task
- Give collective protection measures priority over personal protection measures
- Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.

Inspection of equipment used for work at height will be undertaken by a competent person in accordance with inspection timelines. Liaise with the Estates and H&S Manager about equipment inspections.

Ladders will be used in accordance with HSE document LA455 Safe Use of ladders and stepladders: <https://www.hse.gov.uk/work-at-height/ladders/>

Any contractors used by the school will be expected to follow the principles of this guidance.

The schools owned ladders will not be loaned out to contractors or untrained school staff.

The flowchart below is a helpful handrail for deciding how to best deal with an activity that may require working at height:

