



# HEATHFIELD SCHOOL

## Health and Safety Policy

<b>Policy Area:</b>	Health and Safety
Relevant Statutory Regulations:	<p>ISSR Part 3</p> <p>NMS Part E, Standard 9</p> <p>Health and Safety at Work Act 1974</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>Consultation with Employees Regulations 1996</p> <p>Electricity at Work Regulations 1989</p> <p>Control of Substances Hazardous to Health Regulations 2020</p> <p>Control of Noise at Work Regulations 2005</p> <p>Health and Safety (First Aid) Regulations 1981</p> <p>Control of Legionella Bacteria Regulations 2001</p> <p>Regulatory Reform (Fire Safety) Order 2006</p> <p>Fire Safety Act 2021</p> <p>Fire Safety (England) Regulations 2022</p> <p>Control of Asbestos Regulations 2012</p> <p>Provision of Work Equipment Regulations 1998</p> <p>Personal Protective Equipment at Work Regulations 1992</p> <p>Personal Protective Equipment at Work Regulations 2022</p> <p>The Manual Handling Operations Regulations 1992</p>

	The Display Screen Equipment Regulations 1992
	Food Safety (General Food Hygiene) Regulations 1995
	Food Hygiene (England) Regulations 2006
	Food Hygiene (Amendment) Regulations 1990
<b>Key Contact Personnel in School</b>	
<b>Nominated Member of Leadership Staff Responsible for the policy:</b>	Bursar
<b>Version:</b>	2022.05
<b>Date updated:</b>	08 November 2022
<b>Date of next review:</b>	01 September 2023

*This policy will be reviewed at least annually, and/or following any concerns and/or updates to national and local guidance or procedures.*

## **Policy Statement**

---

The Governors of Heathfield School ("the School"), through all levels of management, are committed to ensure, so far as is reasonably practicable, that:

1. All employees are safeguarded fully in respect of health, safety and welfare at work.
2. Pupils and members of the public including parents, visitors and contractors' employees who enter the premises, are not exposed to any health and safety risks during the course of their business.
3. No work is carried out by the School or a contractor that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
4. All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.
5. The Governing Body has the ultimate responsibility for the implementation of this policy and through the Chairman will ensure that the requirements of all health and safety legislation are established. The Headmistress is responsible for the implementation of this policy within the School. Matters that cannot be resolved at this level must be referred to the Governing Body.

## **Objectives**

---

1. To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified in order to enable the standards of safety to be adapted and enforced.
2. To ensure that all plant and equipment is maintained properly and that none will be used when it knowingly presents any risk to the safety of the staff or the public.
3. To provide means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
5. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
6. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
7. To ensure the School will have and maintain up-to-date fire procedures and documents, and

ensure that all employees and pupils are familiar with them.

## **Co-operation**

---

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

All staff are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care, namely people who may come into contact with their work: pupils, parents, visitors etc. To achieve this all staff must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by risk assessment
- Exercise awareness, alertness, self-control and common sense at work
- Report promptly to their Head of Department or Health and Safety Committee representative or the Bursar all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures

Staff should not be in any doubt that the School will apply disciplinary procedures to any employee who is in breach of the School's Health and Safety Policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and those who may become involved in them.

## **Responsibilities of the Governors**

---

The Health and Safety at Work Act 1974 ("HASWA") places a duty on all employers (the Governing Body) to safeguard so far as is reasonably practicable the health, safety and welfare of their employees and of others who may be affected by work activities, such as pupils and visitors. They must ensure that all premises, equipment and substances are safe and without risk to health. The Governing Body of Heathfield School has ultimate responsibility for health and safety and for ensuring that the School's Health and Safety Policy is implemented. The Headmistress is responsible for the day-to-day implementation of this policy within the School. The enforcement agency for health and safety in schools is the Health and Safety Executive ("HSE"). There is an Education Service Advisory Committee which has members drawn from education and training, teaching unions, business and government departments. The information in this section closely follows the advice given in the DfE Health and Safety Advice for Schools (February 2014) and follows the non-statutory guidance Health and Safety: responsibilities and duties for schools (2018).

The Governing Body is wholly responsible for:

- Monitoring (including consideration of inspection reports)
- Prioritising actions where resources are required
- Ensuring health and safety is on Governors' meeting agendas
- Assessing the annual report on health and safety performance
- Reviewing this policy
- The health, safety and welfare of the teachers, support staff, pupils, visitors and for buildings and equipment
- For outside contractors who will themselves have duties as employers

The Headmistress and all other staff have an obligation to co-operate with the Governing Body so far as necessary to ensure health and safety requirements are met.

Governors must be aware of the following and the Bursar must report to them annually on these matters:

- Administrative matters relating to accident investigation and recording, provision of health and safety training, and health and safety inspection
- The provision of specialist professional advice and information on health and safety matters
- Structural repairs and maintenance activities including buildings and grounds
- Specific problems such as the discovery of harmful substances, e.g. asbestos
- Equipment purchase and personal protective equipment; e.g. gymnasium and playground equipment; and machinery

Governors must provide a written statement of health and safety policy, including:

- A declaration of commitment
- Acknowledgement of responsibilities towards pupils and visitors
- The organisation for implementing the policy
- Suitable arrangements for implementing the policy
- Facilities for monitoring / measuring safety performance
- A revision procedure

The Governors expect individual members of staff to implement the policy and meet its objectives, for instance Heads of Department identifying hazards and making appropriate risk assessments. Overall, the Governors must be sure that the Senior Leadership Team (“SLT”) has set performance standards for security and health and safety, and that they are achieving them.

Governors should be kept up to date regarding:

- Audits and audit reports by outside agencies, such as HSE enforcement staff, the appointed advisors, specialist contractors e.g. for pressure vessel testing
- Reports from safety representatives
- New legislation which may affect the School
- Self-audit activity

Governors do not have to carry out audits themselves but they should be in a position to report activity to parents and other interested bodies.

The Governors are responsible for financial control and must therefore be involved in decisions affecting the budget. This may include delegation of various types and levels of expenditure to senior staff such as the Headmistress and Bursar. They must ensure there are sufficient resources to meet the requirements of the Health and Safety at Work Act 1974 and subsequent legislation.

## **Responsibilities of staff**

---

### **Headmistress**

The Headmistress is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. In practice, day-to-day responsibility for all aspects of Health & Safety management is delegated to the Bursar.

The Headmistress’s responsibilities are:

- Co-ordinating the day to day activities of the running of the whole school in accordance with

- the health and safety policy
- Liaison with the Governors, advisers and enforcement agencies on policy issues and any problems implementing the health and safety policy
- Ensuring the co-operation of all staff at all levels as regards working to this policy
- Taking steps to ensure that any changes in curriculum and/or changes in systems of work on the domestic side are considered for their health and safety implications

### **Bursar**

The Bursar has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School.

The Bursar will take all reasonably practicable steps to achieve this end with the active involvement of members of the Health & Safety Committee, members of staff, and others as appropriate.

The Bursar's Health and Safety responsibilities include:

- Assisting in the implementation of the safety policy as necessary
- Acting as Health and Safety Manager
- Ensuring regular inspections are carried out
- Ensuring action is taken to pass on information received on health and safety matters to appropriate people
- Leading the investigation into serious incidents where appropriate
- Advising on inspection and monitoring procedures
- Advising on changes in legislation
- Making an annual report to the Governors
- Chairing the School Health and Safety committee
- Ensuring proper training is carried out
- Determining with the assistance of the Medical Centre the levels of first aid training required
- Selecting maintenance contractors and ensuring they adhere to the School's Health and Safety Policy.

### **Facilities and Estates Manager**

- Maintaining the asbestos management plan
- Ensuring required maintenance and annual testing is carried out
- Liaising with the health and safety and fire safety consultants
- To act as Fire Officer.

### **Fire Officer**

- Ensure the Fire Safety Policy is kept under regular review by SLT and is promulgated to the entire school community
- Carry out the required working hours and outside working hours fire drills, recording and reporting the conduct of the drills to the Headmistress
- Carry out regular training of all staff as required by the regulation and appropriate to their role and to record this training
- Carry out emergency light testing to meet the regulations
- Regularly review and update fire risk assessments.

### **Deputy Heads, Assistant Heads, Heads of Department and Housemistresses**

- Day-to-day management of health and safety activities involved in the running of the whole school in accordance with the Health and Safety Policy
- Drawing up and reviewing departmental procedures regularly

- Ensuring that suitable and sufficient risk assessments are undertaken for high risk activities to identify hazards and implement appropriate measures to control the risk
- Ensuring that information on the control measures to be taken is communicated to those tasked with implementing the control measures and other relevant persons who need to know
- Reviewing the risk assessments at appropriate intervals to ensure that the control measures are working as planned and the conclusions from the risk assessment remain valid
- Arranging, in liaison with the Bursar, for staff training and information
- Maintenance of standards
- Passing on health and safety information received to appropriate staff within their departments
- Ensuring that the teachers and other staff working under them understand the practical aspects of this policy and the various legal requirements that apply within their areas of responsibility
- Acting on reports from above or below the hierarchy.

### **Teachers, Technicians and Support Staff**

- Day-to-day management of health and safety within their areas and the carrying out of active safety in the School
- Checking that classrooms/work areas are safe
- Checking safety of equipment before and during use
- Ensuring safe procedures are used and maintained
- Assisting in risk assessments
- Assessing the need for and ensuring that personal protective equipment is used
- Defect and hazard reporting
- Undertaking the necessary training, where relevant
- Ensuring that all agreed systems of work are followed
- Specialist tasks including first aid, swimming pool safety, sports hall safety and pupil safety on the sports areas within the School
- Participation in inspections and health and safety consultation committee, if appropriate
- Bringing problems to the attention of the relevant Head of Department or Faculty, the Headmistress or the Bursar as appropriate.

### **Laboratory Assistants**

In addition to the above laboratory assistants are responsible to the Head of Faculty incorporating Science for the following:

- isolating gas supplies to laboratories at the end of each teaching day
- securing safely all toxic and highly flammable substances which may be used in their department
- ensuring that all stores and laboratories are kept securely locked when not actually being supervised
- ensuring that all experiments and services are rendered safe, so far as it is possible to do so, on hearing the fire alarm
- knowing where the fire extinguishers are located in relation to the prep rooms.

### **All Employees**

This section refers to all teaching and support staff employed by the School. All employees have a legal responsibility to take reasonable care for the Health & Safety of themselves and for others who may be affected by their acts or omissions.

The School requires all employees to sign that they are in receipt of the Health and Safety Policy prior to commencing their employment with the School.

All employees must:

- refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety
- use all machinery and equipment in accordance with any training that they have been given
- wear or use all Personal Protective Equipment (“PPE”) and safety devices that have been provided for their protection and co-operate fully with management when the latter are pursuing their responsibilities
- observe all Safety Rules and Regulations, both statutory and school, and conform to any Safe Working Procedures that may be adopted
- report to their immediate line manager all accidents, incidents and damage and assist in any investigation of accident or dangerous occurrence/incident
- inform their immediate line manager of any work situation that they believe represents a serious and imminent danger to health and safety and also any matter which they reasonably consider to be a shortcoming in the appropriate protection arrangements for health and safety. This extends not only to apparent defects in plant and equipment but also Safe Working Procedures as established
- exercise good standards of housekeeping and cleanliness
- not undertake any task for which authorisation and training has not been given

### **Health and Safety Committee (“The Committee”)**

The Headmistress appoints a Health & Safety Committee which is chaired by the Bursar and comprises:

Bursar: Chair  
 Domestic Services Manager  
 Facilities and Estates Manager  
 Deputy Head (Pastoral and Boarding) and Designated Safeguarding Lead  
 School Nurse  
 Catering Manager (employee of catering contractor)

The Committee acts as the staff consultative group under H&S (Consultation with Employees Regulations 1996).

Each member of the Health & Safety Committee is responsible for the enhancement of Health & Safety within the School. This includes being responsible for the risk assessment process within their department in the School and liaising with other members of staff as appropriate.

The Committee shall meet at least termly and more often as may be deemed appropriate by the Chairman. The agenda for each meeting shall include:

- Review of accident records and reports; ensuring appropriate preventative measures are put in place
- Review of Health & Safety legislation as appropriate
- Review of individual school areas of activity
- Review of risk assessments
- Review of Health & Safety specific training
- Consideration of staff Health & Safety concerns and recommending appropriate remedial action

Health and Safety issues can be raised by any member of staff to be discussed by the Health & Safety Committee, or directly to the Bursar at any time or via the on-line Facilities Reporting system called “EVERY”.

---

### **Responsibilities of the Pupils**

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health & safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the Health & Safety rules of the School and in particular the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with equipment provided for health & safety.

### **Responsibilities of Contractors**

---

- Contractors must be made aware of the relevant site risk assessments and abide by the School's Health and Safety Policy.
- Due diligence must be exercised to ensure that health and safety is considered in the selection of contractors.
- All contractors must report to Reception before any work takes place and prior to each working session.
- The contractor will be informed of any conditions which may affect their safety and that of others.

### **Responsibilities of Visitors and other users of the school**

---

- During the School hours, all visitors must report to Reception. Visitors will be required to sign in and wear a Visitors badge/lanyard. With safeguarding as a primary consideration, all non-DBS cleared visitors will be accompanied at all times by a member of staff.
- All visitors are expected to comply with the School's Health and Safety Policy and procedures.
- Visitors are to drive and park their vehicles on site, in such a way that is consistent with the safety measures employed by the School.
- Visitors must report all accidents, incidents and near misses to the Bursar.

### **Construction (Design & Management Regulations 2015 ("CDM"))**

---

The School is aware of its obligations under the CDM Regulations and where projects are such that they come under these regulations the School, as client, will carry out the following:

- Select and appoint a Principal Designer and Principal Contractor.
- Ensure that the Principal Designer and Principal Contractor are competent and check their allocation of resources to Health and Safety.
- Ensure that an adequate Health and Safety Plan is in place before work commences.
- Pass on information about the land and/or premises to be developed.
- Ensure that the Health and Safety File, prepared on completion of the project by the Principal Designer, is kept available for those subsequently carrying out construction work.

In line with Regulation 4 of the Construction (Design and Management) Regulations, the School may elect an agent to act on its behalf when projects involving these regulations apply.

On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the policy entitled Management of Contractors on Site Policy.



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

---

The School acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of staff, pupils and visitors to substances hazardous to health is prevented or at least controlled to within statutory limits.

All members of staff will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total co-operation of all members of management and staff. The School will, in consultation with staff, maintain an inventory of all substances hazardous to health kept on site and limit the exposure of staff, pupils and visitors to those substances so far as is practicable. Where specialist training or equipment is required this will be provided by the School.

The School will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

The School has a separate COSHH Policy giving further information and guidance.

## **Display Screen Equipment**

---

All reasonable steps will be taken by the School to secure the health and safety of employees who work extensively with display screen equipment (DSE), in line with The Display Screen Equipment Regulations 1992.

The School acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the School to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. All regular users of DSE will be required to undertake an annual Health & Safety Training programme that includes a module on DSE and, within that module, the completion of a risk assessment of the DSE being used for the training (which should therefore be their normal workstation). The School will take all necessary measures to remedy any risks found as a result of the assessment.

The School will advise existing staff, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

The School has a separate DSE Policy, for further details.

## **Drugs and Alcohol**

---

The School does not tolerate drugs and/or alcohol use by pupils. Please refer to the School’s Drugs Policy and the School’s Alcohol Policy.

Staff should not drink alcohol when supervising pupils or on School trips in the UK or abroad. This applies even when there are no pupils present, as the member of staff may be called to act if an emergency occurs. Please refer to the Code of Conduct for Teaching and Support Staff.

The School does not tolerate illegal drugs use by staff.

No staff member is permitted to drive the School minibuses if they are under the influence of alcohol or drugs or medication that can cause drowsiness. Please refer to the School's "Minibus and Vehicle Fleet Policy".

## **Electricity**

---

**Electrical installation** – The fixed electrical installation is tested by maintenance contractors every 5 years as required by the Electricity at Work legislation. Following this check a certificate is issued to confirm the electrical installation is safe. The certificate is kept by the Facilities and Estates Manager.

**Portable appliances** – All portable appliances will be visually inspected annually by a competent person. School property, pupils' electrical equipment and staff personal items deemed necessary, will be subject to annual Portable Appliance Testing ("PAT"). All tests will be logged in a log book. All electrical appliances should be visually checked before being used. Any appliance which fails a test or shows signs of damage should be removed from use. Pupils who bring electrical items to School should arrange to have them inspected or tested as soon as possible. Cables should be managed so as to prevent slips, trips and falls and damage to equipment etc. The Facilities and Estates Manager is responsible for ensuring testing is completed.

**Plugs and Sockets** – Under the Plugs and Sockets Safety Regulations 1994 it's a requirement that all portable electrical appliances which operate at a voltage of not less than 200 volts must be fitted with a correctly fused and approved BS5733 standard 3-pin plug.

As an alternative to fitting an approved BS5733 standard 3-pin plug an appliance with a non-UK 2-pin plug can be used provided it has a BS5733 approved conversion 3-pin plug fitted.

All appliances with a non-UK 2-pin plug (e.g. EU or US 2-pin types) must be presented to the IT Department so that a BS5733 approved conversion 3-pin plug can be fitted. There will be a small charge for this service to cover costs.

Please note that alternative conversion plugs will not be accepted and will be removed by staff if found to be in use.

In the interests of Health & Safety, the School reserves the right to remove an appliance from use/circulation if it is believed to be unsafe and/or a potential risk to the safety of the School.

## **Emergency Crisis Plan**

---

The School has an Emergency Crisis Plan Policy, which is provided to the Chair of Governors and SLT. A copy is also in the fireproof safe in the Bursary.

## **Expectant Mothers**

---

The School is aware of the susceptibility of expectant women to certain risks that may arise as a consequence of their employment and will assess and document those additional risks, and ensure measures are provided to protect the health and safety of any women employed, so far as is reasonably practicable.

The School is aware of the statutory requirements imposed on, and relating to, work undertaken by

women and will comply with these requirements. Expectant women will be given all the information, instruction and training necessary to enable them to work safely and without risks to their health.

The School will take all reasonable steps to safeguard the health, safety and welfare of new or expectant mothers, and of their unborn child.

The School undertakes to assess all risks to new or expectant mothers arising from their work activities and to take appropriate preventive or control measures.

Relevant training will be provided in identifying risks and implementing controls.

The School undertakes to regularly monitor the work undertaken by new or expectant mothers, especially during the development of pregnancy, in order to continually assess the individual's ability to work safely and without risk. All problems identified will be addressed, so far as is reasonably practicable, and all risks will be adequately controlled and safe systems of work established.

The School will also make arrangements for reasonable and appropriate health programmes for pregnant women and determine whether it will be necessary to impose limitations or special arrangements on medical grounds.

Please refer to the School's Maternity Policy for further details.

### **Fire and Emergency Procedures**

---

It is the intention of the School to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2006, Fire Safety Act 2021 and Fire Safety (England) Regulations 2022 in so far as they apply to the School and the Management of Health and Safety Regulations in so far as they relate to Fire Safety.

The Fire Officer has the responsibility for developing a fire policy, ensuring staff and pupils attend fire training, ensuring the adequate provision of fire extinguishers, fire alarms etc.

Each Housemistress and Senior Leadership Team member is responsible for day-to-day operation of the fire precautions.

Annual fire training is mandatory for all staff. The School will undertake a fire evacuation practice at the start of each term, both during the day and at night.

The Fire Officer must be informed of any extinguishers which have been fully or partially discharged so that replacements can be provided.

Parents are advised that heat-producing equipment is not permitted in bedrooms and ad hoc checks are made by the House staff and the Bursar to maintain compliance.

All staff have a duty to report to the Fire Officer any instances where proper procedures are not being implemented, for example fire doors wedged open, escape routes blocked by furniture, accumulations of waste, hazardous or flammable materials adjacent to escape routes, or faulty electrical or gas appliances.

The School has installed smoke detectors in all fire risk areas. These are checked on a weekly basis. The School ensures that everyone can hear the fire alarm when it is raised.

Please refer to the School's Fire Safety Policy.

## **First Aid**

---

The Health and Safety (First Aid) Regulations 1981 place a duty on the School to provide adequate and appropriate First Aid provision for the activities undertaken by everyone on site, including the pupils. A list of qualified first aiders is prepared by the Bursar, and can be found on Teams as well as numerous notice boards across the School. The First Aid and Medical Care Policy also includes a current list of First Aiders and sets out the guidelines for determining which adults will undertake which training.

## **Glass and Glazing**

---

All new and/or refurbished buildings will be provided with safety glass (laminated or toughened) to the appropriate standards in compliance with Part N of The Building Regulations 2004.

There is a system in place to ensure all broken glazing is reported through the EVERY system and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during regular site inspections.

Where windows are repaired or replaced within existing historic buildings, toughened / laminated glass is used in all doors and where the cill height is below 800mm above finished floor level.

Further and more onerous compliance standards will be adhered to in respect of fire doors where there is a vision panel and such glass in those instances shall be fire rated to the current British and European Standards applicable at the time.

## **Infection control**

---

The School follows the national guidance produced by the Health Protection Agency. The School's Nursing Staff work closely with the School's doctor to ensure that there is prompt identification of any communicable infection.

The Nursing staff are responsible for maintaining the School's Infection Control Plan, which aims to implement procedures to curtail the spread of communicable infection through the School community.

## **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. Names of trained First Aiders and Fire Wardens are likewise displayed around the School. 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 Bursar.

## **Kitchen and Food hygiene**

---

The School subcontracts catering to Thomas Franks. All activities in the kitchens are under the overall control of Thomas Franks but the School retains responsibility for the kitchen premises and equipment.

All work surfaces, shelves, floors, walls, crockery, cutlery, storage areas and equipment will be in

good condition, be regularly cleaned and remain sanitary at all times.

The Head Chef ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the School's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out:

- Cleaning schedules are established and details recorded.
- Equipment temperature checks are carried out daily and the results recorded.
- Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- A sample of food from each meal is taken and frozen to be available for checking and examination at a later date should the need arise.
- Equipment is maintained in accordance with a schedule and the details recorded.
- A full Management system for Food Hazard Analysis and Critical Control Point has been implemented.
- Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands, with the exception of a wedding ring, is not permitted.
- Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- General hygiene inspections are carried out on a regular basis.
- Recommendations, following visits by the Environmental Health Officer, are instigated without delay.

In addition to the above, all the kitchen staff have undertaken training in Food Handling.

The Bursar requires Thomas Franks General Manager to produce programmes to ensure that this happens.

The Food Hygiene (England) Regulations 2006 cover the keeping of foodstuffs at optimum temperatures (hot and cold). Equipment designed to keep the food at the required temperatures will be provided and maintained to a suitable standard.

The School is committed to the provision of wholesome and healthy food, with consideration given to its provenance.

### **Legionella Prevention**

---

The School is aware of its responsibilities under the Control of Legionella Bacteria Regulations 2001. Full risk assessments of the water storage tanks and the water supply are carried out by competent outside professionals, as a result of which any 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.

All legionella management records are kept and held by the Facilities and Estates Manager.

The School has a separate Legionella Management Policy.

## **Lettings and Hirers**

---

The Bursar in conjunction with the Facilities and Estates Manager is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health and ensures that the means of access and egress are safe for the use of hirers. The Bursar is also responsible for fire escape routes and making sure exits are clearly marked for the benefit of unfamiliar users of the building. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment.

Hirers must comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on), and adhere to the capacity figures detailed on any lettings documentation. When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the Board of Governors, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Board of Governors and that they do not, without the prior consent of the Bursar: introduce equipment for use on the school premises, alter fixed installations, remove fire and safety notices or equipment and take any action that may create hazards for any persons using the premises.

See separate Hiring and Letting of Facilities Policy.

## **Lone Working**

---

The School ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety. A lone working policy is in place.

When working out of normal School hours staff should notify another member of staff of their working location and their telephone number in case of accident or emergency.

## **Maintenance**

---

In accordance with the requirements of the Management of Health and Safety in the Workplace Regulations, 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 Facilities Department.

The School implements a robust maintenance request system using EVERY, with a team of experienced and qualified in-house maintenance staff in place to conduct general day-to-day maintenance work.

## **Management of Asbestos**

---

The School complies with the requirements of the Control of Asbestos Regulations and has been surveyed for the presence of asbestos on a non-intrusive basis and the report and subsequent action & management log is held in the Facilities and Estates Manager's office. Intrusive sampling is conducted as required prior to any maintenance or building works in potentially affected areas. All contractors are made aware of the findings and are briefed on the potential for the presence of asbestos prior to starting work.

The School has a separate Asbestos Management Policy.

## **Manual Handling**

---

The School is aware of its obligations under The Manual Handling Operations Regulations 1992. Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. The School has a separate Manual Handling Policy which is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

## **Minibuses and on-site vehicles**

---

The School has a Minibus and Vehicle Fleet Policy which details the safety procedures, where the minibuses should be parked, and who can drive them.

### **Monitoring**

---

To monitor the effectiveness of this policy an audit is carried out by the School's Health and Safety Consultant at least biannually. A written record of each audit and subsequent remedial action is kept by the Bursar. Additionally, informal checks of the workplace are undertaken on a regular basis by the Facilities team. The fire alarm system and fire extinguishers are serviced regularly. Formal and informal inspections as well as checks of high risk areas such as workshops are carried out regularly by the Consultant and the Facilities team to ensure that all working procedures detailed in the guidelines and risk assessments are followed e.g. the use of guards on the machines, and the use of personal protective equipment. Systematic inspections of plant and equipment take place at appropriate intervals to ensure the effective operation of workplace precautions. Examples of these inspections include: engineering examinations of lifts, maintenance of the gym equipment, pressure vessel testing, PAT tests, and inspections of ladders. Periodic examination of documents such as risk assessments and training records are carried out on a regular basis by the Bursar to ensure they are kept up to date and that training requirements and needs are properly addressed. The School is subject to external audits by the School's insurance brokers. These audits mainly focus on a detailed examination of the systems that are in place to effectively manage health and safety within the School and also to check compliance by carrying out a tour of selected (by the auditor) areas within the School.

## **Noise**

---

The School will take all appropriate measures necessary to protect employees, pupils and others from damage to hearing due to noise caused by School or contractor operations. This will be achieved by avoiding the use of noisy equipment or processes in so far as this is practicable. Where this can't be achieved then suitable hearing protection will be provided to those who may be exposed.

The School also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as possible.

The School will carry out noise exposure assessments and noise level surveys as required. These will be used as the basis for formulating action plans for remedial measures when necessary.

Assessments and surveys will be recorded and updated, particularly when changes in work practice cause changes in noise exposure levels of staff. Where necessary suitable PPE will be provided and staff trained in its use and upkeep.

## **Occupational health**

---

The wellbeing of staff and pupils is an integral part of the School's health and safety responsibilities. The Governing body and the Headmistress have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff as a whole.

All staff have the right to a reasonable work-life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns in the first instance with their line manager or the HR Manager, but access to a confidential counselling service is available if required. Sickness absence or health concerns will be dealt with in line with absence procedures.

The Governing Body endorses the principles set out in the HSE's Management Standards as a framework to support staff wellbeing.

The School has access to occupational health services including specialist medical and counselling facilities if so required and has the appropriate policies and procedures and working practices in place.

Please refer to the separate Occupational Stress Policy for further details.

## **Out-Of-School Visits and Activities**

---

The School encourages all pupils to participate in a wide range of activities, sports and cultural pursuits which are likely to take them off site. The management of these visits is covered in the Educational and Co-Curricular Trips and Visits Policy.

Arrangements for activities include:

- Adults accompanying residential trips have a DBS enhanced certificate and where appropriate, a personal risk assessment is made, along with the generic or specific risk assessment for the activity.
- The School informs parents of plans for events on School premises.
- The School always ensures adequate staffing ratios at all times.
- The School also has generic and specific parents' consent for activities as is required.
- The School ensures that its staff have access to all necessary equipment for outings and that they use a checklist.
- The School ensures it has a means of communication during outings and a list of appropriate telephone numbers.

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, the School checks that the provider holds a licence as required by the Adventure Activities Licensing Authority Regulations now under the purview of the Health and Safety Executive. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future. Relevant and suitable insurance documents and risk assessments are also required to be provided by the external activity provider. All Non-standard or Adventure activities must be subject to a risk assessment before being undertaken. All assessments must be supported by a backup plan which details measures to be taken in the event of the activity going wrong and participants put at the risk of harm.

Non-standard activities must be supervised by a member or members of staff with appropriate recognised qualifications and relevant experience. In certain cases, additional supervision may be provided by personnel from outside the School, who have relevant expertise and appropriate recognised qualifications. The School does not rule out the possibility of undertaking activities which contain an



element of risk, though it does commit itself to ensuring that those activities are as well controlled as is practicable.

### **Pesticides (Safe use)**

---

The use of pesticides is to be minimised with safer and more environmentally friendly products used wherever possible.

All pesticides must be approved substances that have been awarded a recognised product number by DEFRA and are procured through the correct methods.

Only competent, trained persons will be allowed to use and apply pesticides. They must hold certificates of competence to that effect and be authorised by the Facilities and Estates Manager.

Safe Systems of Work are to be in place for:

- Application of pesticides
- The use of Personal Protective Clothing and Equipment.
- Disposal of surplus and unused pesticides and containers.
- COSHH assessments
- Protection of staff, pupils, visitors, contractors, public and others.
- Handling and storage of pesticides

### **Provision of Personal Protective Equipment (“PPE”)**

---

As per the Personal Protective Equipment at Work Regulations 1992, Personal Protective Equipment at Work Regulations 2022 and the Personal Protective Regulations 2002, the School will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. It is the intention of the School to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some members of staff may have genuine reservations and concerns. The School will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with staff through existing channels of communication.

The School will, in consultation with staff, carry out an assessment of all work activities to determine whether PPE is required and what types may be suitable for both the task and the member of staff. The School will implement steps for cleaning and maintenance of the PPE, train staff in the safe use of PPE for all risks within the organisation and replace PPE, which has been provided to meet a statutory obligation, as necessary and at no cost to the employee.

Staff issued with PPE will be required to sign an Issues Sheet (see Appendix 1).

### **Radioactive Sources**

---

It is the policy of the School to comply with the Ionising Radiations Regulations 1999 in full.

For detailed information on the handling, management and storage of radioactive material staff should refer to the Teacher in Charge of Physics.

## **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 the School's 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 Bursar or Headmistress before an offer of employment can be confirmed.

New members of both the Teaching and Support 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 a system of staff appraisals for Support Staff and performance management for 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. Training is completed on-line through the Smartlog Training System. Furthermore all staff receive in-house training and updates from the Bursar on a termly basis at staff FOCUS days.

## **Reporting procedures**

---

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) as follows:

Notification to the HSE if the following occurs:

1. Fatal injury to staff, pupils or any other person in an accident on the premises.
2. Significant injury (as listed in the Regulations) to staff, pupils or any other person in an accident on the premises;
3. Dangerous occurrences listed in the Regulations.

A report will be sent to the HSE of any notifiable incident covered above, or for any other injury at work which results in staff being absent from work for more than seven days; or in the case of ill health listed in the Regulations. When reporting of accidents to pupils, the HSE Education Sheet No 1 will be used to establish whether the accident is reportable or not as the criteria are different for pupils. Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements. A record will be kept of any injury, occurrence or disease requiring report as follows: time, date, place, people involved and description of event.

The School has a separate RIDDOR Policy.

## **Risk Assessments**

---

The School is required to undertake risk assessments to ensure the safety of pupils and staff. The Fire

Safety (Regulatory Reform) Order 2007 also requires that a full assessment of fire prevention measures is carried out on a regular basis.

These assessments are undertaken by each department in conjunction with the Bursar and the Fire Officer.

The Bursar will ensure that risk assessments of the premises, methods of work and all school-sponsored activities are conducted annually (or more frequently, if necessary). See also the School's Risk Assessment Policy. The risk assessments will seek to identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such risk assessments will be reported to the Bursar and shared with staff so that they understand the hazards, the measures already put into place, the remaining risk levels and what preventative action must be taken by them. Individually named members of staff will be required to "champion" every area of the School and certify compliance of that room/area with the relevant risk assessment(s). All instances of non-compliance are to be reported via the maintenance reporting protocol or as an H&S emergency as appropriate.

## Risky Areas

---

On a large site, there are bound to be areas within the buildings or the grounds that are considered to present risks to the safety of pupils who may accidentally or deliberately stray into them. The School aims to have procedures in place for controlling or denying unauthorised access by pupils to these potentially dangerous or risky areas of school buildings and grounds.

The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them. Areas temporarily out of bounds are fenced or cordoned off and appropriate warning notices are placed to describe the danger.

Much of the School grounds away from the central buildings are unlit and hence unauthorised access to these areas is prohibited during the hours of darkness. Pupils are informed or reminded regularly by pastoral and teaching staff of the dangers of entering risky areas of the School. They are made aware that to enter such an area deliberately is regarded as a serious disciplinary offence that will be dealt with in an appropriate manner.

The School considers the following to be risky areas:

- **Main catering facilities:** Manned by catering staff for significant part of the day. Locked when unmanned. Out of bounds at all times.
- **Laundry:** Manned by laundry staff for significant part of the day and locked when unmanned.
- **Theatre technical areas:** Access normally locked when unmanned.
- **Basements and cellars:** Access normally locked at all times. Warning notices placed. Out of bounds at all times.
- **Electrical substation:** Gate normally locked. Warning notices placed.
- **Roof voids and lofts:** Access normally locked.
- **Roofs:** Access normally locked.
- **Ceiling voids:** Access normally locked.
- **Switch rooms and server cabinets:** Including service riser cupboards and ducts. Access normally locked. Warning notices placed.
- **Plant rooms:** Access normally locked. Warning notices placed.
- **Swimming Pool:** Manned by pool staff for significant part of the day. Access locked when unmanned.
- **Facilities and grounds workshops:** Manned by grounds staff for significant part of the day. Locked when unmanned.

- **Cookery building:** Manned by teaching staff for most of the day. Locked when unmanned.
- **Temporary contractors' compounds and areas of work:** Only emergency work would be carried out in term time; work would normally be scheduled in the School holidays. Area fenced or cordoned off. Warning notices placed. Work programmed for holiday periods wherever possible. Specific hazards briefed to all pupils.

## **Safe Equipment**

---

In accordance with the requirements of the Management Regulations, the Provision of Work Equipment Regulations (PUWER), the School procures only such work equipment as is fit for purpose. Equipment is serviced according to statutory requirements and to manufacturer's recommendations. Where necessary, competent professionals are employed to inspect and maintain equipment and service records and inspection certificates are filed in the Facilities Department. Particular reference is made here to the passenger lifts, gym equipment, the boilers and heating systems, the air conditioning systems, the local extraction ventilation systems, fire alarm system, electric gates and 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 externally on a scheduled basis by competent and qualified mechanics. The School Vehicle and Minibus Policy sets out procedures for the safe use of the mini buses, the Display Screen Equipment Policy sets out procedures to ensure the health and safety of employees working in the office environment and using display screen equipment and the Swimming 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.

## **Safeguarding**

---

The School has a separate Safeguarding Children and Child Protection Policy dealing with the safeguarding of children and young people.

## **Security**

---

The School regularly reviews the security of the site and assesses the risk to both persons and property in order to arrive at a reasonable level of security for the site.

The security of the pupils and staff on site is of paramount importance at Heathfield. Access to the site is controlled by electronic gates for vehicular access and PIN code controlled gates for pedestrian access. All visitors are required to register at Reception and to wear a Visitors' 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.

The School has a separate Security Access Control and Workplace Safety Policy.

## **Slips, Trips and Falls**

---

The nature of any School is such that there are inevitably areas of change of ground level, occasional uneven paths and muddy spots and the like. Staff are given online training with the School's provider, Smartlog, to minimise the occurrence of such events and heighten awareness of possible areas of danger.

A robust online system of maintenance request is adopted by the School which is available to all staff, who are encouraged to report any deficiency as it occurs without fear of recrimination (see Whistleblowing Policy). Dangerous incidents are dealt with as emergency situations and do not require use of a reporting system – these are communicated by phone, radio or email to the Housekeeping Manager, Bursar and/or Facilities and Estates Manager.

The School has a separate Slips, Trips and Falls Policy.

## **Smoking**

---

Smoking by pupils and staff is prohibited on school premises. Please refer to the School's No Smoking Policy - Staff and Visitors and Anti-Smoking and Nicotine Policy.

## **Snow and Ice Gritting**

---

Adequate arrangements are in place to minimise the risks from snow and ice on the site, eg access/egress routes. A risk assessment has been carried out and an emergency plan and policy has been developed to determine what type of action needs to be undertaken during Inclement Weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

## **Traffic Management**

---

The School has two vehicle access points. Traffic calming in the form of sleeping policemen and a 10mph speed limit serve to keep speeds down. There is no segregation of traffic and pedestrians. All staff and visitors are advised that pedestrians have priority on site. The company providing waste disposal services to the School undertakes a site risk assessment to restrict reversing manoeuvres and to determine if a banks-man is required.

## **Training**

---

The provision of appropriate health and safety information and training (followed by appropriate supervision) is essential to a safe system of work. Training is an ongoing process and any member of staff who feels they require additional or recurrent training should raise this with their line manager at appraisal or at any other point.

Basic on-line training is provided via Smartlog in Fire Awareness, Health and Safety at Work and Slips, Trips and Falls is provided to all Staff. On line training in other areas including COSHH, Working at Heights and Asbestos Awareness is provided on a needs basis.

Where training and instruction is an identified need then it will be provided. Training required by Statute, such as training for the users of wood and metal work machinery or training to change an abrasive wheel must be provided.

Comprehensive training records are maintained by the HR Manager.

Refresher/update training is mandatory because an employee's competence will decline if skills and knowledge are not used regularly. Training is therefore repeated as often as necessary to ensure continued competence.

Health and safety induction training will be provided for all new employees by their line manager and/or the Bursar. New employees will receive information on fire safety procedures, accident reporting, chain of command, how to request training, welfare provision, etc. Newly appointed employees could be vulnerable to any risk therefore all relevant Health and Safety matters are drawn to their attention at an early stage. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee should be particularly alert for hazards. Arrangements will be made for any training that individuals require

to enable them to carry out their duties safely.

Supervision and support will be provided as far as necessary for the safety of young workers, new employees and employees carrying out unfamiliar tasks.

## **Transport**

---

The School only hire taxis, minibuses and coaches which are approved by the local authority, where drivers are DBS checked and each seat has a seatbelt fitted. In advance of the trip pupils will be given clear safety instructions based on the risks associated with the particular type of travel. Passengers must sit only two to a double seat. Seat belts must be worn at all times. In cases of long journeys, pupils will be given the opportunity to exercise after reasonable intervals. First-aid material must be carried and be readily available throughout the visit.

## **Violence towards staff**

---

The School's policy on violence is covered by the Staff Code of Conduct Policy, and is also stated in the School Staff Handbook.

If there are any concerns about the behaviours of visitors they are required to leave the premises. With reference to pupils, there is a Positive Behaviour Policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of the School's ethos.

## **Waste Disposal**

---

General, Recycling and Food Waste - The disposal of this waste is carried out in the usual manner by a contractor.

Chemical Waste Disposal - Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

## **Welfare Facilities**

---

The School is aware of its responsibility under the Management of Health and Safety Regulations to ensure the health, safety and welfare of employees, pupils and others who may from time to time 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 light 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 the School's compliance with relevant employment legislation in respect of holidays, disciplinary and grievance procedures, equal opportunities, maternity, paternity, parental, adoption and special leave, the provision of eye tests, Data Protection Policy, Recruitment Policy, Occupational Stress Policy, Security Access Control and Workplace Safety Policy and policies concerning harassment and bullying amongst both employees and pupils. 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 (RIDDOR) Regulations.

### **Working at height**

---

The School is aware of its obligations under The Manual Handling Operations Regulations 1992. Working at height legislation identifies work at height as being “where someone or something can fall a distance likely to cause injury”. This includes putting up displays, if not able to stand on the ground to do so, accessing high level storage, if not able to reach, and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. The majority of staff will undertake an element of work at height. Any regular requirement must be covered by a work at height assessment. The School has a generic Work at Height risk assessment for routine tasks.

**Specialist operations.** Specialist access equipment is required when:

- Work requires high level operations
- Work involves fragile surfaces

A specific assessment must be made and authorised.

Procedures are in place requiring the regular checking and recording of all ladders and access equipment. Staff who are required to erect and use the tower scaffold will be trained and certified by the Prefabricated Access Suppliers’ and Manufacturers’ Association (PASMA).

For further details please refer to the School’s Working at Heights Policy.

### **Workplace safety**

---

The Workplace Health, Safety and Welfare Regulations concern basic workplace conditions. The School as far as reasonably practicable has arrangements that are suitable and sufficient for the following:

- Heating, lighting, ventilation
- Cleanliness of all workplaces, good housekeeping and the removal of waste, storage of materials, books and files etc
- Room dimensions and space
- Sanitary provisions (male/female, pupils and disabled toilet facilities)
- Temperature of workplaces and the provision of thermometers
- Condition of premises including floors
- Workstations, desks and seating, use of computers etc.

Facilities and arrangements are in place for:

- The provision of a wholesome supply of drinking water
- Canteens/rest places
- Pregnant and nursing mothers

### **Related Policies**

---

- Agency and Temporary Worker Policy
- Alcohol Policy
- Anti-Smoking and Nicotine Policy
- Asbestos Management Policy
- Chemical Hazards and COSHH Policy

- Covid Contingency Plan
- Display Screen Equipment Policy
- Drugs Policy
- Ebola Policy
- Educational and Co-Curricular Trips and Visits Policy
- Emergency Crisis Plan Policy
- Fire Safety Policy
- First Aid and Medical Care Policy
- Hiring and Letting of Facilities Policy.
- Inclement Weather Policy
- Legionella Management Policy
- Lockdown Policy
- Lone Working Policy
- Management of Contractors on Site Policy
- Manual Handling Policy
- Maternity Policy
- No Smoking - Staff and Visitors Policy
- Occupational Stress Policy
- Pandemics Policy
- Promoting Positive Behaviour Policy
- Physical Restraint Policy
- RIDDOR Policy
- Risk Assessment Policy
- Safeguarding Children and Child Protection Policy
- Minibus and Vehicle Fleet Policy
- Security Access Control and Workplace Safety Policy
- Sixth Form Driving Policy
- Slips, Trips and Falls Policy
- Code of Conduct for All Staff Policy
- Vehicle Movement on Site Policy
- Whistleblowing Policy
- Working at Height Policy



**Appendix 1 – Personal Protection Equipment Issues Sheet**

<b>Name of Employee</b>	
<b>Department</b>	
<b>Date of Issue</b>	

**PPE Specification:**

Eye Protection	
Safety Shoes	
Hearing Protection	
Helmets	
Respirators	
Wet Weather Equipment	
Gloves	
Other (Specify)	

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002**

I understand that when provided with any Personal Protective Equipment, e.g. Respirators, Gloves, to reduce my exposure to a substance and act as a Control Measure; that I have a duty to wear it/use it correctly and promptly report any defects.

**THE NOISE AT WORK REGULATIONS 2005**

I understand that I have a duty to fully and properly use the ear protection provided for me by my employer when working on jobs with noise levels above 90 dB(A) and to report any defects back to him.

**PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 2022**

I understand that when provided with any Personal Protective Equipment I have a duty to use it in accordance with any training and instructions, take all reasonable steps to ensure it is returned to accommodation provided for it after use, and report any loss or obvious defects to my employer.

**PERSONAL UNDERTAKING**

I have read the above and understand my duties as regards the wearing of the equipment issued to me. I know where to obtain replacements if the equipment is lost or damaged.

Employee Signature .....

Date .....