# Beachborough School

# Health and Safety at Work Policy

(BeachPol/003)

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Policy Lead: Bursar

Approved by: H&S Committee, Full Governing Body

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**Introduction**

The Trustees of Beachborough School Trust recognise that under the Health and Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable the health, safety and welfare of all employees and pupils of Beachborough School. They also recognise the duties required by the Act towards the public, contractors and any other visitors to its premises.

This Health and Safety Policy Statement has been designed to comply with the Statutory Obligations placed upon the Beachborough School Trust Ltd as an Employer under the Health and Safety at Work Act 1974, section 2 (3) whilst reflecting what is actually done at the school. Reference is also made to the non-statutory advice in the DoE Health and Safety Advice on Legal Duties and Powers (2014) when considering how health and safety is managed within the school.

Failure to comply with the duties outlined in the specific regulations can lead to Prohibition or Improvement Notices. Consequences of failing to comply with regulatory requirements could lead to the prosecution of the School, individual Governors, managers or employees with substantial fines for certain offences and even imprisonment.

## Part 1: Beachborough School, Health and Safety Policy Statement

**Background**
The Health and Safety at Work Act 1974 places a duty of care on all employers in respect of health and safety and welfare of their employees. It is our policy to carry out our activities in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees of Beachborough School and all people likely to be affected by their activities, including pupils, contractors and sub-contractors, members of the public and any other person visiting the site.

**Responsibility**
Overall responsibility lies with the Governing Body. The Governors will take all reasonable steps to reduce hazards to a minimum. Staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on school premises or while taking part in school-directed activities.

A member of the Governing Body, Crystal Danbury, has specific responsibility for the overview of health and safety matters, and chairs the Health and Safety Committee, which meets at least once a term. Day to day management responsibility for health and safety is delegated to the Head. The aim of the school is to ensure that the health and safety is treated as a collective responsibility, and is committed in ensuring that health and safety is embedded in all activities undertaken by the School.

**Policy**
The Governing Body, via the leadership of the Head, will ensure that they take all such steps as are reasonably practicable to:

- provide a safe place for employees and pupils to work and conditions, which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory and guidance together with safe means of entry and exit and to protect all employees, pupils and visitors in so far as they come into contact with foreseeable hazards;
- provide and maintain a safe and healthy working environment for all employees and pupils with adequate facilities and arrangements for their welfare;
- provide supervision, training and instruction so that all employees and pupils can perform their work activities in a healthy and safe manner. All employees will be offered the opportunity to training which is appropriate to their duties and responsibilities;
- develop safety awareness amongst all employees and pupils and as a result of this create individual responsibility for health and safety at all levels;
- provide a safe environment for all visitors and users of the School's premises bearing in mind that such visitors may not necessarily be familiar with certain aspects of the School's activities;

- ensure safe arrangements for the handling, storage and transport of articles and substances, necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- arrange and review systems of risk assessment to allow the prompt identifications of potential hazards;
- collate accident and incident information and when necessary, carry out investigations;
- ensure that any defects in the premises, its plant, equipment or facilities that relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- review annually the details of this Policy and to keep it in line with changes in current legislation.

**Duty of Staff**

Employees must look after their own health and safety and ensure that they do not endanger others. They must also co-operate with the employer to assist in meeting the statutory requirements. No person must recklessly or willfully interfere with anything provided for health and safety reasons.

All staff members have a duty to:

- Take reasonable steps to ensure their own health and safety and that of others who may be affected by their acts or omissions at work
- Respect procedures and instructions given for the purpose of health and safety; and
- Report any concerns or breaches of the health and safety policy to their line manager, Bursar or Head.

This policy is reviewed and updated annually, which is managed via the H&S Committee. Where a gap in the knowledge of the staff is identified, training is provided to some or all staff by the School's H&S Consultant.

Signed

Head _____ Chair of Governors _____

Date _____ Date _____

## Part 2: Organisation for Health and Safety – roles and responsibility

The Health and Safety at Work Act 1974 and regulations made under the Act stipulate that the employer is responsible for health and safety, though tasks may be delegated. The Board of Governors have delegated the day to day management of Health and Safety at Beachborough School to the Head. All other employees who are in any way responsible for the school's activities must take account of safety, health and welfare at all times.

Suitably trained and competent staff will be retained by School to provide the necessary health and safety advice. Where appropriate independent consultants will be used to provide this advice.

In order to minimise confusion in respect of individuals or groups with regards to the Health and Safety policy it is necessary to clearly identify those individuals and clarify their specific responsibilities.

## Persons responsible for Health and Safety

**The Board of Governors**

The Governors of Beachborough School accept their duties and are committed to promoting standards of health, safety and welfare throughout the school. They will periodically assess the effectiveness of this policy and ensure any necessary changes are made. They will make themselves familiar with the requirements of the above mentioned Act and any Regulations relevant to the work of the school. Health and safety is considered a responsibility at least equal in importance to that of any other function in the school. The Governors will set an example by their own behaviour and involvement in health and safety matters.

Health and Safety law requires the employer to assess the risks of health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. However, when a risk assessment is required, the School's standard template is available**.** For further information, please refer to Beachborough's Risk Assessment Policy (Beach-009).

The Board of Governors will ensure sufficient funds are allocated to allow the school to meet their legal obligations and meet the H&S training needs of the staff. They will ensure that any employees failing to satisfactorily discharge their responsibilities for health and safety are dealt with in an appropriate manner.

**The Health and Safety Committee**

The Health and Safety Committee meets once a term and reports directly to the Board of Governors. The Committee is chaired by a Governor, Crystal Danbury, who has specific responsibility for the overview of health and safety matter. The Health and Safety Committee will be responsible for co-ordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-

operation between the management and employees. The role and responsibility of the H&S Committee and its members are detailed in BeachPol/001 and BeachPol/002.

**Health and Safety Consultant**

The school uses the services of a Health and Safety Consultant, Mr David Gask, to assist in the management of the process. His responsibilities include:

- Advising the school on the preparation, implementation and review of all matters relating to Health and safety.
- Assisting the Heads of Department to create risk assessments for departments and general areas of the school for activities which pose a significant risk to employees, visitors and contractors on site.
- Assisting the school in creating Fire Risk Assessments and Fire Plans for their department
- Liaising with all employees to assists / create health and safety documents, systems and procedures
- Deliverance of Health and safety training where appropriate
- Assisting the school in any dealings with the HSE or any other legislative body.
- Providing advice on legal requirements / school compliance regarding health and safety.
- Ensuring the school is aware of proposed changes to legislation and their potential impact on the school.

**The Bursar**

The responsibility for all day to day school safety organisation and activity rests with the Bursar, who shall:

- Be the focal point for day to day references on safety and give advice or indicate sources of advice.
- Co-ordinate the implementation of the approved safety procedures in the school.
- Maintain contact with outside agencies able to offer expert advice.
- Report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery etc she considers to be unsafe until satisfied as to their safety.
- Make recommendations to the Board of Governors for additions or improvement to plant, tools, equipment, machinery etc which are dangerous or potentially so.
- Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations.
- Ensure adequate provision of First Aid in the school (as detailed in the separate First Aid policy (BeachPol/005).
- Reporting of Injuries, Disease and Dangerous occurrences (RIDDOR) related injuries to the Health and Safety Executive on behalf of the school.
- Ensure appropriate fire drills and fire testing are carried out in line with requirements.
- Review regularly the dissemination of safety information concerning the school.
- Recommend necessary changes and improvements in welfare facilities.
- The Bursar is supported by the Estates Coordinator and Maintenance Manager in the execution of these duties.

**Managers / Heads of Department**

- Ensuring that all their team understand their health and safety obligations.
- Ensuring that accidents are reported in a timely manner.
- Ensuring that risk assessments are carried out and in place for their areas of responsibility, with evidence (signatures) that the relevant staff have read and received them (involving the Health and Safety Consultant / Bursar where necessary).
- Ensuring that staff in their charge, receive the relevant training for all aspects of their role including an induction at the start of their employment and regular refresher training.
- Maintaining and promoting good housekeeping and general site tidiness in all working areas.
- Ensuring that adequate consideration is given to health and safety aspects in the planning, implementation and control of operations, so that those operations will be carried out safely (involving the Health and Safety Consultant / Bursar / Estates Coordinator where necessary).

**All Employees**

The Health and Safety at Work Act 1974 states:

> "It shall be the duty of every employee while at work:
> (a) To take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
> (b) As regards any duty or requirement imposed on his employer or any other person or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with."

The Act also states:

> "No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

In order that the legal requirements are observed and responsibilities to pupils and other visitors to the school are carried out, ALL employees are expected:

- To know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied.
- To observe standards of dress consistent with safety and/or hygiene.
- To exercise good standards of housekeeping and cleanliness.
- To know and apply the emergency procedures in respect of fire and first aid.
- To use and not willfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others.
- To co-operate with other employees in promoting improved safety measures in their school.
- To co-operate with the appointed safety representative, Head, Bursar and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

**Special Obligations of Class Teachers**

The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room, or the splitting of a class for practical work; a teacher considers he/she cannot accept responsibility; he/she should discuss the matter with the Head or Bursar immediately before allowing the practical work to take place.

Class teachers are expected:

- To exercise effective supervision of the pupils and to know the emergency procedures of fire, evacuation of a building during an emergency and first aid and to carry them out.
- To know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- To give clear instructions and warning as often as necessary
- To follow safe working procedures personally. Giving due regard to Manual Handling and Working at Heights. Especially when arranging classroom displays.
- To call for protective clothing, guards, special safe working procedures etc where necessary.
- To make recommendations to their Head of Department or appointed safety representative eg. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially dangerous.

**Special Obligations of Houseparent and Residential Staff**

The safety of pupils at the end of the school day becomes the responsibility of the Houseparent, who is supported by the Deputy and Assistant Houseparent along with On-Call Residential Staff and other staff that are included in the boarding duty rota (available from the Houseparent).

All Residential Staff are expected:

- To have a general responsibility for the application of the Board of Governors safety policy.
- To establish and maintain safe working procedures, including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health.
- To assist and where possible resolve any health and safety problem any member of staff may refer to them and refer to the Houseparent any of these problems for which they cannot achieve a satisfactory solution with the resources available to them.
- To carry out a regular safety inspection of the activities for which they are responsible and to inspect the boarding house to ensure it is secure.
- Shall, where appropriate, seek the advice and guidance of the Houseparent, Head, Bursar or appointed safety representative. The Houseparent shall then propose to the Head requirements for safety equipment and on additions or improvements.

It is the responsibility of the Houseparent to ensure that once the pupils taking part in Boarding have finished breakfast and joined the rest of the school that the access doors to the Boarding House are locked on their combination locks and remain so until the end of the school day when the day pupils have gone home. At this time, it is the responsibility of the Houseparent to ensure that the Manor House is locked. Outside the school, adequate lighting is provided to ensure the safety of staff and pupils during hours of darkness. Any deficiencies should be reported to the Maintenance Manager, Estates Coordinator or Bursar straight away.

**The Pupil**

Pupils are expected:

- To exercise personal responsibility for the safety of self and. class-mates.
- To observe standards of dress consistent with safety and/or hygiene.
- To observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency.
- To use and not willfully misuse, neglect or interfere with things provided for his/her safety.

## Part 3. Arrangements for Health and Safety

### .1 Accident / Incident Reporting

The level of reporting required depends on the nature of the incident and the injury suffered.

**Serious incident (RIDDOR)**

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported:

- deaths;
- specified reportable injuries;
- over-7-day incapacitation of a worker – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- Accidents to members of the public or others who are not at work (such as puils, volunetters, parents, contractors, visitors to site if they involved work activity, they resilt in injury and the person is taken directly from the scene of an accident to hospital for treatment of that injury (examinations and diagnostic tests do not constitute 'treatment' in such circumstances); and
- specified occupational diseases
- specified dangerous occurrences – where something happens that does not result in an injury, but could have done.
- gas incidents

The reporting requirements can be found in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). All such injuries on site should be reported to the Bursar who will then arrange for appropriate notification to the Health and Safety Executive (HSE).

**Other incidents**

Accidents must be recorded in the school's HSE accident book where they result in a worker being away from work, or unable to do their normal work duties, for more than 3 consecutive days.

There will be other incidents on site that do not require the official reporting to the HSE, but that should be recorded for internal purposes and managing risk. These include any of the following:

- an accident that is the result of any School activity (including any involving contractors)
- an accident that occurs because of the way in which a School activity has been organised or managed
- an accident that is the result of the use of equipment, machinery or substances
- an accident that occurs because of the design or condition of the premises
- an accident that requires first aid where personal injury has been sustained
- any assault that requires first aid treatment
- any casualty that is referred to hospital or their local GP

All accidents, no matter how small, must be recorded and documented. This should be done via the medical room, where the relevant forms are held. If in doubt staff should assume that it must be reported. This also applies to near miss events that must be monitored as part of the School's health and safety management system. Appendix 1 contains the Incident/Near Miss report form, a copy of which can be obtained from the Bursar. The Bursar will determine whether an Accident Investigation Form should be completed and ultimately what action needs to be taken to avoid a recurrence of the situation.

**.2 Bullying and Harassment**

Beachborough has a stand alone policy for bullying, copies of which can be accessed from shared drive or via the HR Manager.

**.3 Safeguarding and Child Protection**

Beachborough has a stand alone policy for Safeguarding and Child protection, copies of which can be accessed on the shared drive or via the Designated Safeguarding Lead.

**.4 Contractors (Management of)**

The Caretaker, Maintenance Manager and Estates Coordinator are responsible for the management of contractors onsite. All contractors undertaking work on the School Site must abide by the School's health and safety rules. The management of contractors on site is outlined in the Safety Management Systems and Guidance Notes for Contractors. The necessary documents are held by the Site Manager and are issued to all contractors prior to starting work at the school. Any additional Manager who has issued tenders for hiring any contractor, or an external tradesman to be carried out on site, must also follow this guidance. Copies of all completed forms are kept in the Maintenance Managers office.

**.5 Contractors (Management of Asbestos)**

The School has produced an Asbestos Policy, an Asbestos Management Plan and an Asbestos Register. These documents outline how the School will manage asbestos on site. Copies are available from the Bursar and a hard copy can be found in the Maintenance Department.

All contractors working in areas where asbestos is present must be made aware of the Asbestos Register and the Asbestos Management Plan before they start any invasive work to the fabric of the building, or into underground pipework. This is the responsibility of the member of staff inducting or issuing the tenders for hiring the contractor. If the presence of asbestos is suspected at any time then the School's Asbestos Policy must be followed, and the relevant testing undertaken. No work should be started or continue on the area until the results are shared, and further action is agreed in accordance to the School's policy.

**.6 Contractors and visitors to Site**

On arrival on site, visitors should enter the site via the main drive and park in the school car park. All visitors should report to the front office, where they will be asked to sign in and be allocated a visitor's badge and red lanyard. The badge should remain on show for the duration of their stay. The Office should be informed in advance of expected visitor(s). Once the visitor(s) have signed in, the Office will contact the relevant member of staff to come and collect the visitor(s). This will prevent visitors wandering around on site without a member of staff and assist the School with good safeguarding practice. Visitors must be reminded of the above arrangements by the relevant member of staff when arranging appointments. Hosting staff should inform visitors of any health and safety issues, including the relevant welfare facilities for use on site, and draw their attention to the fire evacuation procedures. Contractors and visitor must be accompanied at all times when there are children on the premises. During the holiday periods when no children are on site, visitors do not need to be accompanied.

The control of contractor's document must be followed by all staff commissioning contractors/tradesmen on site. Any accidents which happen as a result of contracted work on site must be reported as soon as possible to the Maintenance Manager, Estates Coordinator or Bursar, who will undertake the relevant accident reporting and investigation procedures. It is the responsibility of the person who has authorised/employed the contractor to ensure that this takes place.

The site is very open and the School buildings and grounds/sports facilities, can be accessed by the

public with public footpaths running around and through the grounds. A Security risk assessment has been undertaken to ensure controls are in place to prevent unwanted site access. The school holds a separate staff policy to outline the requirements for site security. This will be updated to reflect Martyn's Law when the legislation comes into effect.

### .7 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) impose statutory duties upon employers and employees. To enable those statutory duties to be met Beachborough will take all reasonably practicable action, to safeguard the health of its employees and other persons who may be exposed through their work to substances hazardous to health.

Beachborough holds a standalone COSHH policy which outlines the regulatory requirements in full details and is available on the shared drive.

### .8 Defect Reporting Procedures

Any defective equipment must be taken out of use as soon as the default has been identified / suspected. The Maintenance Manager should be informed straight away so that the equipment can be checked.

### .9 Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002) apply to any employee habitually (for periods longer than half their working day) using any type of display screen equipment for a significant part of their normal week. This includes work done outside the office, including work undertaken at home. DSE assessments of the workstation must be undertaken, this should form part of new staff induction if they are office based. Assessment forms are available from the Bursar or Estates Co-Ordinator.

When new display screen equipment is being selected, due consideration will be given to the health and safety aspects of its design. DSE operators must adjust the workplace to suit their own needs before commencing work as follows:

- adjust the height and position of the chair
- ensure that lighting is adequate and appropriate, whilst using curtains or blinds to avoid screen reflections
- ensure that the display screen is clean and adjust brightness and sharpness of image as necessary
- position all equipment, such as keyboards, to avoid awkward posture or movements. Particular care should be taken to avoid repeated stretching movements.

Employees should consult the Bursar for advice concerning any problems which may arise with the use of DSE.

**Working with Laptop Computers**

Laptops should be compact and easy to carry. However, this results in design compromises, such as smaller keyboards and screens. This can make working positions less comfortable than a normal display screen in prolonged use. Using a portable computer should be avoided when full-sized equipment is available. However, when using a laptop:

- the user should sit comfortably
- the screen should be angled so it can be seen clearly with minimal reflections
- the user should take frequent breaks if work is prolonged
- the laptop should be placed on a firm surface at the right height for keying

**Eye and Eyesight Testing**

Under the Display Screen Equipment (DSE) Regulations, those employees classed as habitual users (over four hours per day) are entitled to request an eye test once a written DSE assessment has

taken place. Such eye tests only need to be provided by the employer at approximately two yearly intervals, or as otherwise determined by the optician. Where an employee wishes to undertake an eye test they should notify the Bursar who will issue a voucher for a VDU eye test.

**Costs of testing**
The full cost of eye test will be met by the School via the voucher scheme in place. Where an employee has arranged a test independently and without the knowledge of the School, even if the test is specifically related to display screen use, the School shall not be responsible for the costs incurred.

**Supply of glasses**
Where glasses or replacement lenses are required solely for DSE use, the voucher covers the cost of one complete pair of glasses (subject to the terms and conditions of the voucher scheme). The School will not contribute towards the cost of bifocal or varifocal lenses, or glasses needed for additional tasks such as reading or driving.

**Care and replacement of glasses and/or frames**
Employees are personally responsible for the safekeeping of glasses and/or frames and are expected to show the same degree of care as for any other item of School property. Where a change in an employee's vision is found following a VDU eye test, the employee can obtain a new pair of glasses as per above.

**.10 Electricity at Work**
The Electricity at Work Regulations 1989 require that precautions are taken to reduce the risk of death and injury from electricity in the workplace. Risk assessments for the use of electrical equipment must be carried out by the relevant department. Specific details and guidance for high risk activities should be outlined in the relevant Department Policy for example maintenance work on live electricity.

For general electrical equipment used by staff:

- All electrical systems should be constructed and maintained so as to prevent danger. No staff should work on electrical systems without being competent and qualified to the relevant standards (18th Edition applicable from 1st January 2019).
- All portable electrical equipment on site must be subject to regular testing. This equipment should display identification of inspection. Testing is arranged by the Bursary office, and usually happens during the Easter holiday. Staff will be informed in advance and asked to ensure that all electrical equipment is accessible.
- There must be suitable means of isolating or cutting the electricity supply off to any item of equipment.
- Double/triple adaptor plugs must not be used as they contribute to fire hazards.
- Drum extension cables must be fully unwound when in use. Users should ensure that this should not create a trip hazard in the area of use.
- Extension cables should not feed additional extension cables (daisy chains).
- Staff should visually check the equipment before use. If any issues are found, the equipment should be turned off, isolated from the power supply and the defect reported to the Line manager.

Guidance for the use of electrical equipment by specific departmental staff and contractors on site must be outlined in the contractor company policy and risk assessments.

**.11 Fire Policy and Risk assessment**

It is essential that all employees familiarise themselves fully, not only with the established escape route from their own areas, but also with the routes from the other areas. Evacuation signage is displayed around the school. The school has a fire Safety Policy in place which outline the action to be taken in case of emergency. This can be found on the shared drive or the Bursars office.

All employers must carry out a suitable and sufficient assessment of fire risks under the Regulatory Reform (Fire Safety) Order 2005 RR(FS)O 2005. The Health and Safety Consultant will carry out a fire risk assessment for each building on site on an annual basis, copies of which can be obtained from the Estates Coordinator or on shared drive.

**.12 First Aid and Medication**

In line with the Health and Safety (First Aid) Regulation 1981 (amended 2015) the School has undertaken a first aid risk assessment. This document outlines the requirement for first aid provision on the School site.

Staff must make themselves aware of who the Department first aider is, or how to contact a first aider in the area. The appointed person will monitor and replenish the first aid box located in their area. Further guidance is contained in the Beachborough First Aid policy; this also includes accident reporting procedures. A copy of the policy is available on shared drive or Bursars office.

**.13 Housekeeping, Cleaning and Waste Disposal**

Good housekeeping is a major control measure in the prevention and reduction of fire and slip, trip and fall hazards. Housekeeping operations take place throughout the site on a daily basis. This is organised and controlled by the Deputy Matron. Staff are responsible for keeping their own workspace/ departments tidy, and ensuring that unwanted items and rubbish is put into bins so that the Housekeeping staff can remove it.

Staff should not bring cleaning products in from home to use in the School to clean their work areas. Products are controlled and available from the Deputy Matron or Estates Coordinator on request.

Waste is collected in the site's bins which are emptied by an external contractor. If staff have large items for removal, assistance should be sought from the Caretaker or Estates Co-ordinator.

Clinical waste is removed from site by external contractors, this also includes nappies and 'sharps' used in the Medical Centre. All clinical waste must be disposed of through a registered Contractor; used first aid items which have been contaminated by body fluids must be placed in yellow hazard bags (available from Medical Centre) for disposal.

**.14 Lone Working and Personal Safety**

Lone working on site should be the exception, rather than the rule, particularly with high risk activities such as confined space work, and working at height. Due to the layout of the site and the buildings, at times staff may find themselves working in remote areas. Communication with others at this time is paramount. Members of the grounds team are issued with walkie talkies which they should keep with them at all times – this is especially important when working alone.

Staff must be involved with producing their own personal lone working risk assessments for the activities they are undertaking and be fully aware of the risks of lone working. This will ensure that all necessary control measures are in place and followed. Staff must make the Bursar aware of any lone working issues they encounter who will then consult with the Health and Safety Consultant for advice.

**.15 Maintenance/Inspection of Equipment**

Maintenance of all workplace equipment is required under the Provision of Work Equipment Regulations 1998 (PUWER). Heads of Department must ensure that checks are carried out on the relevant equipment. This may be a visual check each time the equipment is used, or formal inspections at designated time periods, by qualified competent persons. This can be arranged through the Maintenance Manager or Estates Coordinator. Communication between the Head of Department and the Maintenance Manager / Bursar must be made to ensure that there is no confusion as to responsibility and that service/maintenance is not missed. Where equipment is formally inspected records must be held for a period of five years by the relevant person as above.

**.16 Manual & People Handling**

The Manual Handling Operations Regulations 1992, as amended in 2002 apply to a wide range of manual handling activities such as pushing, pulling, lifting, lowering and carrying. Loads in the workplace may be inanimate such as a box, trolley, or animate such as a person or animal. The School has a duty under the Regulations to avoid, assess, and reduce these activities. Departmental risk assessments must be in place for manual handling activities and staff must be appropriately trained to undertake the tasks required of them.

**.17 Minibus**

The minibus risk assessment can be found on the shared drive or a copy obtained from the Estates Co-ordinator. Minibus safety inspections are carried in line with DVSA recommendations. Those wishing to book / drive the minibus must speak with the Estates Co-ordinator who will carry out the necessary checks.

**.18 Noise at Work**

The Noise at Work Regulations 2005 put the employer under a general duty to reduce the risk of hearing damage to the lowest level reasonably practicable.

Lower Exposure action: Daily or weekly exposure of **80 dB(A)**
Upper exposure action: Daily or weekly exposure of **85 dB(A)**

Generally the sensitivity of hearing deteriorates with age. Loud noise can damage your hearing and possibly induce hearing loss, the degree of which depends on a number of factors including:

- overall intensity of noise
- duration of exposure
- individual susceptibility

Normally the first sign of damage is a temporary dullness of hearing. This may be accompanied by a ringing in the ears, known as tinnitus. This normally passes after exposure ceases. However, if exposure is repeated before recovery is complete, some degree of permanent damage may set in. Sometimes peak pressure and sound waves from impact noise may be so great that there is a risk of instantaneous damage.

A risk assessment must be carried out where it is felt that noise is excessive. Any staff should raise a concern with the Bursar or Estates Coordinator, who will arrange for the Health and Safety Consultant to test the area and produce a risk assessment - the result of which will be shared with the employee.

Where exposure is at 85 dB or above, the issuing and wearing of ear protection is mandatory for all people including visitors in those areas, the School should look for active ways to manage down the noise levels.

It should be noted that there is no cure for permanent hearing loss.

**.19 Off site and Educational Visits**

The School's legal 'Duty of Care' still operates when pupils are taken off site to partake in any activity such as field trips, day visits and sporting fixtures. Whilst pupils can derive a good deal of educational benefit from taking part in visits with the School, particularly as they have the opportunity to undergo experiences not available in the classroom, it is essential that visits leaders demonstrate a high level of safety awareness, so that such visits take place without incident.

School trips must be organised and booked with the agreement of either the Head teacher, Deputy Head, Head of Boardman or Head of Manor House to ensure that all the requirements are in place before the activity commences. Trips from the School include those outside the United Kingdom, where stringent planning and arrangements must be in place.

All off site activities must be risk assessed by the member of staff taking the trip. This follows the School's procedures which are outlined in the risk assessment policy. Generic risk assessments can be used by staff who are responsible and lead regular visits to the same place, however, one copy must be signed and dated at the start of that activity and reviewed annually if the same trip/activity continues to takes place. Generic risk assessments should still be added to, if there are any changes during the course of the visit.

Risk assessments for UK trips must be checked and approved by the Head of Boardman or Manor House. Risk assessments for high risk trips or outside of the United Kingdom will specifically require sign off by the Head, Deputy Head and Bursar.

Before carrying out an Educational Visit or Residential Trip staff should familiarize themselves with the separate policy for Educational Visits and Residential Trips. A checklist and guidelines are also included in the Staff handbook.

Staff need to also consider their duties under health and safety law when planning trips abroad. Staff should be aware that any injury to or death of a member of staff or a child outside Great Britain may be subject to the law of the land in which the injury/death occurred.

Furthermore, the school could still be liable under civil law for injuries to children that happen abroad as a result of negligence on the part of the school or its staff.

**3.20. Outdoor adventure activities using licensed providers**

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, Staff must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. 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. All such plans must have the approval of the Head prior to any booking being made.

**3.21 Pandemic and epidemics.**
A pandemic occurs when epidemics are growing in multiple countries and continents at the same time. An epidemic is an outbreak that has grown out of control, but is limited to just one country or location.

When a pandemic or local epidemic is announced the school will consider the likely effects, including any health and safety effects, that this will have on the operation of the school and the possible impact on the school community – and how they can best manage this.

When implementing any pandemic plan, the school will take into account any guidance issued by the Government, DfE, Health and Safety Executive, Local Authority and any other reputable source.

The health and safety of our school community will remain the primary focus of any such plan. An appropriate risk assessment will be in place, and will be updated regularly to reflect the changing circumstances.

**3.22. Personal Protective Equipment (PPE)**
The Personal Protective Equipment at Work Regulations 1992 state that every employer shall ensure that suitable personal protective equipment is provided to employees who may be exposed to a risk to their health or safety while at work, except where and to the extent that such a risk had been adequately controlled by other means which are equally or more effective. When the departmental risk assessment and/or safe systems of work require personal protection, only clothing and equipment which affords the desired level of protection and requirements of the current British Standards is to be made available. This may include:

- eye protection - goggles, face guards, shields (prescription safety glasses)
- protective footwear -boots or shoes with toe/sole full foot protection
- hand protection -gloves
- ear protection - ear plugs, ear defenders
- head protection - hard hats, bump caps, hair nets
- protective clothing - overalls, insulating clothing, high visibility clothes

This list is not exhaustive. Where PPE has been provided it should be looked after by the member of staff to whom it is issued and replaced in accordance with the manufacturer's guidance, when damaged or lost. The employee's responsibility is to ensure that the equipment supplied is not damaged or lost on purpose, and any defects or damage to the equipment is reported to their line manager immediately.

**3.23. Rivers, Ponds and Wetlands**
The River Ouse runs through the school grounds and the school also has a wetlands area used which is utilised within the curriculum and also hosts educational visits. Where the river or wetlands are used for educational or recreational purpose, the relevant Departments will undertake suitable and sufficient risk assessments outlining the required control measures. The immediate hazards to pupils, staff and visitors from the water are drowning/death and illness due to pollution. Without staff supervision the wetlands are out of bounds to pupils. Gates surrounding the wetlands should be kept closed at all times the area is not used, as indicated on the signage.

**3.24. Risk Assessments**
Undertaking risk assessments is a requirement under the Management of Health and Safety at Work Regulations 1999. This requires the School to assess the risks to the health and safety of workers and any others who may be affected by the work carried out for the purpose of identifying measures needed to be taken to comply with other legislation. Carrying out these assessments will help to

identify all the protective and preventive measures that must be taken to comply with the Regulations.

Copies of activity risk assessments should be dated and signed by the assessor and the responsible person(s) undertaking the tasks. These should be held in the area of work with copies held by the Head of Boardman or head of manor House, allowing them to be available for inspection by the HSE, Governing Body and the outside inspectorates as required. They will also be internally audited by the School's Health and Safety Consultant on a periodic basis.

Risk assessments should be reviewed and revised by the owner:

- Annually or sooner if required.
- When there is reason to suspect the assessment is no longer valid. This may become apparent through accidents, safety complaints, ill-health trends, or the employer may become aware that a relevant piece of legislation has fallen out of date.
- When there has been a significant change in the matters to which the assessment relates (such as the introduction of new work equipment, changes in management personnel, new markets or applications for the School's products, cutbacks in training etc)

All significant findings should be recorded and brought to the attention of relevant personnel, with signatures provided as evidence that the information has been read and received by those undertaking the tasks.

Specific risk assessments, which the School should have in place under current regulations are:

- Fire Risk Assessment
- Young workers employed by the School/work experience
- New and Expectant Mothers
- Control of Substances Hazardous to Health
- Lone Working
- Asbestos Control
- Legionella Control

Training will be provided to staff on a regular basis to ensure that they are familiar with writing and understanding risk assessments.

**3.25 Smoking and Vaping on Site**

The school operates a site wide non-smoking policy, and no form of smoking or vaping is permitted anywhere on site. Visitors and staff wishing to smoke or vape will need to leave the site to do so. Visitors, contractors and the public attending corporate events must be reminded of the School's no smoking policy by the relevant departments or the host of such events.

**3.26 Training and Development related to Health and Safety**

Section 2 of the Health and Safety at Work Act 1974 imposes a general duty on the School to provide as much information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of the employees

- as part of their induction training
- on being exposed to new or increased risks because they are being transferred or given a change of responsibility
- on the introduction of new work equipment or work procedure
- on the introduction of new technology

General training on H&S will be provided at INSET on an annual basis. All members of staff are expected to attend and a register will be kept of attendees. Staff who cannot attend the INSET training will be identified and catch up training will be organised (this may take the form of on-line training).The current qualifications must be reviewed to ensure that the employee is still qualified (e.g. First Aid) as outlined by the certificating body.

**Induction Procedure**
An induction procedure is in place for all new employees, which starts on their first day of work. The induction programme covers safeguarding and health and safety. Other aspects of the new employee's work should be shown to them, including any departmental policies, rest areas and other welfares facilities.

**Specific Training**
No employee will carry out tasks for which they have not received adequate training, and must be 'competent' to undertake the task. In particular training must cover asbestos awareness, manual handling, the operation of dangerous machinery, mechanical or electrical maintenance of equipment or machinery, and department/ health and safety policies and risk assessments that are in place. All training will be recorded by the school administrative department on a central database and copies of certification will be kept in the employees HR file.

**Refresher Training**
The school recognises that an employee's competence may decline if skills are not used regularly. Training, therefore, needs to be repeated periodically to ensure continued competence. Information from personal performance monitoring, health and safety checks, accident investigations and near-miss incidents can help establish a suitable period for re-training. All refresher training will be recorded by the school administrative department on a central database and copies of certification will be kept in the employees HR file.

**3.27 Vehicle Movement on Site**
Vehicle movement will occur on the site on a daily basis. This will include staff working in School owned vehicles (vans, lorries, minibuses etc) and their own private cars. Staff using cars on site should observe current speed and parking restrictions, and drive and park with consideration for others while on site. Contractors will also be using a wide range of vehicles ranging from vans, trucks, cranes and diggers from time to time; these must all be covered in the contractor's risk assessment regarding their movement on site.

Vehicle movement is generally restricted to the roads and car parks. At times it may be necessary for vehicle to access areas of the site via other points i.e. across the front lawn, parking on the bottom playing fields. Prior agreement must be obtained from the Maintenance Manager / Estates Coordinator must be obtained. If children are present, there must be sufficient members of staff present to supervise.

**Driving**
All employees are required to have a full driving licence with the appropriate entitlements in order to drive in any School or hire vehicle on behalf of the School. The school will carry out an annual driving licence information check with the DVLA for all employee who wish to drive a School vehicle. It is the responsibility of the member of staff to notify the School if any of their personal details on the licence have changed. Employees must observe and obey all current traffic laws including the use of seat belts while driving on School business.

**Accidents whilst driving on school business / in a school vehicle**
It is mandatory for any driver involved in an accident while driving as part of their job role to report the accident to the Bursar. If the accident occurs on a road, the driver must immediately stop and

report any damage caused to property (including other vehicles or property on or immediately adjacent to the road) or to certain animals (including dogs, horses and sheep but not cats) or to persons (passengers, pedestrians, other drivers), to any person having reasonable grounds for requiring the information. If this cannot be done, then the police must be informed as soon as possible and, in any case, within 24 hours. Failure to stop or report an accident which occurred on a public highway is a criminal offence.

**Minibuses**
The School has not only a moral but also a legal responsibility to ensure that all School minibuses provide a safe method and quality of transportation. Passengers are entitled to assume that the vehicle in which they are travelling is fit for that purpose. To meet this requirement, the school minibus undergoes a safety inspection in line with DVSA recommendations, which is carried out by an independent contractor. Current road laws will apply to the vehicle and driver whilst driven on the public highways. The School has a policy for the use of minibuses which is available to all staff. Staff using a School minibus are required to read this policy. It is the responsibility of Heads of Department to ensure that the relevant staff have done so.

**3.28 Water Hygiene – Control of Legionella**
Under the Health & Safety at Work Act (1974) and the Control of Substances Hazardous to Health Regulation (2002) the School has a duty to consider risk from legionella bacteria which may affect staff, pupils and members of the public on site, through the hot/cold water services and systems. This requires them to take suitable and sufficient precautions. Those responsible for legionella monitoring within the school have completed legionella awareness training.

The school will identify and assess the risk and prepare a course of action to minimise that risk. In doing so the School will follow the guidance in the Approved Code of Practice (ACoP) (L8). The School has a Legionella Policy and risk assessment which outlines the controls in detail, and this is available from the Estate Coordinator.

**3.29 Welfare Facilities**
The School has a duty under the Workplace (Health and Safety Welfare) Regulations 1992 to provide, as far as it is reasonably practical, welfare facilities to all staff, including those with disabilities.

**Offices and Classrooms**
Office and classroom cleaning will be undertaken on a regular daily basis during the week. Suitable artificial lighting is to be provided and maintained in all offices, passageways and stairways. Trailing electrical leads etc. should be positioned so as to not create a potential trip hazard. All fire exits and fire fighting appliances should be kept free from obstruction. Step ladders/kick stools or steps should be provided to access items at a higher level.

**Ventilation**
The School shall have effective and suitable provision to ensure that every enclosed work space is ventilated by a sufficient quantity of fresh or purified air. Air which is hot and humid due to the processes or equipment in the workplace is to be replaced at a reasonable rate. Any mechanical ventilation systems (including air conditioning) should be regularly and properly cleaned and tested to ensure that they are kept free from anything which may contaminate the air. This will be carried out by the Maintenance Department, or competent external contractors.

**Temperature**
During working hours, the temperature in all working places should be reasonable without the need for special clothing. Where it is impractical due to hot or cold processes, the School should take all

reasonable steps to achieve a temperature which is as close as possible to comfortable using local heating or cooling or suitable clothing. Reasonable account should be taken with regard to the outside temperature and the type of work being carried out. Thermometers can be provided to enable persons at work to measure temperatures throughout the workplace, on request.

**Lighting**
Lighting will be sufficient to enable every employee to work and move from place to place safely and without experiencing eye-strain. Stairs should be well lit. Windows and skylights should be cleaned at regular intervals and kept free from obstruction to allow maximum daylight. External lighting on site must be dealt with sympathetically due to the location and nature of the site, however, it is important that areas are well lit to carry out tasks, and to allow safe passage around the site both for pedestrians and vehicles.

**Cleanliness and Waste Materials**
Every work place and the fittings therein shall be kept sufficiently clean. Cleaning should be carried out by an effective and suitable method and without creating or exposing anyone to a health and safety risk. Cleaning methods must not expose anyone to substantial amounts of dust or to health or safety risks arising from the use of cleaning agents. So far as is reasonably practicable, waste materials shall not be allowed to accumulate in a work place except in suitable receptacles.

Waste of a controlled nature shall be removed or destroyed in accordance with the Duty of Care - Waste Management in line with the Environmental Protection Act 1990.

**Room Dimensions and Workstations**
Rooms should have enough free space to allow people to get to and from workstations and to move within a room with ease. Any obstructions should be clearly marked and visible to those using the area. Workstations must be arranged to enable each task to be carried out safely and comfortably. All frequently used equipment and materials should be in easy reach without undue bending or stretching.

**Floors and Traffic Routes**
Floors should be of sound construction and should have adequate strength and stability. Where there are pot holes or dips, adequate precautions should be taken to prevent accidents. Due to the age and nature of the School building, areas may have uneven surfaces, and staff must be aware of this as they travel around the School site. Staff are advised to wear sensible shoes at all times.

Where a leak or spillage occurs and it is likely to represent a slipping hazard, immediate steps must be taken to fence it off and mop it up. Floors and traffic routes should be kept free from obstructions which may present a hazard and impede access. Every work place shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner.

Where large vehicles have to reverse, measures for reducing risks to pedestrians must be considered and whatever measures are adopted, a safe system of work should operate at all times, this should be outlined in the relevant Department risk assessments.

**Stairs**
All stairs should be well lit, free from any obstruction and have handrails where possible. They should be well maintained and kept clean and free of anything which may cause slips, trips and falls. Defects should be reported to the Maintenance Manager or Caretaker.

**Sanitary Conveniences and Washing Stations**
The School shall provide suitable and sufficient sanitary conveniences at accessible places for both adult men and women (separate from pupils). Toilets, urinals and the rooms containing them are to be kept in a clean and orderly condition. Suitable washing facilities should be provided in the vicinity of the conveniences and must include a supply of hot and cold or warm running water, soap and drying facilities. Staff are required, as part of the School 'Safeguarding Procedures to use the adult

facilities.

**Drinking Water**
An adequate supply of clean drinking water shall be provided for all persons in the workplace and be readily accessible at suitable places. Staff are encouraged to bring their own cups, but there shall also be a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet form which persons can drink easily.
Safe water drinking signage will be in place above every tap on site to comply with requirements from the ISI.

**Changing and Clothing Facilities**
Suitable and sufficient facilities shall be provided for any person at work in the work place to change clothing in all cases where:

- the person has to wear special clothing for the purpose of work
- the person cannot for reasons of health or propriety, be expected to change in another room

**Rest Rooms**
Rest areas and staff rooms are to be clean to enable employees to use them without experiencing discomfort whilst sitting or eating. There are two staff rooms available for staff to use at any time.

**3.30 Work Experience - Pupils**
Specific legislative requirements concerning the Protection of Young Persons are contained in The Health and Safety (Young Persons) Regulations 1997. These Regulations define a young person as being someone who has not attained the age of 18, and a child as being someone who is not over compulsory school age. This legislation applies to the employment of all young people, regardless of the number of hours worked or the duration of the period of work, including those on any relevant training schemes. It is also the School's Duty of Care to undertake risk assessments for young persons on work placements or who are working at the School during the holiday periods. Managers who take on young persons for the above must have risk assessments and induction documents in place before the young person undertakes their chosen job role.

The employer must make a risk assessment specifically related to the young person before employing him/her, and it should consider:

- the immaturity and inexperience of the young person and any consequential lack of awareness of risks
- the health and safety training to be given
- the extent of exposure to any chemical, biological or physical agents
- the nature and layout of the work area
- the types of equipment, methods of use and work activities to be undertaken
- the employment of young and vulnerable persons

**3.31 Working at Height**
The Work at Height Regulations 2005 came into force on 6 April 2005. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on

employers, the self-employed, and any person who controls the work of others (for example Heads of Department who may contract others to work at height).

As part of the Regulations, duty holders must ensure that:

- all work at height is properly planned and organised;
- those involved in work at height are competent to conduct the activity;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- All equipment has been checked and passed fit for usage according to the Ladder Checklist.
- the risks from fragile surfaces are properly controlled; and
- equipment for work at height is properly inspected and maintained, with the relevant departments holding the records of the inspections.

There is a simple hierarchy for managing and selecting equipment for work at height. Employers must:

- avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Regulations include schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (e.g. nets, airbags etc), personal fall protection (e.g. work restraints, fall arrest and rope access) and ladders.

Where scaffolding and tower scaffolds are used they must be erected by a competent person. Scaffolding must display a safety tag to confirm that it has been checked and is safe to use. Ladders and steps must never be used on scaffolding, this must be outlined in the risk assessment.

When it is required to work on the roof of a building, whether for planned maintenance or for emergency repair, written risk assessments must be in place outlining the required control measures for that task. Where possible, no persons should work on the roof alone. Generic risk assessments for working on a roof must be checked and updated to ensure that they are relevant for the specific task. Emergency repairs can present different risks to those noted in generic risk assessments, therefore a specific assessment is required as the generic assessment may not record the additional control measure that are required.

**3.32 Mental Health Awareness**

The school has a separate staff policy to outline the requirements for the awareness of, and provision for Staff Mental Health within the workplace.

**ADDITIONAL POLICIES**

Some of the arrangements in earlier sections refer to subject policies. The School has created and adopted separate policies for the following subjects. These policies give further information and guidance and contain more depth and detail of the specific practices and procedures that must be followed. Managers are responsible for ensuring that staff have access to these documents, and that they have made themselves aware of the contents relating to their work practice.

- Anti-Bullying
- Asbestos (including Asbestos Register and Asbestos Management Plan)
- Control of Substances Hazardous to Health (COSHH)
- Contingency Planning

- Employee Mental Health and Wellbeing
- Equality Action Plan
- First Aid
- Fire Procedures and Policy
- Food Allergy Policy / Catering and Food Hygiene
- Manual Handling
- Minibus Policy
- Risk Assessment
- Safety Management System and Guidance Notes for Contractors
- Smoking Policy
- School Security Policy
- Vehicles on Site
- Water Hygiene & Legionella
- Workplace Equipment

These can be accessed via TEAMS or by contacting the Estates Coordinator. These policies are all subject to annual review and change. Staff will be informed via email and staff meetings of any changes that have been made.

**Conclusion**

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life is accident free.

Hazardous situation should also be reported immediately and the same procedure followed. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Bursar.

| **Beachborough School-Safety & Environment Policy & Procedure** | | |
|---|---|---|
| **Health & Safety at Work Policy** | | |
| Date of Review and Update: 23rd September 2025<br><br>Date of Approval: 2nd December 2025<br>Next Review: September 2026 | | Policy No: **Beach-003** |
| Reviewed and updated by: Charlotte Wood<br><br>Signature:……<br>**Bursar** | Reviewed and approved by: Health and Safety Committee<br><br>Signature:……..<br>**Chair of H&S Committee** | Final Approved by: Full Governing Body<br><br>Signature:…… |