

## WHOLE SCHOOL HEALTH & SAFETY POLICY

### List of Appendices to this Policy

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*For First Aid Arrangements see Appendix 8/E (Senior Division) and 8/F (Preparatory Division) of Section 8 of the Staff Handbook.*

## 1 Introduction

It is the policy of New Hall School that its operations shall be conducted in such a manner as to ensure, as far as is reasonably practicable, the health, safety and welfare of all its staff and any other persons who may be affected by its activities, including students, parents, contractors, visitors and members of the public. It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well-run school. The Governors require, therefore, that a high standard of safety shall be achieved and maintained throughout the School and its activities.

The Governors of the School accept these duties, and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the *Health & Safety at Work etc Act 1974*, Regulations made under the Act and Approved Codes of Practice. It is considered by the Governors of the School that health and safety is a responsibility at least equal in importance to that of any other function of the School.

Whilst a statutory duty exists to comply with the *Health & Safety at Work etc Act 1974*, and all subsequent and relevant legislation and regulations pertaining thereto, this shall be regarded as the minimum standard expected.

This policy makes a commitment to high standards of health and safety. Although the Principal has ultimate responsibility to see that the policy is implemented, all staff have an important part to play in its successful implementation.

Every manager and supervisor is responsible for implementing the policy in their area of activity. Every member of staff must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

Responsibilities of staff are outlined in this document but the detailed arrangements for carrying out the policy are included in separate Risk Assessments, Codes of Practice and Standards.

This policy is required under the *Health & Safety at Work etc Act 1974*. Staff are reminded that they have duties under the Act and a breach of these duties could lead to prosecution of the Governors or individual members of staff. Failure to comply with health and safety requirements could also lead to disciplinary action.

## 2 Aims

The Trustees and Governors of New Hall School will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all staff.

The Board of Governors will ensure, so far as is reasonably practicable, that the health and safety of students and other non-employees who may be affected by its work activities are not endangered.

The responsibility for implementing this policy lies directly and personally with line management from the Principal, through the H&S Officer, Heads of Department (HoD) and on through to every member of staff.

### 3 Objectives

To implement the policy, the Governors' objectives are:

- to ensure that all activities are being carried out safely, without risk to health, so far as is reasonably practicable
- to ensure there are Codes of Practice and Standards covering all School and work activities
- to ensure all staff are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities
- to ensure that all new staff are aware of the New Hall *Health & Safety Policy* and the appropriate health and safety procedures through induction training
- to ensure all visitors, contractors and suppliers of goods and services are informed of, and comply with, relevant health and safety requirements and procedures as required by New Hall School
- to ensure that consultative procedures facilitate the involvement and commitment of staff and their representatives
- to promote awareness of health and safety issues throughout the School
- to provide specialist professional support and training to managers on all health and safety matters
- to have, and make readily available detailed health and safety information which may be required about or resulting from legislation, approved Codes of Practice and Standards or British Standards
- to have and make readily available detailed health and safety information which may be required about substances, materials, articles, processes, plant and equipment used by New Hall School
- to ensure suitable and sufficient assessments are carried out of the risks to health and safety of staff, students and others and that appropriate control measures have been put in place to reduce those risks to an acceptable level
- to keep the policy under review and revise it as required
- to monitor the implementation of the *Health & Safety Policy* and its arrangements

### 4 Organisation and responsibilities

#### 4.1 The Board of Governors

The Board of Governors accepts full responsibility for health and safety within the School. They will monitor the effectiveness of the implementation of this policy and its arrangements and will revise it when necessary. The Board of Governors will ensure that changes in this policy will be drawn to the attention of staff and students as appropriate.

The Board of Governors will appoint a Governor with the responsibility for health and safety so that, together with the Principal, this Governor can ensure the Board of Governors is kept informed about health, safety and risk management issues. The nominated Governor will attend the Health & Safety Committee meetings.

#### 4.2 The Principal

The Principal is accountable to the Governors for the implementation of the Health & Safety Policy. She will also discharge the Governors' overall duty as employer. The discharge of these duties will be through line managers. The Principal will be responsible, in particular, for ensuring that:

- the *Health & Safety Policy Statement* is brought to the attention of all staff and is available on the shared drive
- appropriate Codes of Practice are available for each work activity carried out in the School; that a copy of each Code of Practice is kept with the Estate Office; that other copies are distributed to relevant staff and a record of distribution is maintained
- other health and safety information is communicated to relevant staff through regular staff meetings and is available on the shared drive
- adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons, and that all staff are aware of the arrangements. This should include times when staff are present outside the normal hours of the establishment
- accidents are reported using the online Evolve Accident Book system
- staff members of the Health & Safety Committee can carry out their functions; and, where appropriate, that consultation takes place with them. In order to carry out their functions, members of the Health & Safety Committee may require additional information about, for example, procedures. Arrangements should be made for communicating such additional information. This will normally be through the distribution of regular safety updates provided by the Health & Safety Consultants. The existence of Codes of Practice and other health and safety information should be drawn to the attention of members of the Health & Safety Committee and access to these should not be unreasonably refused
- fire drills are carried out termly and a fire register is maintained
- training needs are identified, and appropriate arrangements are made for training. This includes ensuring that several key senior staff undertake health & safety training such as the certificated IOSH course: (see Appendix 8 for a list of IOSH trained staff)
- ensuring risk assessments are undertaken of all risks to health and safety as required by the *Management of Health & Safety at Work Regulations 1999* and other legislation and that the significant findings are recorded and reviewed
- new staff receive appropriate health and safety information including details of the *Health & Safety Policy*, Codes of Practice, fire drill procedures and other safety procedures
- the overall procedures for safety are monitored
- a copy of Appendix 1 is completed, posted on notice boards in a prominent position and updated at regular intervals
- Health and Safety matters which cannot be resolved appropriately are raised with the Board of Governors through the Health & Safety Committee

#### **4.3 Deputy Principal/Head of Prep Division/Head of Pre-Prep Division/Nursery Manager**

The Deputy Principal/Head of Prep Division/Head of Pre-Prep Division/Nursery Manager are responsible for carrying out the Health & Safety duties and implementing the policy in relation to the day-to-day running of the School. The School Leadership & Management Team is responsible for the staff development programme and is therefore responsible for ensuring that health & safety training is prioritised appropriately. For example, key teaching and ancillary staff will be provided with an opportunity to complete a specific health and safety training course, e.g. IOSH Managing Safely.

#### 4.4 The Deputy Head of Operations and Health & Safety Officer

The Deputy Head of Operations and H&S Officer will act as the School Health & Safety Officer. The School will provide relevant health and safety training for this role. Specific duties include:

- establishing arrangements for dealing with health and safety matters, such as:
  - dissemination of health & safety information to all staff
  - first aid
  - accident reporting
  - emergency evacuation procedures
  - ensuring accidents are investigated
  - ensuring health and safety matters raised by staff are dealt with appropriately
  - maintaining a central file of Codes of Practice and Standards
- co-ordinating all aspects of the *Health & Safety Policy* and its practice and implementation
- ensuring premises defects (which affect health and safety) and other health and safety matters are dealt with or, if this is not possible, for ensuring they are raised with the Principal
- ensuring the implementation of the *Health & Safety Policy* is monitored through external audits
- overseeing arrangements for lettings, in conjunction with the Head of Operations, and Events & Lettings Manager, when meeting group leaders
- making sure that arrangements are in place for liaison with contractors to ensure appropriate co-operation and co-ordination between the School and contractors, in particular:
  - for ensuring that all reasonable steps are taken to inform contractors of risks to their employees arising out of, or in connection with the operation with the School
  - for ensuring that contractors are aware of any special risks to students which might arise out of their work
  - to ensure compliance with CDM 2015
  - to ensure that contractors have the appropriate level of DBS checks
- raising at SLMT meetings any premises defects which may present a health and safety risk
- ensuring necessary minor repairs are carried out
- ensuring premises risk assessments are carried out as necessary
- ensuring routine testing of the fire alarm system is carried out and weekly records of the results of the test are kept. The records shall be available for inspection by the Health & Safety Committee

#### 4.5 IT Manager

The IT Manager is responsible for ensuring that work activities undertaken by the IT Technicians, Theatre Technician and Reprographics staff are carried out, so far as is reasonably practicable, safely and without risk to health. Duties include monitoring the implementation of the *Health & Safety Policy*.

#### 4.6 Heads of Department

HoDs, including academic, pastoral and ancillary HoDs, are responsible, so far as is reasonably practical, for implementing the Health & Safety Policy and its arrangements within their department. HoDs can, if they so wish, produce department Health & Safety

Policies in order to clarify departmental matters derived from the School policy. Although this is not mandatory, SLMT may require certain departments to produce departmental policies.

HoDs are responsible for ensuring:

- that the activities under their control are carried out, so far as is reasonably practical, safely and without risk to health
- the implementation of the *Health & Safety Policy* is properly monitored in their area of responsibility; carrying out inspections of the workplace and equipment
- individual members of staff are aware of their responsibilities for health and safety
- suitable arrangements are made for consultation with the representatives of staff safety who are on the Health & Safety Committee
- their staff are adequately trained, informed, instructed and supervised
- Codes of Practice appropriate to the department are brought to the attention of all staff in the department
- Codes of Practice are complied with and appropriate safety signs or notices are displayed
- relevant health and safety information is communicated to staff
- first aid procedures are complied with
- all accidents occurring in the department are reported and an accident report form is completed
- regular departmental Health & Safety Inspections are conducted and recorded
- reasonable arrangements are made for passing information on health and safety to the staff members of the Health & Safety Committee
- training needs of staff within the department are identified and prioritised appropriately in consultation with senior staff
- staff are aware of fire procedures
- new staff receive all appropriate health and safety information/training including departmental safety procedures
- assessments are undertaken of risks to health and safety as required by the *Management of Health & Safety at Work Regulations 1999* and other legislation and that the significant findings are recorded and appropriate control measures put in place to reduce those risks to an acceptable level
- equipment is maintained in a safe condition
- PPE is supplied and worn by staff and students as appropriate

#### 4.7 Teachers

The priority of all teachers is for the safety of all students in their charge. This priority also applies to student teachers who must be made aware of their responsibilities by their mentor.

A teacher is required to:

- know the emergency procedures regarding fire and first aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied

- exercise effective supervision of students and ensure that they are aware of the general emergency procedures regarding fire and first aid and the special safety measures of the teaching area
- give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough)
- ensure that students' coats, bags, cases etc. are safely stowed away
- integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety
- follow the School's safe working procedures personally
- request through the Estate Office protective clothing, guards, special safe working procedures etc. when necessary
- make recommendations on safety matters to the HoD/HoDiv
- be familiar with the Codes of Practice and Standards appropriate to the work area
- risk assessments appropriate to the work activity are completed, recorded and reviewed

#### **4.8 Residential and boarding staff**

The first priority of all members of staff is for the safety of all students in their charge. A residential member of staff is required to:

- know the emergency procedures, regarding fire and first aid, and the special safety measures to be adopted in their own areas and to ensure that they are applied
- exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the area
- give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough)
- ensure that students' coats, bags, cases etc. are safely stowed away
- integrate all residential aspects of safety into the life of the boarding house and if necessary give special instructions on safety e.g. safe operation of equipment
- follow safe working procedures personally
- request through the Estate Office PPE, special safe working procedures etc. when necessary
- raise any issues on safety matters to the line manager
- be familiar with the Codes of Practice and Standards appropriate to the area
- contribute to the production of and be familiar with risk assessments appropriate to the area
- ensure electrical sockets are not overused, no 'daisy chaining'
- ensure all chargers are approved

#### **4.9 Head of Operations**

The Head of Operations is responsible for the management of health and safety within the domestic areas, including letting groups, and health & safety risk and COSHH assessments associated with all domestic staff.

#### **4.10 Catering Manager**

The Catering Manager is responsible for the management of health and safety within the catering, kitchen and café areas and health & safety risk assessments associated with all

kitchen staff, ensuring supervision of safe working practices. The Catering Manager will ensure that high standards of food safety are maintained and that safety training for staff is given and recorded. Whilst the Catering Manager is responsible for ensuring health and safety measures are in place and followed, the School, through the Estate Manager, will ensure all School supplied equipment is maintained to an acceptable level.

#### **4.11 All staff**

All staff are reminded of the need to report all accidents which occur at work. Staff responsible for completing risk assessments must ensure that these are reviewed annually.

Staff are required to use all equipment and devices as directed, taking reasonable care of their own safety and the safety of others affected by their actions. All staff are required to observe all emergency procedures e.g. fire.

Staff who have a concern regarding health and safety are required to raise the matter with their line manager. Staff who, during the course of their duties, are required to visit premises other than their normal place of work, must comply with those health and safety instructions in force at individual establishments.

### **5 Health & Safety Committee**

The Health & Safety Committee meets termly and covers all ongoing business and issues that need reviewing throughout the year. This committee includes both Governor representative/s and staff members. The current membership, which is subject to change from time to time, is shown in Appendix 1. Staff will report problems to the Committee through a representative.

### **6 Health & Safety advice**

Health & Safety consultants have been appointed to provide competent health and safety advice and guidance. They will also assist in the undertaking of bi-annual whole School safety audits and provide monthly visits to individual departments and to advise the School on specific health and safety matters.

From September 2021, *Worknest* took over the responsibility for health & safety consultancy.

### **7 General arrangements for Health & Safety**

The School has adopted *Department for Education Codes of Practice*; these are the arrangements for carrying out the *Health & Safety Policy* and should therefore be read in conjunction with the policy.

#### **7.1 Accident reporting**

The most important thing to remember about accidents, whether they are in the Senior Divisions, Preparatory Divisions or Nursery, is that, for all accidents requiring medical attention, an Accident/Incident Form is completed on the EVOLVE system so that accidents can be monitored and action taken to alleviate the causes. Repeated accidents from the same or similar causes need urgent action to eradicate the cause. This information only becomes apparent through the Accident/Incident Form. The accident reporting procedure is as follows:

In the case of an accident the member of staff must assess the injury and decide:

- whether the injured person needs an ambulance to be called (999)
- OR
- is sent to the Health & Wellbeing Centre (8.00am-6.00pm) - Extension 232
- OR
- to contact the on-call Nurse (07811 819135) (6.00pm-8.00am)

In all cases an accident form should be completed and reviewed by the Deputy Head of Operations & H&S Officer.

*See also Staff Handbook Section 8, Advice on Medical Emergencies during Term Time, 8.5.*

## 7.2 Reportable accidents (RIDDOR)

The Deputy Head of Operations and H&S Officer will report any injuries to staff, students and visitors, via the HSE online reporting system, that are reportable under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*:

- deaths arising out of, or in connection with a work activity
- injuries that arise out of or in connection with a work activity when the person is taken directly from the scene of the accident to hospital for treatment
- specified injuries to workers, including:
  - fractures, other than to fingers, thumbs and toes
  - amputations
  - injuries resulting in permanent loss of sight or reduction of sight
  - crush injuries leading to internal organ damage
  - serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
  - scalpings (separation of skin from the head) which require hospital treatment
  - unconsciousness caused by head injury or asphyxia
  - any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness, or which requires resuscitation or hospital admittance for more than 24 hours
- reportable occupational diseases
- reportable dangerous occurrences
- reportable gas incidents

The reporting of injuries to students or visitors will differ depending on the cause of the injury. The HSE guidance is followed when considering reporting a student injury:

<http://www.hse.gov.uk/pubns/edis1.pdf> - Incident reporting in schools (accidents, diseases and dangerous occurrences)

## 7.3 General arrangements

The appendix to this policy indicates general arrangements for implementing the *Health & Safety Policy. Emergency and Security Procedures* (including what to do in the event of a fire) are detailed in Section 8 of the *Staff Handbook*.

## 7.4 Risk assessment

Under the *Management of Health & Safety at Work Regulations 1999*, there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded.

The School has a *Risk Assessment Policy* that defines who completes the risk assessments, which areas are covered, and how often they are reviewed.

*See Appendix 3 for more information and guidance on completion of risk assessments.*

## **7.5 Health and Safety monitoring**

Ongoing monitoring of health and safety matters will take place through the following procedures:

- Inspections for health and safety defects will be carried out by the Deputy Head of Operations and H&S Officer termly.
- An internal review of health and safety arrangements and procedures will be carried out annually by the Health & Safety Committee. Regular reports will be made to the meeting of full Governors.
- An external audit of health and safety arrangements and procedures will be carried out every two years.
- The EVOLVE accident reports will be presented to the Health & Safety Committee at each meeting and all accidents which are not explained to the satisfaction of the Committee will be investigated. Where necessary a report will be submitted to the Governors.
- An annual first aid box audit will be conducted by the Health & Wellbeing Centre and reported to the Health & Safety Committee.
- Routine inspections are to be carried out by external consultants including:
  - PE equipment
  - fire extinguishers
  - portable electrical equipment
  - fire alarms
  - emergency lighting
  - lightning conductors
  - heating appliances
  - Science & Technology equipment
  - outdoor play equipment
  - lifts
  - lifting equipment
  - A full list of scheduled inspections is kept on the Estate shared drive.

<b>8 Access to Policy statement</b>
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Access to a copy of this statement will be available to all staff on the K Drive.

**1 Statement of Health & Safety management system**

(Copies are displayed on notice boards in prominent positions)

1	Health & Safety Officer	Mr Matthew Gray, Deputy Head of Operations and H&S Officer
2	Location of central file of Codes of Practice and Standards:	Estate Manager's Office located in Swimming Pool car park (one copy) Staff Rooms (one copy) All departments have their copies of their departmental Codes of Practice
3	Location of Fire Register:	Adjacent to Fire Alarm Panel
4	Location of School Fire File: (black file containing current student & staff lists)	In Reception (Ambulacrum) Preparatory Division Reception
5	Location of Accident Book:	Online EVOLVE system
6	Location of central file of Health & Safety Information Bulletins:	Deputy Head of Operations and H&S Officer's Office
7	a) Name of member of staff to report accident to:	For medical help contact; Staff on duty at the Health & Wellbeing Centre during term time (8.00am-6.00pm) extension 232 Between 6.00pm-8.00am - contact the on call Nurse: Tel: 07811 819 135
	b) Who should complete accident form:	Two Parts: (1) Member of staff supervising the person who has had the accident (2) Nurse
	c) Notifiable incidents person who contacts HSE:	Mr Matthew Gray (Deputy Head of Operations and H&S Officer) or Principal in his absence
	d) Resident on-call:	Tel: 07850 306 301
8	Name/s of Establishment's Representatives of Employee Safety, i.e. the Health & Safety Committee.	Mr M Gray - Deputy Head of Operations and H&S Officer (Chair) Mr M Day - H&S Governor Mrs K Jeffrey - Principal Mr A Fardell - Deputy Principal Mr L Childs - Estate Manager Mr S Bailey - Estate Supervisor Mr J Doherty Bigara - Director of Sport Mrs C Tomy - School Nurse Mr C Lonsdale - Head of Art Mr T Britton - Head of Physics Miss S Twomey - Head of Preparatory Division Mrs R Tagoe - Head of Pre-Prep Division Mrs E Mackintosh - Estate & H&S Administrator

**1 Accident Form**

Accidents are logged on the *Evolve Accident Book* system:

<https://evolve.edufocus.co.uk/safety/login.asp>

User IDs are set up by the Estate Administrator.

**1 Hazard assessment – general statement**

As specified in the whole School *Health & Safety Policy*, the Principal, through the Deputy Head of Operations and H&S Officer on behalf of the Governors of the School, will carry out reasonable steps to ensure that all hazards are identified and an assessment of the risks evaluated.

In order for the School to comply, primarily with *Regulation 3 of the Management of Health & Safety at Work Regulations 1999* and other regulations and acts found in the *Fire Regulatory Reform Act 2005*, *Control of Substances Hazardous to Health Regulations 1999*, *Manual Handling Operations Regulations 1992*, *Provision and Use of Work Equipment Regulations 1998*, and others as required, these assessments will be recorded highlighting the following:

- Identifying hazards, that is, any situation with the potential to cause harm and the severity of harm that could be caused
- The likelihood of harm being caused and to how many people
- Evaluating risk, that is, severity of harm coupled with the likelihood of occurrence
- The preventative or protective control measures already in place in order to control the risks
- What further action and control measures, if any, are needed to reduce risks to an acceptable level

To assist with the management of risks and hazards, Codes of Practice and Standards are used within the School. There are also curriculum and task specific codes which HoDs are required to bring to the attention of all staff within their departments.

The management of risk assessment is defined in the *Risk Assessment Policy*.

**2 The principle of risk assessment is dynamic**

The School through the Deputy Head of Operations and H&S Officer has delegated the responsibility for carrying out these department-specific hazard assessments to the HoDs, but all teaching and ancillary staff are responsible for ensuring that they carry out their own brief assessment before the start of any teaching session or task of work. In a teaching environment, the assessment in most instances would, for example be no more than ensuring that electrical appliances e.g. interactive whiteboards or laptops do not have bare wires, cables do not cause a tripping hazard and fire routes are not obstructed by student bags or other obstacles.

Several generic risk assessments have been distributed to HoDs which should be applied or modified as appropriate. A *Pregnancy Health & Safety Checklist (Appendix 8)* should also be completed by the HoD when necessary.

### **3 Hazard assessment – guidance notes**

As outlined above, it is the responsibility of all teaching and ancillary staff to carry out a brief assessment before starting any teaching session or job of work.

A hazard assessment is simply a careful examination of what, in the workplace, can cause harm to people, so that the School can assess whether or not sufficient precautions have been taken to prevent that harm. The aim is to make sure that reasonable measures are in place to minimise the risk of anyone getting hurt or becoming ill. The School is legally obliged to assess the risks/hazards in the workplace.

The important thing that needs to be understood is whether a hazard is significant and whether it is covered by satisfactory precautions and control measures, so that the risk has been reduced to an acceptable level. For instance, electricity can kill, but the risk of it doing so in a classroom environment is remote provided that 'live' electrical components are insulated and metal casings properly earthed.

### **4 How to assess risks**

Look for the hazards e.g.

- Slipping/tripping hazards
- Fire
- Chemicals
- Electricity e.g. poor wiring
- Moving parts of machinery
- Manual handling
- Noise

Ignore the trivial and concentrate on significant hazards that could result in serious harm or affect several people.

Decide who could be harmed e.g.

- Students
- Staff
- Visitors
- Contractors

Pay particular attention to those who may be more vulnerable e.g.

- Staff or students with disabilities
- Pregnant women
- Inexperienced staff
- Visitors
- Lone workers

Evaluate the risks and decide whether existing precautions and control measures are adequate or more should be done. For example, consider whether the following is provided:

- Adequate information, instruction or training

- Adequate systems or procedures

Consider how likely it is that each hazard could cause harm. This will determine whether anything needs to be done to reduce the risk. Even after all precautions have been taken, some risks usually remain. What must be decided for each significant hazard is whether this remaining risk is high, medium or low.

The law states that everything must be done that is reasonably practicable in order to keep the workplace safe. The real aim is to make all risks small by adding to precautions and control measures as necessary. If something needs to be done, an 'action list' should be drawn up and given priority in respect of any remaining risks which are high and/or those which could affect most people. If action needs to be taken, consultation should be undertaken with both the Head of Department/Head of Key Stage 2 and the Estate Manager and Deputy Head of Operations and H&S Officer.

When undertaking any necessary action the following questions need to be posed:

- Can the hazard be removed altogether?
- If not, how can the risks be controlled so that harm is unlikely?

In controlling the risks, the following principles should be applied:

- the attempting of a less risky option
- the prevention of access to the hazard
- the organising of work to reduce exposure to the hazard
- the issue of personal protective equipment – this is always the last option

## **5 Recordings of findings**

All significant hazards and conclusions must be recorded. Colleagues and others, including if necessary students, should be made aware. Risk assessments must be suitable and sufficient. Guidance can be sought from the Deputy Head of Operations and H&S Officer if necessary. It needs to be demonstrated that:

- a proper check was made
- proper consideration was given regarding those who might be affected
- obvious significant hazards were dealt with, taking into account the number of people who could be involved
- the precautions are reasonable and the remaining risk is low

### **5.1 Review of assessments and revise if necessary**

From time to time there will be the introduction of new procedures, machinery etc., that could lead to new hazards. The assessments will need to be reviewed should this occur. It is also the School's policy to review assessments annually to ensure that control measures put in place are being used and are viable.

Risk assessments are an essential component of the School's *Health & Safety Policy* and the management of hazards and risks within the School.

Specialised risk assessments are available and used within certain departments. Attached is a standard format which can be used in all other areas.

Any further information required regarding risk assessments can be obtained from the Deputy Head of Operations and H&S Officer.

## Hazard Report Form

(use this form to report health and safety hazards/concerns)

Department		Form completed by		Date	
Location		Signature			
<b>Identified hazard</b>	<b>Who might be harmed</b>	<b>Existing precautions and controls</b>		<b>Suggested further action required</b>	
Name		Signature		Date	

**GENERAL SAFETY AND WELFARE GUIDELINES****1 Stress at work**

Workplace related stress is recognised by the School as a type of stress that may affect staff and that needs careful and sympathetic management. It is accepted that unmanaged stress can lead to adverse effects on the School as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with staff is encouraged, in order to prevent such situations or to reduce their effects. To this end the School has a well-being programme which includes review at staff meetings, a well-being suggestion box and a publicised contact for a 24-hour confidential counselling helpline. In addition, staff are encouraged to speak directly to the Head of HR about matters they may find stressful. If staff wish to speak about personal matters, causing them stress/anxiety members of the Chaplaincy Team are available.

Major changes in working practices or management structures can be stressful. Therefore, it is the policy of the School that, where appropriate, members of staff will be kept informed of any major changes as far in advance as possible, and that training will be made available as necessary.

Staff are encouraged to seek advice from management regarding any situation they feel is causing them undue stress. Such consultations will be treated without prejudice and in the strictest confidence.

**9 Waste disposal**

The School ensures that all waste produced will be disposed of in accordance with the requirements of the *Environmental Protection (Duty of Care) Act 1990* to a licensed waste disposal site via a registered carrier.

All food waste will be placed in polythene bags and sealed. Polythene bags will then be disposed of in designated bins. When appropriate food waste will be removed from site by licensed carriers to an anaerobic digestion plant for processing.

All sharp instruments, broken glassware and other sharp waste materials will be placed in special 'sharps' containers and labelled appropriately prior to collection by a specialist contractor.

All laboratory waste will be disposed of in the approved manner and chemicals will be disposed of in accordance with CLEAPSS recommendations and guidelines.

Any waste which may contain biological hazards will be disposed of separately, via a specialist contractor.

Any computer or screen equipment waste will be disposed of separately under the *Environment Agency Code No AA 4499* and in accordance with *The Waste, Electrical and Electronic Equipment Regulations (WEEE)*.

Any electrical waste, in particular fluorescent tubes and lamps will be disposed of separately via a registered carrier and in accordance with WEEE (*The Waste, Electrical and Electronic Equipment Regulations*).

All enquiries regarding waste disposal should be addressed to the Estate Manager.

## **10 Environment**

Any alterations to buildings and refurbishment work will be carried out with due consideration to the health, safety and welfare of pupils and staff being the main priority.

Any defects in buildings which are discovered should be reported to the Estates Team via the online reporting system, or for urgent issues by phone or email. It is the responsibility of members of staff to ensure that no injuries are caused by the defect (e.g. not to allow students near a broken window).

Students are not allowed to enter the kitchens controlled by the catering contractor. Staff may enter only with the permission of the Catering Manager or Head Chef.

Safety precautions in high-risk areas within the School such as: the laboratories, design technology, art and drama departments are the responsibility of the respective Head of Department in consultation with the Deputy Head of Operations and H&S Officer. The Director of Sport is responsible for ensuring that all lessons in the Fitness Suite, Sports Hall, Sports Fields, Athletics Track, Tennis Courts and Swimming Pool follow appropriate safety procedures.

## **11 DSE**

*Health & Safety (Display Screen Equipment) Regulations 1992* are available from the Deputy Head of Operations and H&S Officer.

Staff regularly using DSE equipment must undertake a self-assessment of their workstation. The evaluation of the self-assessments by the Deputy Head of Operations and H&S Officer will allow appropriate action to be taken.

Recommendations from the HSE to reduce the risk from the use of the mouse are as follows:

- Position the mouse within easy reach so it can be used with a straight wrist
- Sit upright and close to the desk so that the mouse arm is not outstretched
- Move the keyboard away if it is not being used
- Support the forearm on the desk whilst using the mouse
- Do not grip the mouse too tightly
- Rest the fingers on the buttons and do not press too hard

Some additional measures that research recommends:

- Adjust the sensitivity of the mouse to reduce, as far as the user feels able, the amount of movement required

- Regularly clean the mouse to ensure reliable movement – they get clogged up quite quickly and require additional effort to operate
- If appropriate, use a mouse mat made of soft foam material – as opposed to harder plastic mats

## **12 Electricity at work**

It is strictly forbidden for work to be conducted on live mains electrical circuits by members of staff or students within the School.

Electrical work on mains circuits will only be carried out by qualified persons.

Electrical equipment will be maintained in good order and subjected to regular inspection and testing.

A record of all electrical tests and inspections will be kept by the Estate Manager.

If any item of electrical equipment fails to function properly the user shall report the fact to the Estate Manager without delay.

Under no circumstances should unauthorised members of staff attempt to repair or fix electrical equipment

## **13 School minibus fleet**

The *Health & Safety Policy* in respect of the use of the School's minibus fleet is subject to regulations, which are published in the *School Minibus Policy* and reviewed and amended as required.

## **14 School trips**

The *Health & Safety Policy* regarding organised expeditions is subject to the *Educational Visits Policy*, which is published separately.

## **15 Medicines**

The *Health & Safety Policy* regarding medicines is subject to the *Medical and First Aid Policy*, which is published separately.

## **16 Alcohol & drugs**

The *Health & Safety Policy* regarding drugs and alcohol is subject to the *Smoking, Alcohol & Drugs Policy* in the *Employment Manual*, which is published separately.

## **17 Guarding machinery**

All machinery will be guarded according to the standards required under the *Health & Safety at Work etc Act 1974*. The *Provision and Use of Work Equipment Regulations 1998 BS5304* should also be considered, 1988 for older machinery and BS EN 194:1992 for all new machinery. Machinery will be inspected and tested in line with manufacturers' instructions.

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

The School will take all necessary steps to comply with *COSHH Regulations 1999*.

It is recognised that substances to which the regulations apply are used in the teaching of science, the teaching of art, technology and by maintenance, domestic cleaning, kitchen and grounds staff.

The Estate Manager, Operations Manager, Catering Manager and the relevant Head of Department will keep a record of data sheets and risk assessments for each substance.

The School will provide information and training through the external consultant so that appropriate staff understand the COSHH Regulations.

Contractors are required to carry out their own COSHH assessments.

## **19 Portable Appliances Testing (PAT)**

The School will inspect and test all appliances, apparatus and equipment in accordance with the provisions of the *Electricity at Work Regulations 1989*. Generally, portable electrical appliances are tested annually on an on-going basis apart from IT computers and equipment, which are tested on a 3-year cycle.

Heads of Department/ Heads of Division will be responsible for taking damaged appliances to the Estates Team for repair.

The annual inspection of appliances will be the responsibility of the Estate Manager who will ensure inspections are carried out by a suitably competent person.

## **20 Use of electrical equipment**

If electrical equipment is brought into School from home, the appliance must be 'PAT' tested prior to use in School. This applies to boarders bringing electrical equipment into boarding houses. It is the responsibility of the Head of Boarding of each house to ensure all such equipment is tested before use.

It is the responsibility of staff who use electrical equipment, e.g. music systems, heaters, laptops, to turn off at the socket after use.

Computers in the IT suites have an automatic shut-down system which operates at the end of each day. With regard to other computers, it is the responsibility of the last user to shut down at the end of each day and turn off the switch when it is reasonably practical to do so.

## **14 Working at height regulations**

The *Work at Height Regulations* require duty holders (those who schedule work at height) to ensure:

- all work at height is properly planned and organised
- those involved in work at height are trained and competent

- the risks from work at height are assessed and appropriate work equipment is selected and used
- the risks from fragile surfaces are properly controlled
- the equipment for work at height is properly inspected and maintained

While the regulations do not prohibit the use of ladders, they are likely to severely limit their use and should only be used if a risk assessment shows the risk to be low and

- (a) The duration of use is short; or
- (b) Existing features on site cannot be altered.

<b>21 How to work safely with ICT</b>
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Computers and peripherals such as printers are electrical equipment, so there are some general points to consider:

- ensure that all electrical installations are carried out by a qualified electrician
- all equipment must be of a reliable standard and should be visually checked before use and PAT checked at the required frequency
- ensure that no cabling is trailing on the floor
- ensure that seating is suitable for the size of students using it
- ensure that benching is sturdy enough to withstand the weight of the hardware and additional equipment stored on it
- follow health and safety guidance regarding the height, position and distance of monitors and keyboards from students when working
- if you are using a projector, make sure that all leads are safely located, and that students do not walk around the back of working areas which have cables
- if you are using an interactive whiteboard, ensure that all students can reach it without standing on anything
- if using data projectors or interactive whiteboards, ensure that students never look directly into the beam of the projector. If presenting to the class and entering the beam, students should not look towards the audience for more than a few seconds, and ideally should always keep their backs to the beam.
- Students should be supervised at all times during the operation of data projectors or interactive whiteboards

### **21.1 Working safely in the ICT suite**

- Fire exits must be kept clear at all times; do not allow them to be blocked by equipment or students' bags
- if students are going to be seated for extended periods, ensure that good quality seating is provided which supports the back
- Seating should be height adjustable so that monitors and keyboards are correctly positioned and students do not have to look up or down at the monitor for prolonged periods
- Check to see if there is too much reflected light on monitor screens, making it difficult for students to see
- Ensure that students can see displays adequately
- Make sure that students have room to make notes or use textbooks alongside the computer

## **22 Contractors, Trades People, Hirers and others**

The Estate, Projects and Communications & Events teams will ensure that hirers, contractors and others who use the School premises follow all statutory and advisory safety requirements.

When the School premises are hired, the person in charge of the event will be responsible for safe practices as set out in the School's *Health & Safety Policy*. Without prior consent of the Deputy Head of Operations and H&S Officer, the hirer must not introduce equipment, alter fixed installations or create hazards for persons using the premises or the staff or students of the School.

Contractors who work on the School premises are required to ensure their employees follow the provisions of the *Health & Safety at Work etc Act 1974*. Contractors are required to comply with the Standards for Contractors issued by New Hall School Estates Department.

Where the contractor creates hazardous conditions and fails to eliminate them or to make them safe, the Estate Manager, or Deputy Head of Operations and H&S Officer, will take action to ensure the safety of persons in his/her care.

If requested, the contractor must submit to the Estate Manager and Deputy Head of Operations and H&S Officer a copy of the company's *Health & Safety Policy*, and any relevant risk assessments.

Permission must be sought from the Deputy Head of Operations and H&S Officer to undertake any work, which may cause disruption to the teaching of students.

When the School premises are used out of normal School hours for a school activity, the organiser of the activity will be treated as a hirer and must comply with the School's *Health & Safety Policy*.

The appropriate level of DBS check will be required as advised by the HR Department.

## **23 Construction, Design and Management 2015**

The School will ensure all work is carried out according to current health and safety legislation.

The *Construction (Design and Management) Regulations 2015 (CDM)* apply to most building, civil engineering, mechanical engineering and construction work on the School site.

The School, or its officially designated agent, will ensure that the Health & Safety Executive is notified in writing of all instances involving building work of longer than 30 days and with 20 workers employed simultaneously at any point in the project or 500 person /days of actual work, and all instances involving demolition.

The School, as a client under CDM Regulations 2015, is responsible for:

- ensuring that all Principal Designers, Principal Contractors and other appointees are competent and adequately resourced
- ensuring that there are suitable management arrangements in place
- allowing sufficient time and resources for all stages
- providing pre-construction information to principal designers and principal contractors

- appointing a Principal Designer and Principal Contractor
- ensuring construction does not start unless there are suitable welfare facilities and a construction stage plan in place
- providing information relating to the Health and Safety File to the Principal Designer
- through the Principal Designer and Principal Contractor provide access to the Health and Safety File

## **24 Welfare Facilities**

- Toilet and washing facilities are located around the School
- Smoking or vaping is not permitted anywhere within the School site (Appendix 9)
- Meals are provided free of charge to staff during term-time
- Drinking water is available from various locations around the School

## **25 Infectious Diseases and Hygiene**

The School will ensure that:

- the risk of infection is minimised by the encouragement of good standards in personal hygiene (see *Catering and Nutrition Policy*)
- food preparation will be carried out in accordance with legal requirements and guidelines
- School premises will be kept clean and tidy, and areas of potential health risk will be checked regularly and kept in good order
- staff must wear disposable gloves when dealing with injuries/accidents involving blood or bodily secretions
- the School will comply with all legal requirements regarding the notification of infectious or dangerous diseases under RIDDOR

**1 Using the Fitness Suite at New Hall School**

All students and staff must have undertaken a medical check, an induction programme and to have signed a PAR-Q form before using the Fitness Suite and any weight or cardiovascular machine. All staff and students must follow the Fitness Suite arrangements, procedures and risk assessment as laid down in the *Normal Operating Procedures* (NOPs) (please refer to a copy of the NOPs) available from the Sports Administrator, Deputy Head of Operations and H&S Officer, or Estate Administrator.

## PREGNANCY HEALTH & SAFETY CHECKLIST

The workplace can present extra hazards to pregnant women, so use this checklist to help you identify them. It is divided into four sections, which look at physical and mental job demands as well as working conditions.

<b>1. Physical job demands</b>	<b>Y</b>	<b>N</b>
<p>Does the work involve:</p> <ul style="list-style-type: none"> <li>- lifting or pushing of heavy objects, e.g. lifting boxes?</li> <li>- standing or squatting for long periods?</li> <li>- a lot of walking?</li> <li>- working at height or climbing steep steps?</li> <li>- the need to access areas with limited space, e.g. store rooms?</li> </ul> <p>Will any tasks become more hazardous to the worker's changing shape and size?</p> <p>Does the role involve shift work?</p> <p>If so, does it involve working at night or into the night?</p>		
<b>2. Mental job demands</b>	<b>Y</b>	<b>N</b>
<p>Does the job involve meeting challenging deadlines?</p> <p>Does the role involve rapidly changing priorities and demands?</p> <p>Does the role require a high degree of concentration?</p>		
<b>3. Working conditions - general</b>	<b>Y</b>	<b>N</b>
<p>Does the work involve lone working in remote locations?</p> <p>Does the role involve any home working?</p> <p>Are toilet facilities easily accessible to a pregnant worker?</p> <p>Is the worker able to take toilet breaks when necessary?</p> <p>Can the worker take rest breaks when needed?</p> <p>Can the worker control the pace of her work?</p> <p>Are there any risks of violence at work?</p> <p>Does any part of the job involve dealing with members of the public?</p> <p>If so, does it involve dealing with distressed or disturbed people?</p>		

<p>Does the role involve:</p> <ul style="list-style-type: none"> <li>- contact with young children or sick people?</li> <li>- unpredictable working hours?</li> <li>- dealing with emergencies?</li> </ul> <p>Are there any obstacles in corridors or offices that could cause problems for pregnant women, e.g. in the event of a fire evacuation?</p> <p>Is there any other form of indoor air pollution, e.g. diesel fumes?</p> <p>Is the temperature in her working environment reasonable?</p> <p>Is there enough room for the worker to get in and out of her workstation?</p> <p>Will there be enough room as the pregnancy develops?</p> <p>Does the worker have an adjustable seat, e.g. with a backrest?</p>		
<b>4. Specific Hazards</b>	<b>Y</b>	<b>N</b>
<p>Does any part of the job involve the use of chemicals?</p> <p>If so, are there any risks to the worker whilst she is pregnant or nursing?</p> <p>Is there any exposure to vibration, e.g. through the use of hand tools?</p> <p>Does the worker need to wear personal protective clothing?</p> <p>If so, will this present a problem as the pregnancy develops?</p> <p>Does any part of the job involve the use of radioactive materials?</p>		

This checklist has been completed to the best of my knowledge.

Signed ..... Date .....

*Note: This checklist is to be retained to file for at least 3 years.*

The *Expectant Mothers' risk assessment* should be completed and can be found on the K drive:  
 K:\Health & Safety (Staff)\Forms

**SMOKE FREE POLICY****1 Purpose**

This policy has been developed to protect all staff, students, contractors and visitors from exposure to second-hand smoke and to assist compliance with the *Health Act 2006*.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

**2 Policy**

It is illegal to smoke in all enclosed work places in England, as a consequence of the Health Act 2006. It is therefore the policy of New Hall School that all our workplaces are smoke free, and all staff have a right to work in a smoke free environment. Smoking is therefore prohibited anywhere on the School site: this includes within the grounds and around the area of the entrance and exit barriers. Although the use of electronic cigarettes in enclosed workplaces and public places is not banned by law in the UK, they are prohibited anywhere on the School campus. This policy applies to all staff, students, contractors and visitors.

**3 Implementation**

Overall responsibility for policy implementation and review rests with the Estate Manager and H&S Officer. However, all staff are obliged to adhere to, and support the implementation of the policy. The Estate Manager and H&S Officer shall inform all existing staff, and contractors of the policy and their role in the implementation and monitoring of the policy.

Appropriate 'no-smoking' signs are clearly displayed at the entrances to, and within the premises and in all School vehicles.

**4 Non-Compliance**

Disciplinary procedures or other actions will be taken if any member of staff, student, contractor or visitor does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

**5 Help to Stop Smoking**

The NHS offers a range of free services to help smokers give up. Contact the NHS Smoking Helpline on 0300 123 1044 for details or visit [nhs.uk/smokefree/help-and-advice/support](https://www.nhs.uk/smokefree/help-and-advice/support).

## IOSH Trained staff

<b>Name</b>	<b>Title</b>	<b>Year completed</b>
Mr Matthew Gray	Deputy Head of Operations and H&S Officer	2024
Mrs Katherine Jeffrey	Principal	2019
Mrs Lynne Baines	Nursery Manager	2023
Mr Andrew Fardell	Deputy Principal	2024
Mrs Suzanna Minnis	Assistant Principal	2024
Mrs Elizabeth Murphy	Executive Assistant	2019
Dr Paul Tiffen	Vice Principal	2019
Mr Julius Sidwell	Teacher of Geography	2019
Mr Lee Childs	Estate Manager	2018
Mr Stuart Bailey	Estate Supervisor	2018
Mrs Mel Gleeson	Head of Operations	2024
Ms Rachel Tagoe	Head of Pre-Preparatory Division	2024
Mrs Samantha Twomey	Head of Preparatory Division	2022
Mrs Alison Hilder	Director of Learning, Teaching & Head of Early Years	2022
Miss Maria Webster	Head of Theology	2022
Dr Stephanie Foster	Deputy Head of Sixth Form	2022