



# Health and Safety Policy

Updated  
September 2019

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St Faith's Prep adheres to the following ISI Regulatory Standards:

ISI Regulatory Standard	Description
Part 3, Paragraph 11	<i>The Standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.</i>

### GENERAL POLICY & HEALTH AND SAFETY GENERAL POLICY STATEMENT

A declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

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**HEALTH & SAFETY MANAGEMENT CONTROL & RECORDS**

This section explains the school's arrangements for monitoring and reviewing Health and Safety standards.

## **General Policy**

This policy applies to the entire school, including the EYFS, after school and holiday/wrap around care.

This Health and Safety Policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties.

Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this.

This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements, and will be reviewed periodically (at least annually).

## **Health and Safety General Policy Statement**

The following is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy Statement is brought to the attention of all employees by publication in this main policy, in the Employee Safety Handbook and as part of the Health and Safety Induction process.

## Health and Safety General Policy Statement

At St Faith's Prep School we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

St Faith's Prep School recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- to ensure that all workers are competent to do their work, and to give them appropriate training;
- to prevent accidents and cases of work related ill health;
- to actively manage and supervise health and safety at work;
- to have access to competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- to provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise:

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.
- To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us.

The policy is reviewed on a periodic basis

Signature



Date: 1 September 2019

Mr Lawrence Groves, Headmaster

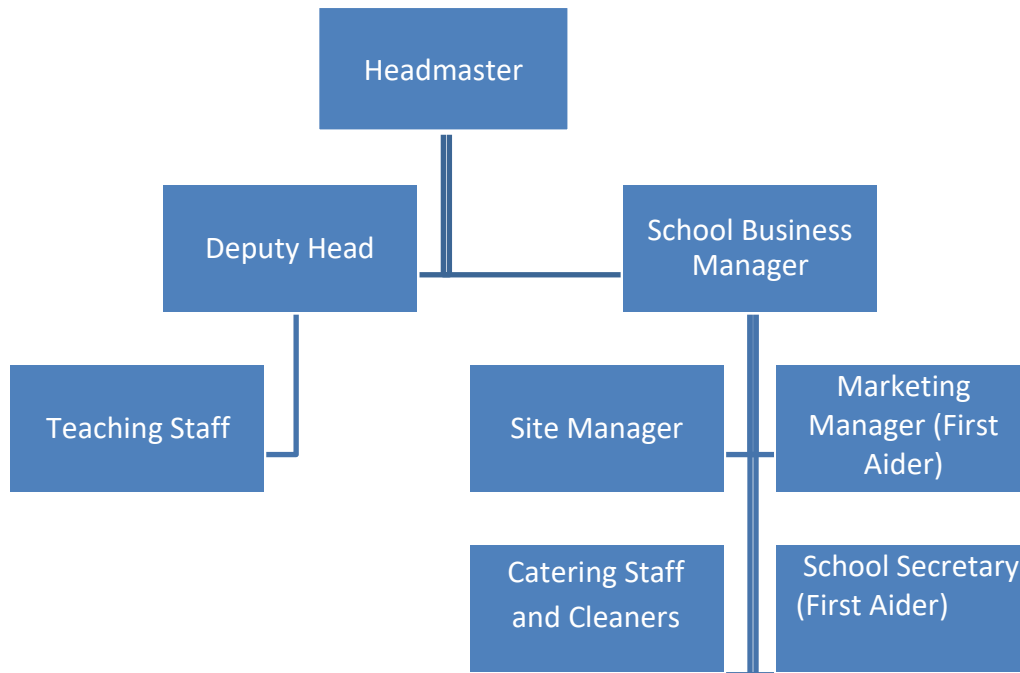
Signature



Mr Sam Antrobus, Proprietor, St Faith's at Ash School Limited

## Organisation Chart & Responsibilities

The management structure diagram below outlines the chain of command with regard to Health and Safety management within the School. The responsibilities of all levels of management and staff are also described.



The Headmaster is accountable for Health and Safety, and as such along with the School Business Manager and Site Manager take day to day responsibility for all Health and Safety matters in the School.

### The Headmaster has specific responsibilities to:

- Monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the Health, Safety and Welfare of all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School (including visits).
- Monitor the provisions for first aid and welfare, and the effectiveness of the safety management communication structure in conjunction with the Proprietor.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times.
- Encourage all staff, pupils and others to promote Health and Safety, and to suggest and implement practice and procedures which reduce risks and discipline those who consistently fail to consider their own Health, Safety and Welfare or that of others.
- Lead by example.
- Assign clear safety functions to senior members of staff, academic staff and support staff.
- Arrange for staff, pupils and others under their management to receive appropriate information and training regarding Health, Safety and Welfare - i.e. Induction training.

### The School Business Manager, together with the Site Manager have specific responsibilities to:

- Monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures, and conditions which ensure the Health, Safety and Welfare of all staff,

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pupils, visitors and any other person using the premises or engaged in activities sponsored by the School (including visits).

- Monitor the provisions for first aid and welfare, and the effectiveness of the safety management communication structure in conjunction with the Headmaster and Proprietor.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times.
- Arranging as appropriate for external consultants to advise on matters of Health and Safety within the school.
- Encourage all support staff and others to promote Health and Safety, and to suggest and implement practice and procedures which reduce risks and escalate details to the Headmaster of those who consistently fail to consider their own Health, Safety and Welfare or that of others.
- Ensure the periodic reviews and checks in line with the school policies and procedures.
- Ensure that half termly fire evacuation drills are completed.
- Act on reports received from the Senior Management Team and safety representatives and agree timescales.
- Lead by example.
- Assign clear safety functions to support staff.
- Ensure that Risk Assessments are undertaken whenever necessary in order to identify and eliminate potential hazards.
- Ensure that any defects on the premises, its plant, equipment or facilities which relate to or may affect Health and Safety of staff, pupils and others are made safe without delay. That may involve authorising remedial work, taking equipment out of use, instigating new procedures etc.
- Ensure that all chemicals and substances are the subject of a written risk assessment, correctly stored, use and labelled - especially toxic, hazardous and/or highly flammable substances.
- Ensure appropriate protective clothing equipment and fire appliances are present, maintained and functioning properly for the area of responsibility.
- Arrange for staff, pupils and others under their management to receive appropriate information and training regarding Health, Safety and Welfare - i.e. Induction training.

**The School Business Manager together with the Marketing Manager and School Secretary have specific responsibilities to:**

- Monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the Health, Safety and Welfare of all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School (including visits).
- Monitor the provisions for first aid and welfare, and the effectiveness of the safety management communication structure in conjunction with the Headmaster and Proprietor.
- Lead by example.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times.
- Encourage all support staff and others to promote Health and Safety, and to suggest and implement practice and procedures which reduce risks and escalate details to the Headmaster of those who consistently fail to consider their own Health, Safety and Welfare or that of others.
- Ensure that all off site trips have suitable and sufficient risk assessments, and all teaching staff are trained to complete these assessments (School Secretary).
- Ensure that adequate first aid arrangements are in place at all times.
- Ensure correct procedures are followed in relation to the safe administering of medication in line with our policy and procedures.
- Check the accurate recording of accidents and incidents, ensuring that suitable investigations have been undertaken; identify causes and measures for prevention. Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.

**The Deputy Head has specific responsibilities to:**

- Ensure that Risk assessments are undertaken whenever necessary in order to identify and eliminate potential hazards.

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- Lead by example.
- Encourage all support staff and others to promote Health and Safety and to suggest and implement practice and procedures which reduce risks and discipline those who consistently fail to consider their own Health, Safety and Welfare or that of others.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, code of practice and guidelines are met in full and at all times.
- Monitor and take reasonable practicable steps to instigate, Maintain and develop working practices, procedures and conditions which ensure the Health, Safety and Welfare of all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School.
- Creates an atmosphere which encourages staff, pupils and others to:
  - Achieve the highest possible standards of Health and Safety
  - Promote Health and Safety
  - Suggest and implement practices and procedures which reduce risk
  - Discipline those who consistently fail to consider their own health, safety and welfare or that of others.

### **The Teachers have specific responsibilities to:**

- The overall day to day responsibility for the correct implementation and operation of the school Health and Safety policy and other regulation, rules, procedures, and code of practice in their specific area of responsibility.
- Instigate, monitoring, maintaining and developing working practices, procedures and conditions which ensure the health, safety and welfare of all staff and pupils, visitors and another other person using their area of responsibility.
- Create an atmosphere which encourages pupils and others to achieve the highest possible standards of Health and Safety; promote Health and Safety; suggest and implement practices and procedures which reduce risk.
- All Health and Safety information is communicated to other staff in a manner prescribed in this policy.
- They report concerns relating to Health and Safety to the Headmaster or School Business Manager.
- Ensure that all chemicals and substances provided to the Site Manager and ensure that they are subject of a written risk assessment, used and labelled - especially toxic, hazardous and/or highly flammable substances.
- Ensure appropriate protective clothing equipment (pupils) are present, maintained and functioning properly for their area of responsibility.

### **All Staff have specific responsibilities to:**

- Take reasonable care for their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work.
- Practices, maintain and develop working practices, procedures and conditions which ensure the health, safety and welfare of other staff, pupils, visitors and any other person in their charge.
- Check that the work areas and plant, machinery equipment are adequately guarded and in good/safe working order before, during and after activities.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled and that any potentially hazardous equipment is carefully counted back at the end of the lesson e.g. scissors.
- Ensure safe procedures are followed by all - including pupils and visitors.
- Ensure the correct equipment/tool is used for the job and protective equipment/safety devices are used by staff and pupils.
- Co-operate with the School in matters concerning Health and Safety.
- Not interfere with or misuse anything provided for their health, safety and welfare.
- Not make unauthorised or improper use of plant, machinery or equipment.
- Report all accidents and near misses using the established accident reporting procedure.
- Take active interest in promoting Health and Safety and suggest ways of reducing risks.



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- Report hazards or defects in the premises, plan, equipment or facilities to the School Business Manager

### **All pupils, in accordance with their age and aptitude, have specific responsibilities to:**

- Take reasonable care for their own Health and Safety of themselves and others.
- Observe the Health and Safety rules of the school and in particular the instructions of staff given in an emergency.
- Not interfere with or misuse anything provided for their health, safety and welfare.

### **All visitors, members of the public, volunteers and parent helpers have specific responsibilities to:**

- Take reasonable care for their own Health and Safety of themselves and others.
- Co-operate with the Health and Safety arrangements put in place by the school to protect them while using the premises or grounds
- Observe the Health and Safety rules of the school and in particular the instructions of staff given in an emergency.

Where volunteers are employed to undertake work on behalf of the school they will for all intents and purposes be regarded as employees. School staff will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

## **Health and Safety Arrangements**

### **1. Accident or Incident Reporting and Investigation**

All classes have an accident report book for all minor accidents/injuries to staff and pupils. Accident reports are completed by the member of staff who witness the incident which led to the injury and signed by the parent in the case of pupils at the end of the school day.

The accident report is logged in the accident folder 'Completed Accident reports' which is retained in the school office. This log is reviewed monthly by the School Secretary (First Aider) and the School Business Manager and trends are assessed in order that any required remedial measures are put in place.

The School Business Manager/School Secretary (First Aider) is responsible for reporting all notifiable accidents to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) by either:

- Online at <http://www.hse.gov.uk/riddor/report.htm>
- Telephone at the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5.00pm)

On a termly basis these accident reports are copied, in order that a copy can be retained on the pupil or staff members file, and the original forms retained in archive store for the required period of retention of records.

### **2. Access Equipment and Working at Heights**

Access equipment will be suitable for the work and in good condition.

Only members of staff trained in 'Working at Height' to use ladders and the ladders should meet the latest UK safety certification standard, currently EN131.

Ladders and steps should be inspected by the site manager at regular intervals.

Scaffolds may only be erected by certified companies and only trained competent persons may use the scaffolding.

Access to and work on some areas (e.g. Roofs) will require specific risk assessments, appropriate additional training and sometimes specialised equipment. It is therefore the policy of St Faith's Prep for this work to be completed by only specialist companies.

### **3. Asbestos**

St Faith's Prep School has a duty to ensure the presence of asbestos containing materials in our buildings is identified and managed under regulation 4 of the Control of Asbestos at Work Regulations 2012, to protect others who work on our premises, or use them in other ways, from the risks of ill health that exposure to asbestos causes.

A central file of all the asbestos containing materials (ACMs) which are known to be in the fabric of the school buildings is maintained by the School Business Manager. Where there is any doubt concerning the nature of materials found, then identification by a specialist will be carried out. Work in that area will cease immediately and the area evacuated until the material has been identified.

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Any continued presence of asbestos in buildings, equipment (e.g. fume cupboards) is properly identified in situ using the appropriate warning stickers.

The Asbestos Register is held in the school office and contains the following sections:

- Contractor Signature Log  
All contractors who work at St Faith's Prep are asked to read the register, discuss with the Site Manager any work they plan to undertake in areas of the school.
- Asbestos Register  
Register identifying the 7 areas in the school which have been found to contain Asbestos
- Asbestos Management Plan & Risk Assessment
- Asbestos Survey  
The last Asbestos Survey for St Faith's Prep was carried out on 18 April 2012
- Monthly Checks
- Annual Inspections
- Asbestos Analysis Reports

### 4. Consultation with Staff

The SMT meet weekly and Health and Safety is a standing item on the agenda at this meeting and also within the weekly staff meetings.

All staff are encouraged to raise health and safety matters with the School Business Manager with any requests e-mailed to the School Business Manager to a dedicated e-mail address [premises@stfaithsprep.com](mailto:premises@stfaithsprep.com). These requests are dealt with in priority order.

All staff will be consulted in advance of any changes to their working arrangements which may have a health and safety impact.

### 5. Contractors

Contractors are routinely employed to work at St Faith's Prep School.

Everyone working on the premises either under the control of the school or whose work could affect the school, the pupils or the public, must always be aware of Health and Safety standards they have to achieve.

The Health and Safety at Work Act 1974 places similar duties on both the employer and the contractor to protect the Health and Safety of employees and other people who may be affected by the work.

Any company contracted to undertake work at St Faith's Prep School will require the contractor to complete a contractor questionnaire and provide relevant documentation in relation to Health and Safety, for example:

- Health and Safety Policy if employing more than 5 employees
- Liability Insurance Cover
- Risk Assessments
- Safe Systems of Work
- Safety Method Statements

The School Business Manager or Site Manager will liaise with the contractors and monitor those working methods which have been designed to control risks which could affect the school employees, pupils or visitors. There will be regular site meetings between the contractor and the school's representative to ensure that good communications are maintained.

The school and the contractors are expected to keep each other informed about all known hazards which might affect each other and relevant changes to plans or systems of work in a continual way.

## 6. Display Screen Equipment & DSE User Eye Tests

Display Screen Equipment Regulations 1992 only apply to employers whose workers regularly use DSE as a significant part of their normal work (daily, for continuous period of an hour or more). These workers are known as DSE users.

For DSE users, St Faith's Prep School will:

- Complete a DSE Questionnaire to assess and reduce risks. The assessment will cover:
  - The general environment - lighting, ventilation, workspace
  - The equipment provided - chair, desk, keyboard and screen
  - The employee - posture, eye strain, work load and work related stress
- Make sure controls are in place
- Provide information and training
- Provide eye and eyesight tests on request by a registered Ophthalmic Optician
- Review the assessment when the user or DSE changes

Where any assessment indicates the need for remedial action this will be taken.

## 7. Electrical Safety

St Faith's Prep has a duty to protect our employees and other people who use our premises from the risk of electrical injury caused by our electrical installations, our use of fixed equipment and our use of portable electrical appliances. We recognise the Electricity at Work Regulations 1989, as listed on the HSE website available via the following link - <http://www.hse.gov.uk/pubns/books/hsr25.htm> and undertakes to comply with them in all aspects.

In additional:

- Contractors employed to carry out additions, alterations and tests to the distribution system, must be registered with one of the several providers given Government approval to offer Competent Person Schemes to oversee electrical work within the electrical industry.
- In addition to normal employee vigilance, there is an adequate maintenance system for all school owned portable electrical items, to ensure that they are safe and suitable for use. The inspection and, where appropriate, test is carried out by the site manager who has been suitability trained to do so. Inspection includes a visual examination for defects and a check on the suitability of any fuse fitted. Tests are for earth continuity and insulation resistance.
- Portable electrical items are clearly and uniquely identified - i.e. by labelling with an identifying number. The date of the last inspection/test is kept in a register and also indicated on the appliance label.
- Employees are instructed never to use defective equipment or allow it to be used. Such equipment will be removed from circulation for repair, which must be carried out before the equipment is allowed back into use.
- All portable electric tools used (including those belonging to and used by contractors) will, wherever practicable, be operated at 110 volts

## 8. Employing Children and Young People

When we employ a young person, or give them work experience, we have particular duties to protect their safety, health and welfare whilst at work.

In order to fulfil our duty of care, we undertake the following:

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- Complete 'Children and Young Person's Information Checklist' to assist in identifying and assessing the hazards which pose risk to the young person concerned
- Implement the findings from the assessment
- Record our assessments and agreed plans
- Monitor and review our systems and make any necessary adjustments to manage potential risks to the young person
- Ensure the young person follows agreed procedures and control measures

### 9. Fire Safety - Arrangements and Procedures

Refer to Fire Safety Policy & Procedure

### 10. First Aid

Refer to First Aid Policy

### 11. Gas (Installation and Use)

The Gas Regulations 1998 address all dangers arising from the transmission, distribution, supply or use of gas.

St Faith's Prep School will ensure that all gas installations, pipe-work and appliances, which are located on the premises are maintained in a safe condition.

St Faith's Prep will keep records in respect of these appliances, of the dates of inspection, the defects identified and any remedial action taken.

### 12. Glazing (low level)

All areas where low level glazing is to be found at St Faith's Prep have been identified. All low level glazing where there is both significant risk of injury and non-safety glass is present has a safety film installed.

All new buildings, extensions and repairs to existing buildings involving low level glazing are to use glazing to standards recommended in the current edition of the Building Regulations and British Standard BS 6206.

### 13. Information and Training

We recognise the benefits that will accrue from the provision of effective information and training regarding health, safety and welfare activities to our employees. To obtain these benefits we have recognised the need for an effective management system and St Faith's Prep provides staff with the following information and training:

- Induction training for new staff (including volunteers, peripatetic staff & volunteers)
  - A comprehensive walk around the school, with a copy of the layout
  - Fire Safety
  - First Aid
  - Welfare Facilities
  - General Safety Issues
  - Safety Notices
  - Health and Safety Policy Statement
  - Health and Safety Management Structure
  - Whistle-Blowing

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- Staff Inset Days - to include all staff, on a rolling process within CPD requirements (delivered by in-house staff or external professional providers)
  - Fire Training
  - First Aid
  - Safeguarding
  - Risk Assessing on site and on Educational Visits
  - Pool Life Guard Qualifications
- Weekly Staff Meeting - A rolling programme of 'in house' Health and Safety briefings to include information and updates in the following areas pertinent to the working environment
- Specific Training and Instruction - provided to key staff according to job role and task, this includes:
  - Working at Height
  - COSHH Awareness
  - IOSH Health and Safety
  - Asbestos Awareness
  - Legionella Awareness
  - Lone Working and Security Awareness
  - Manual Handling Principles
  - Safe Handling & Application of Pesticides
  - Portable Appliance Testing
  - Food Hygiene
- Workplace Health & Safety Information displayed in the Staff Room

Training Logs are maintained by the School Business Manager. The 'Health and Safety Training Records' file is retained in the school office and contains a training matrix and evidence of training completed.

Staff should also take responsibility for identifying additional training needs, discuss this with the School Business Manager/Deputy Head to complete a training request.

### 14. Inspections

Competent people must inspect and examine the following at appropriate intervals. Copies of reports are retained in files in the school office.

- Asbestos Register
  - Asbestos Annual Review
- Certifications
  - Electrical installations
  - Gas Safety Certification
  - Water Testing (Legionella prevention)
  - Boiler Servicing
  - Gas Heater Servicing
  - Water Heater Servicing
  - Gym and Outside Play Equipment Inspections
  - Kitchen Deep Clean
  - Kitchen Equipment Servicing
  - Tree Survey
- Fire Safety Log
  - Fire Risk Assessment
  - Fire Alarm Servicing

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- Fire Fighting Equipment Service
- Emergency Lighting Service

Teachers/support staff are expected to review risk assessments and carry out an inspection of their own areas of responsibility/classrooms at least once per year. The written record of this work will be passed to the School Business Manager.

St Faith's Prep will arrange for additional inspections and risk assessments to be carried out as and when required.

### **15. Kitchen**

Catering is contracted out to Holroyd Howe, a specialist caterer committed to the safeguarding and wellbeing of children with food hygiene management and health and safety systems in place.

Holroyd Howe accepts its legal duty to comply with the provisions of Regulations (EC) 852/2004, of the Food Safety Act 1990, and all subsequent or relevant legislation made under the Act. The company has designed and put in place a comprehensive risk based quality management procedure based on the principles of Hazard Analysis Critical Control Point (HACCP) to ensure all practicable due diligence and the maintenance of high standards. These procedures include procurement, delivery, storage, preparation, service and distribution.

St Faith's retains responsibility for the maintenance of all equipment and the fabric of the building.

### **16. Lettings**

The School Business Manager must inform the hirer of the procedure to evacuate the building in the event of an emergency.

Persons attending the event are restricted to the areas of the school hired and do not gain access to any other parts of the building.

### **17. Legionella Control**

St Faith's Prep is aware of and has assessed the risks associated with water systems and potential legionella proliferation and the following general precautionary measures must be taken to minimise the risk of exposure to legionella.

- Routine inspection and maintenance operation on all hot and cold water systems must be carried out.
- Wherever it is reasonably practicable mixer valves in St Faith's Prep will be operated at 38°C, and hot water distribution will take place at 38°C within one minute of running the tap.
- When new water systems or plant are to be installed, or when the old is to be modified, the designers, manufacturers, importers, suppliers and installers have a duty of avoid, as far as it is reasonably practicable, the risk of legionellosis arising from their work and to provide information on safe operating conditions and on potential risk. This information should always be obtained in writing and instructions contained in the information must form part of St Faith's regular maintenance programme.
- Annual testing completed by external company

### **18. Lone Working**

Refer to Lone Working Policy

## 19. Manual Handling

Manual Handling operation can be defined as the transporting or supporting of a load by hand or bodily force, including pushing and pulling.

The Manual Handling Operations Regulations 1992 (MHOR) requires St Faith's Prep, as the employer, to manage the risks to their employees and as such we will:

- Make a suitable and sufficient assessment of the risk from manual handling to our workforce
- Develop and implement procedures and systems of work to reduce the risks from manual handling operation in the course of our business
- Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example a sack trolley or hoist. Where this is not reasonably practicable then explore changes to the task, the load and the working environment.
- Ensuring that the school's employees understand their duties to:
  - Follow systems of work in place for their safety
  - Use equipment provided for their safety properly
  - Co-operate with their employer on health and safety matters
  - Inform their employer if they identify hazardous handling activities
  - Take care to make sure their activities do not put others at risk

## 20. Missing Children

Refer to Missing Child Policy

## 21. New and Expectant Mothers at work

A 'new or expectant mother' is an employee who is pregnant, who has given birth within the previous six months, or who is breast-feeding. The employee must have notified St Faith's in writing that this is the case (but there is no statutory obligation for her to do so). Risks include those to the unborn child or child of a woman who is still breast-feeding, not just risks to the mother herself.

In order to fulfil our duty of care, we undertake the following:

- Complete 'New and Expectant Mothers Risk Assessment Checklist' to assist in identifying and assessing the hazards which pose risk to the employee concerned
- Implement the findings from each assessment
- Recording our assessments and agreed plans
- Monitoring and review our systems and making any necessary adjustments to manage potential risks to new and expectant mothers
- Ensuring new and expectant mothers and other workers follow agreed procedures and control measures

## 22. Noise at Work

The school is aware of its responsibility for assessing the risks of noise and where it is identified as a significant risk the school will take action to reduce the noise exposure and if necessary, provide employees with personal hearing protection.

Having regard to the above Regulations, staff are not considered to be at risk of hearing damage as none of the following apply:

- The noise is not intrusive for most of the working day
- Employees do not have to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day



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- No employee uses noisy powered tools or machinery for more than half an hour each day without wearing the appropriate PPE
- The school is not classed as a noisy industry
- There are no noises because of impacts

However areas / activities where noise levels may be high will be included in risk assessments. These may include:

- Music Room
- Sports Events
- PA Events (Discos, Firework displays)
- DT Rooms
- IT Rooms
- Maintenance / Refurbishment work

### **23. Offsite visits & activities**

Refer to Educational Trips and Visits Policy

### **24. Personal Protective Equipment (PPE)**

Where the protection of the health, safety and welfare of our staff and others who may be affected by our work activity can only be achieved by the issue of personal protective equipment, we have a duty to provide such equipment as is necessary under the Personal Protective Equipment at Work Regulations 1992.

The school will:

- Identify where personal protective equipment (PPE) are required to reduce risk to an acceptable level or provide further protection
- Assessing the suitability and adequacy of the PPE for the risks, the employee, the pupils and the work environment
- Explain the need for and the correct use of PPE to the relevant employees and pupils
- Provide facilities for storage, cleaning, maintenance and replacement of PPE
- Monitor and review the policy and procedures in relation the need for use of PPE

### **25. Pest Control**

St Faith's recognises the need to protect our employees, pupils and other who enter our premises from the hazards and risks that arise because of pest infestations on our premises and pest control measures.

The following measures are in place:

- Regular preventative inspections are carried out by competent accredited persons to determine the levels of pests affecting our premises.
- Ensuring that the safest option or substance is used to control pests
- Records of all visits are recorded 'Certifications' file in the school office

### **26. Premises**

The Workplace Health, Safety and Welfare Regulations 1992 came into force on 1 January 1993, and concern basic workplace conditions. St Faith's Prep recognises that the regulations apply to all new places of work, both permanent and temporary, immediately and all existing places of work from 1 January 1996. These regulations should be observed and include the following requirements:

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- Ventilation - workplaces to be sufficiently well ventilated with air which is, as far as possible, free of impurity
- Temperature - during working hours the temperature should be 'reasonable' (normally to be at least 16 degrees Celsius).
- Lighting - to be suitable and sufficient to enable people to work without risks to Health and Safety
- Cleanliness - floors and indoor traffic routes to be cleaned at least once per week
- Workstations and Seating - to be suitable, safe and comfortable. (The requirements for users of display screens are covered separately)
- Conditions of Floors and Traffic Routes - these to be kept in a safe condition and have non-slip qualities. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access. Account shall be taken of any handrail provided in connection with any slopes or stairs.
- Windows, doors, gates and walls - to be of a safety material or protected against breakage. To be appropriately marked or incorporate features to make it appropriate.
- Provision of Fencing - this is required at any place where a person might fall 2 metres or more
- Maintenance of the Workplace and of Equipment, Devices and Systems - there is a statutory requirement to maintain these in an efficient state, in efficient working order and in good repair.
- There is a programme to provide easily identifiable and signed gas shut-off valves and electric isolation switches on the incoming mains in the various areas and departments in St Faith's Prep
- A high standard of housekeeping must be maintained through St Faith's Prep premises
- Sanitary Provisions - suitable and sufficient sanitary conveniences shall be provided at readily accessible places. This regulation does not apply to the pupils, as they are not covered by the legislation
- Facilities - regulations require that accommodation for employees' clothing is provided and that facilities for rest and eating meals should be provided.

### 27. Reporting Defects

All staff are encouraged to report defects to the School Business Manager to a dedicated e-mail address [premises@stfaithsprep.com](mailto:premises@stfaithsprep.com) or in person.

These reports are dealt with as a high priority, either be the Site Manager or external contractor / company.

### 28. Risk Assessments

Refer to Risk Assessment Policy

The following have responsibilities for risk assessment:

- The Headmaster will be responsible for the implementation of risk assessing as part of the Health and Safety Policy
- The Head of Early Years will be responsible for the EYFS risk assessment and the regular checks required as a result of the assessment.
- Curriculum leads will be responsible for completing risk assessments for their subject areas
- Teachers will complete HSE classroom checklists for their classrooms
- Trip leaders will complete risk assessments for educational trips and visits
- The Catering Contractors will complete an annual risk assessment for the kitchen and food storage and service areas
- The School Business Manager and Site Manager will be responsible for completing risk assessments for the site

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- The Head of Sport will be responsible for completing risk assessment of the sports facilities (Halls and Grounds)
- The School Business Manager will be responsible for completing risk assessments for events and other generic school risk assessments and requesting risk assessments from external providers and contractors.
- The Headmaster and the School Business Manager will be responsible for checking risk assessments.
- The School Business Manager is responsible for keeping risk assessment records

### **29. Security**

St Faith's Prep School recognises the need for property security arrangements for the protection of pupils, staff, visitors and property during and out of school hours.

The following general security measures are in place:

- The Site Alarm Systems are externally monitored during and outside of school hours
- The Site Manager lives close to site and monitors the school regularly
- Top Kat Cleaning Contractors lock-up and alarm after cleaning in the evening
- The Site Manager undertakes a security walk round every morning
- Teachers and cleaners close windows and doors to classrooms at the end of the day
- An electric gate with keypad entry is fitted to the main and side entrance of the school site
- All staff are required to 'sign in/out' on the staff name board and wear their name badges at all times
- All visitors are required to 'sign in' at Reception in the school office on arrival where their attendance on site is controlled by a visitor badge system
- Unidentified visitors, not wearing a badge, should be challenged and accompanied to Reception in the school office. Anyone not complying with this request should be reported to the police immediately by dialling 999.
- The Site Manager will report any security issues to the School Business Manager
- Any breeches in security will be investigated by the Headmaster and School Business Manager, documented and action taken on the issues identified.

### **30. Signs - The Health and Safety (Safety Signs and Signals) Regulations 1996**

St Faith's Prep will ensure that safety signs are provided (or are in place) and maintained in circumstances where there is a significant risk to health and safety that has not been removed or controlled by other methods. This is only appropriate where use of a sign can further reduce the risk.

Signs must be clear and legible, and should be used to identify actions that are prohibited (e.g. no access), safeguards that must be followed (e.g. ear protection must be worn), warning of a hazard (e.g. corrosive material) and to direct towards fire exits/equipment or first aid equipment. Too many signs may cause confusion.

### **31. Slips/Trips/Falls**

St Faith's recognise that the main cause of accidents are slips, trips and falls and will ensure, so far as is reasonably practicable, that slip and trip risks are controlled to ensure pupils, staff and visitors to the school do not slip, trip or fall.

It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and exit routes are kept clear.

The Site Manager will ensure regular inspection of communal areas ensuring that floors are suitable, kept in good condition and free from obstructions allowing everyone to move around safely.

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All hazards, obstructions, spillages, defects or maintenance requirements must be reported to the School Business Manager via the recognised report process.

### 32. Smoking

St Faith's Prep School has a strict no smoking policy.

All staff and visitors are advised that should they choose to smoke they are not permitted to do so anywhere on or immediately outside the front of the School grounds. Any staff or visitors who choose to smoke are also advised to ensure that smoke odours are eliminated, as passive smoking is an involuntary exposure that is directly harmful to other's health and this exposure should therefore be prevented.

### 33. Staff Well-being/Stress Management

It is recognised that stress is a significant component of sickness and absence rates within schools and it can arise from home or work related circumstances or a combination of the two. The school will endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

The Headmaster will consider the HSE management standards when looking at workplace management, these are:

- Demands, including workload, work patterns and work environment
- Control, regarding how much say the individual has in the way they do their work
- Support, including encouragement and resources provided by the organisation
- Relationships, and the promotion of positive working together when dealing with unacceptable behaviour
- Role, so that people understand their place and purpose within the school
- Change, and the way in which communication is undertaken
- In practical terms, the Headmaster will:
  - Give constructive feedback to people
  - Consult with staff during periods of change
  - Ensure staff have trained to enable them to do their job
  - Monitor workloads and working hours

Where issues of stress are identified, the school will:

- Raise awareness of support mechanisms available
- Put an action plan in place to address any issues identified
- For return to work instances, monitor any phased return and allow the individual to provide feedback
- Records relating to any identified stress issues will be retained by the School Business Manager and treated as confidential

Employees should report any issues of concern to their Line Manager in the first instance and should co-operate with any remedial issues that are put into place.

### 34. Statutory Notices

HSE Health and Safety Law Poster is displayed in the staff room

A current certificate of Employers' liability insurance is displayed in the main school office, Lower Nursery and staff room

### 35. Substances Hazardous to Health (COSHH)

The COSHH regulations set out the measures that must be taken to control hazardous substances and to protect people exposed to them.

The regulations are very comprehensive and apply to all activities where hazardous substances are used such as in science, art, school cleaning and work carried out by the site manager. The regulations also apply to hazardous substances produced by any activity.

St Faith's Prep has in terms of COSHH a low risk rating. All cleaning chemicals and any potentially hazardous substances used are stored in appropriate containers in locked cupboards or facilities. Any employee bringing hazardous substances on to the school site must gain permission from the Headmaster or School Business Manager.

There is a requirement for St Faith's Prep to make suitable and sufficient assessments of the risks created by the particular work with substances hazardous to health and of the steps that need to be taken to meet the requirements of the regulations. In addition, the assessments will be reviewed regularly (at least every five years) or when it is suspected that previous assessments are no longer valid for some reason e.g. after there has been significant changes in the work.

Technical data sheets are available from the suppliers of the substances identified as harmful and these must have been obtained for all the hazardous substances used.

Folders located as follows:

- Data Sheets for Main School and Nursery supplies are stored in the 'Risk Assessment' Folder in the School Office
- Data Sheets for the Cleaning Chemicals provided by Top Cat Cleaning Contractors are stored in the 'Contractors - Regular' Folder in the School Office
- Data Sheets for the chemicals used by Holroyd Howe Catering staff are stored in the School Kitchen Store Cupboard
- Data Sheets for the substances used by Pestatak Ltd are stored in the 'Certifications' Folder in the School Office
- Data Sheets for the chemicals and substances used by the Site Manager are stored in the Site Manager's Office

When preparing the risk assessments we consider:

- Whether it is possible to avoid using a hazardous substance or use a safer process - preventing exposure, e.g. using water-based rather than solvent-based products, applying by brush rather than spraying?
- The risks of using the substance in the particular activities under consideration. This means taking into account the procedure, the quantities used, the dilutions and where the substances are used e.g. in a confined area or in open air.
- Risks associated with spills of substances which can be as important as those associated with normal usage. It is essential that comprehensive spill kits be provided where appropriate.

Staff (and pupils) working with any substance hazardous to health are to be provided with information, instruction and training sufficient for them to know the nature of any risks created by the exposure and the precautions that need to be taken.

Carrying out the necessary assessment work is a vital part of the compliance with the regulations. The purpose of carrying out assessments is to ensure that sensible decisions are reached about how to work with the hazardous substances. The precautions, which are to be taken, are determined by the nature and the degree of risk in the circumstances of each case.

## St Faith's Prep School Health and Safety Policy

Control is adequate when the risk of harm is 'as low as is reasonably practicable'. This means all control measures are in good working order, exposures are below the workplace exposure limit where one exists and exposure to substances that cause cancer, asthma or genetic damage is reduced to as low a level as possible.

### **36. Supervision**

Refer to Supervision Policy

### **37. Swimming Pool**

Refer to Swimming Pool Policy

### **38. Vehicles on School Property**

Refer to On-site Vehicles Movement Policy

### **39. Vibration**

Hand-arm vibration applies to tools mainly used by the Site Maintenance Team (such as a chainsaw or hedge trimmer).

All work equipment is only purchased from manufacturers and suppliers who provide health and safety information on an accompanying handbook.

The school adheres to the HSE Vibrations Regulations by:

- Making sure risks from vibrations are controlled
- Providing information, instruction and training to employees on the risk and the actions being undertaken to control the risk
- Ensuring that exposure limit values are not exceeded

### **40. Violence to Staff**

St Faith's Prep recognises that all staff have a right to expect that their school is a safe place in which to work and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats or violence by parents and other adults on school premises.

Staff must report any incident of aggression or violence directed to them to the Headmaster immediately. All report incidents must be recorded and reasonable and appropriate action taken to support the member of staff.

### **41. Waste Disposal**

St Faith's Prep recognises the requirement to comply with the Duty of Care imposed by the Environmental Protection Act 1990 for the disposal of waste.

The school will:

- Ensure that the waste is always placed in the correct container.
- Ensure that the waste is transferred only to an authorised person. If waste is collected by, or delivered to a third party, they must be registered under the Act and will be required to produce their Registration Certificate to St Faith's Prep.
- Ensure that the Annual Waste Transfer Note is duly completed, signed and retained as per regulation.

## 42. Work Equipment

St Faith's Prep recognises the requirement to provide safe plant and equipment and to:

- Ensure that equipment is suitable for the job it has to do
- Takes into account the working conditions and hazards in the workplace when assessing the suitability of and selecting the equipment
- Ensure equipment is used only for operations for which, and under conditions for which, it is suitable
- Ensure that equipment is maintained in an efficient state, in efficient working order and in good repair.
- Give adequate information, instruction and training to users
- Provide equipment new to the work place that conforms to the relevant EC product safety directives. (Take into consideration that second-hand is regarded as 'new' and therefore must meet the same requirements)
- Provide protection against dangerous parts of the machinery
- Provide protection against specified hazards e.g. equipment catching fire or overheating
- Provide protection on parts and substances at high or very low temperatures
- Control systems and control devices
- Provide a means of isolation on equipment
- Provide good lighting, maintenance operations and warning markings

## Health and Safety Management Control & Records

St Faith's Prep recognises the business benefits that can accrue from the effective management of Health and Safety at work. To obtain these benefits for our company we have implemented an effective management system and have taken steps to put such a system in place.

The school's arrangements to monitor, establish and review Health and Safety standards in accordance with this policy include, but are not limited to, the following activities and measures:

- Site Manager and School Business Manager carry out a procedure of daily, monthly and annual checks of the school site. These checks are recorded, along with actions taken in the various 'control folders' retained in the Site Manager's Office and also in the 'Management Information & Checks' folder in the School Office.
- The Headmaster and Deputy Head monitor Health and Safety on a constant basis when moving around the school site.
- Site walk arounds are conducted daily by the Site Manager.
- All other staff are responsible for reporting Health and Safety concerns and completing maintenance requests to the School Business Manager via e-mail, which are then prioritised for completion.
- Health and Safety concerns and updates are a standing item on the weekly staff meeting and also at the weekly senior management team meeting. Minutes are taken and points actioned.
- Accident Records are reviewed monthly by the School Secretary (First Aider) and School Business Manager, and trends identified and recorded. Measures to resolve and an action date will also be recorded on the monthly accident report log.
- The Headmaster and School Business Manager will ensure:
  - The effective implementation of the Health and Safety Policy within the school
  - A regular review of the contents of the Health and Safety Policy
  - The planning and organisation of Health and Safety Training
  - The Health and Safety consequences of new technology, equipment or working practices
  - Monitoring Health and Safety records within the school
  - Any other measures which may substantially affect the Health and Safety of staff, pupils and visitors to the school
- Health and Safety issues are reported to the Proprietor monthly by the Headmaster, or immediately in the case of a serious issue.
- The school Health and Safety Policy is reviewed annually by the School Business Manager and the Headmaster.

*This policy should be read in conjunction with the following policies:*

- *Educational Trips & Visits Policy*
- *Fire Safety Policy & Procedures Policy*
- *First Aid Policy*
- *Lone Worker Policy*
- *Missing Child Policy*
- *On-site Vehicles Movement Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Staff Handbook*
- *Supervision Policy*
- *Swimming Pool Policy*