

The London Oratory School

Health & Safety policy



Approved by:	Date:
Last reviewed on:	Reviewed by Headmaster, Deputy Head and DFO on 31/05/2020 Reviewed by Headmaster and Procurator on 12/11/2018 Reviewed by Deputy Head and Procurator on 10/11/2017 Reviewed by Deputy Head and Procurator on 05/02/2016
Next review due by:	

Policy links to

- Fire emergency plan
- Security Policy
- Lone Working Policy
- Stress Management Policy
- CoSHH Policy
- Infection control policy
- First Aid and Medicine needs policies

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STATEMENT OF INTENT

The Governors of the London Oratory School recognise that under the Health and Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the school from time to time. The Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Codes of Practice which have the force of law. It is considered by the Governors that health and safety is an extremely important function of The School and the Governors have appointed one of their number to take a special interest in Health and Safety.

Reference is made here to the requirements under The Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of The School's health and safety policies and practices. It is the intention of The School to follow the advice given in The Children Act Guidance and Regulations Volume 5 and to have regard to the guidance in the Department of Education document "Health and Safety: Responsibilities and Powers".

In addition to the general Health and Safety Policy The School has a number of policies which relate directly to specific areas of health and safety. The detailed policies set out the responsibilities and arrangements for the management of the risks arising from these areas. These policies are listed in the back of this document and can be found on RMUnify, amongst other places.

The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot completely prevent accidents. Only the adoption of safe methods of work and good practice by every individual can ensure safer working practice across both schools. All reasonable steps will be made to identify hazards and reduce risks to a minimum but all staff, pupils, members of the public and people who use the premises of The School must appreciate that their own safety and that of others also depends on their individual conduct and vigilance on the school premises.

1. Responsibilities

The Governors are responsible for the health, safety and welfare of the employees whilst they are at work and for the pupils, contractors, visitors and members of the public whilst they are on The School site or affected by The School's activities.

This responsibility is devolved throughout the organisation as illustrated on the detailed Hierarchy of Responsibility Chart on page 6. Notwithstanding the specific responsibilities of post holders, in accordance with section 7 of the Health and Safety at Work Act (1974), The School requires every employee to take reasonable care for his/her health and safety and that of others who might be affected by his acts or omissions at work.

The Health and Safety policy is designed to enable the School to fulfil its obligations to its employees, pupils, members of the public, visitors, contractors and others affected by The School's activities. It is the objective of the policy to ensure in so far as is reasonably practicable the health safety and welfare of employees and others, to promote a positive health and safety culture within the organisation and to create a working environment in which health and safety considerations influence every aspect of the life of the School and risks are reduced to a minimum.

The Governing Body will that those with specific roles and responsibilities for health and safety will be engaged and empowered to successfully undertake their duties

In compliance with health and safety legislation and regulations, the School's management will ensure so far as is reasonably practicable that:

- adequate resources are made available to enable the effective implementation of this policy and associated procedures
- advice is sought from competent persons on legal requirements for health and safety and on current best practice
- arrangements for communicating and consulting with employees and other relevant parties are implemented
- suitable and sufficient assessments are undertaken and recorded for all activities undertaken by the establishment
- appropriate risk control measures and safe systems of work are developed and implemented
- appropriate procedures are adopted to monitor the successful application of this policy and associated procedures

The Headmaster and Senior Staff will:

- i. Identify hazards, assess risks and adopt measures to eliminate if possible and otherwise to reduce risks in all aspects of its activities.
- ii. Provide safe access to and egress from the School and provide a safe working environment through the upkeep and repair of the buildings, structures and the grounds.
- iii. Provide plant and equipment which is safe, fit for purpose, and maintained in accordance with statutory requirements (Provision and Use of Working Equipment Regulations – 1998) PUWER) and manufacturers' recommendations.
- iv. Provide and maintain fire safety systems in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- v. Prepare an Emergency Plan of Action and ensure that the action plan is accessible to all employees.
- vi. Ensure arrangements are made for the safe use, storage, handling and transport of articles and substances in The School's possession or control, in particular those which may present a risk or hazard to employees and others.
- vii. Provide adequate facilities and arrangements to cater for the welfare of the employees, pupils, contractors and visitors to the site.
- viii. Ensure that the School's work practices and services are carried out with due regard to Environmental Protection Act 1990 and, in particular, the duty of care as regards waste.
- ix. Recruit employees who are competent for their job and ensure that employees receive adequate information and training to enable them to perform their work safely.
- x. Inform and communicate with employees on all matters pertaining to health and safety.
- xi. Require employees to co-operate with The School in the promotion of health and safety and to respect and make use of such safety related equipment as may be made available to them.

The Governors and staff of The London Oratory School are committed to playing an active role in the implementation of this policy and undertake to review annually and revise it in light of changes in legislation, experience and other relevant developments.

Chairman of Governors:

Date: May 31, 2020

Headmaster:

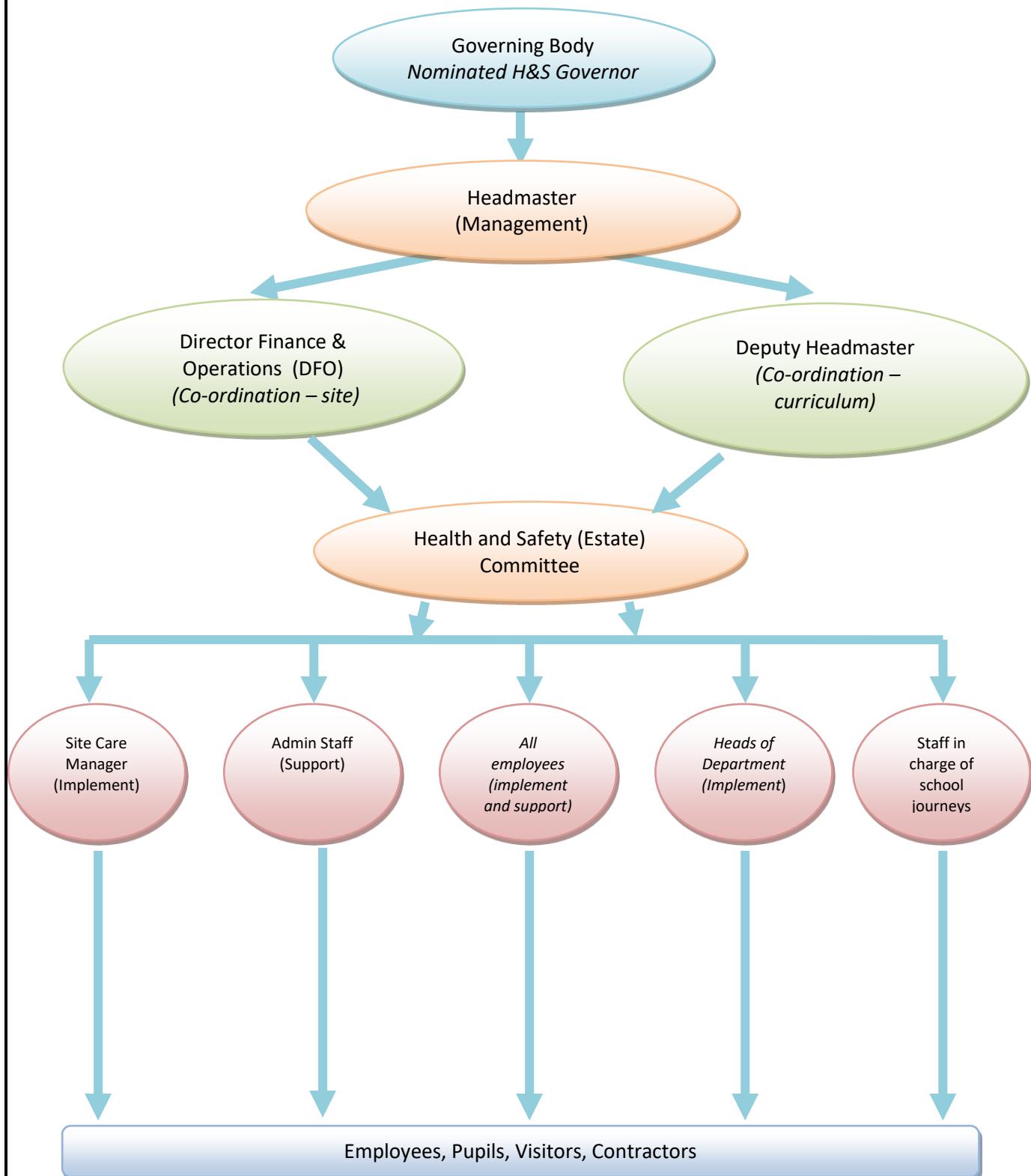
Date: May 31, 2020

ORGANISATION AND RESPONSIBILITIES

In order to meet the objectives of the Health and Safety Policy, The LOS has put into effect the following arrangements:

Organisational Chart

Safety and health is everyone's responsibility. This chart reflects a whole school approach to the promotion and development of health and safety.



Responsibilities and Remit

The Governing Body

In consultation with the Headmaster, the Governing Body will:

- 2.1 Nominate a link governor to take a special interest in health and safety
- 2.2 Ensure that suitable resources and strategic direction are available to discharge the school's health and safety responsibilities
- 2.3 Ensure that there is an appropriate forum where health and safety matters can be discussed and strategic decisions made
- 2.4 Ensure that health and safety is monitored by the appointed Governor and committee so that legal requirements are met
- 2.5 Monitor, via reports, the overall performance of the school's health and safety management systems
- 2.6 Ensure that the school's health and safety policy and management system is reviewed regularly

The Headmaster

In consultation with the Senior Staff the Headmaster will have day-to-day management responsibility for health and safety and will:

- 3.1 Implement the requirements of this Policy and ensure compliance with all health and safety legislation within the school
- 3.2 Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example
- 3.3 Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the school
- 3.4 Appoint persons to assist him meet the safety objectives, standards and checks detailed in this policy
- 3.5 Ensure all school decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations
- 3.6 Ensure that school employees recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions
- 3.7 Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety

- 3.8 Ensure suitable persons are nominated to undertake key health and safety functions within the school and to ensure these individuals are adequately supported and suitably trained

DFO and Deputy Headmaster

- 4.1 The DFO and The Deputy Head (*Estate*) are responsible for the implementation of the health and safety policy and associated procedures in The London Oratory School. The areas of responsibility are divided between them as per the schedule on the Arrangements and Procedures page at the end of this document.

They will, as appropriate within their area of responsibility:

- 4.2 Ensure that the H&S Policy is developed and reviewed annually or when significant change occurs and is brought to the attention of all staff via internal communication procedures
- 4.3 Lead the Health and Safety Committee at which they will bring to the committee's attention and Health and Safety issues
- 4.4 Report findings back to the link governor for health and safety
- 4.5 Ensure that employees are consulted with on health and safety within the school
- 4.6 Ensure that the information, instruction and training requirements of the school in relation to health and safety are developed with learning and development opportunities being provided as and when required
- 4.7 Co-ordinate the undertaking of risk assessments and ensure that appropriate risk control systems are developed by those required to do so
- 4.8 Co-ordinate the incident reporting procedures, undertake investigations where necessary and monitor accident statistics
- 4.9 Ensure that a formal programme of physical inspections is undertaken of the premises and that actions arising from the inspections are implemented
- 4.10 Ensure that the School's health and safety management system is subject to a regular review and findings are reported to the F&GP Committee.
- 4.11 Ensure that the School's Fire Policy and Procedures is subject to a regular review and findings are reported to the F&GP Committee.
- 4.12 Have responsibility for the security of the building and grounds.

Health and Safety Committee

- 5.1 The School has set up a Health and Safety Committee to assist in the management of health and safety and provide a forum for the discussion and review of policies and risk assessments.

- 5.2 The Health and Safety Committee is responsible for the instigation of new procedures and policies to ensure that the School complies with current health and safety legislation, regulations and best practice. It is the responsibility of the Health and Safety Committee to raise the profile of health and safety in the School and to offer health and safety advice and assistance to colleagues.
- 5.3 The members of the Health and Safety Committee are appointed by the Headmaster, Deputy Headmaster, and the DFO. The link governor for Health and Safety is invited to attend all meetings of the Health and Safety Committee.
- 5.4 One Head of Department from the Science, Sport and DT departments will sit on the committee on an annual rotating basis.
- 5.5 The committee meets half termly and sets as its core business the internal audit regime on a scheduled basis. It is a forum for the raising of issues and the solving of problems. The meetings are minuted, with the minutes put on the Common Room notice board and circulated to HODs for dissemination.

The Facilities Manager

The Facilities Manager reports to the DFO and is responsible for Site related health and safety. The Facilities Manager will:

- 6.1 Ensure the upkeep and maintenance of the building, plant and equipment in line with legal requirements and best practice
- 6.2 Work with the DFO to develop a programme of statutory and good practice testing, inspection and maintenance for premises, equipment and plant
- 6.3 Ensure that all testing, inspections and maintenance detailed in the programme are conducted on time and to the standards prescribed in the relevant regulations
- 6.4 Manage the contract for grounds maintenance and the contract for security ensuring best value
- 6.5 Have responsibility for the security of the building and grounds
- 6.6 Assist with the development of the fire safety management system for the school and ensure that relevant elements of the management system are implemented
- 6.7 Take prompt action to prevent injury to others on site who might otherwise be exposed to unnecessary dangers
- 6.8 Ensure that only authorised persons have easy access to restricted areas such as the roof, plant rooms, switch gear, hazardous chemical store etc
- 6.9 Participate in the school health and safety inspections programme
- 6.10 Ensure the schoolkeepers are adequately supervised
- 6.11 Identify any particular health and safety training needs of the schoolkeepers
- 6.12 Ensure that schoolkeepers are not involved in activities outside their limitations

- 6.13 Ensuring in conjunction with the DFO that hirers, contractors and others who enter school premises conduct themselves and carry out their operations in such a manner that all statutory and good practice safety requirements are met at all times

Heads of Department

Heads of Department will be responsible for:

- 7.1 The local arrangements to ensure the effective control of risks within the specific areas under their control
- 7.2 The local arrangements for the purchase, inspection and maintenance of equipment and its specification
- 7.3 The coordination of the school's health and safety policy in their own department and area of work, directly responsible to the Deputy Headmaster for the application of the health and safety procedures and arrangements
- 7.4 Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc;
- 7.5 Resolving health, safety and welfare problems referred to them by members of their staff or referring to the Deputy Headmaster or DFO any problems they are unable to resolve within the resources available to them
- 7.6 Ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible
- 7.7 Ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- 7.8 Obtaining relevant advice and guidance on health and safety matters.

Teaching Staff

In addition to the general responsibilities of employees, outlined below, teachers are expected to:

- 8.1 Raise any health and safety concerns outside their control related to their class area with their Head of Department
- 8.2 Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out
- 8.3 Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied
- 8.4 Give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)

- 8.5 Detail safe methods and controls to be followed in their written lesson plans
- 8.6 Set a good example by following safe working procedures personally
- 8.7 Ensure the use of protective clothing and guards where necessary
- 8.8 Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use
- 8.9 Build in safety education in curriculum planning, as per teaching standards

Co-curricular activities and School Journeys

Members of staff running co-curricular activities and school journeys will be responsible for:

- 9.1 Ensuring that all activities outside the classroom are implemented according to school's policies and requirements in the staff handbook, including the completion of risk assessments, and in line with guidance provided by the school
- 9.2 Raise any health and safety concerns outside their control related to their class area with their immediate line manager
- 9.3 Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out
- 9.4 Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied
- 9.5 Give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)

Registry / First Aiders

The Registrar, Registry staff and other trained First Aiders will:

- 10.1 Ensure that appropriate first aid and administration of medicines procedures are implemented
- 10.2 Maintain and display a list of school first aid staff and ensure that all first aid staff attend refresher training
- 10.3 Ensure first aid boxes are adequately stocked and maintained
- 10.4 Ensure that pupils' medication is stored in an appropriate manner
- 10.5 Maintain an up-to-date list of pupils with medications, liaising with the Director of Learning Support where appropriate
- 10.6 Ensure that health and safety information from the local authority and other sources is disseminated to the appropriate staff

All Employees (*including temporary and volunteers*)

All School employees are directly responsible for:

- 11.1 Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- 11.2 Co-operating fully with their manager on all matters pertaining to their health and safety at work
- 11.3 Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work
- 11.4 Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- 11.5 Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others
- 11.6 Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- 11.7 Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- 11.8 Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- 11.9 Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- 11.10 Attending health and safety training as part of the school's induction training as soon as is practicable after commencing employment
- 11.11 Completing a display screen equipment self-assessment where required to

Pupils

Pupils will be reminded that they are expected to:

- 12.1 Exercise personal responsibility for the health and safety of themselves and others
- 12.2 Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines
- 12.3 Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency
- 12.4 Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

All pupils and parents will be made aware of the contents of this section of the policy through the prospectus and school induction.

Visitors and Other Users of the Premises

- 13.1 Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. hirers of the school facilities, catering and cleaning contractors, outside staff based in school
- 13.2 All visitors to our establishment must comply with the School's Health and Safety Policy and procedures
- 13.3 Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures

Contractors

- 14.1 All contractors under local control will be appropriately selected and competent in terms of health and safety
- 14.2 Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site
- 14.3 The Facilities Manager will be responsible for the coordination of contractors' activities on site
- 14.4 The DFO must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the Facilities Manager, or by the contractor, in consultation with the Facilities Manager

Consultation and communication

To ensure that The London Oratory School meets its legal obligations to consult with employees and to provide them with the relevant information in relation to health and safety, the following consultation and communication arrangements have been adopted:

- Health and Safety should be an agenda item for every departmental meeting giving members of staff an opportunity to raise and discuss Health and Safety on a regular basis
- The School Health and Safety Committee which manages Health and Safety meet regularly and at every meeting Health and Safety issues should be discussed and relevant information should be distributed to all staff.

Arrangements and Procedures

To ensure the effective implementation of health and safety within the school, the following arrangements and procedures are in place:

- Whole School and departmental risk assessments
- Accident / Incident reporting - a process is in place to report these either through the every education reporting system. The reporting will include reporting on COVID 19 cases and its reporting internally and to external agencies.
- Fire Safety and prevention

- **Fire evacuation plan/emergency procedure.** The School fire evacuation plan that has been developed as a separate document links to this policy.
 - Periodic fire drills, fire alarm and emergency lighting testing, fire extinguisher test etc. In the light of COVID 19 outbreak the fire evacuation plan has been revised to provide for social distancing, wherever possible, once all children/staff and others are at the assembly points.
- Safe Workplace (also known as Environmental controls) is the safe place of work. This covers areas including the following:
 - Asbestos management
 - Legionella
 - Premises Management, repairs, ventilation, noise etc.
 - Premises risk assessments, including Manual handing, use of tools, working at height etc.
- Provision of Use of Work Equipment (PUWER)
- **Medicines in School –Please refer to the administration of medicine policy**
- **First Aid Policy – This covers first aiders, training, recording of incidents, reporting and Covid-19 arrangements.**
- **COSHH – Please refer to School's CoSHH Policy.**
- Provision of welfare facilities - Under the Health and Safety at Work Act 1974, the school is aware of its duty to, so far as is reasonably practicable, to put measures in place to reduce risk. The school meets this responsibility by ensuring the following:
 - we undertake relevant risk assessments to assess the risks from various activities conducted on our premises.
 - in this present situation, we are also completing generic holistic COVID 19 risk assessment, which includes premises, staff, children visitors, cleaning, social distancing and relevant guidance from government.
- **Lone Working – All lone working within the school site will be managed in accordance with School's Lone working policy.**

We have in place relevant policies and procedures to cover welfare provisions, for example, first aid, fire safety, legionella, asbestos, manual handling, use of equipment, heating, ventilation e

Communicable Disease

- will maintain a record of all Covid-19 incidents and report it to the Senior Staff on a regular basis.
- will report any incidents of Covid-19 to concerned authorities at Hammersmith and Fulham Council.

Arrangements and Procedures – Detail (Continued)

Risk Assessment

Heads of Departments are required to carry out annual risk assessments for their areas in order to identify hazards within the workplace and its activities, to consider who might be harmed by the hazard and assess the risk of the hazard causing harm. Particular consideration will be given to the assessment of risks with respect to the age of the pupils in the school and, where appropriate, to pregnant employees and children with debilitating injuries. Once the risks have been identified and assessed, the risk assessment will state how the risks will be managed. The most effective control is the removal of the hazard, but this is not always practicable and controls will be set in place to reduce exposure to the

hazard or minimise the risk of the hazard causing harm. The findings of the risk assessment will be recorded and the assessment reviewed when it ceases to be effective, for example when personnel or circumstances change and in any case at least once a year. Certain activities and areas of the school have been designated as high risk areas and external audits of the safety management and procedures and practices in these areas are carried out on a 3 to 5 yearly cycle as defined by the risk assessment.

Safe Workplace

In accordance with the requirements of the Management of Health and Safety in the Workplace Regulations 1999, The School is committed to maintaining the buildings and structures to a safe standard, as far as is reasonably practicable and to ensuring safe access to and egress from the premises. Where appropriate, competent outside specialists are employed on a scheduled contracted basis to maintain services and facilities and service records and certificates of inspection are filed in the Schoolkeepers' Office.

In particular, the school is aware of its responsibilities under the Approved Code of Practice and Guidance and Regulations L8 (2013) for the control of legionella. Full risk assessments of the water storage tanks and the water supply are carried out by competent external professionals, as a result of which necessary refurbishment and cleansing are undertaken. The water storage tanks and water supply system are inspected at least annually on a contracted scheduled basis by competent professionals and refurbishment and disinfection are carried out according to their recommendations.

Furthermore, the School complies with the requirements of the Control of Asbestos at Work Regulations 2012. In accordance with the requirements of the Regulations The School has an Asbestos Policy which details the arrangements for identifying the presence of asbestos, informing employees and contractors and assessing and managing the risks. The risk assessments are reviewed as necessary and at least once a year. One of the schoolkeepers is suitably trained in asbestos management and undertakes inspections annually.

Provision and Use of Work Equipment (PUWER) 1998

The Provision and Use of Work Equipment Regulations (PUWER) 1998 places a duty on the School and its employees to ensure that equipment used at work is:

- suitable for intended use
- safe for use, maintained in a safe condition (safety features are functioning correctly), and in certain circumstances, inspected to ensure that this remains the case;
- used only by individuals for its intended purpose and following adequate instruction, information and training
- accompanied by suitable safety measures where required (eg protective devices, markings, and warnings).

All new equipment purchased should be CE marked with declarations of conformity to establish the suitability of the requirements set out in the European Community Law. This includes completion of appropriate risk assessments.

All employees will be responsible for ensuring that they use equipment only for its intended purpose and with required safety / protective equipment or clothing. In advance of using the equipment the employee is responsible for ensuring that they have been given appropriate information, instruction or training:

- the conditions in which and the methods by which the work equipment may be used;
- foreseeable abnormal situations and the action to be taken if such a situation were to occur; and

- any conclusions to be drawn from experience in using the work equipment.
- information and instructions required for use are understood.

Employees will not remove equipment from school premises for use at home.

Service records and inspection certificates are filed in the Schoolkeepers' Office or with The DFO on the estate management system. Particular reference is made here to the passenger and service lifts, gym equipment, the boilers and heating systems, the air conditioning systems, the local extraction ventilation systems, intruder alarm systems, fire alarm system, access barriers and portable electrical appliances all of which are maintained by specialised outside contractors on a scheduled contracted basis, and to the vehicle fleet which is serviced internally on a scheduled basis by a competent and qualified mechanic. The Pool Operation and Emergency Procedures Manual sets out the procedure for the safe management of the swimming pool and procedures to be followed in the event of an emergency. These policies are available to employees on the staff shared drives on the intranet.

School Vehicles (including minibuses)

The DFO will be responsible for ensuring that the RoSPA Minibus Safety Code of Practice is followed and that all vehicles have a valid and up to date MOT certificate and insurance cover.

Minibuses may only be driven by staff who have received appropriate MIDAS training. Staff without a D1 on their licence may only drive appropriate vehicles.

School vehicles may not be driven for hire or reward.

Display Screen Equipment Regulations

The School recognises its responsibilities for the health and safety of its employees when they are working with Display Screen Equipment (DSE) and in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended.

Whilst the regulations do not strictly apply to pupils, the School will aim as far as reasonably practicable to apply equipment, information, and instruction to the levels provided to employees.

The School will ensure appropriate equipment, information, instruction, and training is given to enable employees to assess and record their own DSE work stations, or arranged to receive a DSE assessment and record by a nominated fully trained competent individual(s) (designated as the DSE Assessor).

Where appropriate individuals should be referred to Occupational Health Advisors and recommendations implemented as appropriate.

Employees who are working with Display Screen Equipment will take regular breaks from DSE activities and this is suggested at around 5-10 minutes for every hour of concentrated DSE work.

DSE regulations state that the keyboard and screen must be separate, and therefore modifications will be required to laptops that are in prolonged use.

Fire Safety

It is the intention of The School to comply with the requirements of the Regulatory Reform (Fire Safety) Order (2005) in so far as they apply to The School and the Management of Health and Safety at Work Regulations in so far as they relate to fire safety.

The arrangements for the provision and maintenance of fire safety equipment, fire precautions and fire safety procedures are set down in the School's Fire Safety Policy & Procedures which are available to all employees via the Staff documents 'Health and Safety' folder on RM Unify. A general fire risk assessment is carried out by competent external contractor and the risks are reassessed on a biannual basis. The general fire risk assessments are supported by more detailed fire risk assessments for the high risk areas. These are reviewed by the school's Fire Safety Manager on a regular basis, at least once a year or more frequently as required. In addition, information on the action to be taken in the event of a fire alarm is posted in every communal area of The School and fire drills are held on a regular basis, at least once a term.

The Emergency Plan of Action in the event of a fire or other major incident sets out procedure to be followed in the event of a major incident, including procedures for summoning assistance from emergency services. The action plan is available to all staff on the shared drive of the intranet. Please refer to fire emergency plan for detail.

Control of Substances Hazardous to Health (COSHH)

The Trust acknowledges that no substance can be considered completely safe. In accordance with the Control of Substances Hazardous to Health Regulations 2002, the School will take all reasonable steps to substitute as many COSHH substances for safer alternatives as is reasonably practicable. Where no safer alternative is reasonably practicable, the School will ensure that employees, pupils or visitors are not exposed to substances hazardous to health.

Any harmful substance will be stored, moved, used, or handled in a manner which is safe. In some cases exposure is controlled by means of appliances such as fume cupboards and dust extraction equipment. Appliances which provide this control will be tested and examined at required intervals. **Please refer to School's CoSHH policy.**

The school will ensure the:

- maintenance of an up to date inventory (COSHH register) identifying all hazardous substances used on the school's premises and obtain the most current version of the respective material safety data sheets;
- secure and safe storage of substances in correctly labelled containers that have been deemed as adequate for the substance it contains;
- replacement of hazardous substances with safer alternatives wherever possible;
- completion of a risk assessment for the use of any hazardous substances, which present a significant health risk;
- testing and maintenance of any equipment required for controlling exposure to substances (including personal protective equipment);
- required and appropriate information, instruction and training is provided;
- records of assessments are retained on the school premises and made available to the relevant individuals on request;
- exposure of any individual to substances hazardous to health is either prevented or adequately controlled.

Manual Handling

The Trust recognises that there will be occasions where items/ equipment need to be moved and its responsibility to provide guidance on measures that should be taken to

ensure manual handling tasks (lift, support a load, pushing, pulling, setting down, turning, twisting and reaching) are carried out safely.

Where there is a regular need for manual handling, risk assessments will be conducted in accordance the Manual Handling Operations Regulations 1992. This will highlight correct procedures, set in place control measures, and additionally identify manual handling equipment that will negate lifting.

The school will ensure that appropriate risk assessments, equipment and training / annual refresher training are provided for moving and manual handling tasks. Accident and absence statistics will be monitored to evaluate the effectiveness of manual handling practices.

Employees have a duty to make full and proper use of any equipment, systems of work and training provided for their safety.

Security

The security of the pupils and staff on site is of paramount importance at The School. Vehicular and pedestrian access to the School site for the majority of the working day and overnight is controlled by automatic gates and turnstiles which operate on card recognition. All visitors are required to register at Reception and to wear a visitor's badge. Visitors are not permitted unaccompanied access to the school. Procedures are in place for dealing with suspected intruders and many areas of the site are covered by CCTV and access alarm systems. **Please refer to School's Security policy for detail.**

Provision of Welfare Facilities

The School is aware of its responsibility under the Workplace (Health, Safety and Welfare) Regulations 1992 to ensure the health, safety and welfare of employees, pupils and others who may use the site. The School meets this responsibility through the provisions of the First Aid Policy and the COSHH policy, and through the provision of fresh drinking water, adequate toilet and rest-room facilities, adequate heat, lighting and ventilation, the provision of personal protective equipment where required and the arrangements which are in place to deal with the disposal of sanitary, medical and general waste. Waste disposal is managed through specialist outside contractors, with due regard to the Environmental Protection Act, duty of care requirements and the specifications of the Waste Transfer Notes.

The welfare of employees is further ensured by compliance with relevant employment legislation in respect of holidays, disciplinary and grievance procedures, equal opportunities, maternity, paternity, parental, adoption and special leave, and the Data Protection Policy. The health and welfare of employees and pupils is monitored through the accident and near-miss reporting arrangements which comply with the requirements of the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The above mentioned policies are all available to employees on the Staff documents folder on RM Unify.

Recruitment and Training of Employees

The School is committed to ensuring the health and safety of all employees and pupils through the policy of employing personnel who are competent to do the job for which they

are being recruited. The Recruitment Policy emphasises commitment to safer recruitment and requires that all appointments to the School staff are subject to the satisfactory response from referees and the outcome of an application for a Disclosure of Criminal Background from the Disclosure and Barring Service (DBS). Whilst evidence of a criminal background will not necessarily prejudice employment, in such circumstances a full risk assessment will be carried out by the DFO or Headmaster before an offer of employment can be confirmed.

New members of the Staff are required to undergo a safeguarding interview with a trained member of staff. New staff are subject to an induction procedure which includes training on Child Protection, health and safety training and training specific to the job. The induction process is designed to assist the new member of staff to adjust easily to their new work environment, to impart information about The School and its procedures, to ensure that the new employee is aware of child protection issues and health and safety provisions and procedures, to identify training needs and to minimise staff turnover by addressing problems at an early stage.

The School operates systems of staff appraisals for Teaching and non-Teaching Staff which are intended to ensure that performance standards are maintained and staff training needs are identified and addressed. Training is provided for all staff as required to ensure the safe performance of their work. In addition, staff are required to complete specific health and safety training on an annual basis. Furthermore, staff in higher risk areas receive in-house training in basic first aid on a rolling basis, and such other training as may be identified as a result of risk assessment.

The responsibility for ensuring that safety training needs are assessed lies with the Health and Safety Committee in consultation with (other) senior staff and Heads of Department where appropriate. Those for whom health and safety training is deemed necessary will be required to attend such training.

Identification of health and safety training needs of new staff must be carried out by the line manager, normally during the first weeks of the staff's appointment, and delivery of that training will form part of the staff member's appraisal.

Heads of Department are encouraged to identify the training needs of members of their department and seek appropriate training opportunities.

Information and Instruction

The School recognises the importance of good communication with employees on matters of health and safety. Health and Safety Information posters are displayed on notice boards throughout the school, together with details of the school's Employer's Liability Insurance Certificate. Fire Action information sheets are posted in all areas of the school and fire escape and fire exit signs which comply with current required standards are in place where required.

Health and Safety issues are discussed routinely at departmental meetings and during INSET training and staff are reminded to report health and safety issues, near-misses or instances of dangerous behaviour to their line manager or direct to the Head of Health and Safety.

Co-operation

All staff, pupils, contractors and visitors are required by this policy to co-operate with The School in order for it to comply with statutory requirements in respect of health and safety. Safety systems and equipment must not be tampered with or abused, safety procedures must be followed and personal protective equipment must be used as directed.

It is the responsibility of all staff to have regard to their own safety and that of their colleagues by reporting health and safety issues to their line manager or to the Head of Health and Safety, and by setting a good example of health and safety awareness to the pupils.

Monitoring and Review

The effectiveness of the Health and Safety policy is monitored through the analysis of accident reports, sickness records, staff turnover, reports on fire drills, an internal audit regime, and progress reports on actions recommended by external auditors. A summary of accidents and of health and safety training undertaken by employees is presented to the Governors on a termly basis. Furthermore, the Governors require the Health and Safety Committee to submit formal reports on each of the major Health and Safety areas once per annum for their formal acknowledgement and review.

The School acknowledges, however, that effective management of Health and Safety relies equally on a proactive approach and the arrangements detailed in this policy for the inspection and planned maintenance of equipment and services, the requirement for risk assessments and the identification of training needs through the employee appraisals are intended to ensure that the aims of the Health and Safety policy are achieved and The School provides a safe place of work and study as far as is reasonably practicable.

The Health and Safety policy is reviewed by the Health and Safety Committee as required and at least once a year and by the Governing Body's Finance and General Purposes Committee at least biennially.

ARRANGEMENTS AND PROCEDURES

To ensure the effective implementation of health and safety within the school, the following procedural guidance documents have been developed:

Management(*F & R*)

- Risk Assessing-general guidance
- Accident reporting and investigation
- First aid and medications
- Control of contractors
- Construction work
- Inspections and monitoring – The scheduled activities are managed on every education
- Emergency planning – See Emergency Plan

Premises(*DFO*)

- Fire safety management – See Fire Policy, Fire Emergency Plan and Fire Folder
- Asbestos management – See Asbestos Management Risk Assessment
- Premises, plant and equipment – *needs to be developed*
- Kitchens - refer to policies and procedures undertaken by Holroyd Howe
- Premises security – See security policy
- Swimming Pool – The swimming pool safety procedures are being reviewed
- Theatre – see risk assessment held by the Development Manager

Persons(*DFO*)

- Personal safety and security- See security policy
- Health and well-being of staff – See stress management policy

Curriculum(*Deputy Head*)

- Design and technology – See departmental file
- Physical education – See departmental file
- Science – See departmental file
- Art and Design – See departmental file
- Educational journeys and visits
- Activities, including the Duke of Edinburgh Programme and expeditions

Other

- Minibuses and other vehicles, including drivers (DFO)

These documents are available to all staff to access via the school's Sharepoint site (on RM Unify) and also via hard copy from the DFO.

Policy Changes Highlighted

- Policy re-formatted into a standard form
- Links to other related policies shown and referenced within the text
- All names from policy removed and designations used for reference
- Page 14 summarising arrangements added on to provide a fuller summary of arrangements and includes a section on communicable diseases to cover Covid 19
- Clause 5.5 on page 9 to be checked for retention
- CoSHH, Infection control, First Aid and medicine administration policies added on
- Sharepoint record retention location to be finalised

Pending Action Points

- Go over the risk assessment templates for gaps and the re-opening checklist
- Go over the CoSHH, Infection control, First Aid and medicine administration policies
- Reception arrangements – Screen, sanitisation station, signage, tissue, telephone sets
- Identify classrooms to be used for students
- Finalise classroom risk assessment including location of social distancing signage, pedal bins, one way traffic, frequent clean arrangements, anti bacterial wipes/tissue, sanitiser stations, 15 students in a room layout etc.
- Review of catering (breakfast club and lunch arrangements) and cleaning arrangements and check on floating cleaner
- Identify first aiders, check their training needs, covid-19 pre-check, work out a FA room location, check FA items inventory, recording and reporting arrangements to be added to the first aid policy etc.
- Fire evacuation plan review in terms of social distancing, location of assembly point, sanitisers at assembly point, availability of fire wardens, 2M vests?, training of fire wardens, fire drill etc.
- Parents crowding at the gate (Uniform shop suggestion to install a Gazebo for the parents)
- Any special arrangements in the toilet? Urinal dividers and outside fountains?
- Have you reviewed action plans for those children who have EHCS?
- Common room layout change to support social distancing

Dear All

This email is to update everybody on the current status of leave cycle change

Consultation process explained

We went through a three step consultation process that included:

1. Consultation communication explaining the rationale for the leave cycle change was sent in early February. Some useful feedback was received in response on the basis of which the proposal was fine tuned.
2. 1-to-1 or small group communication. Some basic queries were raised that were responded to and further adjustments made to the proposal
3. A consultation meeting was held, on February 14, 2020, with all the non-teaching staff, with Headmaster in attendance. The final version of the leave cycle change plan was explained, a few basic queries were raised and responded to. The staff were given 30 days to raise any queries but none were received by March 15th 2020.

This has now successfully completed the consultation process. Consultation process is not a voting process but a staff consultation exercise to consider any points or concerns that staff may have.

Next Steps

1. A number of newly appointed staff are already on a September to August leave cycle. The leave cycle transition from April-Mar to Sep – August will generally only affect staff who were appointed before May 16, 2019 or thereabout.

2. In order to ascertain that the leave change does not present any specific challenge to any individual the BreatheHR leave quota has been adjusted to clearly show the leave available to each staff for the April to August 2020 period, including any carry forwards. Please login and check your leave quota for this period.

Your leave breakdown upto August 31, 2020 (5 months) along with any carry forward leaves are now shown on the Breathehr portal (although the system shows the leave entitlement to be from April 1, 2020 to Marh 31, 2021 but the leave entitlement is only upto August 31, 2020. This can only be corrected in September). You can check your leave entitlement on the portal using the following example.

Example

Total holiday entitlement over 12 months = 30 days.

Total holiday entitlement from April 1 to August 31, 2020 = 12.5 (30/12*5)

Add any carry forward leave from last year = 2.0

Total holiday entitlement = 14.50

The staff are required to check their leave balance by June 15, 2020. In case of any discrepancy, please get in touch with me immediately.

3. The leave cycle change will only effect those employees who plan to take more leave than their entitlement as shown on the portal. In such case specific circumstances may be considered. This will be to ensure that nobody is penalised because of this change.

On completion of this stage the staff handbook will be amended to reflect this change.

I take this opportunity to thank you all for actively participating in this process.