



The Blue Coat School

POLICY FOR HEALTH AND SAFETY

The Health and Safety Policy was devised by the Senior Leadership Team and the Bursar in consultation with colleagues in the school.

Date of next review: Trinity 2021

The Blue Coat School Birmingham Ltd

HEALTH AND SAFETY POLICY

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The Blue Coat School Birmingham Limited

HEALTH AND SAFETY POLICY

1. AIMS

1.1

The Board of Governors and Headmaster are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard health and safety to be of paramount importance and give it the highest priority.

1.2

The aim of the Health and Safety Policy is to ensure that procedures are in place to minimise risks to the health and safety of the pupils, staff and others affected by the School's activities, by identifying and then controlling hazards.

1.3

The Headmaster, assisted by the Bursar, will provide a positive lead in promoting health and safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

1.4

The Board of Governors and Headmaster are committed to ensuring that all members of staff can contribute to the development of the Health and Safety Policy and procedures.

1.5

Staff are under a legal obligation to co-operate fully in health and safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use the protective equipment provided, follow the health and safety rules, regulations and requirements and report any hazardous conditions to their Head of Department, the Bursar or Headmaster.

1.6

This Policy has regard to the non-statutory DfE guidance: Health and Safety: Responsibilities and duties for Schools (2018).

1.7

This Policy has regard to all DfE Guidance, Public Health England Guidance and any other relevant guidance in relation to the COVID-19 pandemic. It should be read in conjunction with the COVID-19 Policy and the COVID-19 Risk Assessment, both of which are updated as required by any new guidance. The COVID-19 Policy and associated Risk Assessment set out the additional health and safety measures to be implemented to comply with current guidance and to mitigate against infection in the school community as far as possible.

1.8

The Blue Coat School Health and Safety Policy applies to all children in the school including those in the Early Years Foundation Stage (Nursery and Reception).

1.9

The Blue Coat School Health and Safety Policy is available for parents on the school website and in Main Reception and the Pre-Prep Office.

2. ORGANISATION

2.1

The overall responsibility for health and safety in the school resides jointly with the Chair of the Governors and the Headmaster. However, the comprehensive oversight and day-to-day management of health and safety is the responsibility of the Bursar who is the competent person. The Bursar has the necessary skills, knowledge and experience to give guidance about managing the health and safety risks at the School.

2.2

The Governing Body has established a committee, which is responsible for monitoring all aspects of health and safety within the School. This committee meets at least once each term and is chaired by a Governor. The committee Chair will report to the Governing Body at the main Governors' meeting each term.

The members of the Safeguarding, Health and Safety Committee are:

<ul style="list-style-type: none">• A School Governor (Chair)• At least two further School Governors• Headmaster• Bursar	<ul style="list-style-type: none">• Main Designated Safeguarding Lead (Head of Pre-Prep)• Head of Prep• Estates and Compliance Manager
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3. RESPONSIBILITIES

3.1. The Board of Governors

3.1.1

The Board of Governors will ensure that the workplace is safe for pupils, staff and for visitors, that the school is a safe environment for learning and working, and that the school satisfactorily meets all health and safety standards. Health and safety is a standing agenda item for all meetings of the Board of Governors including all sub-committees.

3.1.2

The Board of Governors will ensure that there is effective communication on all health and safety matters and that adequate training is provided for staff.

3.2. Headmaster

The responsibilities of the Headmaster are to:

- Ensure that there is an effective Policy for Health and Safety within the school and will be directly responsible for the establishment and effectiveness of that programme.
- Periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- Ensure that adequate staff, funds and materials are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- Ensure that responsibilities are properly assigned and accepted at all levels.
- Take direct interest in the health and safety programme and support all persons carrying it out.
- Ensure that all areas of the school are inspected, from a health and safety point of view, at least once per term.
- Review the Bursar's reports and take action where appropriate.
- Ensure that all Teaching Staff have adequate training for the tasks that they are required to perform, including the compilation of risk assessments.
- Ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

3.3. Bursar

The Bursar is the 'Competent person' for The Blue Coat School. The responsibilities of the Bursar are to:

- Assist the Headmaster in ensuring that there is an effective Policy for Health and Safety within the school and monitor its implementation.
- Keep abreast of any changes to Statutory Instruments and Regulations as issued from time to time and inform the Board of Governors and Headmaster as appropriate.
- Take responsibility for the day to day implementation of the school's health and safety arrangements.
- Draw up safe methods and procedures, written where appropriate.
- Ensure that personnel working under the Bursar's control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- Ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- Ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.
- Supervise the school health and safety programme including scheduling testing, reviews and planning work.
- Inspect plant and equipment, when carrying out an audit of the school, to ensure that it is safe and being operated correctly.
- Be responsible for the control of contractors within the grounds and ensure that they are familiar with the Health and Safety Policy, and have the relevant insurances etc in place
- Monitor the effectiveness of the implementation of the Health and Safety Policy.
- Report to the Headmaster concerning health and safety matters, making recommendations as necessary.
- Provide a report (at least termly) for the Governing Body and Headmaster.
- Assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- Inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the school, in conjunction with the Headmaster.
- Ensure that all areas of the school are inspected from a health and safety point of view once per term.
- Undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations 2004, the Management of Health and Safety at Work Regulations 1999 and other regulations as appropriate, calling in experts in specific fields as necessary.

3.4. Head of Pre-Prep, Head of Prep and Deputy Headteachers

The responsibilities of the Head of Pre-Prep, Head of Prep and Deputy Headteachers are to:

- Ensure that they are familiar with the Health and Safety Policy.
- Ensure that responsibilities are properly assigned and accepted at all times.
- Assist the Headmaster in ensuring that all areas of the school are inspected, from a health and safety point of view, once per term.
- Assist the Headmaster in ensuring that all Teaching Staff have adequate training for the tasks that they are required to perform.
- Assist the Headmaster in ensuring that all Staff have read and understood the Health and Safety Policy, either in its entirety or the sections relevant to them.

3.5. Heads of Department/Faculty Leaders (Prep)

The responsibilities of the Heads of Department/Faculty Leaders are to:

- Fully familiarise themselves with the Health and Safety Policy
- Draw up safe methods and procedures, written where appropriate, for operations within their department.
- Ensure that staff in their department are aware of the need to check classrooms / teaching areas for health and safety issues.
- Ensure that all equipment has been safety checked before it is used by any person.
- Ensure that all department staff are aware that protective equipment is used at all times, where appropriate.

- Ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmaster without delay.
- Endeavour to ensure the health, safety and welfare for all persons within their control.

3.6. Teaching Staff

The responsibilities of the Teaching Staff are to:

- Fully familiarise themselves with the Health and Safety Policy.
- Ensure that all safe methods and procedures are followed at all times.
- Ensure that all classroom/work areas are safe before they are used by any person.
- Ensure that all equipment is safe before it is used by any person.
- Ensure that protective equipment is used at all times, where appropriate.
- Ensure that any hazardous or dangerous conditions or situation are reported to the Bursar or Headmaster without delay.
- At all times, endeavour to ensure the health, safety and welfare for all persons within their control.

3.7. All Staff

The responsibilities of all staff are to:

- Make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves and those for whom they are responsible, including pupils.
- Observe health and safety rules at all times.
- Ensure that activities are carried out in accordance with training and instructions.
- Conform to all advice given by the Competent Person (Bursar) and instructions of others with a responsibility for health and safety.
- Report all accident, damage, hazardous or dangerous conditions or situations to their Head of Department, Bursar or Headmaster without delay.
- Ensure that personal protective clothing is worn, and that safety equipment and safety devices are used as appropriate.
- Ensure that any equipment or tools used are appropriate to that use and meet current safety standards.
- Ensure that working areas are kept clean and safe.
- Familiarise themselves with First Aid and Fire Procedures.
- Report any equipment defects observed immediately.

3.8. Pupils

Pupils have a responsibility for their own safety and are required to observe the health and safety rules and the instruction given by persons enforcing the Health and Safety Policy.

4. STRUCTURE

4.1

The Blue Coat School utilises a Risk Control System (RCS) to plan and monitor all aspects of health and safety within the school.

Policy	The Governors will review the school's Health and Safety Policy on an annual basis.
Organisation	Through the Safeguarding, Health and Safety Committee, the Governors will continually review individual roles and responsibilities.
Implementing	The Bursar will coordinate the completion of Risk Assessments for all areas within the school. The Safeguarding, Health and Safety Committee will ensure that Risk Assessments are reviewed annually.

As part of the Risk Assessment process, the Bursar will ensure that all hazards within the area being assessed are identified. The risk will be assessed and appropriate risk control measures will be implemented.

Copies of major Risk Assessments are centrally held electronically and may be accessed by any member of staff.

Monitoring

The Safeguarding, Health and Safety Committee will monitor performance by: -

- Ensuring that Risk Assessments are reviewed annually
- Ensuring that all site inspection reports undertaken by either the Bursar or qualified professional safety inspectors, are reviewed annually and that any recommendations are acted upon. This includes PAT testing, fire alarm maintenance, extinguisher testing, electrical certification, environmental health and swimming pool inspection
- Reviewing the School Accident Books for all serious accidents
- Reviewing any matters relating to Safeguarding Children and Child Protection
- Reviewing any matters relating to trips, outings or off-site visits
- Reviewing feedback from members of staff

5. METHODS AND PROCEDURES

5.1. Safe Systems

5.1.1

Heads of Department/Faculty Leaders have devised safe systems of work, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department. This includes the Forest School provision led by the Outdoor Learning Co-ordinator.

5.1.2

The systems will have taken into account the following principles as far as reasonably practicable:-

- The layout of the work and the use of the working areas will allow safe access to, and egress from, the areas involved.
- Analysis of the tasks involved, including safety analysis and the provision of clear instructions.
- Where appropriate, details of the correct sequence of operations involved.
- Identification of safe procedures, both routine and emergency.
- Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

5.1.3

Health and Safety is a standing agenda item at all staff meetings including meetings of SLT so that staff can raise any concerns identified and be informed about any current issues.

5.1.4

The Blue Coat School will always seek to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum. Where stress factors are identified, the school aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress.

5.2. Training

5.2.1

All teaching staff are trained teachers. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy or by other means as deemed appropriate.

5.2.2

All staff receive induction training in line with the school's induction programme. Ancillary, ground and maintenance staff etc will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged, including the assessment of risks.

5.2.3

All employees will be informed about, and trained in, all appropriate health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate. Training, whenever possible, will be conducted during working hours.

5.2.4

All staff will receive appropriate training in the need for, and completion of, all risk assessments necessary to ensure a safe and secure working environment at The Blue Coat School.

5.3. Safeguarding

All matters relating to safeguarding are included in the comprehensive Safeguarding and Child Protection Policy which should be read in conjunction with this Health and Safety Policy.

5.4. Violence at Work

There are no circumstances in which violent, aggressive or abusive behaviour towards any member of staff is acceptable, and no member of staff will be expected to accept exposure to such behaviour as part of their job.

5.5. Playground Safety

5.5.1

Duty Rotas are in place to ensure that adequate playground supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the playground, commensurate with enjoying a healthy and safe environment.

5.5.2

If a member of staff identifies an area of the school grounds that has become unsafe, it is his or her responsibility to report it to the Estate Team who will designate it as 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

5.5.3

Certain age groups play in an area which is more enclosed to ensure that staff are able to provide adequate supervision. Higher staff:pupil ratios are used for the Pre-Prep Duty Rotas to reflect the ages of the children.

5.5.4

In all cases the School ensures that members of staff supervising the playground activities are competent to undertake the task.

5.5.5

The Estate Team will inspect the playground equipment weekly to ensure it is safe to use, taking appropriate action when required.

5.6. Forest School

5.6.1

A comprehensive Forest School Risk Assessment is followed by all users of Forest School. Only those staff who are Forest School trained undertake Forest School activities. Other users of Forest School use it for activities such as minibeast hunts, stories or outdoor learning. Children are fully supervised whilst using the Forest School area and in accordance with staff:pupil ratios for Pre-Prep children.

5.6.2

Forest School is not used if a member of staff identifies an area that has become unsafe and the member of staff ensures that this is reported to a member of the Estate Team and the Outdoor Learning Co-ordinator. The Estate Team will designate it as 'out of bounds', and ensure that it is not used until it is declared safe, following remedial work.

5.7. Sport

5.7.1

Sport in the school is coordinated and organised by the Director of Sport who is supported by the Head of Boys' Games and the Head of Girls' Games. A full policy for sporting activities has been devised. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the school ensures that staff are competent to supervise the sport that they are controlling.

5.7.2

Pupils who do not bring a note to school stating a reason why they should not participate in the lesson, will be expected to participate in the lesson. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils will be excused from the lesson.

5.7.3

For all sports, the school requires that the relevant protective equipment be worn. Earrings must be removed and sleepers taped over.

5.7.4

In the event of injury in sport activities, other than minor scrapes and bumps, the School Matron or deputy will assist with administering first aid.

5.7.5

If the pupil involved is mobile then he or she will be accompanied to the Health Centre. If the injury is more serious then the School Matron will be contacted and will attend the injured person at the scene of the accident. The School Matron can be contacted by internal phone or mobile telephone as necessary.

5.7.6

In the event of further action being required the School Matron will contact an ambulance.

5.8. The School Hall, Chapel and Sports Hall

5.8.1

The School Hall, Chapel and Sports Hall are used by the school for assemblies, drama, sport and other activities. School pupils are not permitted into these areas without the prior knowledge of a member of staff.

5.8.2 Equipment

All equipment in these areas is checked annually by an outside contractor to ensure that it is safe to use. Additionally, equipment is checked by staff prior to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

5.8.3 Injury Procedures

In the event of injury, first aid will be administered by the member of staff present provided that the member of staff is qualified to do this. If necessary, the School Matron will be contacted to assist as appropriate.

5.8.4 Use by others

When the Sports Hall is used by others it is always by prior arrangement and it is their responsibility to ensure the activity is duly risk assessed. Similarly, all health and safety aspects are their responsibility. This is detailed in the signed Hire Agreement.

5.9. Fire (please refer to the Fire Safety Policy)

5.9.1

The school is regularly inspected to ensure that it complies with all relevant fire safety requirements. A Fire Risk Assessment is completed regularly to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. This was last completed in November 2019.

5.9.2

Fire Procedures are posted in all classrooms with specific instructions as to the route to be followed in the event of fire. Details of assembly points are included in Fire Procedure instructions. At the beginning of each term all pupils are instructed in the action to be taken in the event of fire. Fire practices are carried out each term for pupils and these practices are recorded in the Fire Log.

5.9.3

Further details about the Fire Safety Procedures are set out in the School's Fire Safety Policy.

5.10. Smoking Policy

All staff, parents, pupils and visitors are made aware that smoking is not allowed anywhere on the school campus.

5.11. Trips, Outings and Off-Site Visits

The health and safety provisions for trips, outings and off-site visits are set out in the relevant policies for Prep and for Pre-Prep respectively.

5.12. Minibus

Further details about the safe operation of minibuses are set out in the School's Minibus Policy.

5.13. First Aid and Medicine Control

Further details about first aid and health are set out in the School's First Aid and Health Policy.

5.14. Catering

The school has contracted out its catering activities to Holroyd Howe. Holroyd Howe are responsible for Risk Assessments and any environmental health considerations.

5.15. Safe Place of Work

5.15.1

Cleaning in the school is carried out by the school's own staff according to the proscribed schedules.

5.15.2

The Bursar will ensure that suppliers provide required information for the correct usage and handling of the cleaning products. All COSHH Data is recorded. Staff are informed and sign the awareness sheet. Cupboards containing cleaning materials are locked when not in use.

5.16. Slips, trips and falls

Slips, trips and falls are best prevented by good housekeeping. All areas are well lit, including stairs. Cables and leads are secured and not left trailing. Staff are reminded to keep work areas and walkways clear. Deliveries are stored immediately. All staff are expected to monitor the site for potential hazards and report or remove as appropriate.

5.17. Control of Vehicles

Control of vehicles is of paramount importance within the school's site. Drivers are required to control the speed of vehicles in the grounds. The following rules must be observed at all times:

- Speed must be kept to a minimum.
- Drivers are required to observe the one-way system in the grounds.
- Care is to be exercised at all times as there may be children or adults crossing roadways.
- Parking is only permitted in designated areas.

5.18. Site Security

5.18.1

The school has taken all reasonable steps to prevent unauthorised entry into its premises. The grounds may be entered easily but the outer doors to buildings are locked except for the door to the Main Reception areas. Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the school premises.

5.18.2

Visitors are required to report to Reception on arrival and are issued with a badge to establish their identity to staff.

5.18.3

Security of certain buildings out of school hours is assisted by the installation of Intruder Alarms.

5.19. Machinery and Plant

Maintenance on all the school equipment is carried out on a regular basis to ensure that the school complies with its obligations under section 2(2)(a) of the 'Health and Safety at Work Act 1974' and PUWER 1998 (Provision and Use of Workplace Equipment Regs 1998). The inspections and checks include:

- Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
- Annual checks on portable electrical equipment.
- Annual service of heating equipment.
- Annual service of fire extinguishers.
- Servicing of fire alarm system under contract.
- Servicing of catering equipment under contract.
- Servicing of school equipment such as tiered seating.
- Five yearly check of fixed electrical wiring.

5.20. Environmental Control

5.20.1 Classrooms and General Areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The school endeavours to ensure that all areas are in line with the requirements in the educational sector.

5.20.2 Art Room, Design Technology and Science Laboratory

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the 'Control of Substances Hazardous to Health Regulations 2004'. These areas use filtered ventilation and local exhaust ventilation as necessary.

5.20.3 Kitchens

The kitchen is fitted with an extract ventilation system to ensure that conditions in this area remain satisfactory for personnel.

5.21 Noise

5.21.1

The school regards noise as a very important issue and takes the following action in order to minimise its effect:

- Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- Where it is not possible or practical to control by these methods, hearing protectors will be used.

5.21.2

Noise assessments will be carried out by the Bursar with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

5.22 Vibration

5.22.1

The school is aware of its responsibilities under the 'Control of Vibration at Work Regulations 2005' and takes the following action to minimise the effect of vibration on employees:

- Equipment is selected carefully to ensure that the vibration level is as low as possible.
- Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

5.22.2

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value (permitted use time) or a problem is clearly evident, then vibration specialists will be called in to carry out an appropriate survey and introduce an appropriate management plan which will include the consideration of health surveillance.

5.23. Waste Disposal

5.23.1

The disposal of general waste is carried out in the usual manner by Biffa Waste. Food waste is also disposed of by Biffa Waste.

5.23.2

Where there is a requirement to dispose of chemicals, due account of the provisions of the 'Environmental Protection Act 1990' and the 'Control of Pollution Regulations 2010', will be taken and specialist contractors will be employed.

5.23.3

Where there is a requirement to dispose of electrical waste, due to the provisions of the Waste Electrical and Electronic Equipment (WEEE) recycling regulations 2013 specialist contractors will be employed.

5.23.4

The following procedures are in place for the storage of waste:

- Main waste bins are kept away from buildings and kept in a compound.
- Waste bins are cleaned during holiday periods to avoid attraction of rodents.

5.24 Reporting Procedures - Accidents and Near Misses

The procedures in use are in line with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013'. Please refer to the First Aid and Health Policy for details.

5.25 Hazardous Substances

5.25.1

Where substances are used (and stored) that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) 2002 the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out a COSHH Assessment having regard to the following points:
 - Prevention or Control - ideally prevention by substitution of a non- controlled substance, but if not possible control.

- Control Measures to be adopted.
- Maintenance of the Control Measures.
- Monitor the situation to establish that the measures are effective.
- Undertake health surveillance where relevant.
- Carry out instruction and training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal
 - Emergency Procedures
 - Methods of Control
 - Use of personal protective equipment

c) Record all information on the relevant assessment form.

5.25.2

All Cleaning and Estate Staff have received COSHH training.

5.25.3

A COSHH Assessment would be carried out by the Bursar with assistance from other personnel as required.

5.26 Asbestos Management

5.26.1

The issues relating to Asbestos are covered by special statutory regulations which are outside the scope of COSHH. The school has an Asbestos Register in place, completed by a specialist contractor, and held by the Bursar. Any contractor undertaking work in the small areas within any building where there is evidence of asbestos are provided with detail and briefed on the contents of the Asbestos Report for the school.

5.26.2

The Bursar is responsible for ensuring that due regard is had to the safe management of asbestos including arranging for periodic surveys of asbestos. The Bursar is also responsible for ensuring that any work undertaken on the school campus is carried out safely with regard to asbestos management. Further details about the management of asbestos are set out in the School's Asbestos Management Policy.

5.27 Personal Protective Equipment

There are certain activities where hazards cannot be eliminated by other means and Personal Protective Equipment (PPE) is the only method of controlling the risk. Under the 'Personal Protective Equipment at Work Regulations 1992' the following procedure will apply by the school:

- Provide suitable PPE
- Assess present PPE
- Maintain PPE
- Provide accommodation for PPE
- Ensure PPE is compatible
- Replace PPE where lost or damaged
- Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- Use the PPE correctly
- Always wear PPE
- Report any loss or defect

5.28 Display Screen Equipment

The school, in line with the 'Display Screen Equipment Regulations 1992', carries out the following procedures where equipment is used that comes under the regulations:

- Assess the operator of the display screen equipment to establish if the operator is classified as a 'user' under the regulations.

- If there is a user of regulated equipment, carry out an analysis of the work station to assess risks to Health and Safety such as eye strain etc. A 'work station' includes display screen equipment, ancillaries, chairs, desks and immediate surrounding environment.
- Implement any requirements established as above.
- Plan or adjust activities of the user to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- Provide eye and eyesight tests for the user or any person about to become a user.
- Provide appropriate eye and eyesight corrective appliances (basic frames and lenses) if the test shows that these are required for display screen work.
- Train the user or any person about to become a user on the Health and Safety aspects concerned with the use of the work station.

5.29 Risk Assessments

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of the 'Management of Health and Safety at Work Regulations 1999'. The Assessment will establish the following:

- The hazards associated with a particular activity.
- The potential frequency and severity of an accident.
- The control measures being employed to minimise the risk of an accident occurring.
- Any further action to be taken to adequately control the hazard.

The assessments will be carried out by the Bursar with assistance from other personnel as required.

5.30 Manual Handling

The school is aware of its obligations under the 'Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible by:
 - assistance from other personnel
 - use of sack barrows or other similar equipment.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

5.31 Work at Height

The school is aware of the requirement to control work at height in order to comply with the requirements of the 'Work at Height Regulations 2005'. The regulations apply to all work at height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the school complies with these regulations, the following will be taken into account:

- Work at height will be properly planned and organised.
- Those involved in work at height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for work at height will be properly inspected and maintained.
- In addition, risks due to work on or near fragile surfaces will be properly controlled.

The school will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding work at height if reasonable to do so.
- Using work equipment or other measures to prevent falls where work at height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

5.32 Legionnaires Disease and Water Testing

The school will undertake to ensure compliance with the relevant legislation with regard to the Control of Legionella in hot and cold water systems for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by activities at the school. The school will ensure the campus has a completed risk assessment and management plan which is updated as required. Further details are set out in the School's Legionella Policy.

5.33 Pool Maintenance

The school has developed a written Pool Safety Operating Procedure (PSOP) which consists of the normal operating plan (NOP) and the Emergency Action Plan (EAP) for the pool, changing facilities and the associated plant and equipment. The plans are kept as written documents and stored electronically. These are reviewed yearly or upon any significant changes. The School also keeps a record of all the water tests, services and filtration replacements. These are associated with procedures to close the pool should it be necessary.

5.34 Control of Contractors

The school is aware of its obligations under the 'Health and Safety at Work Act 1974' in so far as it applies to contractors on the school premises.

In order to meet these obligations the school exercises control over contractors in the following way:

5.34.1 Identification of suitable bidders

The following items will be taken into account:

- Adequacy of Health and Safety Policy
- Control structure
- Safe systems of work in operation
- Training standards

5.34.2 Identification of hazards in the specification

The contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- Special hazards applicable – e.g. Asbestos
- Safe access to/egress from the site
- Confined space entry
- Chemical storage
- Occupational health risks including noise
- Possible safeguarding risks associated with any contractors.

5.34.3 Appointment of contractor

Based upon the best bid, taking into account all factors

5.34.4 Acceptance by Contractor of School safety rules for the site

Full list of Site Rules available for contractors.

5.34.5 Control of Contractor on Site

- Nomination of person to co-ordinate all health and safety aspects
- Pre-commencement meeting to establish Contractor Liaison Person
- Arrangement of regular progress meetings
- Regular inspection of contractor's operations
- Participation in site Safety Committee - where applicable
- Provision by Contractor of written method statements in advance
- Notification by Contractor of all accidents etc
- All machinery on site to have documentary evidence of statutory inspections and driver/operator training - where applicable

Contractors will be required to undertake their work in line with the 'Construction (Design and Management) Regulations 2015'.

5.35 Construction (Design and Management) Regulations 2015 (CDM)

The school is **aware** of its obligations under the CDM Regulations and where projects are such that they come under these regulations the school, as client, will carry out the following:

- Select and appoint a Principal Designer if relevant to the project e.g. working days and number of contractors
- Ensure that the Principal Designer and Principal Contractor are competent and check their allocation of resources to health and safety.
- Ensure that an adequate health and safety plan is in place before work commences.
- Pass on information about the land and/or premises to be developed.
- Ensure that the Health and Safety File, prepared on completion of the project by the CDM Coordinator, is kept available for those subsequently carrying out construction work.

In line with Regulation 4 (Role of the Client) of the 'Construction (Design and Management) Regulations 2015', the school may elect an agent to act on its behalf when projects involving these regulations apply.

On projects where the CDM Regulations do not apply, the school will exercise control over contractors by ensuring a competent person is responsible for the management of work activities.

6. MONITORING AND REVIEW

This Policy should be read in conjunction with other policies including: Safeguarding and Child Protection Policy; Asbestos Management Policy; Fire Safety Policy; First Aid and Health Policy; Legionella Policy and Policies for Trips, Outings and Off-Site Visits. The Policy is presented to the Governors' Safeguarding, Health and Safety Committee for approval in the Trinity term each year. The minutes of this meeting will be presented to the Governors.