

## HEALTH AND SAFETY POLICY

### Rationale

In recognition of its statutory duties in accordance with the Health and Safety at Work Act (1974), regulations made under the Act, and having reference to the DfE Health and Safety: Advice on Legal Duties and Powers for Local authorities, Head teachers, Staff and Governing Bodies document, the Governing Body of the school will take all reasonable steps to ensure the health, safety and welfare of everyone using the school and its grounds. In particular, the Governing Body in conjunction with the school's management team will ensure, so far as it is reasonable practicable:

- That all places under its control, where staff and pupils are required to work, are maintained in a condition that is safe and without risk to health and safety;
- That hazards arising from the use, handling, storage and transportation of articles and substances used in the school are adequately controlled (including through the use of risk assessments) and;
- That equipment and systems of work are safe and without risk to health and safety.

### Aims

- The school aims to take a common sense and proportionate approach to health and safety. We want pupils to experience a wide range of activities and our health and safety measures are designed to help them do this safely, not prevent them. It is also important that children learn to understand and manage the risks that are a normal part of life.
- The school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others
- In addition, the school will ensure, so far as is reasonable practicable, that the health and safety of non-employees is not adversely affected by its activities.
- The Head Teacher with the assistance of the Senior Management Team and other staff will endeavour to implement this policy. The School believes that no policy is likely to be successful unless it actively involves the staff themselves. For this reason, the policy will include appropriate arrangements for consultation with staff (inc. provision of information received from other sources) and will encourage them to identify hazards and suggest measure for improving safety performance. The school encourages all employees to contribute positively to the health and safety at work of themselves and others who may be affected by their attitudes.
- The School recognises the need to seek expert advice, where necessary, in order to determine and reduce risks.

### Guidelines

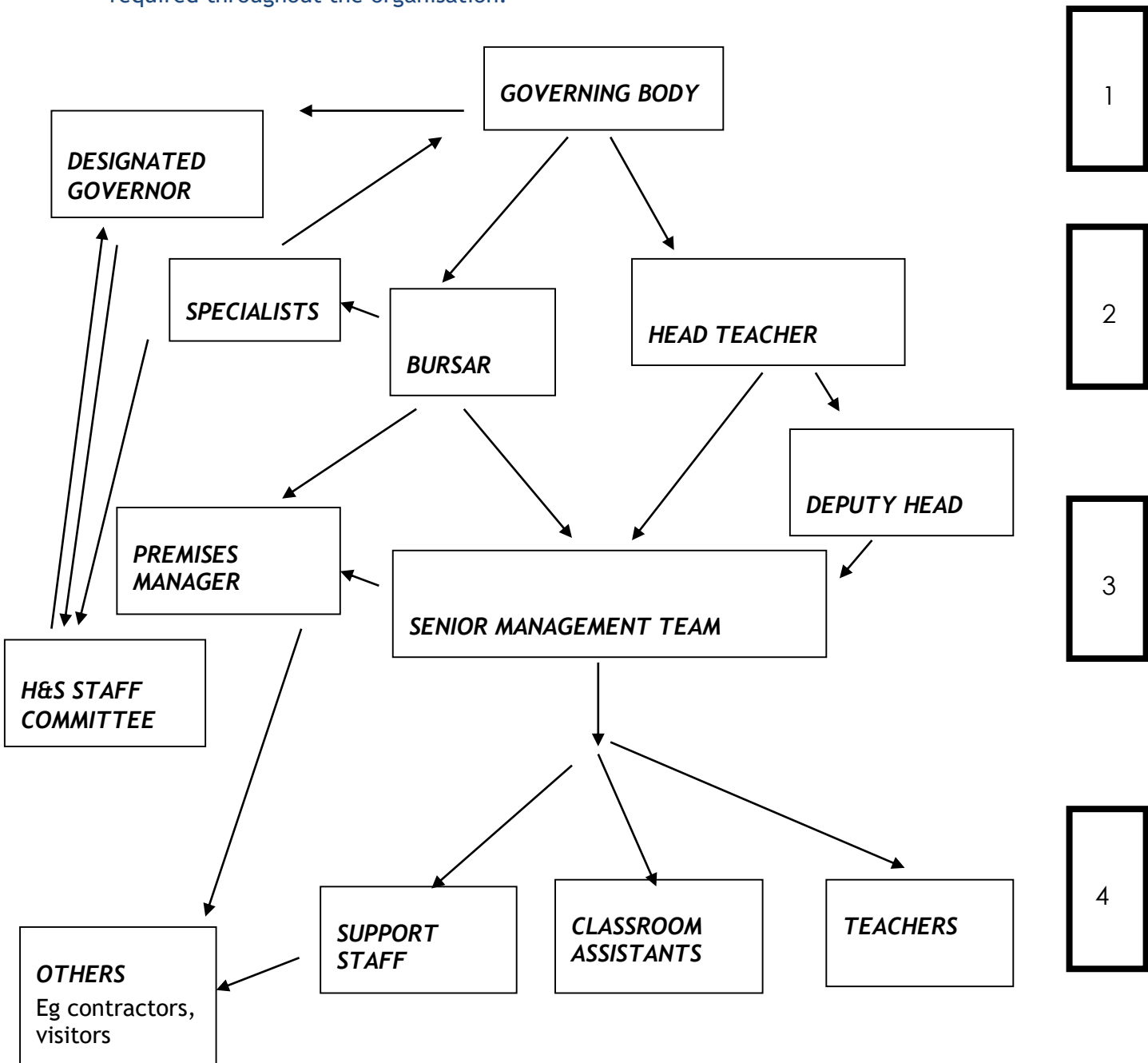
This policy contains the responsibilities of the various groups of persons affected by it and advised procedures on areas of specific need or risk.

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## 2. Responsibilities

To achieve successful implementation of the safety policy clear lines of communication are required throughout the organisation:



Level 1: Draws up/ratifies school health and safety policy,

Level 2: Takes day to day responsibility, arranges staff training, monitors standards

Level 3: Draws up departmental/area procedure, informs staff, monitors standards in the area

Level 4: Checks work area and equipment within it is safe, follows procedures and report defects and irregularities.

## **2.1 The Governing Body**

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors, with assistance from the Head Teacher, Bursar and staff will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular, they will:

- a) Make arrangements to ensure the school has an up to date health and safety policy
- b) Have in place procedures to identify hazards and evaluate risk control measures (including use of specialists e.g. health and safety auditors)
- c) Delegate health and safety responsibility to some staff and ensure that requirements are followed including provision of training for such staff
- d) Ensure a governor attends appropriate health and safety briefings provided by consultants or school
- e) Ensure the lead governor chairs the school's health and safety committee meetings
- f) Have health and safety on the agenda at Governing Body meetings as appropriate
- g) Ensure the Head Teacher, as the Key Manager for health and safety, is supported to carry out the appropriate responsibilities as detailed below.
- h) The Governing Body will provide:
  - A safe environment for pupils, staff, visitors and other users of the premises
  - Plant, equipment and systems that are safe
  - Safe arrangements for transportation, storage and use of articles and substances
  - Safe and healthy conditions that take account of
    - Statutory requirements
    - Approved Codes of Practice
    - DfE guidance
  - Adequate information, instruction, training and supervision
  - Provision of all necessary safety and protective equipment

## **2.2 The Head Teacher/Bursar**

As the 'Responsible persons', the Head Teacher and Bursar as the officers in charge of the day-to-day management of the school will carry out the duties of Key Manager detailed below. In their absence the Deputy Head will carry out these functions.

- a) To pursue the objectives of the Governing Body with respect to health and safety.
- b) To ensure health and safety is an agenda item in staff meetings.
- c) To ensure risk assessments are carried out and appropriate actions are taken to remove potential hazards or reduce the level of risk.
- d) To co-operate with accredited Safety Representatives and Safety Advisors and offer them assistance to carry out their prescribed functions.
- e) To receive written reports from Safety Representatives and Safety Advisors concerning possible hazards and to respond in writing within a reasonable period of time to the points made.
- f) To ensure the school is subjected to termly health and safety inspections by responsible officers and records of those inspections are kept
- g) To ensure that the responsible officers investigate the cause of all accidents, near misses and dangerous occurrences, take reasonable steps to prevent a re-occurrence and are reported to the Head Teacher and Bursar.

- h) To ensure that competent persons undertake checks, audits and works.
- i) To ensure that materials and equipment purchased are safe and without risk when properly used and are adequately maintained
- j) To ensure training needs of both new and existing staff are assessed, relevant training is provided and a record of these is kept
- k) To include health and safety items in the annual reports of the Governing Body
- l) To keep abreast of the changes in the Departmental Health and Safety policies and to display the Health and Safety law posters.
- m) procedures and pass on the information to the staff concerned
- n) Co-operate with and provide necessary facilities for trades union safety representatives.

The Head Teacher welcomes suggestions from staff for improving health and safety within the school.

### **2.3 The Premises Manager**

S/he has the responsibility for implementing the policy in the common parts of the building.

S/he will liaise with contractors and will provide them with information on any hazards such as asbestos, electrical services etc. that they may encounter whilst working on school premises. S/he will arrange maintenance by the premises staff.

The Premises Manager will also ensure that contractors do not place health and safety of staff or students at risk whilst on school premises through the joint creation of health and safety plans and risk assessments for the specific works.

(Staff and pupils are encouraged to report all accidents to the Premises Manager so that they may be properly investigated, recorded and resolved.)

They are also encouraged to make recommendation to the Bursar for additions or improvement to plant, tools, equipment, machinery etc. that are dangerous or potentially so.

Maintain and hold appropriate health and safety records.

### **2.4 Heads of Department**

These staff are responsible for drawing up safety procedures for their departments. These should be reviewed regularly to ensure they are relevant and take into account experience. They must ensure their staff and pupils follow safe working practices at all times. They will ensure the equipment within their work area is subjected to termly inspections and report defects to the Bursar.

They are responsible for arranging for staff training and information and passing on health and safety information received to appropriate people.

In accordance with the guidance issued Heads of Department will co-ordinate a risk assessment of the activities within their department. They carry out termly inspections of their departments reporting the findings to the Bursar. They promote safety awareness, maintenance of safe working,

ensure staff are aware of their responsibilities and consider the instruction and training of staff and students.

Should an accident occur in a department, the Head of Department will investigate the causes and will report the findings to the Bursar.

### **2.5 Health & Safety Committee members**

The committee is chaired by the Governor overseeing health and safety and contains members of the junior, senior, premises and support teams.

Members of the committee meet as required (usually every term) to discuss concerns or comments from the school community and seek resolution.

The members receive copies of relevant paperwork, statistics and undertake site checks.

The Governor reports back directly to the Full Governing Body.

### **2.6 All Staff**

Staff have a duty under the Health and Safety at Work Act to co-operate with the Head Teacher to ensure this policy is implemented. They must:

- a) Use equipment in a safe manner and in accordance with the instructions issued
- b) Take all reasonable steps to ensure the health and safety of those affected by their activities.
- c) Check equipment and classroom before use and report their findings to their Manager
- d) Exercise effective supervision over all those for whom they are responsible including pupils
- e) Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and seek immediate clarification where in doubt.
- f) Be aware that all adults on the premises are to have especial concern for the pupils who are entrusted to their care.
- g) Without hesitation, bring to the attention of the Head/Bursar any hazards which they feel constitute a risk to health and safety at Gayhurst. They will also advise if any procedure is inappropriate e.g. too bureaucratic and ask for a review.
- h) A health and safety committee has been set up to include staff representation from across the school community and a Governor to meet half termly (or as incident require). Details of members is circulated to staff at the start of the year and ongoing consultation with staff shall be via this medium.

### **2.7 Pupils**

Pupils are expected to:

- a) Exercise personal responsibility for safety of themselves and classmates,
- b) Observe standard of dress consistent with safety e.g. suitable footwear.
- c) Observe all the safety rules of the school in particular the instructions of staff in an emergency and observe the school code of conduct
- d) Use and not wilfully misuse, neglect or interfere with things provided for safety.

### **2.8 Monitoring**

The implementation of this policy will be monitored by regular inspection by the Bursar and the Head Teacher.

All of the above information will be provided (as applicable) to the Governors.

The Governing Body will review this policy on an annual basis via the Finance & General Purposes Committee.

## **2.9 Staff Induction**

New members of staff are introduced to and made aware of the relevant contents of this document during the induction process by the Deputy Head and their Line Manager. Supply staff, etc. will be given a mini health and safety induction booklet

This policy is available on-line and in hard copy from the Bursar.

## **2.10 Volunteers**

Volunteers (including students on work experience) will be provided with the mini health and safety induction booklet and be made aware of this policy as relevant by their liaison staff member. Volunteers here on a 'permanent' basis are expected to read this policy and have the opportunity to raise any queries.

## **3. Guidance**

### **3.1.1 General Hazards**

Staff have a responsibility to identify any risks present and take practicable steps to limit these. Such steps include but are not limited to:

- a) Maintaining a good standard of housekeeping particularly with regard to access routes and regularly disposing of unwanted items.
- b) Using ladders to access items above head height and not stand on chairs etc.
- c) Storing heavy items low down.
- d) Not overloading filing cabinets and only opening one drawer at a time.
- e) Closing desk and cabinet drawers immediately after use.
- f) Taking care when opening any doors particularly any without viewing panels.
- g) Dealing with trailing cables, damaged floor coverings and slippery surfaces immediately
- h) Reporting damaged furniture particularly items with sharp edges.
- i) Selecting work equipment for its suitability and appropriateness for the planned task
- j) Checking equipment before use
- k) Reporting poor lighting to the Premises Manager for investigation

### **3.1.2 General Workplace Safety**

The School places great importance on the working environment that it provides and similarly it is the responsibility of employees and pupils to respect the environment and treat it accordingly.

#### **Welfare**

Suitable and sufficient welfare facilities will be available on school premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals; and
- drinking water



## Workplace Safety

- Each area of the School premises classified as a workplace will:
  - have adequate ventilation
  - provide a suitable working temperature
  - be adequately illuminated
  - be kept in a clean condition
  - have adequate access and workspace for the activity
  - have suitable furniture and work station
  - be regularly inspected and assessed
- Safe access and egress will be maintained in each workplace, including for the disabled
- Provisions will be made to prevent slips, trips and falls and falling objects
- Any storage racking will be inspected regularly and be fit for purpose
- Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries.
- Signs will be displayed where appropriate to warn of risk, these being:
  - prohibition signs, e.g. no access
  - warning signs, e.g. danger electricity
  - mandatory signs, e.g. eye protection must be worn
  - emergency or first aid
- The school noticeboard in the main office will also display:
  - health & safety policy statement
  - HSE Health & Safety Law poster
  - emergency procedures
  - details of first aiders

## 3.2 Hazardous Substances

### 3.2.1 Control of Substances Hazardous to Health (COSHH)

The COSHH regulations place a duty of the employer to assess the risks to the health of the employees and other persons posed by the use of toxic, harmful, irritant and corrosive substances and to put into place means to control that exposure.

Hazardous substances, as well as, substances used directly in work activities e.g. cleaning agents, pesticides, adhesives may include substances generated during activities e.g. wood dust from sawing and naturally occurring substances e.g. chalk dust, but this does not cover lead, asbestos, radioactive or explosive items.

It is the policy of the school to only use substances hazardous to health where non-hazardous substances are not capable of producing the required results.

Where risk assessments show the need, Heads of Department will ensure PPE is available.

Hazard storage signs are to be used.

These procedures will be communicated to staff and supported with relevant training.

**No new substances can be brought into the school without carrying out a full assessment-via Premises Manager or Head of Science - failure to comply with this legal requirement may result in criminal prosecution under the Health and Safety at Work Act 1974**

Products purchased for the first time will generate the provision of safety sheets by the supplier.

COSHH classifications are as follows:

- |         |   |
|---------|---|
| Class 1 | These substances are not hazardous and require no further action other than following manufacturers' directions for use.  |
| Class 2 | These substances are hazardous but used in very small quantities and in such ways that the risks are assessed as insignificant e.g. Tippex. No further action is required other than following the manufacturer's directions for use. |
| Class 3 | These substances are hazardous and the risks could be significant. The risks must be assessed and necessary control measures devised and communicated to the persons involved with its use. Such assessments must be kept.            |

The Bursar, Premises Manager or School Secretary are responsible for requesting a health and safety data sheet from the supplier or manufacturer and specific trained staff carry out a risk assessment based on that information. The data sheets and assessments will be kept in the Health and Safety File in the Bursar's Office. (For blank assessment sheet and list of COSHH trained staff see Appendix B) Copies of the assessment will be issued to the relevant staff and a copy of the assessment sheet will be displayed by the main storage location of the item if the risk warrants this.

Sufficient information will be given to all employees using such products with regards to safe use, handling and storage, any protective items required, First Aid treatment to be given and spillage/disposal information; however, all staff using substances within the school have a responsibility to acquaint themselves with the assessments (appendix B) and appropriate procedures.

Substances will only be purchased from reputable suppliers, they will be stored to prevent unauthorised access and used in accordance with manufacturers' instructions and therefore the risks are deemed to be suitably controlled.

The assessments must be reviewed at a maximum of five-year interval or before if there is reason to believe the assessment is no longer valid, significant changes in work have occurred or monitoring shows it is required. A summary list of products used will be maintained by the Bursar.

### **3.2.2 CLEAPSS**

Such substances are used in the laboratory will be used in accordance with the advice received from CLEAPSS. Such advice will be retained in the science laboratory. As such substances are only used in accordance with the instructions given in the CLEAPSS Hazards, the central assessments done by CLEAPSS are valid and it is concluded that along with specific site based risk assessments, risks to health are adequately controlled. Chemicals no longer required are disposed of by a licenced disposal company and disposal details are maintained. Current chemical lists are provided to the local Fire Brigade.

### 3.3 Asbestos

The school's buildings have been surveyed for Asbestos and a register is held by the Bursar. A programme of containment and removal is being operated by the school. Any removal will be undertaken by a specialist.

The register must be referred to prior to any maintenance works being carried out by either school staff or contractors. Any unplanned damage occurring to areas containing asbestos or to substances believed to be asbestos (which have been marked) must be immediately reported to the Premises Manager and Bursar and the area cordoned off until it has been made safe.

Any suspected exposure will be recorded on an accident sheet and reported immediately (RIDDOR and to the individual's GP).

### 3.4 Electrical Safety

Portable Electrical Equipment is tested every two years by the Scientia Ltd, with interim checks being undertaken by the Premises Manager (who has received training). Any item deemed unsafe will not be used again and must be removed from the area until rectified or disposed of.

Fixed Electrical Equipment is tested once every five years, with the last check in 2012.

In addition to the testing, staff should undertake a visual check of the cables and plugs once a term (appendix K). Equipment must also be checked for faults by the user prior to use.

Visual checklist:

- Check casing/body for signs or damage i.e. cracks
- Check mains supply cable for signs of damage or wear
- Check mains supply cable for damage to the pins etc.
- Check the point of cable entry to the equipment e.g. plug and socket
- Check on/off switch for signs of damage or malfunction

Staff must not bring personal electrical equipment into school or use second hand or donated equipment without such equipment being tested before use for electrical safety.

No person may make repairs to electrical items unless deemed competent to do so. No pupil may plug in equipment without the express approval of the teacher.

It is essential that where portable electrical equipment is used outdoors a residual current device (RCD) is used to reduce risk of serious electrical shock. Staff must use an RCD adaptor if one is not fitted into the fixed wiring and cease using any equipment that causes the RCD to trip.

Any faults should be reported to the Bursar immediately and if in any doubt with regards to the safety of the equipment it must not be used and removed from access until disposed of or fixed.

Regular use of extension leads is not permitted and electrical advice will be sought where these are found to be in use.

It is a requirement of hirers that electrical equipment has been passed as safe for use and we reserve the right to test equipment.

### **3.5 Fire**

Please see the separate fire safety policy.

An annual fire risk assessment is undertaken (or when more frequently if significant changes are made to the interior of buildings or buildings are bought or added) with regular external verifications and the school welcomes the local Fire Brigade.

Fire Action notices are located in all classrooms, receptions, service areas etc. See Appendix C

The Premises Manager:

- (a) Carries out weekly tests on the fire alarm call points and maintains a log of these.
- (b) S/he will also ensure that escape routes are kept clear and that means of escape signs are clearly visible.
- (c) Will in addition regularly check all equipment including emergency lights and fire doors.
- (d) Check emergency lighting on a monthly basis.
- (e) Performs termly fire evacuation tests (minimum frequency)
- (f) Liaises with contractors to ensure safe working practices are followed and that they are aware of our fire procedures.
- (g) Liaises with the relevant contractors to maintain the firefighting equipment located around the school- currently Chubb/ADT/TVF
- (h) Liaises with Buckinghamshire Fire and Rescue Service and implements their recommendations

All staff must:

- a) Participate in training e.g. general fire safety and use of fire extinguishers
- b) Report blocked routes/damaged equipment to the Premises Manager
- c) Exercise care when storing combustible material (including pupil's display work)
- d) Store flammable products in a metal cabinet.
- e) Only attempt to tackle a blaze when they are confident in their ability, it is smaller than a waste paper bin and their attempt to bring the blaze under control will not endanger any person(s).

### **3.6 Emergency/Crisis Management**

See the separate policy.

Gayhurst School has no specific hazards nearby and is well connected to the emergency services. The most senior member of staff present will follow the incident plan allowing delegation of tasks. They will also permit the recording of decisions accurately for examination after the incident. All staff are required to familiarise themselves with the plan. Also see Appendix H.

### **3.7 Accidents/ Incidents**

All accidents and incidents must be reported and recorded at the school office/Junior medical room or Nursery as appropriate including those that happen on the way to and from school. The school office is responsible for notifying the Bursar of serious accidents, and where applicable contacting next-of-kin.

Such records will be kept accessible for three years, in a secure location - and be treated as confidential in accordance with the requirements of the Data Protection Act 1998. Appendix F provides reporting and investigation forms. These are to be used in all cases to prevent reoccurrence.

Accident forms are held in the individual's file under confidential conditions.

In line with our RIDDOR responsibilities we will report to the Incident Contact Centre or via the HSE website (0845 3009923, <http://www.riddor.gov.uk>) the following work related health and safety incidents:

Deaths, major injuries (limb fractures, amputations, burns etc.), injuries resulting in absence from work greater than seven days (not counting the day of the incident but including weekends and rest days) and certain occupational diseases.

Incidents to pupils and other people who are not at work:

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

If a pupil is injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

All accident reports will be referred to the staff health and safety committee.

Only the Head Teacher or deputy will deal with any query from the police/ solicitors/parents or other outside enquirer about an incident.

### 3.8 First Aid

See the separate policy.

Gayhurst will ensure that there is an adequate provision of appropriate first aid at all times and that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

A risk assessment has been undertaken to determine the first aid needs. Sufficient trained first aiders to cover day to day and other school activities (inc trips) are provided. First aid and appointed person training will be refreshed every 3 years

The school operates on a referral system using parents, a local GP surgery and the emergency services. In accepting a place at the school, parents are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of

qualified medical opinion, emergency medical treatment, including general anesthetic and surgical procedure under the NHS if the school is unable to contact a parent.

The School has two first aid rooms for minor injury care and for holding pupils pending collection by parents due to injury/illness

First aid boxes will be provided in areas of the school where accidents are considered most likely and a first aid box will also be taken when pupils leave the school on organised trips or participate in sports events. First aid boxes will be replenished as necessary and the contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

Details of any incident which required treatment will be recorded in the school accident book

### **3.8.1 In School**

The first point of contact when a First Aid Appointed Person is required is the school office. Information on first aid items and First Aiders is to be displayed in staff rooms and reception. The school has a number of First Aiders and First Aid boxes around the premises (see Appendix G). The First Aiders check these regularly and a replacement is to be ordered (via the school secretary) immediately for any item used or nearing its use by date.

First Aid Boxes must contain a minimum of:

- A leaflet giving general advice on first aid
- 20 Individually wrapped sterile adhesive dressings in various sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium individually wrapped sterile unmedicated wound dressings
- 2 large individually wrapped sterile unmedicated wound dressings
- 1 pair disposable gloves

First Aiders must complete a training course and undergo refresher courses every three years and provide proof to the School office. Training is paediatric and adult based. Any first aid given must be recorded on the incident form and signed by the First Aider.

First Aiders should not give first aid treatment for which they have not been trained - if in doubt emergency support is to be called.

Parents must update the school office on alterations to medical or contact details. When required an adult must accompany all pupils to hospital if the parent or guardian is not present. When the medical services require parental consent for a pupil under 16, if parents are not available and the situation is urgent, the teacher, as the person in loco parentis, may give consent.

### **3.8.2 Off Site**

The lead teacher on any trip must assess the need for a first aider and take a first aid kit. A travelling first aid kit must at a minimum contain:

- Leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated wound dressing
- 2 triangular bandages
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 1 pair disposable gloves

A lockable unit is available for trips where pupils attending require prescribed medication.

Any person giving first aid should always cover any cuts and bruises and wash their hands before and after applying dressings as well as wearing protective gloves before administering first aid- where body fluids have to be cleaned, disposable gloves and aprons should be worn.

### **3.9 Clinical Waste**

The school reception should be contacted.

Any area of heavy soiling should be first dealt with by absorbent granules, stored by Premises Team, cleared with paper towels and then disinfected. Deep cleaning of the area will be arranged.

Any items used for first aid treatment or any incontinence waste will be placed in disposal bags and removed to the identified Grondon bin for disposal.

### **3.10 Medical Needs**

#### **3.10.1 Illness**

Should a child be unfit to receive education s/he should be kept at home, reasons for not sending a child to school may include persistent headache, diarrhoea, vomiting, and fever. If a child is vomiting or has diarrhoea they should be kept away from school for 48 hours from the last incidence.

Should a child arrive at school obviously unfit, s/he should be returned home, if practicable, reminding the parents of the above policy- in certain cases children may continue to attend school e.g. when a GP has stated that a child is fit to return whilst still taking a prescribed course of medication.

Any child who becomes unwell or who is in need of medical attention will be expected to return home during the course of the day.

The school takes advice on absence periods from the NHS with those affected by: raised temperatures remaining absent for 24 hours after the end of symptoms; vomiting and diarrhoea



until 48 hours after the end of symptoms and; with individual infectious diseases being checked with a GP.

It is the parent/carer's responsibility to inform the school of any medical needs including allergies, and to update this information where required.

### **3.10.2 Infectious Diseases**

Good hygiene practices are the best defence to many infectious diseases.

Any infectious diseases must be reported to reception (including those had by staff) - information must be placed on notice boards immediately and any at risk persons e.g. pregnant women advised. Advice on infectious periods may be sought from the NHS or local GP

Serious illnesses e.g. meningitis are reported to parents on a whole school basis

Any person giving first aid should always cover any cuts and bruises and wash their hands before and after applying dressings as well as wearing protective gloves before administering first aid- where body fluids have to be cleaned, disposable gloves and aprons should be worn

In the event that a school closure is considered, advice will be taken from the HPA.

### **3.10.3 Medication**

Parents may request the school to administer medication to pupils during school time by letter stating times and dosage of all medication and for those on long term medication a renewal letter must be provided at the beginning of each term.

Medication must be in its container as dispensed by the chemist- clearly labelled with the child's name and stating dose and time to be given - possible side effects of medication must be clearly explained to staff. The medication will be stored in a locked cabinet or fridge and all members of staff working with the pupil will be advised of the child's needs, instructions for drugs and where they are stored however only named persons may administer the medication. The administration of medication will be recorded in the log books in the first aid rooms.

Emergency medication will be taken with children when they go off-site.

It is acknowledged that staff are not medically qualified and undertake to administer medication on a voluntary basis

Pupils with asthma or allergies should hand in their equipment to their teacher or carry it with them at all times during the school day (age dependent); such conditions are logged on their school records and staff are trained in the use of inhalers/epipens (etc.).

### **3.11 Safeguarding**

See the Safeguarding policy. Gayhurst operates under a 'culture of vigilance'.



The named person for child protection in the school is the Head Teacher. The co-ordination of action internally and externally is the Head Teacher's responsibility. His deputy is the Head of Junior School.

All staff will receive a minimum requirement of initial training as part of their induction with a copy of the Safeguarding Policy, followed by regular ongoing additional training throughout their time at the school

All staff need to be aware of the signs of abuse and should report any concerns or suspicions to the Head Teacher immediately who will, in turn liaise with children's services and/or the LADO if appropriate within 24 hours.

If a child says or indicated that they are being abused staff should:

- React calmly
- Take the child seriously
- Listen, rather than question
- Tell them they are not to blame
- Make a full record ASAP
- Immediately tell the Head Teacher.

The school's procedures stress to the pupils that confidentiality cannot always be guaranteed

It is a guarantee absolute that the above procedure can be invoked without prejudice to the whistle-blowers own position and prospects if they have reported an allegation in good faith.

All staff and volunteers within Gayhurst School will be DBS checked to an enhanced level and have references collated to ensure the safety of pupils as far as is reasonably practicable.

Any member of staff whose services are no longer used because they are considered unsuitable to work with children will be reported to the DBS (Disclosure and Barring Service).

### **3.12 Contractors- including Construction (Design and Management) Regulations 2015**

Large projects are overseen and contractors' activity monitored by a project manager. They ensure that competent contractors are employed and work is carried out safely.

The school also employs contractors directly and the Premises Manager is responsible for ensuring that competent contractors are employed and that management and health and safety are priorities. Contractors are required to carry out a risk assessment and create a health and safety plan prior to commencing work and the school also completes their own. The Premises Manager will notify the Bursar of measures required to ensure safety. S/he is also responsible for providing the relevant information to the contractors to enable a safe working environment. (appendix J)

The school operates a preferred contractors list, entry to which requires the provision of insurance information, qualifications and references.

Any contractor must have a permit to work issued by the Premises Manager before any action is taken (See appendix I) in relation to any hazardous works and use of machinery this includes:

- hot work (where combustible materials must be cleared before the commencement of works, fire extinguishers must be immediately available and a watch guard will be mounted)
- excavations
- scaffolding
- overhead work
- use of flammable liquids
- work involving electricity
- work at height and involving lifting equipment
- any construction work
- Any possible interference with alarm systems and emergency escape routes

Amongst other client duties including communication to all relevant parties about health and safety Gayhurst School as the client shall formally notify the Health and Safety Executive, where required to do so under the Construction and design Management Regulations, prior to commencing work. (Any work lasting more than 30 days or 500 person days is notifiable) [www.hse.gov.uk/construction](http://www.hse.gov.uk/construction)

### **3.13 Violence / Aggression to staff**

Violence is 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.' (HSE)

Forms of violence include:

- Severe verbal abuse or that which is judged likely to turn into actual violence
- Serious or persistent harassment including racial and sexual
- Self-injurious behaviours
- Abusive phone calls
- Threats with missiles or weapons
- Major physical injuries

The school recognises the potentially damaging effects of violence and aggression on an individual's work performance and the school as a whole and are committed to combating it

The Governors will not tolerate acts of aggression or violence in any form against the staff by any person(s) whatever reasons are cited for it.

Violence and aggression are specific responses to a perceived situation, and almost always result from fear or from anger. Both effects are reactions to a perceived threat upon one's self or one's interests.

Staff have a duty to report potential hazards, risks, situations or problems that they become aware of in the course of their work.

Staff who have been victims of violence must complete an incident report form as soon as possible after the event. (Available from the main office) Reports will be discussed with the Governing Body.

Should members of staff be subjected to violence they will receive full support needed from the school.

### 3.14 Work Related Stress

The school is aware that stress can be caused by excessive pressure on an individual or what may be perceived as unreasonable demand being made on an individual.

The school seeks to support all staff in their work, provide a good, positive working environment and professionally challenge staff. It actively seeks to recognise the sources of work-related stress and wishes to work with staff to minimise such occurrences

The school aims to provide staff with:

- a) a good management culture which demonstrates clear leadership
- b) support in their work and a recognition of their contribution
- c) a manageable workload in terms of volume, variety and complexity
- d) good communication channels between management and themselves and also between team members
- e) appropriate training for their present needs and for future developments
- f) guidance and support through any developments in working practices
- g) security in their work
- h) confidence that help and advice will be available on health related issues.

It is the responsibility of all managers within the school to assess the risks associated with work related stress. Such risks should be removed or steps taken to reduce them to an absolute minimum.

In practical terms, the Head Teacher and Heads of Department will:

- Give constructive feedback to people
- Consult with staff during periods of change
- Ensure staff have trained to enable them to do their job
- Monitor workloads and working hours

Where issues of stress are identified, the school will:

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

Staff are advised to discuss any stress related concerns with their line manager (or another person if they feel more comfortable) as soon as possible.

Acts of bullying and/or harassment are not acceptable and all such complaints will be formally investigated.

### 3.15 Security

Security is of great importance to the school- the Premises Manager is responsible for the effective application and monitoring of security measures. The school aims to be secure but remain welcoming. All breaches are to be reported to the Bursar who will take appropriate action. Access/security codes will not be revealed to any person without the permission of the Head Teacher/Bursar and will be changed upon the departure of any user and on a regular basis. The security alarm system is checked in line with the maintenance contract. Keys may not be copied. Any keys issued must be signed for. Buildings are locked and alarmed at the end of the school day by school staff or designated cleaners. The School has a list of key holders who can be contacted in the event of an out of hours' incident including a security company who undertake the initial responses.

Visitors including all contractors must report to the main reception and use the logging in and out book - an identification badge must be worn at all times whilst on school grounds. Emergency procedures will be explained to them on arrival. Staff must report any intruders to reception immediately- visitor badges must be returned upon departure to the reception. Visitors should take reasonable precautions for their own health and safety, failure to do so will be regarded as a breach of the policy entitling the school to take such measures as it deems appropriate, including asking the visitor to leave the premises.

The School Reception is manned between 8.15am and 5.30pm during weekdays in term-time and between 9.00am and 4.30pm during half terms and holidays. The master fire alarm panel, showing the location of all alarm call points is physically located in the School Office/Reception. The master security alarm panels are located by the main single front door and by the double doors in Woodruff. If any alarm goes off for any reason other than a planned and controlled test the emergency services are automatically called.

Pupils are supervised throughout the school day in specific areas and at the end of the school day will only be handed over to their parent or a person designated for the responsibility by the parent.

All staff are given a security briefing within the first week of starting.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy.

There are electronic vehicle gates at our vehicle entrance and electronic gates/doors at the two main pedestrian points, which are linked to our School Office/Reception. These are open during part of the school day but are secured overnight when visitors have to contact the School Office/Reception in order to gain access. The entrance to the Nursery Department is always locked with a key pad lock when EYFS children are in school.

All exterior contributions to safety will be maintained such as the perimeter fencing which is examined at regular intervals and adequate lighting on the exterior of the building e.g. car parks.

Cash handling will be avoided where possible; fees cannot be paid in cash (money laundering regulations). The safe is to be kept locked. Cashing up must be within a secure environment and

banking should occur at irregular times. Our insurance policy has limits for cash handling and should be referenced.

All items within the school will be asset marked on delivery and if applicable (i.e. over £1000 or of portable nature) will be added to the inventory - all valuable equipment shall be removed from sight at the end of the school day where possible e.g. through storage in cupboards or through the closing of blinds etc.

The Head of ICT and staff are responsible for maintaining a safe IT technical infrastructure at the school. Their responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, and ensuring the security of our electronic hardware. A register is maintained of all equipment showing: make, date of purchase, cost and location in the school. The asset register is audited and updated annually.

### **3.16 Lone Working**

The HSE defines lone workers as 'those who work by themselves without close or direct supervision, either employees who work separately from others in an establishment or mobile workers who work away from a fixed base'. E.g. those with responsibilities for locking up/opening buildings and staff working in an isolated part of the building.

Any staff member wishing to work outside of 7.00am and 6.00pm on weekdays in term time and any persons other than the Head Teacher, caretaking team, IT systems manager, Bursar and Finance Manager in holiday time must inform the Bursar/Premises Manager in advance so the appropriate security measures can be implemented (e.g. calling at departure).

The premises team as the people responsible for locking and opening the buildings have been provided with means of communication and are able to call for assistance if required.

Any risk assessments made need to take into account the areas of lone working.

### **3.17 Lettings**

Lettings are only to members of the school community for private events or to membership based community groups. The school must ensure that:

- a) The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Premises Manager knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
- b) Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- c) Hirers of the building are briefed about the location of the telephone, first aid equipment, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures are provided to all hirers;
- d) Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- e) Arrangements are made for checking the security and condition of the premises and equipment used by the hirer or his staff.

### **3.18 Manual Handling of People/Objects**

'If possible eliminate it, if not automate it, if not assess it.'

It is the policy of the school to conform to the requirements of the Manual Handling Operations Regulation 1992. To this end, it aims:

- a) To avoid manual handling operations which are a risk to its employees as far as is reasonably practicable
- b) To assess all operations involving manual handling on an annual basis and reduce the assessed risks to the lowest level which is reasonably practicable
- c) To forward relevant reports on the risk assessments to the staff health and safety committee
- d) To provide all employees involved in manual handling with a thorough training covering the entire key element for the safe handling processes. Currently this introductory level training for all staff with in depth training for the Premises Department.

Any object requiring manual handling must be the subject of a 'suitable and sufficient' risk assessment and such tasks must be undertaken in line with the training provided and the assessments created.

All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

Staff shall visually check all equipment used to assist in manual handling prior to its usage.

Any staff affected by symptoms such as back pain after manual handling must report this using the school's accident reporting system so re-assessment of the operation or training can be provided.

### **3.19 Display Screen Equipment (DSE)**

A suitable and sufficient assessment of workstations (including desktops, laptops etc.) must be completed for all users and operators- risks identified shall then be reduced to the lowest extent reasonably practical. (Appendix F) These assessments must be undertaken at periods of change or annually whichever is soonest and retained by the Bursar.

A user is an employee who habitually uses display screen equipment as a significant part of their normal work, who has no discretion not to use the equipment, uses it for continuous periods of an hour or more, who uses the equipment more or less daily.



Users should adjust their chair and other workstation equipment to find the most comfortable position for work - as a guide forearms should be approximately horizontal and the eyes the same height as the top of the VDU, ensure they have adequate space to work, including legroom, ensure the screen can be clearly seen and adjust lighting if required, change posture as often as practicable and take breaks

Eye tests shall be provided for 'users' of such equipment upon request (in line with optometrist's guidance) and where such tests show corrective appliances are required specifically for the display screen equipment work concerned, basic costs shall be met.

Equipment such as foot rests, wrist supports etc. will be made available if identified as required as part of the risk assessment.

Users must be given adequate health and safety training the use of any workstation upon which they may be required to work and information on any action taken to reduce risks.

Assessments must be reviewed if there is a major change in software or hardware, workstation furniture or a substantial increase in time spent using equipment.

Any ill health which may be worsened by use of DSE should be reported to the Bursar; an occupational health assessment may be required.

Pupils are not categorised as users; however, staff are alerted to the fact that although computers will not cause photosensitivity they might induce it in susceptible children. Staff should ensure children do not sit too close to the monitor nor spend long periods of time operating computers. Pupils should also be given general advice on safe use of equipment including posture etc.

### **3.20 Physical Education Hazards**

Please see the separate policy.

Physical education educates pupils in the use and knowledge of the body and its movements by practical and theoretical studies. It aims to develop physical competence in pupils so that they are able to move efficiently, effectively and safely whilst understanding the consequences of what they are doing

The school aims to maintain good order and discipline amongst the pupils whilst safeguarding their health and safety when engaged in Physical Education/sports activities. Staff and pupils need to be aware of safety requirements and to ensure they are observed at all times. The Head Teacher must be satisfied that teachers have sufficient expertise and knowledge and are competent to deliver their programme

The teacher always retains the duty of care responsibility for the pupils' safety. All reasonable steps should be taken to ensure the safety of the premises and equipment. Pupils are taught about the need for safety and instructed in safe use of equipment. Pupils are required to wear appropriate clothing and footwear. Activities, and the manner in which they are conducted, are in keeping with recognised guidelines for those activities.

The teacher should:

- a) Know the needs and strengths of pupils.
- b) Ensure appropriate safety precautions for the activity.
- c) Organise group numbers as appropriate for the activity.
- d) Be aware of any special requirements of the pupils
- e) Develop pupil skills in a planned, progressive manner in keeping with pupils' activities.
- f) Ensure adequate warm up takes place prior to activity.
- g) Ensure jewellery, personal effects etc. are removed prior to activity.
- h) Ensure a routine of safe use of showers (temperature pre-set) and of behaviour in the changing rooms.
- i) Ensure that regulations by specific "sporting" governing bodies are not contravened.

The pupil should:

- a) Know what is expected of him/her in all situations.
- b) Follow safe practice always.
- c) Inform the teacher if aware of any situation, which might put his own, or other pupils', safety at risk.
- d) Inform the teacher of any condition, which might restrict their ability to perform an activity appropriately.
- e) Follow teacher safety instruction immediately and precisely.

### **3.21 Swimming**

Staff supervising pupils in the pool must have attended a shallow water swimming course as a minimum. This includes rescue and resuscitation procedures, teaching guidelines and fun activities. Currently internal lifeguards are used who hold National Pool Lifeguard Qualifications.

Currently the school has an arrangement to use the pool at Maltman's Green School; any concern about the facility should be advised to the Bursar of Gayhurst who will liaise with Maltman's Green Bursar. Information on safe use of the pool is available from the school office. Maltman's Green School's normal operating procedures must be read by all staff working at or in connection with the pool.

Staff to pupil ratios are 12:1 for under 7s and beginners and 20:1 for improvers and beyond.

Pupils' towels should be easily accessible and positioned to ensure speedy evacuation if required.

In an emergency:

Upon hearing the emergency alarm, pupils should, with staff assistance, collect their towel and leave the building. (Heat retaining wraps are available). The class should assemble and be counted off and will be informed as a priority to re-enter the building when it is safe to do so

A register of pupils must be taken with the swimming group and all persons attending must be clear on the evacuation policy before the activity commences.



### **3.22 Pest Control**

A preventative monitoring contract is in place, with control boxes in key areas. Any suspected signs of pest infestation must be reported to the Premises Manager. If there is any suspected contact with pest control materials medical attention must be sought.

### **3.23 Off-site activities**

Off site activities play an important part in the education of all pupils at Gayhurst School, and will be encouraged and supported. All such activities will serve an educational purpose which is clearly related to the curriculum.

The school takes a risk identification and reduction approach to trips and they must be agreed in advance by the Head Teacher, such agreement can only be provided if the relevant risk assessments are attached. See the staff handbook for further guidance and the trip request form. Generic risk assessments (for adaptation) are available online or from the Bursar.

When planning an activity involving climbing, skiing, water sports, caving or trekking, the organiser will check the provider of the activity holds a licence under the 2004 Adventure Activities Licensing Regulations.

Gayhurst always seeks permission for off-site activities from parents and they have the opportunity to withdraw their child from any trip/activity.

### **3.24 Transport**

Staff organising school trips must ensure minibuses and coaches used are fitted with seatbelts and that drivers are competent and experienced. It is also a requirement that sufficient supervising adults participate in the trips to be effective in the case of accident or breakdown.

The school minibuses may not be used without pre booking and may only be driven by a person having a current full driving license (with D1 entitlement) with no more than 6 points. They must have passed the school approved competency test and have completed the drivers form held in the office which details any convictions/medical conditions (Nb this is a requirement of the insurers too). Any driver who is subsequently found guilty of a driving offence or affected by a medical condition must inform the Bursar immediately. This may result in the removal of the person from the insurance. A current list is maintained by the school office.

The driver accepts responsibility for the minibus and its safe operation so must take the time to check that the vehicle is safe and roadworthy before driving. They must also be aware that the conduct of passengers travelling on the vehicle is considered to be the legal responsibility of the driver in charge- if in doubt stop or refuse to proceed until satisfied. The safety check and log book must be completed. See the staff handbook for more detailed guidance.

No single driver may drive for more than three hours. Suitable breaks must be taken.

Consideration should be given to planning the journey, including:

- route (and availability of map)
- length of journey and travelling time
- driving time and driver rest breaks

- weather conditions
- more than one driver required?
- Supervision needs must be assessed
- the rules for any passengers, e.g. wearing of seatbelts, driver not to be distracted.

An emergency plan should be in place to include:

- means of communication
- dealing with road accidents
- dealing with illness of a passenger / driver
- arrangements for dealing with mechanical incidents, e.g. breakdowns & punctures

The driver must also secure the bus whilst off premises and when the trip is completed, reporting all accidents and defects involving the minibus to the Premises Manager.

The Premises Manager arranges the MOT's, servicing where appropriate therefore any deficiencies should immediately be notified to the premises team.

Persons using school or private vehicles for transportation must ensure that entrances/exits and drivers' rear view mirrors are unobstructed.

The school uses regular transport companies.

The school holds an insurance policy to enable staff to drive their vehicles on school business on an emergency or occasional basis - permission must be gained from the Head Teacher or Bursar before such a trip.

For planned or regular transportation using staff vehicles, the driver must hold 'business use' insurance; they may self-declare this status however the school reserves the right to verify this through the provision of the insurance certificate.

The driver's licence must be provided to the Bursar (paper and card parts), with a declaration of their medical suitability to drive and the school reserves the right to ensure roadworthiness by requesting the current MOT/evidence of taxation.

Any parent or volunteer regularly assisting with transportation that has access to children must be DBS checked and in such cases permission will be sought from the pupils' parents for the arrangement.

The speed limit on site is 5mph and must be observed at all times- vehicles may only be parked in designated areas and may not block access routes. Vehicles parked against buildings must park with their exhausts away from windows. Car registration details for staff are kept in reception and staff must inform reception of any alterations. Site users driving or behaving dangerously will be spoken to by the Bursar and written to by the Head Teacher; the school reserves the right to refuse access.

### 3.25 Bullying

The school has a written anti-bullying policy which should be referred to.

It is the policy of the school that all persons will be valued and respected. We are committed to providing a safe environment for all our pupils, staff and visitors in which to work and learn.

We will promote tolerance of the individuality of all through our curriculum and through the positive ethos of the school.

We expect pupils and staff to treat others, as they themselves would expect to be treated; that is with respect, courtesy and dignity at all times.

Bullying will not be tolerated in any form. We seek to remind pupils and staff of their responsibilities towards each other and of the unacceptability of bullying. All forms of bullying will be challenged in a manner that encourages those involved to examine and modify their own behaviour.

Support will be provided to those who are bullied and those who bully others including the provision of guidelines and support for parents of the victims and those who perpetuate bullying.

Induction and inset procedures will actively promote the values of tolerance and mutual respect. We will actively promote the values above in all our dealings with parents and within the community - we will promote a positive ethos of valuing others both in our curriculum and through our non-curricular activities.

Pupils will receive guidance with regard to the following areas:

- a) Their rights and responsibilities in school
- b) Why people bully
- c) Different types of bullying
- d) Developing strategies to control anger, frustration and aggression
- e) What to do if they encounter bullying
- f) What to expect from the school if they experience or are involved in bullying

All staff must deal promptly with any incident on bullying.

Teachers should use class time to ensure pupils understand their rights and responsibilities in line with codes of conduct. Staff should be mindful of the fact that bullying is neither always physical nor confined to younger or smaller pupils.

If bullying occurs the facts must be discovered and recorded, the victim must be reassured the matter is being dealt with, either the matter must be dealt with then or referred to a member of the Senior Management Team. The course of action followed depends on the seriousness of the bullying and the extent to which it has been an ongoing problem

All discussion should seek to make students understand why this incident has occurred.

Parents of all involved pupils are to be contacted making clear what action has been taken and the discussion recorded on the parent interview forms.

Whatever gives rise to bullying, consultation and discussion should focus on the behaviour not the child, either bully or victim.

Monitoring of the policy will be part of the overall monitoring procedure of the school and is therefore the responsibility of the Head Teacher and Senior Management Team- all members of staff have a personal responsibility to examine their own practice and attitudes.

### **3.26 Drugs**

A drug is a substance which affects the way in which the body functions either physically, emotionally or mentally. By definition, therefore, a drug includes legally available substances such as alcohol, tobacco, caffeine, and solvents, over the counter and prescribed medicines such as tranquillisers or painkillers as well as illegal drugs such as heroin, ecstasy and cannabis.

The School notes that drug education is essentially about equipping pupils with the necessary skills and knowledge about substances that may harm them. Through exploration of issues and attitudes, pupils are encouraged to develop their abilities to make informed choices. Drug education programmes may be used at Gayhurst at the discretion of the Head teacher

Drug related incidents involving staff will be dealt with by the staff disciplinary process where appropriate. Excluded from this are non-excessive consumption of alcohol during school staff celebrations (e.g. leaving events) and drugs for medicinal purposes.

The Head Teacher is responsible for the management of drug related incidents.

### **3.27 Promotion of Good Health**

The School promotes healthy choices. No snack machines are permitted within pupil accessible school premises. Water is available for all staff and pupils.

### **3.28 Heating**

Recommended minimum room temperatures are 18C for classrooms and 15C in halls. There must be adequate ventilation and windows should open safely and have shading provided where necessary.

Where temporary electrical heaters are used e.g. in an emergency heating failure situation, they must be in good working order and electrical overload must be guarded against. Sufficient clear space around the heater must be maintained. Gas/oil heaters may not be used on the premises.

### **3.29 Water**

The school ensures that the hot and cold water services are maintained at the highest standards and that an annual service contract monitors and maintains the services to meet the approved code of practice of the health and safety executive.

Legionella Disease cannot be passed from person to person, however it is commonly found in water supplies in mid temperatures if not adequately designed or maintained.

The school has undertaken a risk management approach and the risk assessment will be reviewed every five years or as significant changes occurs. This assessment covers the design of the water system, its condition, the maintenance programme, maintaining 'safe' water temperatures and recording readings from the system.

Basic monitoring is undertaken by the Premises team and cleaning, disinfecting and testing is undertaken on the school's behalf by a contractor. Records from all the checks are stored for monitoring purposes. See separate records (log book) folder.

Training has been received by the Premises Team and supports our risk management approach of temperature control (especially after holiday shut down periods), regular flushing and testing.

### **3.30 Mobile Phones**

Pupils are not allowed mobile phones. If required (e.g. for safe travel, they will be held by the office for collection at the end of the school day)

If people have an emergency and need to contact a pupil or member of staff, then they should telephone the School Office in the usual way and a message will be passed on.

Should there be a whole School emergency such as heavy snowfall, which may cause early closure of the school, the school office will instigate the text/email contact system and use the website to communicate with parents and staff.

No responsibility is accepted for mobile phones whilst on the school site.

### **3.31 Smoking**

Gayhurst School is a non-smoking site; this includes the use of e-cigarettes.

### **3.32 Catering**

Connect holds the contract to supply the school meals. They are required to comply with the relevant regulations.

All recommendations and advice will be implemented where practicable to in order to ensure adequate food hygiene standards.

Connect and Gayhurst School will comply with any Environmental Health or other internal or external inspections, and any actions required will be undertaken.

In connection with EYFS requirements, Gayhurst staff members with food preparation responsibilities will have received training in Handling Food. Current holders of Food Safety Awareness certificates are: Helen Williams, Beth Dibble, Sandra Whitaker, Sylvia Church and Hilary O'Flanagan. This was undertaken in May 2014 and will be undertaken every three years. Fabienne Woodger received training in November 2012.

### **3.33 New or expectant mothers**

The school recognises the possibility of additional risks specific to staff members' conditions. Those members of staff who become pregnant should notify, in confidence, their manager in order that their work and environment may be appropriately assessed for additional risk. Risk

Assessment forms for expectant mothers are available via the Bursar and will be treated as confidential and a copy retained and reviewed monthly as conditions change.

### **3.34 Work Experience**

The School complies with the 1997 amendment to the Management of Health and Safety at Work Regulations 1992, which requires it to assess the risks to young person's undergoing a work placement as a consequence of their inexperience, lack of awareness of risks or immaturity. It is the responsibility of the placing officer to carry out such an assessment and provide it to the school. The risk assessment must be reviewed and accepted by the line manager before the student attends and they must receive a suitable induction upon arrival.

### **3.35 Severe Weather**

In the case of severe cold weather conditions, the decision to close the school or restrict attendance will be taken by the Head Teacher, or his delegate. If the decision is made that the school will not open, the Head Teacher will use the school website and text/email contact system to inform parents and staff

All staff are expected to make every effort to attend school if the school is open, even when there are difficulties in using public or private transport. Staff who cannot reach school should telephone in to report this at the earliest opportunity.

In the event of prolonged closure of the school, the Head Teacher will arrange for appropriate checks of the school site and heating plant to be made.

It is the responsibility of the Premises Manager to make the premises as safe as is practicable during severe weather e.g. arranging gritting of roads and walkways. The school is unable to clear all walkways etc. so checks should be made first.

For hot weather (sunny days) the key messages adopted by Gayhurst from the SunSmart campaign are:

- stay in the shade 11-3
- make sure you never burn
- always cover up - e.g. wear a t-shirt, hat, wrap around glasses
- remember children burn more easily
- use factor 15+ sunscreen

Sunscreen is the last line of defence, but it is useful for covering areas of exposed skin when shade and protective clothing are not practical, e.g. outdoor swimming, PE lessons, and school excursions. Pupils may bring in sunscreen and apply it themselves before playtimes.

### **3.36 Glazing**

The school operates a risk management basis where glazing is replaced with a form of safety glass to protect against breakage. Breakages will be filmed (if possible) initially however a local supplier provides an emergency service to the school.

### **3.37 Work Equipment Including Personal Protective Equipment**

Before any new equipment is introduced into the work environment (for either pupils or staff), training required for its safe operation will be provided. Any personal protection equipment required for safe use of the equipment will be purchased and details of all such requirements will entail a separate entry into this policy.

Currently the premises staff are provided with uniforms, work boots, goggles and gloves. The Games staff are provided with uniforms.

### **3.38 Pressure Systems**

Expansion pressure vessel tests are undertaken via Garrie Tomlin annually. The reports are held on file by the bursar. Any actions required as a result of these tests will be undertaken.

### **3.39 Gym/Play Equipment**

Gym equipment is serviced annually by Olympic. Play equipment is subject to an annual inspection by ROSPA. Any defects or concerns raised during these inspections will be dealt with in line with the timeframes suggested by servicer.

### **3.40 Gas Safety**

In line with Gas Safety (Installation and Use) Regulations 1988, we will ensure the safe maintenance of gas fittings/flues through annual servicing and safety checks by a GasSafe registered operative (or at any frequency advised by such an operative) currently Garrie Tomlin. Records of such checks will be kept and provided to any tenants.

Gas BBQ canisters are stored at the rear of the site in a locked enclosure.

As a second line of defence, carbon monoxide detectors (British Standard with audible alarm) will be used as required.

In case of suspected gas or carbon monoxide leak call National grid emergency service line on 0800 11 1 999, turn off the supply if safe to do so and evacuate if required.  
There is no Liquefied Petroleum Gas on site.

### **3.41 Working at Heights**

In terms of the legislation, this term includes work where a person could be injured by falling including at, above or below ground height.

Before undertaking any such work, an assessment of the risk must be made; consideration of available equipment such as scaffolding, training provided to the persons who will be undertaking the works, the weather conditions and the prevention of falling objects plus the consequences of falling objects are to be included in the assessment.

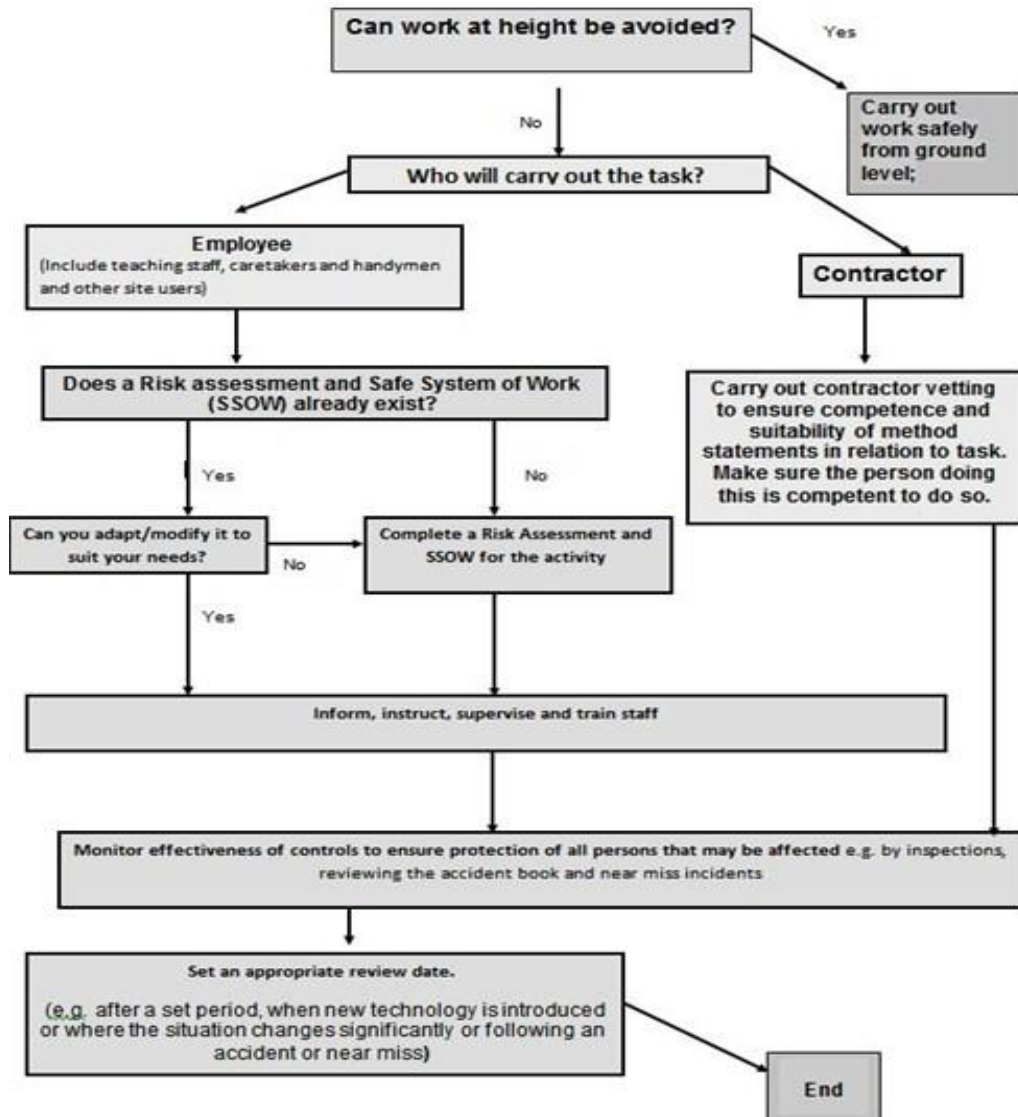
As a general note, ladders are only to be used to climb to a work location, not as somewhere to work from.

All members of the Premises Team have received training on Working at Heights.



Only staff trained and licensed for the Mobile Work Elevating Platform MWEP (Niftylift 90 are permitted to use the equipment and this must be in line with the system of work and guidelines. The MWEP is serviced bi-annually.

Only if the risk level is low will the task be undertaken.



### 3.42 Ventilation

The school's air conditioning units and fume cupboard are serviced annually and recommendations are integrated where reasonably practicable/required.



### **3.43 On site vehicle movements**

Gayhurst School operates a speed limit of 5mph on site, with speed humps and ensures the segregation of pedestrians and vehicular traffic where possible (see risk assessment and Travel Group minutes). Clearly marked one way systems are in place. There is also distinct signage for new users of the site and a clearly marked pedestrian crossing from the car park to the main access point. Cyclists must dismount.

Parking is restricted to those areas which allow clear lines of site to be retained and reversing is not permitted in to 'walkways.' Staff wearing high visibility clothing are provided to assist with reversing during peak times in the main car park.

All parking is on level ground without overhead obstructions and access for emergency vehicles is prioritised to all areas of the site.

Delivery vehicles are requested to deliver out of key times/areas for example the kitchen deliveries are before school and office deliveries are to the front small car park where pupils are separated from the risk area by a security gate.

Site vehicles will not be moved from storage areas when pupils are not in lessons and if whilst in use, pupils are found in the vicinity, support and guidance from other Premises Staff will be taken e.g. human barrier between the children and vehicles.

Curbing, pavements, speed signs, road markings and pedestrian lighting etc. will be maintained. Any defect should be reported to the Premises Manager.

During periods where ice and snow may be a hazard, gritting and/or salting and clearance works will be undertaken to promote the safety of all users. The school reserves the right to close some or the entire site in such instances.

The Travel Committee which consists of Governors, staff and parents meet regularly.

Additional/casual parking may be required for special events such as summer fetes; parking is permitted on areas of the field (marked with ropes) on such occasions and parking assistants will be made available as required.

### **3.44 Radon**

This guidance is applicable to all those on school premises who may be potentially exposed to radon. Radon is a naturally occurring clear, odourless gas that escapes from rock beneath the earth's surface and can seep out of the ground and build up in houses and indoor workplaces.

The Bursar has consulted the definitive radon dataset at [www.ukradon.org](http://www.ukradon.org) and Gayhurst premises are not located in an affected area so no further action is required at this time. The risk from radon in affected areas should be reviewed when significant building / new building works are undertaken

### **3.45 Noise**

This guidance is applicable to all employees and pupils of the school who may come into contact with activities which may expose them to noise levels above the 2nd action level as defined in the Noise at Work Regulations 2005.

Gayhurst aims to identify foreseeable working activities where individuals have the potential to come into contact with significant noise levels, ensure that suitable and sufficient risk assessments are in place where significant risks have been identified and ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by School activities.

It is the School Policy to undertake an assessment of noise levels within its Premises where staff are considered to be at risk of hearing damage. Noise surveys will be arranged by the Bursar.

Any noise survey that is undertaken will: -

- identify which areas are affected;
- who is affected;
- the frequency of the noise;
- the engineering controls that could be implemented to reduce the noise levels;
- establish ear protection zones (EPZ).

Areas which will be considered for noise surveys will include:

- Physical education
- Computer rooms
- Music rooms
- Maintenance work
- Refurbishment activities
- Special events (e.g. school discos, karaoke, firework displays)

Where reasonably practicable, engineering controls to eliminate, or reduce the effect of noise will be implemented by the Premises Manager/ Heads of Department in conjunction with the Bursar.

Where noise levels cannot be reduced below the 2nd action level, EPZ's will be defined and marked by the Premises Manager in conjunction with Head of Department and all personnel entering an EPZ will be required to wear suitable ear protection.

Details of assessments will be held by the Bursar / Premises Manager. Details will also be supplied to employees and their representatives as appropriate.

As part of our procurement process, the school will request information on noise emissions from suppliers of plant and machinery.

If staff are suspected of suffering from hearing impairment due to work activities, then the Bursar will arrange for an occupational health evaluation.

### **3.46 Pupil Supervision**

This guidance is to ensure that pupils are appropriately supervised during school activities and to consider supervision on arrival and departure from the school (inc EYFS)

Pupils arrival and departure:

- Normal school hours are 0700- 1715
- Pupils are not allowed on site without supervision
- Where pupils are on site outside of normal hours, at least one member of the teaching staff will be present

Teaching staff will supervise pupils during breaks and lunchtimes.

Separate arrangements will be made for supervision during play / concert rehearsals or similar events.

Members of the PE department will supervise pupils for home and away matches

Registration:

a register is taken of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will contact the parent if a child fails to arrive at school without an explanation. Additionally, for EYFS and Years 1 to 3, a child will only be released at the end of his / her session into the care of a parent or other individual whose name has been notified to the school in writing in advance.

Pupils will not have unsupervised access in designated areas which will include:

- swimming pools
- gymnastic / athletic & climbing activities
- science laboratories
- design and technology rooms
- flammable material stores
- grounds, maintenance, catering and caretaking areas
- Designated areas will be kept securely locked when not in use.

Parents are responsible for ensuring that their children travel safely to and from school

Arrangements for pupil supervision on educational visits is detailed in Educational Visits policy guidance

### **3.47 Risk Assessment**

We aim to risk assess all activities (including trips and visits), highlighting where required those involving pupils with differing ages (e.g. The Early Years) or needs. We also assess the risks to employees and any other visitors to our site or who may be affected by our activities.

We ensure that our employees have a basic understanding of the general principles of conducting risk assessments (and health and safety) as part of their induction training. Refresher training will be required at regular intervals, particularly for staff who work with chemicals such as Science teachers). Additional training may be required as part of an individual's professional development, for example, training a Groundsman in the safe use of pesticides. Accurate record keeping of training and safety and maintenance checks forms an important part of the process. Similarly, time and effort needs to be spent by staff in ensuring that all pupils develop a basic understanding of risk and of the need to stay safe.

Risk assessments will be a standing agenda item for the staff health and safety committee. The Bursar is responsible for monitoring compliance and for liaising with advisors and consultants (such as the local police, the fire service and insurance and security advisors) in pursuit of risk reduction and for reporting back to Governors and to the Senior Management Team.

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

Risk assessments are not only legally required but they are designed and proven via focussing on prevention - as opposed to reacting when things go wrong - to prevent accidents and injuries that could ruin lives, damage reputations and cost money.

Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

There are risk assessments for numerous hazards and/or activities carried out in Gayhurst School, each of which requires its own separate risk assessment. These include but are not limited to fire safety, educational visits and trips, science experiments, sport and PE activity.

At Gayhurst School we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology. We provide professional training courses for staff who work in relevant areas. And all receive regular induction and refresher training in risk assessments tailored to their specific areas.

See appendix A for the pro forma for risk assessment. The policy at Gayhurst School is never to carry out any activity which has a High rating (17 or above) after the risk reduction measures have been put into effect. Activities involving our youngest pupils (EYFS children) will only be carried out, if they can be awarded a residual score of 8 or below.

We undertake a few medium risk activities with older pupils, such as riding, skiing, but only using specialist/qualified instructors. Some lessons (e.g. science involving experiments, sports) result in a medium residual rating, but pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.

All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

Specialist Risk Assessments will be used as required and all risk assessments are reviewed annually or when circumstances change if sooner and records are kept by the Bursar.

At Gayhurst School, we maintain a "library" of risk assessments on our staff intranet and with the Bursar for staff to refer to and adapt for their own use.

### 3.48 E-Safety

Gayhurst will ensure that pupils are appropriately supervised during school activities, promote responsible behaviour with regard to e-based activities and take account of legislative guidance

The Head of ICT will act as E- Safety Co-coordinator and will:

- compile logs of e-safety incidents
- report to the Head Teacher on recorded incidents
- ensure that staff are aware of this guidance
- provide / arrange for staff training
- liaise with school technical staff
- liaise with the Head Teacher on any investigation and action in relation to e-incidents
- advise on e-safety policy review and development
- be responsible for the IT infrastructure and that it is not open to misuse or malicious attack
- ensure that users may only access the networks and devices through an enforced password protection policy
- keep up to date with e-safety technical information in order to carry out their role
- ensure that the use of the network (including internet, virtual learning, email and remote access) is monitored for misuse
- implement any agreed monitoring software / systems

Teaching and Support Staff will:

- maintain awareness of school e-safety policies and practices
- report any suspected misuse or problem to the Head Teacher or E-Safety Co-coordinator
- ensure that all digital communications with pupils / parents / carers/ fellow staff are on a professional level and conducted on school systems
- where relevant e-safety is recognised in teaching activities and curriculum delivery
- ensure pupils understand and follow e-safety policies, including the need to avoid plagiarism and uphold copyright regulations
- monitor the use of digital technologies (including mobile devices, cameras etc during school activities
- ensure that where the use of the internet is pre-planned, pupils are guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

Those with safeguarding responsibilities should be trained in e-safety issues and aware of the implications that may arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate contact on-line with adults / strangers
- potential or actual incidents of grooming

- cyber-bullying

#### Pupils

- are responsible for using school digital technology systems in accordance with the school acceptable use policy
- will understand and follow e-safety policies, including the need to avoid plagiarism and uphold copyright regulations
- will understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- are expected to understand policies on the use of mobile devices and digital cameras, the taking / using of images and cyber-bullying
- will understand that the e-safety policy will include actions outside of school where related to school activities

#### Parents / Carers:

- will be advised of e-safety policies through parents' evenings, newsletters, letters, school website, training events etc
- will be encouraged to support the school in the promotion of good e-safety practice
- should follow school guidelines on:
  - digital and video images taken at school events
  - access to parents' sections of the school website / pupil records
  - their children's / pupils' personal devices in the school (where this is permitted)

### 4. Training

Training needs will be identified in the following ways:

- Whole school training- programmed a year in advance by the Senior Management Team in conjunction with the Governing Body
- Individual staff training - during appraisal meetings, at any time during the year by the individual and requesting training via the Deputy Head/Bursar.
- Governor training - during relevant Finance and General Purposes Committee and Full Board meetings.

Whole school training currently comprises of safeguarding and fire safety training.

Individual staff training commences with induction training for new staff and includes provision of basic instruction and information about health and safety in the school. Specialist training needs identified include (but are not limited to) first aid, Legionella awareness, fire risk assessment, COSHH, minibus driver training, working at height and Portable Appliance Testing training. All training will be recorded on personnel files.

All new employees will be given a safety induction training by the Bursar / Deputy Head/Head of Junior School to include: -

- fire precautions and safety procedures;
- first aid and accident reporting arrangements;
- general information on health and safety;
- known hazards in the workplace and the control measures in place;
- the school's policy and procedures;

- specific topics relating to that person's role and their place of work, including departmental policies and risk assessments

## 5. Review

This policy is subject to internal annual review led by the Bursar which includes consultation with staff and a review by the Governing Body (via the Finance and General Purposes Committee). The Governors review will include spot checks on relevant paperwork and effective practice

## 6. Appendices

### Appendix A: Risk Assessments

Risk assessments are a careful examination of what could cause harm to people so the risks can be weighed against the precautions. They are not necessarily in writing.

Any Activity undertaken at the school or in relation to a school activity must have a risk assessment carried out - these must be reviewed at least annually or following any significant changes or reports of accident or near miss.

Whilst risk assessments are created by the staff involved in the activity they are maintained by the administrative team, any adjustments required should be advised to the Bursar. Current risk assessments are available on the Staff Share drive and from the Bursar.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments are not only legally required but they are designed and proven via focusing on prevention - as opposed to reacting when things go wrong - to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.



## GAYHURST SCHOOL RISK ASSESSMENT

There are several possible techniques. The model to be used in Gayhurst from September 2014 is a scoring system as set out below

Activity: \_\_\_\_\_

HAZARDS	RISK CONTROL MEASURES	SEVERITY	LIKELIHOOD	INITIAL RISK RATING	FURTHER ACTIONS REQUIRED	DATE COMPLETED AND BY WHOM	RESIDUAL RISK RATING
List each.	List measures to reduce severity for each hazard	Rate each 1 - 5 in ascending order of severity	Rate each 1 - 5 in ascending order of likelihood	List measures to reduce severity for each hazard Multiply severity with likelihood (Col 2 x Col 3)			Adjusted numerical score (Must be no higher than 8 for EYFS)
Date:		Signature:					

**On completion of the risk assessment, the risk score is as follows: High - scores of 17-25, Medium - scores of 9-16, Low -scores of 0 - 8**



## Appendix B: GAYHURST COSHH - Assessment

### Guidance on Completing the COSHH Risk Assessment Form

**1 Name**

Identify a product by its proprietary

**2 Manufacturer**

Include their name and contact details (preferably a phone number) in case of need.

**3 Activity Assessed**

Identify the activity by an appropriate title.

**4 Location of the Work Activity**

The location of an activity can significantly alter risk. Different levels of risk may arise from the same activity performed in different locations if there is also a difference in the standards of facilities of the locations.

**5 Persons Who May be at Risk**

It is appropriate to refer to groups of people such as cleaning staff. Specific groups at risk e.g. pregnant women should also be noted.

**7/8 Quantity and substance Use**

Include details such as quantities, durations, etc. which will assist in the assessment of risk. Describe the activity in outline

**9 Materials Involved**

Identify the constituent chemicals within the product detailing their risk phrases, likely routes of entry to the body and exposure limits (check EH40 online for further information as required).

The "Hazard" is the word(s), such as "Oxidizing" or "Toxic", associated with the hazard warning symbol(s) and "Risk Phrases" is the further details of the nature of the risk, such as "Toxic by inhalation", which appear on the container label.

List here only the harmful or hazardous effects that could arise from the intended use. Also note factors such as quantity, physical properties (e.g., evaporation rate), exposure limits, vapour concentrations, flash points, toxicity data, etc. which will influence the conclusions made about the risks that may arise from the activity and from foreseeable emergencies.

Attach copies of data sheets to the assessment form.

**10 Existing controls**

Need to be detailed clearly so all users are clear on procedure and so in reviews, correct use of the product can be verified. List measures such as working practice, enclosed equipment, personal protective equipment, prohibitions on sources of ignition, etc.

Is the level of risk acceptable?

## 11 Further controls

Can any risks be eliminated or reduced by not using a particular substance or procedure or by substituting lower risk alternatives? Are further controls necessary? The HSE require sufficient detail to be recorded for it to be clear how conclusions about risk were arrived at.

"Personal Exposure" If the work will cause people to be exposed to a substance, and either it is not known whether the exposure will be excessive or exposure is expected to be close to the limit, personal monitoring must be specified. The type and frequency of monitoring should be specified.

"Health Surveillance" Some form of health surveillance is mandatory for specified activities or work with certain substances and if it is believed likely that exposure may give rise to observable health effects.

Relevant examples of substances for which health surveillance is required:

- Substances of recognised systemic toxicity (e.g. carcinogens, substances labelled "may cause cancer" or "may cause cancer by inhalation"
- Substances labelled "May cause sensitisation by inhalation" and other substances known to cause occupational asthma
- Substances labelled "May cause sensitisation by skin contact" and other substances known to cause severe dermatitis.

## 12 Emergency controls

Give details of arrangements, as appropriate.

## 13 Re-evaluation, Implementation and Review

Re-evaluate the risk following the further controls.

Detail implementation timetable for all required actions, monitoring date and review

COSHH trained staff:

Joseph Couzens Martindale  
Sandy Kearns  
Sorsha Crosbie  
Sue Harper

Premises  
Science  
Art  
School Secretary (ordering)

### GAYHURST COSHH ASSESSMENT

ASSESSOR..... ASSESSMENT DATE.....

ASSESSMENT NUMBER.....REVIEW DATE.....

1	Name of hazardous substance	
2	Manufacturer (inc contact details)	
3	Activity Assessed	
4	Location of work activity	

--	--

6	Description of substance e.g. solid, liquid	
7	Size of container or quantities held, amount used, frequency and duration of use	

<b>8</b>	<b>How is substance used?</b> Give brief details and attach protocol/instructions
----------	--

<b>9</b>	<b>Hazards of the substance</b> (final product not ingredients, list all that apply with risk phrases)
----------	---

Likely route of entry for our usage (tick all that apply)	Inhaled	Ingested	Absorbed by skin	Contact with skin	Eyes	Puncture
Known workplace exposure limits	WEL 8 hour    mg/m3 or ppm		WEL 15 min    mg/m3 or ppm			

<b>Data sheet attached?</b>  delete as appropriate	<b>Yes/No*</b>
--	----------------

<b>10. Existing controls if any:</b>
--------------------------------------

<b>Engineering</b> (e.g. isolation, ventilation, enclosure)
<b>Management</b> (systems of work, training, authorisation)
<b>Warning signs:</b>
<b>PPE:</b>
<b>Exposure monitoring</b> (eg air sampling)
<b>Health surveillance</b> (eg blood test)
<b>Emergency procedures</b>
<b>Storage arrangements</b>
<b>Waste disposal</b>

**Evaluation of current risk**

(severity x likelihood)

**Are further controls required?****Yes/ No\***

delete as appropriate

**11. Further controls checklist****Can substance be eliminated** **Yes/No****Can substance be substituted** **Yes/No**

(if carcinogenic efforts must be made to eliminate or replace)

Circle as appropriate

**Engineering Controls**

Enclosure

Isolation

LEV

General ventilation

Other (describe)\_\_\_\_\_

**Management measures**

Systems of work

Permit to work system

Information

Training/instruction

Supervision

Warning signs

Welfare/hygiene facilities

Exposure monitoring

Health surveillance

**Personal protective equipment**

(detail standard where known)

Respiratory e.g. mask

Eye/face e.g. safety glasses

Gloves e.g. rubber

Clothing e.g. overalls/footwear

Other (describe)\_\_\_\_\_

**12. Emergency controls****First Aid – skin**\_\_\_\_\_**First Aid – eyes**\_\_\_\_\_**First Aid- inhalation**\_\_\_\_\_**First Aid- ingestion**\_\_\_\_\_**Dealing with spillage**\_\_\_\_\_**In the event of fire**\_\_\_\_\_**Disposal method**\_\_\_\_\_**Source of information/advice** (in house specialist) \_\_\_\_\_

### 13. Re-evaluation of risk

in light of further controls detailed above

(severity x likelihood) \_\_\_\_\_

Severity- Death/serious injury or significant injury/illness or minor injury/illness

Likelihood – exposure is likely or may occur or is unlikely to occur

**Are further controls required?**

**Yes/ No\***

delete as appropriate

### Evaluation of current risk

(severity x likelihood)

**Are further controls required?**

**Yes/ No\***

delete as appropriate

Implementation		
What needs to be done to implement further controls	Who will do it	By what date

### Monitoring Date

**Have the further controls been implemented?**

**Are they effective?**

(if not repeat appraisal)

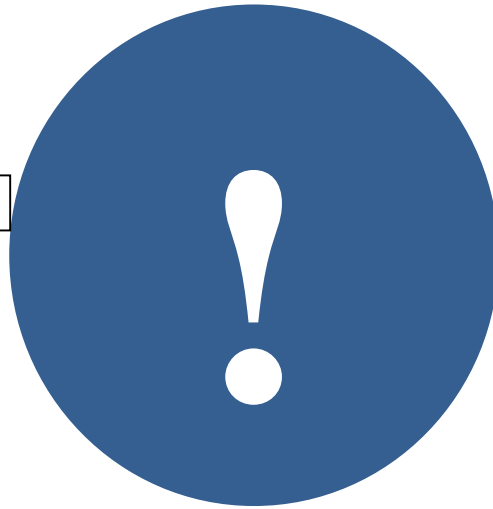
### Review

This assessment must be reviewed without delay in the event of an accident or a significant change in circumstances, equipment or method. In any case it must be reviewed before\_\_\_\_\_

Assessor signature\_\_\_\_\_Date\_\_\_\_\_

Bursars signature\_\_\_\_\_Date\_\_\_\_\_





# Fire Action

## On discovering a fire:

PUPILS tell a teacher

ADULTS sound the alarm (the fire brigade are automatically called)

Follow the teachers instructions and leave the building  
silently

Report to the assembly point

## On hearing the alarm:

Follow instructions and leave in silence by the nearest fire  
exit

Close doors behind you

Report to the assembly point

Your assembly point is on the field behind the all weather  
pitch

Do not re-enter until authorised to do so

Do not stop for possessions



# Fire Action

## On discovering a fire:

PUPILS tell a teacher

ADULTS sound the alarm (the fire brigade are automatically called and the office notified)

Follow the teachers instructions and leave the building silently

Report to the assembly point

## On hearing the alarm:

Follow instructions and leave in silence by the nearest fire exit. Close doors behind you.

ADULTS take the registration summaries, staff room fire bag and staff signing in/out board with you.

First teacher leads the children out, the second sweeps the building checking for full evacuation.

Report to the assembly point

Your assembly point is in Chantry car park on Maltmans Lane or the Main Field

Do not re-enter until authorised to do so

Do not stop for possessions

## ACCIDENT RECORD

### **About the person who had the accident:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_

### **About you, the person filling in this record:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_

### **About the accident:**

When did it happen? Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Where? State which room or place: \_\_\_\_\_  
Member of staff on duty (if relevant): \_\_\_\_\_  
Say how the accident happened, give the cause if you can: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness report (if relevant): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the person who had the accident suffered an injury, say what it was: \_\_\_\_\_  
\_\_\_\_\_

Action taken by the school: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **For pupil involved accidents:**

Parents informed by telephone:	Yes/No	Time: _____	By: _____
Parents given a copy of the accident report:	Yes/No		By: _____
Parents given head/incident letter:	Yes/No		By: _____

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### **For the employee only:** ☐

*By ticking the box and signing this page I give my consent for my employer to disclose my personal information and accident details to safety representatives and representatives of employee safety for them to carry out health and safety functions given to them by law.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

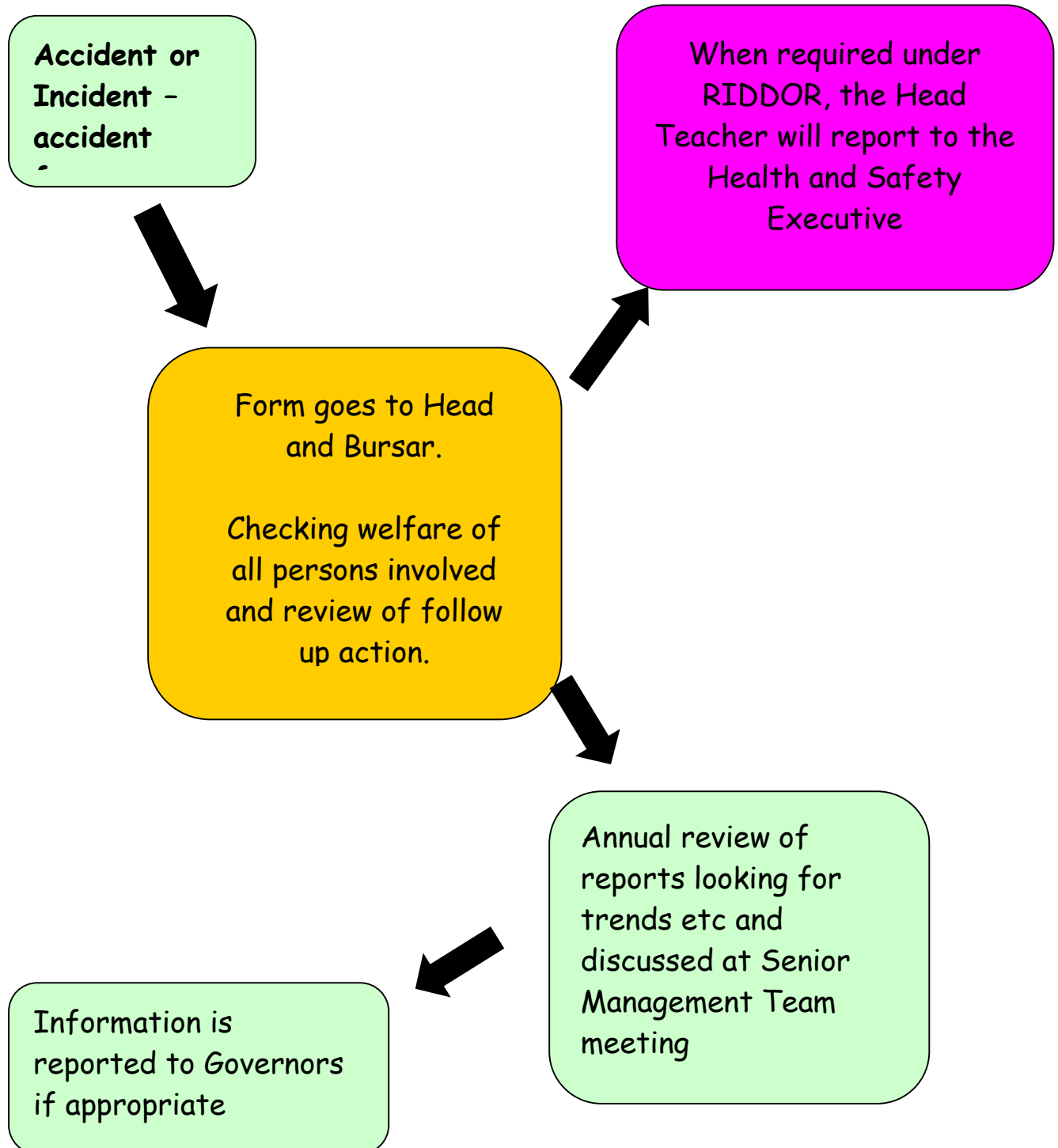
### **For the employer only:**

Complete this box if the accident is reportable under RIDDOR. To report just call the ICC on 0845 300 9923. How was the accident reported: \_\_\_\_\_ Date reported:- \_\_\_\_\_

Signature: \_\_\_\_\_

Incident: resulting from deliberate action by one or more persons e.g. assaults

Accident: non-deliberate e.g. trips, falling objects



## ACCIDENT/ INCIDENT INVESTIGATION REPORT

To be used as required to investigate incidents and record findings

Exact location where incident occurred

Date of incident

Time of incident

Details of any injured persons

Date and Time of Investigation

Investigator (inc role)

Names of persons seen and their dept


Summary of incident

### Observations

detail observed facts  
e.g.  
exact conditions e.g.  
light, weather  
noise, attach and plans,  
drawings

### Background info

any instructions,  
experience  
or prior training etc.

### Narrative

describe  
incident  
in chronological  
order, indicate  
assumptions, focus on  
specific  
events, indicate witness  
info:

attach all statements  
describe consequences  
e.g. injuries

--

Action required

--

Date achieved

--

Signature of investigator

--

## Appendix E:

### List of first aiders and first aid box locations at September 2016:

#### First Aiders

Simon Kearns	Senior	Sue Harper	Office
Caroline Wilson	Senior	Claire Dixon	Office
Ryan Long	Senior	Janet Lisozzi	Office
David Bushnell	Senior	Maria Kay	Office
Kylie Waters	Senior		
Sam Brown	Senior	Fabienne Woodger	Nursery
Jennifer Carr	Senior	Beth Dibble	Nursery
Sandy Kearns	Senior	Helen Williams	Nursery
Melissa Legg	Senior	Nicky White	Nursery
Ruth Lingley	Senior		
Maria Stephen	Senior	Cloe Vos	Junior
Caroline Wilson	Senior	Michelle Fardy	Junior
Amanda Keeney	Senior	Charlotte Stanhope	Junior
Katie Hall	Senior	Hilary Rouse	Junior
Grant Whitaker	Senior	Sylvia Church	Junior
Alexy Soto	Senior	Shona Baker	Junior
Tara Williams	Senior	Karen Kaeda	Junior
Sorsha Crosbie	Senior	Hilary O'Flanagan	Junior
Dawn Harrison	Senior	Julie Ann Hubbard	Junior
		Hilary Rouse	Junior
J Couzens Martindale	Maintenance	Pippa Goodwin Self	Junior
Mike Toms	Maintenance		
		Sophia Dobbins	After School Club

#### First Aid Boxes:

School Office - trolley  
Games Office -2x bags for use with Pease Field activities  
Gibbs Hall  
Kitchen  
Prep room between science labs  
Junior School - 2x bags for trips  
Junior school first aid room  
Minibuses - 1x box in drivers door of each  
Maintenance unit  
Pavilion  
Dining Hall  
Senior Staffroom



## Appendix F: Assessment for DSE

Date of Assessment:
Location of Workstation:
Shared workstation- number of operatives:
Name of User:
Time spent on DSE/week:
Description of Tasks:

	Yes/No	Action Required
Display Screen:		
Characters are well defined and easy to read		
Image is stable and free from flickering		
Brightness and contrast are adjustable		
Swivels easily		
Has tilt facility		
Is free from uncomfortable glare/reflections		
Keyboard:		
Has tilt facility		
Sufficient space in front of keyboard to rest hands and wrists		
Matt surface		
Easy to use		
Readable characters		
Work surface/work desk:		
Low reflection		
Allows flexible arrangement of equipment		
Adequate space		
Stable and adjustable document holder		
Suitable leg room		
Work chair:		

Stable		
Easy freedom of movement		
Comfortable position		
Adjustable seat height		
Adjustable seat back height		
Adjustable back seat tilt		
Use of footrest		
Environment		
Satisfactory lighting		
Glare/reflections from lighting/lamps/windows		
Adjustable window coverings		
Excessive noise from equipment		
Comfortable temperature		
Suitable humidity		
User and computer interface		
Software suitable for task		
Software adapted to user pace and format		

Other issues (inc medical conditions):	
Comments	
Employee's signature	Date
Date for completion of corrective actions:	
Comments	
Employer's signature	Date

## Appendix G: Drivers

Name:

Dave Bushnell  
Simon Kearns  
Julia Seddon  
Joan Terrar  
Grant Whitaker  
Sandra Whitaker  
Ruth Lingley  
Hilary O’Flanagan  
Claire Dixon  
Shona Baker  
Sam Brown  
Ryan Long  
Katie Hall  
Hilary Rouse  
Michael Toms  
Fabienne Woodger  
Gareth Davies

# CRITICAL INCIDENTS PLANNED RESPONSES

Appendix H – see separate policy

## Serious Complaints

Refer to complaints policy  
Staff disciplinary policies may also be needed

## Serious allegation

Refer to child protection within the Safeguarding Policy  
Refer to complaints policy  
Staff disciplinary policies may also be needed  
Bucks Safeguarding in Education - 01296 382912

## Intruder

Challenge any person not recognised or wearing a visitors badge  
Contact SMT  
Contact police (999) if there is any perceived threat  
Remove pupils from locality if possible

## Accident in or out of school

Follow medical emergencies policy

## Evacuation

Do not wait  
Use the nearest outside door  
In winter one adult to gather coats if possible, not stopping for other possessions  
Assemble at marshalling points  
Ensure attendance register, visitors' book etc are checked and all are accounted for  
Do not re-enter the building except when told to do so by SMT

## Illness outbreak

Inform health protection team – 01865 226894

## No heating

This may be caused by lack of utilities.  
Follow relevant procedures as set out  
Ring Garrie Tomlin 01494 868257

## Minibus Breakdown

Follow instructions held on minibus emergency card- in glove compartments

## Vehicle crash on site

Call emergency services and provide first aid where appropriate  
Evacuate affected parts of building

## No Electricity

Contact SMT and Premises Manager  
Turn of electrical items if appropriate  
Contact electricity board (SSE Power 0800 072 7282)  
Pupils may have to be stopped from attending – if so inform all parents that can be reached  
Pupils may have to be sent home – if so, inform:-  
All parents  
Local neighbourhood school to assist in accommodating pupils who cannot be sent home

## Fire

Do not attempt to fire-fight. Sound alarm and evacuate.  
Fire Brigade called automatically; advise of details

## Gas Leak

Contact SMT and Premises Manager  
Turn of electrical items if appropriate  
Contact gas board – 0800 048 0202  
Transco (leak) – 0800 111 999  
Pupils may have to be stopped from attending – if so inform all parents that can be reached  
Pupils may have to be sent home – if so, inform:-  
All parents  
Local neighbourhood school to assist in accommodating pupils who cannot be sent home  
Contact fire brigade and police

## Lack of water

Ring water board to find out why – 0845 769 7985  
Pupils may have to be stopped from attending – if so inform all parents that can be reached  
Pupils may have to be sent home – if so, inform:-  
All parents  
Local neighbourhood school to assist in accommodating pupils who cannot be sent home

## Flooding/Water Leak

Locate stopcock and turn off- situated  
Contact SMT and Premises Manager  
Contact water board if appropriate 0845 782 3333  
Evacuate pupils from affected areas as appropriate

## Severe weather

SMT/Premises Manager will follow instructions on the emergency closure sheet

## Gayhurst School Permit To Work

COPY TO BE GIVEN TO CONTRACTOR, AND RETURNED TO THE SCHOOL ON COMPLETION OF WORKS

<b>Proposed work</b>					
<b>Description of work involved</b>  <b>Equipment to be used</b>  <b>Location</b>  <b>Permit valid for (Date and Duration):</b>					
<b>Special Considerations</b>					
<b>Hazard present:</b>	<b>Yes/No (Permit Issuer)</b>	<b>Removed or Controlled</b>	<b>Hazard present:</b>	<b>Yes/No (Permit Issuer)</b>	<b>Removed or Controlled</b>
Combustible solids			Confined space		
Flammable liquids			Work at height		
Combustible building fabric (e.g. floors/walls /ceilings/roofs)			No segregation of work from others		
Flammable/toxic gases/vapours			Pressure (pipes/vessels discharged and vented)		
Chemicals			Conduction of heat/sparks		
Electricity			Asbestos		
			Other (specify).....		
<b>State any additional precautions required (e.g. personal protective equipment, isolations, emergency procedures, fire-fighting equipment):</b>          <b>Work must stop immediately if other risks are identified or suspicious materials discovered</b>					

<b>Authorisation before work starts</b>	
The area is prepared and work may start in line with the conditions of this permit. <b>Name of Permit Issuer</b>  <b>Signed</b>  <b>Date/Time</b>	I have read and understood the conditions of this permit described above and will ensure that all workers understand the requirements. <b>Name of Permit Acceptor</b>  <b>Acceptance signature</b>  <b>Date/Time</b>
If the permit needs to be extended, re-examine work area and complete appropriate sections overleaf.	
<b>Mid Point Check</b>	
<b>Time and Signature of Permit Issuer:</b>	
<b>Cancellation after work is completed</b>	
The above work has/has not been completed and the area is safe for normal working to resume. <b>Signed (Permit Acceptor)</b>  <b>Date/Time</b>  <b>Signed (Permit Issuer)</b>  <b>Date/Time</b>	

### Extensions to Permit Time Limit

The work area has been re-examined and work may continue subject to the conditions of this permit.

Permit valid on (Date):					
Duration: (From and To)					
Signed (Permit Issuer)					
Date/Time					
Signed (Permit Acceptor)					
Date/Time					

**N.B. Once all boxes completed, a new permit must be issued if the work is to continue.**

### Examples of control actions:

Available sprinklers, hose streams, and extinguishers are in service/operable.

Hot work equipment in good repair.

Within 35ft of work: Flammable liquids, dust, lint and oil deposits removed; explosive atmosphere in area eliminated; floors swept clean of combustibles; combustible floors wet down, covered with damp sand or fire-resistant sheets.

Remove other combustibles where possible. Otherwise protect with fire-resistant tarpaulins, screens or shields.

All wall and floor openings covered.

Fire-resistant tarpaulins suspended beneath elevated hot work.

Check that no danger exists by conduction of heat into another room or area

Enclosed equipment cleaned of all combustibles.

Containers purged of flammable liquids and vapours.

Fire watch will be provided during and continuously for 30 minutes after work, including during any work breaks.

Fire watch is supplied with suitable extinguishers; fire watch is trained in use of this equipment and in sounding alarm.

Fire watch may be required for adjoining areas, above and below; hot work area inspected 30 minutes after job is completed.

Area is protected with smoke or heat detection.

Ample ventilation to remove smoke/vapour from work area.

Asbestos register checked and potential for asbestos in area considered

Area of work checked for electrical conduits

Comments:



## Construction (Design & Management) regulations 2015 (CDM) Client Checklist

Description of project:

Does the building contain asbestos? See note 1	Yes		No	
HSG264 R&D Survey required?	Yes		No	

CDM Duty holders	Organisation	Name of duty holder	Date appointed	Initials
Client (Client)				
(Principal) Designer (P)D				
(Principal) Contractor (P)C				

<b>Client responsibility</b> Notification to HSE	Is the work scheduled to:  Last longer than 30 days and have more than 20 workers working simultaneously at any point in the project or exceed 500 person days?	<b>Date notified</b>  (online submission of F10)

Client responsibilities	A - Pre -works Phase	B - Works phase	C - Post work phase
	<i>Date phase commenced</i>	<i>Date phase commenced</i>	<i>Date phase commenced</i>

	Duty	Initials	Date	Duty	Initials	Date	Duty	Initials	Date
Ensure the roles, functions and responsibilities of the project team are clear.	<b>Client<sup>1</sup></b>								
Appoint a (Principal ✓) Designer that is competent and adequately resources ✓ Principal if <b>more than one contractor is to be used.</b>	<b>Client</b>								
Appoint a (Principal ✓) Contractor that is competent and adequately resourced.	<b>Client</b>								
Confirm (where appropriate) the design	<b>(P)D</b>								

complies with all Health and Safety Legislation (using the principles of prevention).	Client								
Confirm with Duty holders they have adequate <b><u>time / resources</u></b> to carry out their required duties in each phase.	(P)D			(P)D					
	(P)C			(P)C					
	Client			Client					
Confirm with Duty holders they have adequate <b><u>information</u></b> to carry out required duties in each phase (The Client has the main duty for providing pre-consideration information).	(P)D			(P)D					
	(P)C			(P)C					
	Client			Client					
Client to ensure that Duty holders have adequate levels of <b><u>communication, co-operation and co-ordination</u></b> to carry out their required duties.	(P)C			(P)C					
	(P)D			(P)D					
	Client			Client					
Check the suitability advanced: <b><u>Written Construction Phase Health and Safety Plan / Risk Assessments / Method Statements</u></b> are in place before construction starts. On-going checks throughout the Construction Phase.	(P)C			(P)C					
	(P)D			(P)D					
	Client			Client					
Confirm <b><u>adequate welfare facilities are in place</u></b> at the start and throughout the construction phase.				(P)C					
				Client					
PD to produce a <b><u>Health &amp; Safety File</u></b> (if more than <b><u>one</u></b> contractor has been used), or Designer to revise current site H&S file to incorporate any relevant information							(P)D		
							Client		

### GAYHURST SCHOOL General Safety Assessment

The Bursar should be advised of all emergency items or items that arise subsequent to this assessment

**EVERY ROW SHOULD HAVE A TICK, THERE ARE TWO PAGES IN THIS DOCUMENT**

Room/Area: \_\_\_\_\_

Date: Summer 2015 Name: \_\_\_\_\_

	YES	NO	N/A
Are all exits and emergency routes free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire exits clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire action sign up to date and clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the nearest fire extinguisher/fire blanket signed and free from obstruction? (May not be in your room).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know where your nearest fire break glass/call alarm points are? (May not be in your room).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all windows and doors (inc closers) in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Toilets only:</u> do the doors present a finger trap hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the flooring in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the room free from trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all electric sockets and leads in good visual order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any extension leads in your area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Early Years only:</u> do all sockets have blanking plates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are desks and chairs in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all other equipment/resources in safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Early Years only:</u> is your play sand in suitable order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment (e.g. OHP's, computers) in safe positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is storage kept to a low level or without dangers at a high level?

Is all display work safe ie away from heat sources, without sharp edges?

Is combustible material (waste) removed on a regular basis?

Are heaters free from obstruction and secure?

Where applicable, are your cleaning products kept in locked cupboard?

Are store rooms in a safe and tidy condition?

Are your hot contacts e.g. radiators safe?

Is the decor clean and in good condition?

Is lighting in good order and sufficient?

Is adequate ventilation available?

Do you have means to control light entering e.g. blinds?

Do you have prolonged exposure to bright lights e.g. projectors?

Is your work station suitable for use?

Are there any other hazards?

*please detail points above/  
write other comments:*

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