



Old Vicarage School

Health and Safety Policy

This policy applies to the whole school (Old Vicarage and Little Vic), including the EYFS.

Full copies of relevant legislation are available on the Office of public Sector information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

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Fire Safety Policy & Procedures

First Aid, Medicines & Medical Conditions Management Policy

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PART 1 – HEALTH & SAFETY POLICY STATEMENT

The Governing Body of Old Vicarage School recognises that it has a legal duty of care towards protecting the health and safety of its employees, pupils and others who may be affected by the School's activities.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

In order to discharge its responsibilities, The Governing Body, through the Head and the Bursar, will:

- Bring this Policy Statement to the attention of all employees.
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk.
- Communicate and consult with employees on matters affecting their health and safety.
- Comply fully with all relevant legal requirements, codes of practice and regulations.
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes.
- Encourage staff to identify and report hazards so that everyone may contribute towards improving safety.
- Ensure that emergency procedures are in place for dealing with health and safety issues.
- Maintain the School premises and provide and maintain safe plant and equipment.
- Only engage contractors who can demonstrate due regard to health and safety matters.
- Provide adequate resources to control the health and safety risks arising from School and work activities.
- Provide adequate training and ensure that all staff are competent to do their tasks.
- Provide an organisational structure that defines the responsibilities for health and safety.
- Provide information, instruction and supervision for staff.
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the school activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: **Kate Stevens**

Signed: **Sarah Brown**

Position: Bursar
Chair of Health & Safety Committee

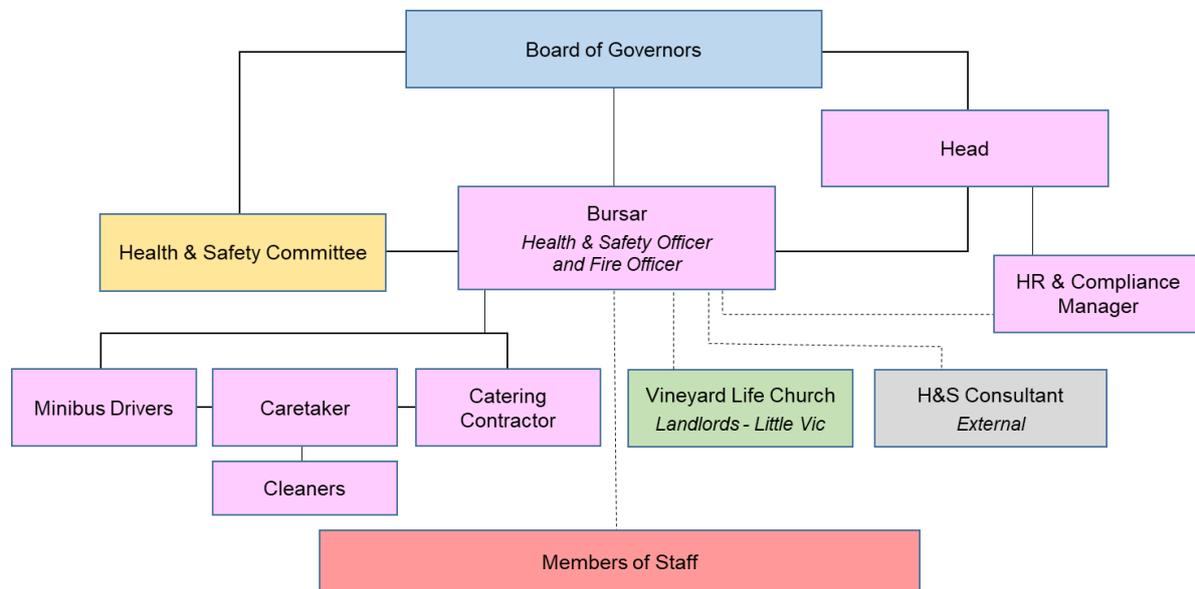
Position: Health & Safety Governor

Last review date: May 2021

PART 2 - RESPONSIBILITY FOR IMPLEMENTATION

Organisational Responsibility

The chart below shows the organisational structure for health and safety. Whilst the overall responsibility for health and safety rests at the highest management level, and a number of specific responsibilities are delegated, it is the responsibility of every member of staff to co-operate in providing and maintaining a safe place of work.



Board of Governors

The Board of Governors has a strategic role in the running of the school, including the management of health and safety. They will ensure that:

- Adequate resources are available for the implementation of health and safety.
- They review the health and safety performance of the school annual and plan safety improvements.
- Senior management are competent to fulfil their health and safety responsibility and that effective training programmes have been put in place.
- A system of termly communication and consultation with employees is established via the Health & Safety Committee.
- Matters raised by the Health & Safety Committee are considered for action.
- Monitoring systems are in place to monitor the effectiveness of the school's risk control.
- Health and Safety policies and procedures are reviewed in light of the results of internal and external audits.
- Actions required by enforcing authorities are complied with.

School Health & Safety Committee

The School Health & Safety Committee meets termly and reports to the Governing Body. Minutes of meetings are routinely circulated to the Committee, the Head and all Governors.

The Committee is required to:

- Review and monitor the implementation of the Health & Safety Policy.
- Monitor implementation of action plans.
- Act as the focus for staff discussion on health and safety matters.

The following post holders are members of the Committee:

- The Bursar (Chair)
- Head of Lower School (including Little Vic)
- The Teaching Heads of PE & Sport, Science and Art
- HR & Compliance Manager
- Health & Safety Governor
- Medical Governor

The Head

The Head has overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of the School but delegates the responsibility for implementation to the Bursar.

The Head will ensure that the Bursar is provided with suitable and sufficient funds, people, materials and equipment to meet all health and safety requirements.

The Bursar (Health & Safety Officer and Fire Officer)

The Bursar is appointed as the Health & Safety Officer for Old Vicarage School and reports to the Head. The Bursar is also the school's designated Fire Officer.

The Bursar is responsible for actively leading the implementation of this Health & Safety Policy and will ensure that:

- The Board of Governors, the Head and the Health & Safety Committee are advised of relevant changes in health and safety legislation, codes of practice and DfE Standards.
- Regular Health & Safety Committee meetings are held where health and safety issues can be raised and discussed.
- All issues raised concerning health and/or safety are thoroughly investigated and, when necessary, further effective controls are implemented.
- Fire Safety Risk Assessments and Health & Safety Audits are comprehensive, undertaken annually and that their requirements are satisfied.
- Details of accidents, dangerous occurrences or diseases that are notifiable are reported to the relevant enforcing authorities
- School premises, equipment and school vehicles are maintained in a safe condition.
- Adequate arrangements are in place to ensure the security of the School, the staff, visitors and pupils.
- Adequate arrangements for fire, lockdowns and first aid are established.
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Health and Safety notices are displayed.
- Health and safety guidance is communicated to staff.
- Staff are encouraged to report hazards and raise health and safety concerns.
- Appropriate health and safety training for staff is identified and undertaken.
- Personal protective equipment is provided, and staff are instructed in its use.
- Agreed safety standards are maintained.

Delegated Responsibilities

A number of responsibilities are delegated to others, as noted below.

HR & Compliance Manager

The HR & Compliance Manager, who reports to the Head, will ensure that:

- Minutes of the regular Health & Safety Committee meetings detail the matters discussed, progress made against plans and actions identified.
- Minutes of the meetings are approved and circulated to the members of the Committee, the Head and the Board of Governors.
- The School has adequate appropriately trained first aid personnel.
- The School's health and safety policies are reviewed in accordance with requirements.
- Risk assessments and safety procedures are regularly reviewed and updated in accordance with requirements.
- Records of Health and Safety training are maintained.

Caretaker

The Caretaker, who is also the Cleaning Supervisor, reports to the Bursar and will ensure that:

- Maintenance and safety issues are dealt with as swiftly as possible and any that cannot be dealt with, are referred to the Bursar for action.
- Health and safety concerns brought to his attention are raised with the Bursar. Records of servicing and maintenance are retained and kept up to date.
- Safe systems of work are developed and implemented.
- Contractors demonstrate good health and safety practices whilst working on the premises.

Minibus Drivers

Anyone who drives a School Minibus is required to hold an appropriate driving licence and satisfy the School that they are competent and fit to drive a school vehicle safely. The drivers will also ensure that:

- Any convictions for motoring offences (except parking) are reported to the Bursar.
- Adequate pre-drive checks are routinely undertaken before setting off.
- The minibus contains an appropriately stocked first aid kit.
- All children are correctly secured by seatbelts at all times.
- At no time will children be left unaccompanied in the minibus.

Specific guidance regarding the School Minibus Policy & Procedures is included in this policy.

Vineyard Life Church

The Little Vic Pre-School operates from separate premises which are located inside Vineyard Life Church. Old Vicarage School Trust has entered into a formal agreement to lease these premises from the Church (Landlord) and the lease agreement clearly sets out the Landlord and Tenant responsibilities relating to the provision of the premises and services.

The Landlord is responsible for ensuring the Church premises and garden areas are well maintained and provide a safe and healthy environment for users. This responsibility includes:

- Providing all necessary utilities and ensuring that all installations and fixed appliances are inspected and maintained in accordance with Regulations.
- Ensuring the fire prevention, detection and fighting machinery, equipment and alarms are installed, maintained and operated in accordance with Regulations.
- Keeping the building insured against loss or damage.

The School Bursar is responsible for commissioning:

- Annual Health & Safety and Fire Risk Assessments for the areas leased by the Little Vic and that actions are taken to remove any hazards.
- Biennial PAT testing on all Little Vic appliances.

External Health and Safety Consultant

The Bursar is responsible for appointing the School's Independent Health & Safety Consultant who provides the School with the following services:

- An annual visit followed by a written report to assess the health and safety arrangements at Old Vicarage and Little Vic Pre-School and identify any actions required to ensure compliance with health and safety legislation.
- An annual visit followed by a written report to assess the Fire Risk at Old Vicarage School and Little Vic Pre-School and identify any actions required to ensure compliance with fire safety legislation.
- An annual audit of the whole school Health & Safety Policy.
- A review of any risk assessments as requested by the School.

The following members of staff have specific Health and Safety responsibilities:

- The Head is responsible for approving risk assessments for residential school trips.
- The Deputy Head is responsible for approving risk assessments for school day trips.
- The Head of Lower School is responsible for ensuring the School addresses the specific health and safety needs of the younger pupils, including those in the EYFS at Old Vicarage and Little Vic Pre-School.
- The Heads of Art & DT, Science and PE & Games are responsible for ensuring that risk assessments are produced for these activities, both on and off-site.
- Other delegated staff responsibilities are detailed in the appropriate school policy & procedure documents.

Staff Responsibilities

All staff and visitors to the school are expected to comply with school rules insofar as the implementation of the Health and Safety at Work Act 1974 is concerned.

In practical terms, all members of staff have the duty to ensure that:

- Neither they nor any persons or children in their charge, act in any way contrary to health and safety rules.
- They inform their Head or the Bursar of any hazard they encounter whilst in the school.
- When on school business off-site, they inform the senior member of staff present of any identified hazard to ensure appropriate action is taken to minimise the risk.

Reporting

Reports on health and safety matters are provided to the Governing Body via the Health & Safety Committee.

Emergencies

Urgent health and safety matters should be reported immediately to the Bursar by phone or email. In the Bursar's absence, urgent matters should be reported to the Head.

A Critical Incident Management Plan has been drawn up, which is reviewed annually, and gives clear guidance on roles and responsibilities in an emergency situation.

PART 3 – TRAINING AND RESOURCES

Staff Training

Training in health and safety is a legal requirement and also helps create competent staff at all levels enabling them to make an effective contribution to health and safety.

Training requirements will be reviewed as a result of job changes, new activities or new technology.

All our staff will be advised of:

- The Health & Safety Policy
- How to report problems and concerns.
- Fire safety and emergency evacuation procedures
- Security and lockdown procedures
- First aid, medicine administration and medical conditions management procedures

Specific Health and Safety training, including first aid and risk assessment, will be provided as necessary. Training will be delivered by an appropriate member of staff or a specialist provider and records of training will be kept.

Staff should not carry out any hazardous activity unless they have been appropriately trained and instructed.

Provision of Resources

The Bursar is responsible for resourcing health and safety measures to the fullest extent possible, given the financial position of the school.

Should the Bursar consider that the cost of implementing required health and safety measures will adversely affect the financial position of the School, the Bursar should advise the Head and Governors and make appropriate recommendations to rectify the situation.

PART 4 – IMPLEMENTATION

Accidents

Accident Book

All accidents resulting in personal injury to pupils, staff and visitors must be recorded in the Accident Books at Old Vicarage or Little Vic. Staff must ensure that they are aware of the location of the Accident Book on their site.

The Accident Books will be reviewed regularly by the Bursar to monitor the nature of incidents that have occurred. This review will be in addition to any investigation of the circumstances surrounding each incident.

All 'near misses' must be reported to the Bursar as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Contact details for the Health and Safety Executive are:

Tel: 0845 300 9923 (Monday to Friday 8.30am – 5.00pm) www.hse.gov.uk

RIDDOR report forms can be accessed online at the HSE website. Completed report forms should be kept with other accident records and documents on the accident investigation. Records are to be kept for 3 years from the date of the accident.

Please see the School's *First Aid, Medicines & Medical Conditions Management Policy* for further details.

Air-Conditioning

Where it has been possible to do so, given the Grade II* listed status of the main school building, air conditioning units have been installed to make the working environment more comfortable for staff and pupils. The Bursar will ensure these are maintained by commissioning a service of all the units by an air-conditioning specialist every six months.

Asbestos

The School has undertaken a survey of the main Old Vicarage School premises (December 2016) and an asbestos register is available from The Bursar.

The School will protect staff, pupils and others from exposure to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are employed.

Arrangements for controlling work on Asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

- Work with asbestos/asbestos-containing materials will be carried out by a contractor licensed by the HSE, unless the work is exempted from the requirement for licensing.
- Contractors undertaking building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

The School will routinely inspect the condition of all asbestos-containing materials to check that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

Catering Services

Catering Services at the School are provided on the main Old Vicarage School premises by external contractors. They are required to:

Staff

- Provide suitable, qualified and trained staff.
- Ensure that risk assessments are in place for all tasks associated with the operation of the catering services and that all staff have been trained in these assessments.
- Ensure that all staff are trained in COSHH and are aware of the location of the COSHH sheets.
- Provide PPE equipment for all staff as required.

Cleaning

- Maintain high standards of cleanliness and hygiene in the kitchen, storage areas, dining room, refuse areas and any other areas under their management.
- Clean all the areas under their management and oversee the satisfactory completion of kitchen deep cleans.
- Ensure that all refuse is disposed of in a safe manner.

Food Hygiene & Safety

- Train all staff to ensure compliance with the legislation and regulations relating to the provision of food.
- Ensure that food temperature records are in place and adhere to legislation.
- Ensure that refrigerators and freezers in use are maintaining the correct temperatures.
- Conduct regular checks for pest control entry and to report such to the School immediately.
- Store all perishable goods in such a manner as to not encourage pest infestation.

General Health and Safety

- Conduct an annual Hygiene and Health & Safety audit and monthly meetings.
- Ensure that all areas are kept secure when attended and locked when unattended.
- Keep the School advised of the condition of the equipment.
- Maintain a fully stocked First Aid kit and eye wash station.
- Record and report all accidents to the School.

The School will:

- Ensure that the catering and dining premises are fit for purpose and well maintained.
- Employ the services of a specialist external company to provide effective pest control and monitoring procedures throughout the catering and dining facilities.
- Ensure that the catering staff are aware of the School's Security, Lockdown and Fire Procedures.
- Work with the Chef and his team to ensure they are aware of which children and staff suffer from allergies and that they are not served food they are allergic to.

Communication and Consultation

It is a legal requirement that schools communicate and consult with employees on issues affecting their health and safety and to take account of their views.

The School will involve and consult with employees when any changes are to be introduced that may affect their health and safety. This will be done through:

- Individual conversations
- Notice boards
- Email communications
- Staff meetings
- Health & Safety Committee meetings

The School will display the 'Health and Safety Law – What You Should Know' poster in the Staff Room.

Contractors

When working on the main school premises it is considered that contractors are joint occupiers for that period and therefore the School and the Contractor have joint liabilities in "common areas". Accordingly, the Bursar will ensure that prior to engaging any contractor, they are competent and that any works are carried out safely. Similarly, the School has a parallel duty to the Contractor and the Bursar must ensure that the contractor is not put at risk by school activities for the duration of the contract.

The School's procedures for vetting contractors will include:

- Inspecting the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable
- Clarifying responsibility for provision of first aid and fire extinguishing equipment.
- Obtaining details of any equipment and hazardous substances that will be brought to site, including arrangements for safe transportation, handling, use, storage and disposal.
- Agreeing arrangements for reporting problems or stopping work.
- Obtaining confirmation that all workers are suitably vetted, qualified and competent and that appropriate Employers and Public Liability Insurance is in place.

It will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance.

Contractors will be required to provide a hot work permit for any work that requires using open flames, applying heat or friction or may generate sparks or heat. e.g. grinding & cutting, using bitumen and tar boilers, the use of flames and blowlamps. The permit should detail the work to be carried out, how and where it is to be done and the safety precautions that will be taken to prevent fire or explosion.

If contractors will be working on site whilst pupils are present, and if it is not possible to secure their working area and prohibit contact with pupils, only contractors who have been suitably vetted with regard to 'Safer Recruitment' may carry out work on the site unsupervised.

The contractor will be required to stop working immediately if their work appears unsafe. Staff should report any concerns to the Bursar immediately.

Display Screen Equipment

If staff use display screen equipment (DSE) as part of their normal work, for continuous periods of more than one hour and more than 2.5 hours per day, they are classified as being a 'DSE User'.

DSE users will be provided with guidance on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen. If the member of staff is uncomfortable or experiencing physical difficulties, they should contact the Bursar.

If necessary, the School will provide:

- Suitable chairs
- Foot/Wrist rests
- Anti-glare screens
- Window blinds

DSE users are entitled to have their eyes tested for screen use every two years and the cost of this will be borne by the School.

Others who operate DSE, including pupils, should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

Educational Trips

Off-site educational trips are an important part of school life and children benefit enormously from the opportunity to experience residential and day trips to selected venues. However, it is crucial that these visits are planned well in advance, that risk-assessments are completed and that parents are provided with all necessary information in advance.

- The Deputy Head is responsible for approving all day trips and for ensuring that the organisation of each trip complies with school guidelines, procedures and policies.
- All residential trips need approval from the Head.

Please refer to the School's *Trips (Day & Residential) Policy* for further details.

Electrical Safety

The School will take all reasonable steps to secure the health and safety of staff, pupils and others who use, operate or maintain electrical equipment.

Only NICEIC accredited, qualified Electrical Engineers will be employed to inspect, install and maintain electrical installations on both the Old Vicarage and Little Vic sites.

Staff responsibilities

Before any electrical equipment is used, staff should visually check the equipment for any damage along with the safety of cables and the surrounding area. If any defects are identified, the equipment should be switched off and unplugged until the fault has been rectified. Concerns are to be reported to the Bursar as soon as they are spotted.

Electrical testing of fixed installations and wiring:

The Bursar will maintain the fixed wiring installation at the main school site in a safe condition by arranging for a qualified contractor to carry out routine safety tests every five years. Copies of all test certificates will be retained.

The Vineyard Life Church is responsible for maintaining the fixed wiring installation at the Little Vic premises.

Portable Appliance Testing (PAT).

The Bursar will arrange for the inspection and testing of portable and transportable equipment at both the Old Vicarage and Little Vic sites every two years. Items tested will be marked with a standard PAT label showing an identity number, bar code and name of tester. Records of PAT tests will be retained.

Members of staff may not bring any electrical item onto school premises until it has been tested and a record of the test has been obtained.

Emergency Evacuation from School Buildings

Notices detailing procedures to be followed in an emergency evacuation will be posted in all rooms used by staff and pupils.

Termly fire drills will take place at both the Old Vicarage and Little Vic sites to ensure that staff and pupils are conversant with evacuation procedures and can guide visitors to the emergency assembly points.

The School will ensure that suitable plans are in place which will ensure that individuals with SEND, or those recovering from an injury, are helped to leave the premises swiftly should an emergency evacuation situation occur.

Fire Precautions

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The Bursar is the School's designated Fire Officer and is responsible ensuring the Fire Logs at both the Old Vicarage and Little Vic sites detail:

- The distribution, by type, of all fire-fighting equipment.
- The location of electrical, gas and water mains/cut off points.
- Dates of maintenance, servicing and remedial work carried out on the:
 - Fire Alarm.
 - Fire Doors and Exits.
 - Emergency Lighting.
 - Fire-fighting Equipment.

The Bursar will retain a record of the dates and times of the fire drills at both the Old Vicarage and Little Vic premises, including evacuation times, observations and any further actions to be taken.

The Bursar will ensure that an annual Fire Risk Assessment is undertaken by an external specialist at the Old Vic and Little Vic premises.

For further details, please refer to the School's *Fire Safety Policy & Procedures* and other specific evacuation instructions documents for the Old Vicarage and the Little Vic.

First Aid

The School will ensure it has sufficient trained personnel and adequate and appropriate facilities, at both the Old Vicarage and Little Vic sites, to be able to deal promptly and correctly with any injuries that arise at work or as a consequence of school activities.

First Aid training is provided by recognised competent providers. The School holds a register of all First Aid trained personnel and training is refreshed as determined by the qualification.

Please refer to the School's *First Aid, Medicines & Medical Conditions Management Policy* for full details of First Aid Provision.

Gas Installations and appliances

The School and Vineyard Life Church will ensure that all work carried out on gas fittings and appliances at the Old Vicarage and Little Vic sites is carried out by Gas Safe Registered engineers.

The School and Vineyard Life Church will ensure that Gas boilers and any other gas fired equipment will be serviced at both sites at regular intervals, usually annually, and in accordance with the manufacturer's recommendations.

The Bursar will ensure that records of all servicing, maintenance and repairs of the gas boilers at Old Vicarage School are kept. No other gas fired appliances are in use on the main school site.

Hazardous Substances - Control of Substances Hazardous to Health (COSHH)

The School is alert to the need to limit the use of any hazardous substance and use alternative substances where possible.

The School does not use or store toxic chemicals for use in lessons. Risk Assessments are produced to cover the safe use of equipment and substances in the art and science rooms.

COSHH assessment sheets relating to the chemicals used by the School's cleaners are kept in a file in the cleaner's cupboard on the main school site.

The School's cleaning staff are required to ensure that all cleaning materials, equipment and chemicals are never left unattended and are locked away in secure cupboards when not in use.

The cleaning staff understand that failure to adhere to the School's policies and procedures, especially if their actions result in exposing pupils to potential harm, can be treated as a disciplinary offence.

Please see the School's *Cleaning Policy & Procedures* for further details.

Infection control

School staff and pupils are from time to time at risk of infection or of spreading infection. The School aims to minimise the risk of the spread of infection and will:

- Provide staff and parents with information on potential infections and symptoms to assist with early identification and prompt implementation of control measures.
- Take advice from the Environmental Health Department or the Local Authority if there are any concerns about infections disease issues.
- Maintain high standards of hygiene throughout the school including the promotion of good hand washing.
- Provide warm water, liquid soap and disposable towels in all toilets and cloakrooms.
- Provide hand sanitisers as necessary.
- Ensure spillages of bodily fluids are dealt with immediately and that adequate PPE (personal protective equipment – gloves/aprons etc) is provided to provide protection to people involved.
- Organise additional cleaning and disinfection of certain areas as necessary.

Legionnaires Disease

It is a legal requirement for schools to maintain their water systems and prevent the growth and spread of Legionella. The School will take all reasonable steps to identify potential Legionellosis hazards and to prevent or minimise the risk of exposure.

Responsibility for ensuring that the systems are being correctly monitored and managed lies with the Bursar (Old Vicarage School) and Vineyard Life Church (Little Vic) who will:

- Carry out a Legionellosis Risk Assessment.
- Prepare a written scheme/plan for preventing or controlling the risk of Legionella.
- Implement and manage the scheme/plan.
- Ensure members of staff are appropriately trained to undertake the necessary monitoring tests, maintain appropriate records and recognise the warning signs.
- Keep records for a minimum of 5 years.

Records of the Legionella risk assessment and control records, testing and maintenance are held by the Bursar and will be made available on request.

Lone Working

At the School, some school staff are required to work alone for all or most of the time, such as cleaning staff and the caretaker during the evening, early morning or during the holidays.

During the school term, some staff are key holders who are left to turn out the lights, set the alarm and lock up the premises after everyone else has gone home.

A few staff who work in Finance, IT and the School Office are contracted to work on the school premises during school holiday periods. Teaching staff will occasionally come in during holiday periods.

Any member of staff who works outside of normal school hours should try to ensure that at least one other colleague is present at the same time and should make sure that they are aware of their presence and when they are leaving.

Members of staff who work alone should:

- Not undertake any tasks involving working at height or using hazardous tools or materials.
- Be fully aware of the risks when working alone.
- Ensure the site is secure – all entry doors and gates locked (key or code/card).
- Know the location of the nearest fire exit and first aid kit.
- Always carry a mobile phone.
- Ensure that someone (offsite) knows where they are and when they intend to leave the premises.

Manual Handling

Manual handling means: *the transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling.* A load can include a person or animal, as well as inanimate objects.

To prevent injuries and long-term ill-health resulting from manual handling, the school will ensure that activities which involve manual handling are eliminated so far as is practicable. Where it is not practical, the School will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

Typical manual handling tasks in the School are:

- Moving tables and chairs and other items of furniture, especially at Little Vic.
- Carrying piles or boxes of books or stationery.
- Setting up and putting away PE equipment.
- Maintenance activities.
- Receiving and storing food deliveries.

All members of staff should be aware of the manual handling activities involved in their day-to-day activities and ensure they have received adequate safety information and, if necessary, training. No member of staff will be required to lift any item that they do not feel confident of doing without risking personal injury.

Staff should request assistance as necessary. All manual handling concerns should be reported directly to the Bursar or HR Manager.

Minibus

The school currently operates two minibuses, both 17 seat Ford Transits. These are operated by the school under Department for Transport Section 19 Permits. The permits must be displayed in the minibuses at all times.

The Bursar is responsible for ensuring that the school minibuses are:

- Correctly licensed, taxed and insured
- Properly maintained with a valid MOT certificate (if more than one year old)

Drivers

The school directly employs staff as drivers of the School owned minibuses. Other members of staff are not expected to drive the minibuses, except in an emergency situation.

The school requires drivers to satisfy the School that they are competent to drive a school vehicle containing pupils, safely. They must also:

- Be over the age of 25.
- Have category D1 on their licence
- Have at least two years' experience as a qualified driver
- Hold a current full driving licence with no more than 6 penalty points. If the driver has less than 6 points, the driver may still be precluded depending on the offence (s).

The School requires any member of staff who is specifically employed as a mini-bus driver to have an appropriate annual medical check and to provide the school with medical confirmation of their fitness to drive.

The driver is personally responsible for any defects the minibus may have while it is on the road. If there appear to be any faults which might affect passenger safety, these must be reported immediately to the Bursar and the vehicle must not be used until they are remedied.

Drivers are required to report immediately, any conviction for a motoring offence (except parking offences) to the Bursar. This applies whether driving the school minibus or any other vehicle.

Further details regarding the safe operation of the School minibuses can be found in the *School Minibus Policy & Procedures* document.

New and Expectant Mothers

The school recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers. There may be occasions when different and/or additional measures will be necessary.

To ensure the individual needs of new and expectant mothers are considered, the School will:

- Carry out a written risk assessment for all work activities undertaken by new and expectant mothers.
- Identify and implement any necessary control measures identified by the risk assessment. These should be monitored, reviewed and, if necessary, revised.
- Support new and expectant mothers who need to rest or take time off work for medical reasons associated with their condition.
- Consider adjusting working conditions and or hours or consider suspension with pay where risks cannot be eliminated or reduced to an acceptable level.

Further details regarding new and expectant mothers can be found in the *Staff Handbook*.

Occupational Stress

The School's policy on *Occupational Stress* can be found in the *Staff Handbook*.

Outdoor play

Pupils must be supervised at all times whilst using outdoor play equipment - the appropriate number of adults required to supervise play areas will be determined by the Head.

Duty staff should:

- Ensure appropriate behaviour during breaks.
- Be familiar with the equipment, the rules for use and of the ability of the children.
- Consider weather conditions - outdoor play equipment should not be used during wet or icy conditions.
- Make regular checks of the play equipment and advise the Bursar and/or Caretaker about any defects. Where any defects/hazards are identified, appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.
- Control the range of activities occurring within the playground area e.g. ball games should not take place at the same time as skipping rope activities.

Physical Education (PE) and Games

The School is committed to following safe practices in PE and Games and recognises that the School, its teaching staff and others in positions of responsibility have a duty of care for those in their charge.

The School will ensure that teachers with responsibility for the planning and delivery of PE & Games programmes have completed appropriate training in the activities being taught. Unqualified teachers will not be required to teach in areas where they lack the appropriate experience and expertise, particularly where there are safety implications.

When adults other than appropriately trained teachers are used to support the delivery of physical education and games, they will work alongside teachers and under their supervision.

Equipment

The PE and fixed climbing equipment at the main school site is inspected annually. The Bursar is responsible for arranging and overseeing this inspection. The Head of PE & Games is responsible for keeping a regular check of whether this equipment is fit for purpose and for reporting any significant findings to the Bursar immediately.

The PE & Games Risk Assessments outline the procedures for safe use of PE and games equipment. Staff should be particularly alert to the use of equipment with children with behavioural needs, disabilities and/or medical conditions and arrange for additional TA support where there are concerns.

Suitable clothing, footwear and personal protective equipment (e.g. mouthguards) which is appropriate to the activity, must be worn on all occasions.

Pupils must be supervised at all times when using PE & Games equipment.

Jewellery in PE & Games

The School follows current Health and Safety guidance which states that "Ideally all jewellery, including earrings, should be removed before participating in any physical education where a collision with another pupil, a piece of apparatus, or a ball etc might occur."

Upper School PE & Games

We do not allow pupils in the Upper School to wear watches or earrings, during PE and Games activities because these items represent a potential hazard, not only to the wearer but to other pupils and staff. If an injury did occur, the School could be found liable. It is not possible for parents to get around this rule by 'granting permission'.

Pupils are encouraged to come to school without jewellery on days when PE and Games are timetabled. If they have not done so, they must remove them prior to the lesson and place them in their own school bags or a zipped pocket in their jacket. Pupils who cannot remove their earrings will not be permitted to participate in the activity. Teachers and support staff are not allowed to take out or replace children's earrings.

Lower School PE & Games

As pupils in the Lower School are not participating in the same sort of contact activities as the older girls, they will not be required to remove their earrings but will be required to have tape applied to the front and back of their ear which should be sufficient to prevent injury.

All pupils - Swimming

Earrings do not have to be removed for swimming lessons because the earrings are generally covered by the pupil's swimming cap and the level of contact is minimal.

Medical bracelets

Medical bracelets that are required to be worn at all times can be covered with sweatbands secured with adhesive tape.

Offsite locations

The Head of PE & Games is responsible for conducting risk assessments for the off-site games and swimming facilities routinely used by the School.

A travelling first aid kit will be taken to all off-site locations & fixtures.

Personal Protection Equipment (PPE)

PPE is defined as being equipment, including weather protection clothing, which is worn or held to protect an individual against one or more risks to their safety.

Heads of departments are responsible for ensuring the risk assessments for their activities are regularly reviewed and updated. Assessing suitable PPE is an important element of the risk assessment.

Members of staff are responsible for following safe working practices and for preventing injuries and accidents to themselves or to others. It is the responsibility of all staff to:

- Use the PPE which has been provided to control a risk.
- Take reasonable care of any PPE provided to them and to report defective or worn out equipment. The school is responsible for replacing damaged or worn out PPE.
- Ensure that pupils understand why they are required to wear PPE for certain lessons and activities and to behave responsibly.

Physical Security Arrangements

The School endeavours to ensure the safety and wellbeing of all people on its school sites by implementing the following security measures:

- Entry to both school premises is controlled by doors that are secured physically (either manual locks or access system) or by staff supervision.
- Members of staff will not admit any unknown person unless their identity has been verified.
- Authorised visitors to both school premises will be signed into and out of the premises and will be asked to wear visible School visitor badges.
- Unidentified visitors on the premises will be challenged and escorted to the Head, Head of Little Vic or School Office.
- Carelessness in closing any controlled entrance will be challenged.
- CCTV security cameras are in operation at both school sites.

- Outside normal hours the school sites are protected by an electronic security alarm.

Lockdown

Lockdown procedures are important because they may need to be used in response to an internal or external incident which could be a threat to the safety of staff, children and others in the school.

The School has developed sensible and proportionate lockdown procedures which may be activated in response to specific situations including:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils at the School).
- An intruder on the School premises.
- Notification of a risk locally of dangerous air pollution (smoke, gas cloud etc).

These procedures aim to minimise disruption to the learning environment. Lockdown drills will be practiced at both the school sites at regular intervals to avoid panic and ensure the safety of all pupils and staff.

Details can be found in the specific *Lockdown Procedure* documents for Old Vicarage and Little Vic.

Risk Assessment

Put simply, a risk assessment is finding out what could cause harm to people (hazard) and deciding if we have done enough or need to do more to protect them from that risk.

The School has a legal duty to:

- Identify and assess the risks that may arise from its premises and activities.
- Identify those who may be affected.
- Ensure that reasonable and practicable measures are put in place to control them and protect people from harm.

Risk assessments are produced by individual members of staff in accordance with their role. These cover premises, equipment, substances, activities, events and off-site trips.

Staff receive appropriate risk assessment training according to their specific responsibilities. Refresher training is provided on a regular basis.

Staff are required to use the appropriate School Risk Assessment Template (Premises and Activities; Day Trips; Residential Trips) to document their assessment. The Trip Templates have been specifically designed to guide staff through the risk assessment process.

The School maintains libraries of risk assessments on the Staff server.

- Risk assessments for school premises, regular sports locations and routine school activities are reviewed biennially to confirm they are still relevant and valid, or earlier if significant changes have taken place. These are checked by the Head, Bursar and/or Compliance Officer.
- A new risk assessment is produced for each School Trip (day and residential). All day trip risk assessments are checked and approved by the Deputy Head. Risk Assessments for Residential trips are checked and approved by the Head.

The risk assessment process consists of a five key stages:

1. Identifying the hazards (what could go wrong)
2. Deciding who might be harmed by the hazards (groups and/or individuals) and how they might be harmed.
3. Agreeing the reasonable and practical precautions that can be put in place to reduce or remove the risk.

4. Naming the person(s) responsible for ensuring each precaution is in place and that all involved are given appropriate instructions.
5. Reviewing and updating the assessment when necessary.

Please see the section on Fire Precautions for details regarding Fire Risk Assessments.

Safeguarding children

All individuals who work at the school in any capacity, including employees, visiting staff, sports coaches and volunteers have a statutory duty of care of all pupils. This duty includes promoting the welfare of pupils who require additional support but are not suffering harm or at immediate risk of harm.

The school will promote awareness and best practice to deal with situations of suspected abuse or neglect and will provide support to staff members in their safeguarding duties.

Full details may be found in the *School's Child Protection and Safeguarding Policy* and *Safer Recruitment Policy*.

Security

The School takes all reasonable steps to maintain a secure and safe environment for children, adults and visitors.

The main School is housed on a single site. The front entrance from Richmond Hill provides access to the school buildings. Visitors must press an intercom and speak to the School Office Staff to request entry. CCTV is located in the area and once visitors have been verified, the door is opened remotely to provide access.

In addition to the above:

- All visitors are required to sign in and out with reception.
- All visitors are required to wear identification badges for the duration of their visit.
- Visiting contractors are accompanied for the duration of their visit if pupils are on the site at the time of their visit.
- All visitors have to be 'buzzed' out of the front entrance door by the office staff.

Security of the Buildings

- Electronic fire and security alarms are in operation and are linked to control centres.
- The School cleaners ensure all windows and doors are closed when they have finished their cleaning in the evening.
- The last key holder to leave the premises is responsible for securing the buildings.

Alarm Call-Outs

An external contractor is employed as key holder and one of their representatives will attend the building in the event of unexplained alarm activation and await the arrival of the emergency services. If necessary, the contractor will contact named school keyholders for support.

Slips and Trips

The School is aware that slips and trips are the most common of workplace hazards and account for over a third of all major injuries. Slips and trips can occur for a number of reasons including wet conditions, uneven surface and obstructions. Members of staff are required to report any obvious hazards, no matter how minor, as they could still lead to serious accidents.

Floors are routinely cleaned and spillages should be identified, reported and cleaned swiftly and efficiently. Floor surfaces, when worn or torn, should be replaced as soon as possible. In areas where slipping hazards are higher, anti-slip strips have been fitted to the flooring and warning markers are used to indicate changes of floor surface height. Adequate lighting is provided throughout the school.

Daily cleaning is usually undertaken out of school hours, to avoid trip hazards from equipment and wires or slip hazards due to recently mopped floors.

When taking part in sports, pupils and staff should wear shoes with good grip. Supervision of staff and pupils is in place as required.

Risk assessments will be undertaken for any areas where extraordinary situations exist.

Smoking

It is the policy of the School that all of its premises are smoke-free and that all employees and pupils have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire school with no exceptions, including inside school vehicles.

Supporting Pupils with Medical Needs

Please see the School's *First Aid, Medicines and Medical Conditions Management Policy* for full details of our provision for these pupils.

Violence to Staff

The School recognises that in certain situations, violent behaviour towards staff may occur. We will take all reasonable measures to protect staff from violence and aggression which includes assaults (actual or threatened), abuse (psychological or verbal) and/or threats.

These measures will include:

- Keeping our premises secure.
- Undertaking risk assessments (verbal or written) of potential conflict situations to determine the control measures necessary to protect staff.
- Not tolerating violence or challenging behaviour.
- Supporting and assisting the staff involved in any incident.
- Supporting the staff member's decision regarding the pressing of criminal charges.
- Keeping records of all incidents of violence and aggression.

Visitors

In the interest of safety and security, the school will take the necessary measures to protect all those on site from any accidents or incidents that may occur during visiting.

Staff hosting visitors must ensure that:

- They are authorised to enter the premises.
- They are accompanied for the duration of their visit.
- They wear a 'visitor' badge for the duration of their visit.
- They adhere to applicable health and safety instructions and rules during their visit
- Adequate information is passed to ensure their safety including emergency information,
- Any accidents/incidents involving visitors are reported as required through the accident reporting arrangements.

Staff who become aware of people on the premises who may be unauthorised, should challenge them and escort them directly to the school office.

Emergency evacuation

In the event of the fire alarm sounding, all visitors should be escorted to the Assembly Point by their host. Visitors should not leave the Assembly Point before notifying their host or the senior person present.

Waste and Recycling

General waste and soiled material must be deposited in waste or recycling bins as appropriate.

The Bursar will advise on disposal procedures for any hazardous materials, which must be in accordance with the relevant health and safety regulations.

Work at height

The school will take all reasonable steps to ensure all work at height activities are undertaken safely.

The school will ensure that:

- All employees required to use stepladders are competent.
- All work activities that involve the use of a ladder, rather than a step ladder, will be undertaken by appropriate external contractors.
- Regular inspections of all stepladders and ladders are undertaken
- Ladders and stepladders on the premises are secured to prevent unauthorised use.
- All contractors working on the School premises comply with this policy.

Work equipment

The school is required to ensure that the work equipment it provides for its employees to use is safe to use at all times.

The school must:

- Ensure that all work equipment is maintained in good condition and in good working order.
- Ensure that all people operating work equipment on-site are provided with adequate levels of training regarding the correct use of equipment as well as clear and detailed health and safety information
- Take all necessary measures to prevent or control any risks associated with the operation of work equipment.

Staff using school work equipment must:

- Inspect all equipment before use.
- Follow the instructions provided for use.
- Use the recommended personal protective equipment.
- Advise the Bursar of any faulty equipment and remove it from use until the fault has been rectified or the item replaced.

Work Experience Placements

The School is responsible for ensuring the health and safety of pupils who undertake a temporary, voluntary work experience placement at the school.

Work experience pupils will work under the direct supervision of an employed member of staff who will make sure that they are not exposed to any significant risks.

At no time will a work experience pupil be required to supervise school pupils without an employed member of teaching staff also being present.