



# Highclare School

## HEALTH & SAFETY POLICY

### Annexes:

- Use of contractors
- Driving at work
- Electrical guidelines
- Infection control
- Slips, trips and falls
- Traffic management
- Working at height

The health and safety of all pupils at Highclare is a major priority.

The Governing body recognises and accepts its responsibility under the Health & Safety at Work Act (1974) to provide, so far as is reasonably practicable, a safe and healthy environment for all of its pupils, staff and visitors to the site. The Governing body will pay particular attention to:

1. The need to establish & maintain safe working procedures among staff, pupils and visitors, and in making staff aware of their own responsibilities under the Act. Governors delegate the operation of Health & Safety procedures to the Headmaster.
2. Under Health and Safety at work legislation, it is the duty of all employees and students on placement to take care in their work, for their own safety and that of other employees; to care for the safety of pupils and school visitors and to co-operate with the school in carrying out its responsibilities.
3. Under the legislation it is the duty of any person discovering a hazard or being involved in any incidents which might affect the health & safety of themselves or others, to report the circumstances as soon as possible to the Health and Safety Officer, Line Manager or SLT Member and / or Head of Site, who will be responsible for taking remedial action and ensuring that the relevant reporting procedure is followed and that the hazard is controlled or removed.
4. The need to provide necessary information, instructions and training to ensure the safety of staff, pupils and visitors, giving particular attention to the induction of new staff.
5. The need to provide the necessary training and information for staff to carry out adequate risk assessments. Risk assessments must:
  - a. Be reviewed regularly
  - b. Be raised when carrying out new activities
  - c. Be in place for all educational trips (see Educational Visits Policy)
  - d. Be approved by the Head of Senior / Preparatory School and Health & Safety Officer (Headmaster to approve all residential trip risk assessments)
  - e. Be read by all staff - Generic Risk Assessment files are located in staff rooms and on the school network.
6. Operation of a No Smoking Policy on all sites
7. Formulate effective procedures for use in case of fire and for evacuating school premises.
8. The maintenance of the premises and school equipment in a condition that is safe and without risk to health and provide and maintain means of access and egress from that place of work.
9. Lay down procedures to be followed in case of accident or emergency.
10. The need to make arrangements for ensuring safety and minimise risks to health in connection with the use, handling, storage and transport of articles and substances.

11. Make arrangements for the safety of pupils on educational visits in accordance with the DfES guidelines with reference to trip files and completion of risk assessments.
12. The provision of adequate welfare facilities for staff, pupils and visitors
13. Regular Health and Safety meetings take place on each site and the H&S Officer then reports to SLT. This ensures that policies and procedures are monitored and risks reassessed regularly.
14. Making copies of the school Health & Safety manual available to staff, pupils and visitors in each school office

**Policies linked with this Policy:**

- Educational Visits Policy
- Fire Safety policies
- Security Policy
- Emergency or Accident Procedures
- Risk Assessment Policy

<b>Written by:</b>	<b>Adopted by the Board:</b>	<b>Review Cycle</b>	<b>Most recent review:</b>
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**Guidelines annexed to this Policy:**

**USE OF CONTRACTORS**

Highclare School holds an ‘A’ List for suppliers and contractors who may be asked to provide goods and or carry out service and maintenance work on the three school sites.

The Facilities Manager or Business Manager will employ a contractor to carry out a major or skilled project who is considered as most appropriate, Criteria for suitability will cover the following;

- ‘A’ list approved
- Qualifications (NIC-EIG approved electricians)
- Skill base (Plumbing, building etc)
- References (where applicable)
- DBS checked
- Fully insured

When it is reasonably practicable, no project or minor works will be carried out during term time. A schedule of work is issued to site heads and departmental managers prior to a holiday period giving details of work such as description, location and timings.

For major projects, a risk assessment and work method statement are requested prior to the commencement of any project. These will be approved by the Facilities Manager and discussed with the contractor or project manager. All work is overseen by the Facilities Manager and signed off when completed; all safety aspects are considered throughout the project.

Contractors are provided with safety information relating to the site where the project is being carried out. They are also expected to respect and abide by all the schools procedures, policies and conduct whilst on site. The Facilities Manager will issue them with the relevant policies and procedures.

**DRIVING AT WORK**

Staff Cars: Staff are permitted to transport pupils in their own vehicles on a one-off or occasional basis, provided that an appropriate risk assessment has been carried out and that the normal ‘common sense’ approach to child safeguarding is maintained. Any vehicle used for such an occasion must be roadworthy, fully taxed and insured. If this is a regular or frequent occurrence, staff need to have ‘business use’ on their car insurance policy. They must provide details on the risk assessment.

Bus Drivers: In order to comply with our legal duties, the following procedures are to be followed by drivers at all times. Drivers therefore must ensure that:

- They are fit and in sufficiently good health to take out their vehicle including being free from the effects of alcohol and drugs including medicines (prescriptive or over the counter) which may have a sleep inducing effect.
- Their vehicle is absolutely roadworthy by using the daily vehicle check procedure in accordance with the daily safety checklist.

Moreover, drivers must:

- Ensure vehicle side lights are switched on at all times when driving.
- Ensure road lights are switched on at all times throughout the Autumn and Winter months, or whenever visibility is reduced.
- Wear their hi-viz coats / waist coats that are provided at all times, when leaving the vehicle.
- Treat passengers in a courteous manner at all times.
- Follow any advice given to them on route planning particularly in respect of schools, school yards and low bridges.
- Ensure that they are aware of the dangers of fatigue and the increased dangers of bad weather or traffic congestion etc. for example.
- Never use hand held mobile phones whilst driving. Calls should only be made or taken when it is safe to do so, drivers must find a safe place to park with the engine switched off and handbrake engaged before making or receiving calls.
- Always drive within speed limits and according to the prevailing weather conditions and in accordance with the Highway Code.
- Familiarise themselves with the procedure to follow in the event of a breakdown or accident.
- Have regular eyesight tests and ensure that any necessary glasses for driving are worn.
- Read any updates that we may periodically issue on road safety matters. These can include information on good practice as well as forthcoming legal changes that affect those who drive for work.
- Report accidents immediately.
- Report changes to driving licenses immediately.

Members of teaching staff who wish to drive a school minibus: Members of staff can drive pupils in a school minibus, provided that they are properly licensed. Apart from local journeys (typically related to PE/Games fixtures) it is good practice for a second adult to be on hand to supervise the pupils. Wherever possible, the supervising member of staff must be seated with the pupils and not in front with the driver. A school driver could be used as an alternative; in which case the member of staff should be the person responsible for supervising the children.

The school's commitment:

- Our vehicles and plant are correctly safety inspected, serviced and MOT'd in accordance with manufacturers' instructions.
- Our drivers are competent, properly supervised, monitored and informed to reduce, as far as is practicable, the safety risks to them, to our passengers and to other road users.
- The journeys drivers are asked to undertake are reasonable, risk assessed and explained where appropriate and adjusted where necessary.

## **ELECTRICAL GUIDELINES**

The person with the responsibility for implementing these provisions is the person responsible for Health & Safety on site (Facilities Manager).

If a problem arises related to electricity at work, staff must inform a responsible person immediately so that the school can take necessary measures to investigate and remedy the situation.

Arrangements for Securing the Health and Safety of Workers

The Health and Safety Officer will, in consultation with managers and staff:

- Ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations and by qualified engineers
- Maintain fixed installation in a safe condition by carrying out routine safety tests

- Inspect and test portable equipment as often as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage)
- Promote and implement a safe system of work for maintenance, inspection and testing
- Forbid live working unless absolutely necessary, in which case a permit must be issued
- Ensure employees who carry out electrical work are competent to do so
- Exchange safety information with contractors, ensuring they are fully aware of, and prepared to abide by, the organisation's health and safety arrangements
- Provide suitable personal protective equipment if required, maintaining it in a good condition
- Maintain detailed records

Information and Training: The Health and Safety Officer will provide information, instruction and training for all staff to enable them to carry out their duties without putting their health and safety at risk. Electrical work will only be carried out by competent persons. If it is found necessary, in-house technical staff will carry out such work and they will be adequately trained.

## **HOT DRINKS**

Highclare School recognises the need to safeguard pupils, staff and visitors in relation to the making and transporting of hot drinks on school premises during the school day or at other times when pupils are present. Highclare School acknowledges that hazards are present and aims to reduce these risks. The need for a heightened awareness is particularly necessary at Highclare Preparatory School. Highclare School has carried out a risk assessment and control measures have been implemented. The implementation of the policy requires the co-operation of management, staff and visitors to Highclare School.

Control measures will be reviewed periodically.

At Highclare Preparatory School these are:

- Hot drinks are only made available in staff kitchens and / or staff rooms where appropriate facilities are available.
- If it is necessary to transport hot drinks from the staff kitchen / staff room, a closed lidded cup or sealed flask must be used.
- Lids must be securely fitted to cups to avoid spillages
- Cold drinks should only be transported from staff kitchens / staff rooms in plastic cups or closed lidded cups

These control measures also apply to Highclare Senior School but it is recognised that, for a number of reasons, a more relaxed stance can be taken by management.

## **INFECTIOUS DISEASE CONTROL**

Highclare School recognises that infectious disease control is of high importance in order to safeguard the health and wellbeing of all pupils, staff and visitors to all areas of the school.

The School aims to:

- Take all reasonable measures to ensure that a healthy and safe school is maintained at all times.
- To minimise risk to all those who enter on to school premises
- To inform staff, parents, pupils and visitors of all control measures in place to reduce any spread of infectious disease
- To put in place contingency plans as recommended by the public health authorities
- To educate staff and pupils in basic hygiene in relation to infectious diseases
- To maintain a clean school at all times.

Successful infectious disease control depends on prompt, appropriate action. If an infectious disease is suspected, consultation with the public health authorities will take place in order to access up to date, local and national guidelines.

There are a number of routes for spread of infection:

- Respiratory route (eg Flu, mumps ,measles, meningitis)
- Intestinal (faecal/oral) route (eg Food poisoning ,gastro-enteritis)
- Direct contact (infection of the skin eg Scabies, Ringworm, Head lice.
- Blood borne virus infection(uncommon in school) eg Hepatitis B and C
- Specific Infectious diseases listed by the Health Protection agency and which may need to be considered in terms of:
  - Response to a case
  - Possible exclusion period
  - Prevention of spread of infection

Highclare School recognises that hand washing is the single most important part of infection control in school. Advice is offered on personal hygiene and effective hand washing education sessions throughout school.

In addition Highclare School recognises the importance of:

- High standards of hygiene and cleaning, particularly in toilet areas
- Provision of supplies of toilet paper, soap and paper towels.
- Wearing gloves and using effective disinfectant to clean up spillages after an incident/accident.
- Providing antibacterial gels

**The school reserves the right to send a pupil or member of staff home when he/she poses a risk of infection to others.** Procedures for contacting parents can be found in the relevant handbooks.

## **MANUAL HANDLING**

Statistics show that Manual Handling is one of the most common causes of injury in the workplace. These injuries can often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying.

The person with the responsibility for implementing these provisions is the person responsible for Health & Safety on site (Facilities Manager).

### Arrangements for Securing the Health and Safety of staff

Elimination of Hazardous Manual Handling Activities: The Management of Highclare School will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity, training, instruction and supervision and the provision of automated or mechanical aids such as trolleys, chutes and conveyors where risk assessments highlight their need.

Assessment of Risk: Competent persons will carry out an assessment of the risks of manual handling activities. Identified risks will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

1. The Task: Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height and no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased.

If items must be lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as close to waist level as possible. Pushing is preferable, particularly where the back can rest against a fixed object to give leverage.

Carrying distances should be minimised, especially if the task is repeated. Repetitive tasks should be avoided where possible. Tasks that involve lifting and carrying should be designed to allow for sufficient rest breaks to avoid fatigue. Avoid tasks that require twisting the body where possible

2. The Load: The load should be kept as close as possible to the body's trunk to reduce strain and should not be of such size as to obscure vision. An indication of the load's weight and centre of gravity should be provided.

Unstable loads should be handled with particular caution. The change in centre of gravity is likely to result in overbalancing. Ensure there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters.

It is also advisable to test / check the weight prior to attempting to move the item as again this reduces any risk of injury, as loads can be deceptive.

3. The Individual: Consideration must be given to age, body weight and physical fitness. Regard must also be given to personal limitation; employees must not attempt to handle loads that are beyond their capabilities. Assistance must be sought when necessary.

Allowances should be made for people with genuine physical or clinical reasons for avoiding lifting. Pregnant women and very recent mothers should not be required to undertake hazardous lifting or carrying tasks.

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

4. Working Environment: There must be adequate space to enable the activity to be safely conducted and the transportation route must be free of obstructions. Lighting, heating and weather conditions must be considered. Floors and other working surfaces must be free from slipping and tripping hazards, and adequate ventilation is required, particularly when natural ventilation is lacking.
5. Other Factors: Use of personal protective equipment (PPE) may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constant interruptions from other workers must also be avoided, as it can reduce concentration.

### Managers' and Supervisors' Duties

Managers or supervisors must ensure that:

- Manual handling assessments are carried out where relevant and records are kept
- Employees are properly supervised
- Adequate information, equipment and training is provided to persons carrying out manual handling activities
- Any injuries or incidents relating to manual handling are investigated, with remedial action taken
- Employees adhere to safe systems of work
- Safety arrangements for manual handling operations are monitored and reviewed
- Employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- Special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations

### Employees' Duties

Employees must ensure that:

- They report to management (in confidence) any personal conditions which may be affected by manual handling activity
- They comply with instruction and training provided
- Their own health and safety is not put at risk when carrying out manual handling activities
- They use equipment which has been provided
- Any problems relating to the activity are reported to a responsible person

## Information and Training

Suitable information and training will be provided to persons required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given. Where ever possible employees will be informed of approximate weights of loads to be handled and objects with an uneven weight distribution.

## **SLIPS, TRIPS AND FALLS**

The implementation of these guidelines requires the co-operation of all management, members of staff, students and all visitors on site.

Highclare School will at all times endeavour to promote and maintain a safe environment for all its users. The following measures are taken to meet the schools requirements:

- Staff and visitors are actively encouraged to promote good housekeeping throughout the school; monthly safety audits are carried out by the HSO, the findings are recorded and monitored for reference purposes.
- The school operates a Work Request and Near Miss form so that all staff can report a potential hazard or defect to the maintenance department for immediate action.
- Walk ways will be maintained by the school maintenance department. Approved contractors are employed to provide appropriate flooring where necessary.
- Uneven floor levels will be identified with yellow or white markings and where practicable signage will be used.
- All staff will wear appropriate footwear required for the area in which they work or likely to enter. Management will monitor the use of appropriate footwear.
- The school maintenance department will monitor lighting throughout the school premises, contractors will be used for upgrades and installations. In all areas white lighting will be used.
- The school operates a closed cup policy for transporting drinks around the preparatory schools. These control measures can apply to Highclare Senior School but it is recognised that, for a number of reasons, a more relaxed stance can be taken by management.
- All staff that come across a spillage to use signage to identify the hazard to others and clean it up. If this is not practicable they are to report the hazard to the site supervisor / member of maintenance team.
- Any maintenance work carried on site will be identified with the use of signage and the area cordoned off where practicable. School maintenance and contractors will carry out a risk assessment prior to commencing and finishing work to ensure good housekeeping.
- A cleaning contractor will be employed by the school to clean and maintain floor surfaces throughout the school premises. The cleaning contractor will be monitored by the Facilities Manager.

## **TRAFFIC MANAGEMENT**

The implementation of these guidelines requires the co-operation of management and staff, as well as all visitors.

The person responsible for implementing this policy is The Health and Safety Officer (HSO).

Highclare School acknowledges that hazards are present and it is the intention to reduce the risks as far as is reasonably practicable. To achieve this aim a risk assessment has been carried out and control measures implemented, which will be reviewed periodically.

Highclare School aims to minimise the risk of harm to those who enter on to school premises by:

- Segregating pedestrians from vehicles via recognized pedestrian routes. These routes must be used at all times.
- Only allowing authorized vehicles on site during school times.
- Visitors using vehicles will need to make an appointment so that adequate safety controls can be implemented.

- Removing un-authorized vehicles from site throughout the school day.
- Making sure maintenance vehicles are parked at the rear of the school unless authorized to use the front drives. The use of the front drives will only be authorized when delivering or collecting heavy items.
- Informing owners of vehicles who enter the premises of their duty of care to themselves as well as others, and that they must take all reasonable steps to eliminate or reduce as far as is reasonably practicable hazards vehicles pose to pedestrians.
- Arranging deliveries to site as to minimize the impact with pedestrians and children. Drivers will report to the school office as soon as they have entered the premises and before un-loading.
- Providing delivery drivers as far as is reasonably practicable with health and safety information and instruction relating to the sites they visit.
- The Health and Safety Officer providing information and instruction to all staff to enable them to carry out their duties without putting their health, safety and welfare at risk.

## **WORKING AT HEIGHT**

The implementation of these guidelines requires the co-operation of all management and members of staff, as well as any contractor hired to carry out work on site.

The site supervisors carry out minor works around the school as required. Work requests are made by use of the Work Request Form and can be raised by all members of staff.

Working at height is carried out using the appropriate equipment and apparatus such as Step Ladders, Extension Ladders, Scaffold platforms and Scissor lifts. No work is to be carried out by a Highclare employee which involves leaving the safety of the equipment provided unattended.

Appropriate safety awareness and competence training and instructions are given to all users of personal protective safety equipment, apparatus and clothing prior to commencing any work. In all cases a risk assessment should be carried out by the appropriate /qualified person on site.

High level work such as roof repairs will be carried out by an approved contractor who will provide where necessary an appropriate risk assessment and work method statement. (RAMS)

All work is overseen by the Facilities Manager or site supervisor / deputy and signed off when completed; all safety aspects must be considered throughout the project.

Contractors are provided with safety information relating to the site where the project is being carried out, they are also requested to inform the FM or site supervisor should they notice anything not covered / reported in their RAMS. They are expected to respect and abide by the schools' procedures, policies and conduct whilst on site. The Facilities Manager will issue them with the relevant policies and procedures.

In all cases Highclare School will follow the guidance of the Working at Height Regulations 2005 (as amended)