



HEALTH & SAFETY POLICY

P012v19 Health & Safety Policy
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Compiled by: Bursar

Part 1 - Health and Safety Policy Statement

The Board of Governors of Gayhurst School attaches great importance to the health, safety and welfare of all those who form part of the school community, including members of staff, pupils, visitors and contractors. The Board of Governors is committed to reducing accidents, incidents and ill-health and looks for ways to improve continuously.

All staff at the school are aware they have health and safety responsibilities, and all are expected to play an active part in ensuring the highest health and safety standards for pupils, employees, visitors, customers and contractors are established and maintained. All those engaged to work at the school are expected to comply with the requirements detailed in this Policy.

The Policy highlights the need for all staff to be alert to risks and hazards and to seek to minimize these by planning work carefully and responsibly. The development of a safety mindset amongst those who work and study here is at the heart of the School's commitment to ensure that the highest standards of health and safety are met at all times.

All employees of the school are further expected to be constantly aware of the risks inherent in the management, care and education of children and to take all reasonable steps to identify, minimize and manage those risks. Those who are entrusted with positions of supervision, whether on School property or during trips and activities, should ensure pupils conduct themselves in accordance with all health and safety requirements and encourage them to approach their life at the school responsibly, being alert to risks and hazards.

This Health and Safety Policy is based on the requirements laid down in the Health and Safety at Work Act 1974 (HSAW), regulations made under this Act, Approved Codes of Practice and Guidance.

All who work at the school should make themselves familiar with the content of all School Policies, paying particular attention to their own areas of responsibility and operation.

They are also expected to apply the Policy conscientiously and thoroughly; where the meaning or expectation of any part of this material is unclear to an employee, it is expected that he or she will seek clarification of that material. Should any member of staff identify an area where improvement could be made, they should without delay contact their line manager, or the Bursar who holds responsibility for the coordination and management of health and safety.

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HEALTH & SAFETY POLICY

1. 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, Heads, Staff and Governing Bodies 2014, 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 Senior Leadership Team will ensure, so far as it is reasonably 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 reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities.
- The Head with the assistance of the Senior Leadership Team and other staff will 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 measures 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.

2. Responsibilities

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

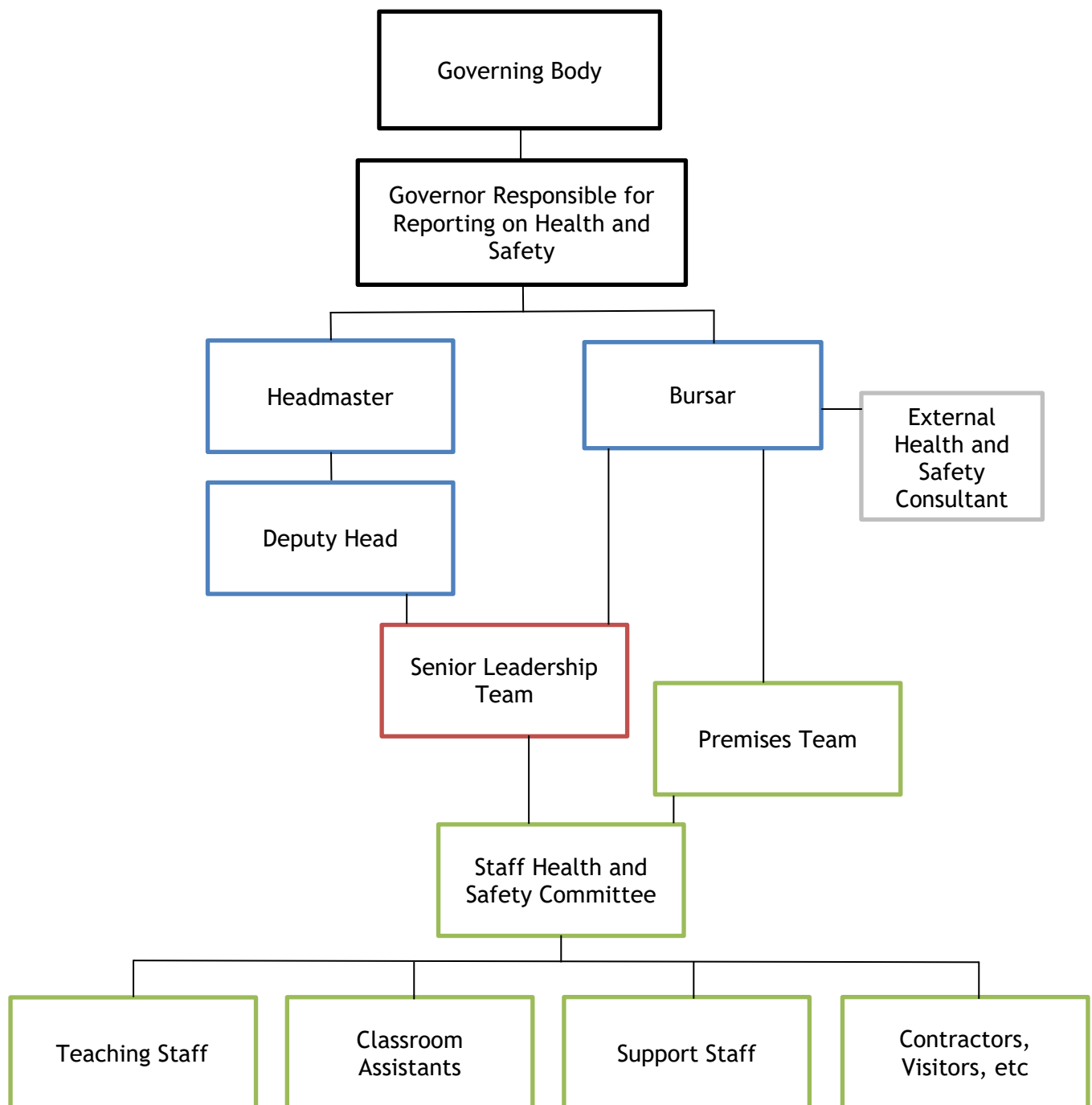
Key:

Black: Draws up/ratifies school health and safety policy

Blue: Takes day to day responsibility, arranges staff training, monitors standards

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

Green: 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, via the H&S lead governor (currently Elizabeth Halliday), with assistance from the Head, 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:

- Make arrangements to ensure the school has an up to date health and safety policy
- Have in place procedures to identify hazards and evaluate risk control measures (including use of specialists e.g. health and safety auditors)
- Delegate health and safety responsibility to some staff and ensure that requirements are followed including provision of training for such staff
- Ensure a governor attends appropriate health and safety briefings provided by consultants or school
- Ensure the lead governor attends the school's health and safety committee meetings
- Have health and safety on the agenda at Governing Body meetings as appropriate
- Ensure the Head, as the Key Manager for health and safety, is supported to carry out the appropriate responsibilities as detailed below.
- The Governing Body will provide:
 - A safe environment for pupils, staff, visitors and other users of the premises, plant, equipment and systems
 - 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
 - All necessary safety and protective equipment

2.2. The Governor Responsible for Reporting on Health and Safety

One governor is appointed as Health & Safety lead and is responsible for reporting directly to the Board of Governors of Gayhurst School on health and safety. Responsibilities include, so far as is reasonably practicable, the following:

- Seeking to ensure that health and safety is given priority and importance by the governors in its deliberations
- Consulting with the Headmaster and Bursar and Health and Safety Consultant
- Attending the Health and Safety Committee and seeking to ensure the Committee is working effectively to fulfil its responsibilities
- Receiving copies of all RIDDOR and major incident and accident reports and monitoring that appropriate action has been taken by the school
- Monitoring the School's Policies and Procedures to ensure they operate effectively.

2.3. The Head

As the 'Responsible persons', the Head 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.

The Bursar is the prime guardian of health and safety matters at the school and the Head delegates responsibility for all the matters below to them.

- To pursue the objectives of the Governing Body with respect to health and safety.
- To ensure health and safety is an agenda item in staff meetings.

- 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 and Bursar
- To review procedures and pass on the information to the staff concerned.
- Co-operate with and provide necessary facilities for trades union safety representatives.

2.4. The Bursar

The Bursar will keep the Head up to date with developments and information to be followed up with staff. Key functions include:

- To pursue the objectives of the Governing Body with respect to health and safety.
- To ensure risk assessments are carried out and appropriate actions are taken to remove potential hazards or reduce the level of risk.
- To co-operate with accredited Safety Representatives and Safety Advisors and offer them assistance to carry out their prescribed functions.
- To receive written reports from Safety Representatives and Safety Advisors concerning possible hazards and to respond in writing within a reasonable time to the points made.
- To ensure the school is subjected to termly health and safety inspections by responsible officers and records of those inspections are kept
- 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 and Bursar.
- To ensure that competent persons undertake checks, audits and works.
- To ensure that materials and equipment purchased are safe and without risk when properly used and are adequately maintained
- To ensure training needs of both new and existing staff are assessed, relevant training is provided and a record of these is kept
- To include health and safety items in the annual reports of the Governing Body
- To keep abreast of the changes in the Departmental Health and Safety policies and to display the health and safety law posters.
- To review procedures and pass on the information to the staff concerned.
- Co-operate with and provide necessary facilities for trades union safety representatives.

2.5. The Premises Team

The Premises Team has the responsibility for implementing the policy with assistance from Heads of Departments.

They 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. The Premises Team will arrange and carry out routine maintenance and keep records.

The Premises Team will also ensure that contractors do not place health and safety of staff or pupils 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 Team so that they may be properly investigated, recorded and resolved.

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

Maintain and hold appropriate health and safety records.

2.6. 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 requesting specialist staff training 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 pupils.

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

2.7. Health & Safety Committee members

The committee is chaired by the Bursar and contains the Governor overseeing health and safety as well as 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. Detail of members is circulated to staff at the start of the year and ongoing consultation with staff shall be via this medium.

2.8. All Staff

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

- Use equipment in a safe manner and in accordance with the instructions issued
- Take all reasonable steps to ensure the health and safety of those affected by their activities.
- Check equipment and classroom before use and report their findings to their manager
- Exercise effective supervision over all those for whom they are responsible including pupils
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and seek immediate clarification where in doubt.
- Be aware that all adults on the premises are to have especial concern for the pupils who are entrusted to their care.
- 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.

2.9. Monitoring

The implementation of this policy will be monitored by regular inspection by the Bursar and the Head. The Governing Body will review this policy on an annual basis.

2.10. 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 Assistant Head Prep and their Induction Buddy. Supply staff, etc. will be given a health and safety induction.

This policy is available on-line in Policy Viewer and in All Staff sharepoint.

2.10 Volunteers

Volunteers (including pupils on work experience) will be provided with the health and safety induction 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. Hazards & Workplace Safety

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 chair 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 Team 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
- 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 display:
 - health & safety policy statement
 - HSE health & safety law poster
 - emergency procedures

3.2. Hazardous Substances

3.2.1. Control of Substances Hazardous to Health (COSHH)

The COSHH regulations place a duty on 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, and 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.

Premises Team

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

The Premises Team, Heads of Art and STEM 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 All Staff sharepoint. (For blank assessment sheet 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

Hazardous substances 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 licensed disposal company and disposal details are maintained. Current chemical lists are available to be provided to the local Fire Brigade as required.

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 information contained within the Asbestos Management plan will be reviewed annually.

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 Team 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 to RIDDOR and to the individual's GP.

3.4. Electrical Safety

Portable Electrical Equipment is tested every year with interim visual checks being undertaken by the Premises Team. 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.

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 of 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 repaired.

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 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.

The Premises Team will:

- (a) Carry out weekly tests on the fire alarm call points and maintain a log of these.
- (b) 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 monthly.
- (e) Perform termly fire evacuation tests (minimum frequency)
- (f) Liaise with contractors to ensure safe working practices are followed and that they are aware of our fire procedures.
- (g) Liaise with the relevant contractors to maintain the firefighting equipment located around the school.
- (h) Liaise with Buckinghamshire Fire and Rescue Service and implement 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 Team
- c) Exercise care when storing combustible material (including pupils' displaywork)
- d) Store flammable products in a metal cabinet.
- e) Only attempt to tackle a blaze when they are confident in their ability to bring the blaze under control without endangering any person(s).

3.6 Arrangements for Managing Virus Outbreaks and Pandemics

In the event of a pandemic occurring that may affect school operations, the Senior Leadership Team will meet to discuss and agree plans for a) minimising the risk and preserving the wellbeing of pupils, staff and visitors, b) ensuring compliance with governmental authorities and c) endeavouring to maintain the education of the pupils and normal operation of the school as far as it is possible and reasonable to do so.

In all cases, the management team and Board of Governors will meet to discuss ongoing developments and will actively seek guidance to manage the situation.

Where additional procedures are required within the school, arrangements will be made to implement these quickly and effectively and to ensure staff and pupils have a clear understanding of the requirements of any restrictions or special precautions.

Written risk assessments and procedures will be prepared which will then be communicated to all who may be affected by the issue.

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. Safeguarding

See the Safeguarding policy. Gayhurst operates under a 'culture of vigilance'. The named person for child protection in the school is the Deputy Head. The co-ordination of action internally and externally is the Deputy Head's responsibility. His deputies are the Head, Assistant Head Pre Prep and Assistant Head Prep. The rest of the safeguarding team are shown on posters at key points around the school.

3.8. Accidents/ Incidents

All accidents and incidents must be reported and recorded on Medical Tracker 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, and be treated as confidential in accordance with the requirements of GDPR. 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 HSE website.

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

Only the Head or deputy will deal with any query from the police/ solicitors/parents or other

outside enquirer about an incident.

3.9. First Aid (Inc illness)

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. As such a risk assessment has been undertaken.

In School

The first point of contact when a First Aid Appointed Person is required is the school office. Most Gayhurst staff have been first aid trained with refresher training courses arranged as necessary.

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.

Off Site

The lead teacher on any trip must assess the need for a first aider and take a first aid kit.

3.10. Physical Education

Please see the separate policy.

3.11. Gym/Play Equipment

Gym equipment is serviced annually. Play equipment is also 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.

3.12. Swimming

Currently the school has an arrangement to use the pool at the Teikyo Foundation; Gayhurst staff supervise pupils, lifeguards are provided by the centre; who hold National Pool Lifeguard Qualifications. Swimming instruction is provided by Gayhurst staff who hold ASA instruction qualifications.

Any concern about the facility should be advised to the Bursar of Gayhurst who will liaise with the Teikyo Foundation. The pool'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.

3.13. 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.

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

3.14. 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. Please refer to the Educational Visits Policy.

3.15. 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.

Drug related incidents involving staff will be dealt with by the staff disciplinary process where appropriate. The School reserves the right to request a drug test as required. Excluded from this are non-excessive consumption of alcohol during school staff celebrations (e.g. leaving events) and drugs for medicinal purposes.

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

3.16. Transport/Vehicles

Reference should be made to the Educational Visits Policy, transporting pupils policy and the relevant risk assessments (staff shared drive) and codes of practice.

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 or Bursar before such a trip. Staff must not travel alone with a child unless unavoidable such as taking a child to hospital.

For planned or regular transportation using staff vehicles, the driver must hold 'business use' insurance and have a roadworthy vehicle; they may self-declare this status however the school reserves the right to verify this through the provision of the insurance certificate and evidence of a current MOT/proof taxation.

Medical suitability declarations and licence checks will be required from all staff drivers.

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

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/scooters must dismount.

Parking is restricted to those areas which allow clear lines of site to be retained. 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 Team.

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; the school reserves the right to refuse access.

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 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.

3.17. Pupil Supervision

The school appreciates the importance of appropriate supervision for preserving the health and safety of children on arrival to school and whilst engaging in school activities. Brief detail is provided below and more comprehensive information can be found in the school's supervision policy.

Pupils' arrival and departure:

- Normal school hours are 08:00- 17:15
- 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

The School's Senior Leadership Team supervise arrival at school in the mornings and support other colleagues in overseeing departure at the end of the school day. Teaching staff will supervise pupils during breaks and lunchtimes and supported by senior pupils in the event of inclement weather where outdoor play is not possible.

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

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

- 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.

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

3.18. Online Safety

Gayhurst will ensure that robust filtering systems are in place and pupils are appropriately supervised during school activities, promote responsible behaviour with regard to online-based activities and take account of legislative guidance; please see the separate online safety policy.

3.19. 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 Team 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 its own. The Premises Team will notify the Bursar of measures required to ensure safety. They are also responsible for providing the relevant information to the contractors to enable a safe working environment. (appendix J)

The school operates a preferred contractor 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 Team 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.

3.20. 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 is 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 write a report about the incident as soon as possible after the event. Reports will be discussed with the Governing Body.

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

3.21. 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 and Heads of Department will:

- Give constructive feedback to people
- Consult with staff during periods of change
- Ensure staff have been 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
- The Bursar will retain records relating to any identified stress issue and treat them 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.

3.22. Security

Security is of great importance to the school. The Premises Team is responsible for the effective application and monitoring of all security measures, including gates, surveillance via CCTV and the control of contractors and visitors. 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/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 software - 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 staffed between 8.15am and 5.15pm during weekdays in term-time and between 9.00am and 4.00pm during half terms and holidays. The master fire alarm panel, showing the location of all alarm call points, is 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 and visitors have to contact the School Office/Reception to gain access. These are secured overnight. The entrance to the Nursery Department is always locked with a keypad 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; the school does not accept payments in cash (money laundering regulations). Charity collections in cash should be counted and paid into the bank as soon as possible.

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 IT support 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.

3.23. 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 to 6.00pm on weekdays in term time and any persons other than the Head, caretaking team, IT systems manager, and office team in holiday time must inform the Bursar/Premises Team 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.

3.24. 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 Team 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 their staff.

3.25. Manual Handling of People/Objects

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 is 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 staff are encouraged to undertake basic manual handling training. Specific staff such as the Premises Team will have further training. This will 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.

3.26. 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.

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.

Although schools are not required to undertake DSE assessments for pupils, it is recognised that they will use such equipment during the school day, leisure time and for study. Pupils will be given guidance on the need for breaks, posture etc in line with that given to staff.

3.27. 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.

3.28. 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 Team. If there is any suspected contact with pest control materials medical attention must be sought.

3.29. 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.

3.30. 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. A balance of the room temperature with the need for adequate ventilation to prevent infections has to be struck in response to the weather conditions.

Temporary electrical heaters should only be used 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.

3.31. 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's water hygiene contractor has undertaken a risk assessment which will be reviewed every three years or as significant change 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 in the premises office for monitoring purposes.

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.

3.32. 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.

Emergency communications are covered by the office during school hours, and via the School Secretary or Bursar outside of school hours.

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

3.33. Smoking

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

3.34. Catering

Thomas Franks holds the contract to supply catering at the school. It is required to comply with the relevant regulations.

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

Thomas Franks and Gayhurst School will comply with any environmental health or other internal or external inspections, and any actions required will be undertaken.

3.35. 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 persons 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 Gayhurst 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.

3.36. 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, or their delegate in consultation with the Chair of Governors. If the decision is made that the school will not open, the Head will use the school website and 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 will arrange for appropriate checks of the school site and heating plant to be made.

It is the responsibility of the Premises Team 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 PE lessons, and school

excursions. Pupils may bring in sunscreen and apply it themselves before playtimes.

3.37. 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.

3.38. 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, as well as PPE for specific tasks such as ear defenders, hard hats etc. The Games staff are provided with uniforms.

3.39. Pressure Systems

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

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 Gas Safe registered operative. Records of such checks will be kept and provided to any tenants.

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

3.42. Ventilation

The school's air conditioning units are serviced annually and recommendations are

integrated where reasonably practicable/required.

3.43. 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 updated radon map at www.ukradon.org and Gayhurst premises are located in an area of 1 to 3% risk. As there are no cellars or basements at the school this represents a low risk. The risk from radon will be reviewed when significant building / new building works are undertaken.

3.44. 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 Team/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 Team 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 Team. 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.

3.45. Risk Assessment

See separate policy P042

4. Training

Training needs will be identified in the following ways:

- Whole school training- programmed a year in advance by the Senior Leadership 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 safeguarding, general health & safety 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, COSHH, minibus driver training, working at height and spraying of pesticides training. All training will be recorded on personnel files.

All new employees will be given a safety induction training by a member of SLT 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. The Governors review will include spot checks on relevant paperwork and effective practice.

6. Appendices

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 B

First Aid Boxes:

School Office

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 driver door of each

Maintenance unit

Pavilion

Dining Hall

Senior Staffroom

CRITICAL INCIDENTS PLANNED RESPONSES

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 visitor's badge Remove pupils from locality if possible Contact SLT/Use lock down alarm as required Contact police (999) if there is any perceived threat
Evacuation Do not wait Use the nearest outside door In winter one adult to gather coats if possible, not stopping for other possessions (heat blankets in grab bags) 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 SLT
Fire Do not attempt to fire-fight. Sound alarm and evacuate. Fire Brigade called automatically; advise of details

No heating This may be caused by lack of utilities. Follow relevant procedures as set out Contact Premises Team
No Electricity Contact SLT and Premises Team 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
Gas Leak Contact SLT and Premises Team 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 SLT and Premises Team. Contact water board if appropriate 0845 782 3333 Evacuate pupils from affected areas as appropriate
Accident in or out of school Follow medical emergency policy
Contagious illness outbreak Inform health protection team – 01865 226894
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
Severe weather SLT/Premises Team will follow instructions on the emergency closure sheet

Appendix C - see separate policy

