



WESTMINSTER UNDER SCHOOL

Health and Safety Policy:

Part 1 – Health and Safety Policy Statement, Roles and Responsibilities, etc.

Part 2 – Organisation of Health and Safety

Part 3 – Arrangements for Managing Health and Safety

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PART 1 – Health and Safety Policy

Statement by the Governing Body and Master of the Under School

The Governors of Westminster School recognise and accept their responsibility as employers for providing, so far as it is reasonably practicable, safe and healthy workplaces, work practices and working environments for all their employees, pupils and visitors.

The Governors will take all steps within their power to meet this responsibility paying particular attention to the provision and maintenance of the following:

- environments for safe and healthy working and adequate welfare facilities
- places of work with safe access and egress
- plant, equipment and systems of work
- arrangements for the use, handling, storage and transport of articles and substances
- information, instruction, training and supervision

Without detracting from the primary responsibility of the Heads of Departments and for those in support areas for ensuring safe conditions of work, the Governors will continue to keep under review arrangements for providing competent technical advice on Health and Safety matters where this is necessary.

The Governors are committed to ensuring that the School operates in accordance with current legislation and all reasonable resources will be provided to facilitate this.

The Governors, recognising the need for the involvement of both teaching and non-teaching staff in achieving a successful Health and Safety policy, will co-operate with safety representatives and will provide them with such facilities and training as may be necessary for them.

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

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

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

All who work at the School should make themselves familiar with the content of all School Policies, paying particular attention to their own areas of responsibility and operation. They are also expected to apply the Policy conscientiously and thoroughly; where the meaning or expectation of any part of this material is unclear to an employee, it is expected that they will seek clarification of that material. Should any member of staff identify an area where improvement could be made, they should without delay contact their Line Manager, the Master, the Deputy Master or the Assistant Master, Extra-Curricular, who holds responsibility for the day-to-day coordination and management of Health and Safety.

The Master is responsible, together with the Bursar and the Assistant Master, Extra-Curricular for ensuring compliance with the Under School Health and Safety Policy.

The School's overall responsibilities in accordance with the law are set out below:

- To ensure adherence in all respects to the Health and Safety Policy of the School and in particular to ensure that the necessary resources for implementation are available.
- To plan, organise, control, monitor and review the arrangements for Health and Safety including the arrangements for any visitors (including contractors).
- To carry out general risk assessments and specific risk assessments as required by Health and Safety legislation.
- To ensure that all work procedures are safe and without risks to health.
- To ensure that training and instruction have been given in all procedures including fire and emergency procedures.
- To hold regular staff meetings at the start of each term. Health and Safety will be a standing item on the agenda at these meetings and any points raised will be recorded, reported to the Health and Safety Committee and action taken accordingly.
- To investigate and keep a record of all cases of ill health, accidents and hazardous incidents and to appoint suitable numbers of First Aid qualified staff.
- To ensure all aspects of the building are managed and maintained effectively and in accordance with current legislation.



Mrs Kate Jefferson



Mr Edward Cartwright

Introduction

This document confirms the responsibilities for the implementation of the Health and Safety Policy of Westminster Under School. The Board of Governors of Westminster School have collective responsibility for ensuring Health and Safety is managed effectively. The Link Governor with specific responsibility for reporting on Health and Safety matters is Joanna Reesby.

It is important to stress that while the overall responsibility for Health and Safety rests with senior management, it is the responsibility of every employee to play their part in providing and maintaining a safe place of work.

Management of Health and Safety

The School has developed this Health and Safety Policy to ensure high Health and Safety standards are achieved whilst also meeting the educational, community and commercial needs of the School. Details of the organisation and responsibilities are contained within this section and cover the following:

- The responsibilities of all staff
- The responsibilities of School bodies or committees, including the Board of Governors, the Senior Management Team (SMT) and the Health and Safety Committee
- The responsibility of individuals, including various levels of management

By assessing each item of the Health and Safety Policy on a regular basis and acknowledging the status of each item, the School will ensure momentum is maintained and continuous improvement sought.

Ongoing Health and Safety Improvements

The School is committed to ongoing improvement and seeks to implement all items raised from annual audits and specific departmental inspections. It also includes the actions arising from key risk assessments, incident investigations and changes to operating procedures.

This plan identifies:

- The recommendations with priorities
- The proposed action and the person assigned to implement the action
- Proposed completion dates.

The plan is updated when recommendations are implemented. It is reviewed regularly by the Health and Safety Committee to ensure that recommendations are progressed and to amend the actions and timescales where appropriate.

Organisation

The organisational arrangements for managing Health and Safety in the School are described in the following pages of this document. A flow diagram showing responsibility for Health and Safety management follows this section.

Responsibilities of all Staff

All School employees have a legal duty to look after their own Health and Safety and that of others who may be affected by their acts or omissions. They also have legal duties to co-operate with the School to enable the School to comply with any imposed duties and to properly use anything provided in the interests of health, safety and welfare.

All employees have the following specific duties:

- To read and understand the School Health and Safety Policy and comply with the prescribed arrangements and objectives
- To take reasonable care of their own safety and the safety of students, visitors and others
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- To co-operate with School management to ensure compliance with Health and Safety legislation and best practice
- To use any machinery, equipment, substances, vehicles or safety devices in accordance with any training in the use of the equipment and instructions
- To report all accidents and incidents, hazards, dangerous occurrences and damage to plant, equipment etc., which they consider to be a serious and immediate danger to Health and Safety to the Caretaker or the Assistant Master, Extra-Curricular in the first instance. Damage should be reported by the ticket system on the MIS and incidents may also be reported via the 'Incident Reports' section.
- To draw up risk assessments for one-off events that they manage, e.g., a School play, Saturday rehearsals, Parents' Evening, etc.
- To use the necessary protective clothing and equipment
- To observe and follow all safe working practices
- To be actively involved in the employee consultation process.

Duties of the Board of Governors

The Board of Governors have collective responsibility for the oversight of Health and Safety within the School. They will monitor the effectiveness of the implementation of the Health and Safety Policy and any associated procedures and will direct that it should be revised as and when necessary. The Board of Governors will also provide strong Health and Safety leadership and will ensure all decisions reflect the commitment to provide a safe environment for all and will seek the active participation of employees and pupils in improving Health and Safety.

The aims of the Board of Governors are to:

- Prevent accidents and ill-health arising from the School's activities, so far as is reasonably practicable
- Ensure compliance with all relevant Health and Safety legislation
- Ensure a safe environment is provided for all users of the School
- Actively promote and be fully involved in continuously improving Health and Safety.

In particular, the Board of Governors will ensure, so far as is reasonably practicable that:

- Sufficient and appropriate financial and other necessary resources are made available to meet health, safety and welfare requirements
- The effectiveness of the School's risk management is assessed regularly
- Health and Safety is duly considered at each Board of Governors meeting and when making senior management appointments
- A Governor is appointed with specific responsibility for reporting to them on Health and Safety
- Health and Safety receives as much attention and strategic importance as any other aspect of the School's management
- The Senior Leadership Team are aware of their role and responsibilities in the effective management of Health and Safety and in providing leadership throughout the School
- The Senior Leadership Team have suitable training and instruction to enable them to take immediate action to prevent breaches in Health and Safety
- Arrangements are in place to ensure employees are given adequate information, instruction, training and supervision to allow them to carry out their tasks safely.

Health & Safety Committee

The Committee comprises of the following staff members:

- The Master
- The Deputy Master
- The Bursar (Chair)
- Director of Estates
- Head of Site Services
- Head of Science
- Head of Art
- Head of Drama
- Director of Sport
- Assistant Master – Extra-Curricular
- Head Groundsman
- School Administrator
- PA to the Bursar
- External Health and Safety Consultant

The Committee will meet on a termly basis; the duties of the Committee include:

- Overseeing the implementation of the Health and Safety Policy in controlling risks so far as is reasonably practicable
- Assessing and leading the development of the 'Safety Culture' of the organisation, encouraging in particular an understanding of the importance of Health and Safety and personal responsibility
- Agreeing priorities, plus responsibilities, timescales and resources required for the development of Policies and Procedures in order to comply with legislation and the promotion of best practice throughout the organisation
- Directing and co-ordinating developments and revisions to Policies and Procedures
- Identifying matters that should be discussed at Board of Governors meetings.

Individual Responsibilities

Governor Responsible for Reporting on Health And Safety

The Appointed Link Governor responsible for reporting directly to the Board of Governors of Westminster School on Health and Safety is Joanne Reesby. Responsibilities include, so far as is reasonably practicable, the following:

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

The Master

The Master is appointed by the Board of Governors as having oversight for Health and Safety in all academic and co-curricular elements of the School and will work closely with the Assistant Master, Extra-Curricular to seek to ensure the successful day to day management of Health and Safety.

The Master's responsibilities include so far as is reasonably practicable:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Promoting a proactive and continuing interest in Health and Safety matters throughout the School

- Providing positive and visible leadership to establish a strong Health and Safety culture throughout the organisation
- Regularly consulting with the Designated Safeguarding Lead
- Seeking to ensure the co-operation of all staff at all levels as regards working to this Policy
- Seeking to ensure that any changes in curriculum and also changes in systems of work on the pastoral side are considered for Health and Safety implications.

Deputy Master

The Deputy Master reports to the Master and is responsible for the implementation of the School's Health and Safety Policy relating to day-to-day activities within the school. Responsibilities include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Monitoring the effectiveness of the Health and Safety Policy in relation to academic, pastoral and co-curricular activities and reporting to the Master as appropriate
- Consulting with the Assistant Master – Extra-Curricular on matters of Health and Safety

Assistant Master, Extra-Curricular

The Assistant Master, Extra-Curricular, is responsible for the day-to-day Health and Safety of the building and will liaise with the relevant members of staff where necessary to act on Health and Safety incidents, reports and medical issues. Responsibilities include:

- Seeking to ensure that all Heads of Department understand and are supported in their responsibilities and are given both the time and the encouragement to implement them
- Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.

Assistant Masters

The Assistant Masters are responsible to the Master for the implementation of the School's Health and Safety Policy relating to academic activities within their own discipline, which includes:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Monitoring the effectiveness of the Health and Safety Policy in relation to academic, pastoral and co-curricular activities and reporting to the Master as appropriate
- Seeking to ensure the co-operation of all academic and pastoral staff at all levels as regards working to the management system
- Seeking to ensure that all teaching staff understand their responsibilities and are given both the time and the encouragement to implement them

- Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.

Heads Of Department

The Heads of Department are responsible to the Master for the implementation of the School's Health and Safety Policy relating to academic activities within their own discipline, which includes:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Being an active member of the Health and Safety Committee
- Monitoring the effectiveness of the Health and Safety Policy in relation to academic, pastoral and co-curricular activities and reporting to the Master as appropriate
- Identifying, assessing and documenting key risks within each department
- Ensuring staff within each department understand the key risks within each department and how to minimise risk
- Seeking to ensure the co-operation of all academic and pastoral staff at all levels as regards working to the management system
- Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments, e.g., room risk assessments.

Designated Safeguarding Lead

The Designated Safeguarding Lead is the Deputy Master and is responsible to the Master for monitoring and evaluating implementation of the School's compliance with the Independent Schools Statutory Regulations (and associated Government Guidance) and with Data Protection law. The role includes:

- Reading and understand the School's Health and Safety Policy and checking compliance with the prescribed arrangements
- Being a member of the Health and Safety Executive Committee
- Monitoring the quality of documented procedures in relation to Safeguarding (ISSRs Parts 3 & 4) and Health, Safety and Security (ISSRs Parts 3&5), to ensure procedures and practices reflect legal compliance as a minimum
- Consultation with the Assistant Master, Extra-Curricular, Master and others, as necessary
- Ensuring that procedural changes in academic, pastoral and co-curricular activities are considered for their health, safety and child protection implications.

Teaching Staff

Teaching Staff are responsible for ensuring that all agreed and necessary Health and Safety measures are observed and applied.

In addition to their normal supervisory role they will have specific duties to:

- Read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Inform, instruct and train pupils as necessary in the identification and avoidance of hazards and the safe performance of their work
- Seek to ensure that Health and Safety rules and procedures are, where appropriate, observed e.g.: use of guards and other safety equipment, wearing of protective clothing, safe handling of hazardous substances including observing COSHH Assessments
- Seek to ensure that any unsafe practices are identified and appropriate remedial action is taken
- Recommend any necessary improvements or changes to seek to eliminate hazards and to seek to identify and eliminate potential accidents
- Continually stimulate a knowledge, interest and awareness of Health and Safety by discussions with colleagues and pupils.

School Medical Staff

The School Medical Staff will ensure occupational health matters, such as policies, procedures and facilities required to maintain a healthy working environment, plus responses to major medical situations e.g. epidemics.

Health and Safety responsibilities include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Ensuring all medicines are correctly stored and administered and access to anything harmful is restricted
- Maintaining accurate records of all accidents and illness
- Reporting serious injuries and illness to the Master and Assistant Master, Extra-Curricular when appropriate.

External Health & Safety Consultant

The external Health and Safety Consultants acts in an advisory capacity, communicating directly with all levels of staff and reporting directly to the Master and Bursar. Responsibilities include the following:

- Carrying out inspections and audits, reporting the results to the Bursar and Master
- Providing competent Health and Safety advice where requested

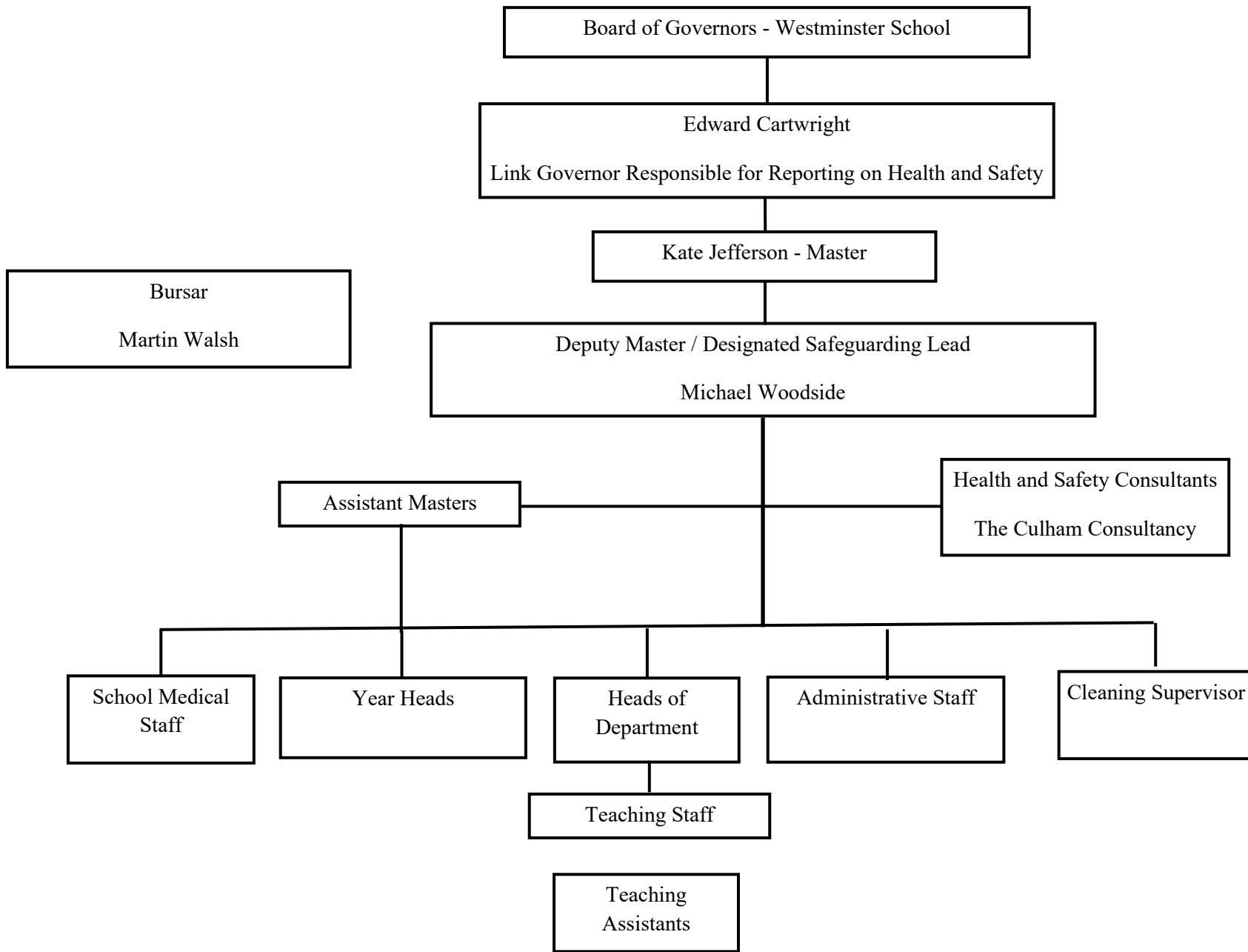
- Ensuring Westminster Under School is updated with regard to any changes in Health and Safety legislation
- Investigating incidents when requested.

PART 2 - Organisation and Responsibilities

Statutory Requirements

Visits by Enforcing Authorities

The Health and Safety at Work Act is enforced by inspectors appointed by the Health and Safety Executive (HSE) who have the discretion to visit the School at any time to confirm that the regulations are being properly applied. It is School policy that all members of staff co-operate fully with Enforcing Authority Inspectors, affording them such information as is necessary for them to carry out their duties.



PART 3 – Arrangements for Managing Health and Safety

Introduction

This part of the Health and Safety Policy confirms the general arrangements for the management of Health and Safety on a day-to-day basis. It also provides guidance to those responsible for formulating specific instructions in classrooms, Departments or other areas of the School. The following sections provide the information required to enable all staff to successfully implement the required Health and Safety standards in their respective workplace.

Information And Instruction

Information relating to Health and Safety matters will be provided in all workplaces. This will include:

- Health and Safety Policy Statement
- Health and Safety Law Poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Any other safety instructions relevant to that workplace.

Where a specific issue needs to be raised to all or certain members of staff, a policy, procedure or other written instruction will be prepared to confirm the School's position on a matter as well as to highlight clearly any action required by those affected.

Training And Competence

All members of staff receive appropriate Health and Safety training to allow them to carry out their responsibilities safely and without risk. Well-trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury.

Training will include the following:

Induction Training

Each new member of staff will be given formal training to highlight the key risks associated with School operations and the need to work in a safe manner as well as general arrangements for dealing with emergencies, fire and security.

Refresher Training

Additional refresher training will be given to all staff on at least an annual basis, which will reiterate the Health and Safety standards required and update as necessary.

This type of training also includes updates due to employees who may be exposed to new or increased risks or through changes in responsibilities, the introduction of new equipment or new work methods.

Task / Operation Training	Specific	Where specific training is required in a certain task or operation, this will be arranged by the Head of Site Services. Training of this nature can be brief, in the form of a briefing on a given subject, or more in depth where hazards are more complex.
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Statutory Training		In certain disciplines, the School must comply with legislative requirements for training, including first aid. This will often involve members of staff attending external courses to obtain initial, refresher or other specialist training.
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Supervision

Whilst information, instruction and training are essential to ensure staff are able to deal with the risks they face in their working environment, management and supervisory staff must primarily ensure that all employees under their control have the appropriate training and experience levels to undertake their allocated tasks.

Consultation With Employees

The School is committed to involving all employees in risk management.

In particular, the School will consult with staff on:

- any changes at the workplace that may substantially affect their Health and Safety, for example, changes in systems of work or the introduction of new technology
- the arrangements for competent advice on Health and Safety matters
- the information to be given to employees about risks to Health and Safety and preventative measures
- the planning and organising of Health and Safety training

The School consults directly with staff on Health and Safety matters. All members of staff can raise issues through their Master of School or Line Manager and all matters raised are recorded, as are all relevant actions.

Administration Of Medicines

There is a standalone policy for Administration of Medicines.

Asbestos

Responsibilities

The School acknowledges its responsibilities to ensure the location, type, quantity and condition of all asbestos containing materials (ACMs) are known in order to ensure safe management within all buildings.

Procedures

The School buildings have areas that were constructed or refurbished during the periods when ACMs were used commonly. All School buildings have been subject to a Management Survey and the records of surveys retained in the School's Asbestos Management Plan.

Where work is to be undertaken where disturbance of ACMs may be possible which have not been inspected as part of a survey due to being previously concealed, the School will ensure that the materials are examined and where materials are suspected of containing asbestos, or are of unknown construction, samples will be collected and tested by a UKAS accredited surveyor. Before any refurbishment or demolition work is undertaken a refurbishment or demolition survey will be undertaken to detect any potentially inaccessible asbestos before such works take place.

The condition of all asbestos-containing materials is reviewed through ongoing vigilance of the Maintenance team. The asbestos management plan is reviewed at least annually and updated when there are changes in the matters to which they relate.

Any person whose work may disturb the ACMs, is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity. Adhesive labels are applied to all materials where asbestos is known to be present.

Work on ACMs is only carried out by licensed contractors. The School's internal Maintenance Staff and regular contractors have received annual asbestos awareness training and specific familiarisation with the ACMs in School buildings.

Emergencies

In the event that asbestos materials are discovered or accidentally disturbed, work in the area will cease immediately and arrangements made to make the area safe, before additional surveying, sampling and cleaning works are carried out.

Training

All operatives who could reasonably be affected by ACMs as part of their daily activities will receive annual refresher training to ensure familiarity with correct procedures. All training records will be retained by the Human Resources Department.

Control of Contractors

Responsibilities

The School recognises that when contractors are engaged to work on School premises, there is a clear obligation to plan, monitor and control work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is School policy to work together with contractors to ensure that the workplace remains safe and without risk to health.

Some contract work will fall within the definition of 'construction work' (as defined under the Construction (Design and Management) Regulations 2015 (CDM)) and as a client the School recognises the responsibilities under these regulations for:

- verifying the competence of all external contractors
- ensuring suitable management arrangements for the project including the provision of welfare facilities for use by contractors / staff
- allowing sufficient time and resources for all stages of the project
- providing pre-construction information to designers and contractors.

Procedures

When planning work to be undertaken by contractors, a single person is appointed to take overall responsibility for planning and coordinating the work. This individual is normally the Head of Site Services or Site Manager who will undertake a thorough evaluation of the work required. All work carried out by contractors is monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

Competence Assessment

Contractors are selected based on technical competence, experience and suitability for the work to be done. In particular, our assessment process involves a review of requested information from the contractor including:

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- legally required registrations (e.g. Gas Safe Register)
- Health and Safety policies and practices
- recent Health and Safety performance (number of accidents, etc.)

- qualifications, training and skills of their staff and manager
- selection procedures for sub-contractors
- example safety method statements and risk assessments for similar work
- supervision arrangements
- arrangements for consulting their workforce
- references from previous clients.
- Details of all contractors are retained, along with an approved list to ensure all staff are aware of those who are suitable to be appointed.

Construction, Design & Management Regulations 2015

Responsibilities

The School recognises that when construction works are undertaken on School premises, there is a clear obligation to plan, monitor and control work for the safety of everyone who could be affected by such activities. Any contracting organisation also holds similar responsibilities, and it is School policy to work together with contractors to ensure that the workplace remains safe and without risk to health.

As a client of potential construction works, the School recognises the responsibilities stipulated under the Construction, Design & Management Regulations 2015, namely:

- make suitable arrangements for managing their project, enabling those carrying it out to manage Health and Safety risks in a proportionate way. These arrangements include:
 - appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience, and organisational capability.
 - allowing sufficient time and resources for each stage of the project
 - making sure that any principal designer and principal contractor appointed carry out their duties in managing the project.
- making sure suitable welfare facilities are provided for the duration of the construction work.
- maintain and review the management arrangements for the duration of the project.
- provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project.
- ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- ensure that the principal designer prepares a Health and Safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), the School must:

- notify the HSE in writing with details of the project.
- ensure a copy of the notification is displayed in the construction site office.

Procedures

Projects are normally divided into five stages: Concept and Feasibility, Design and Planning, Tender and Selection, Construction, and Commissioning and Handover and there are duties and requirements under the Regulations at each of these stages.

The School must appoint a Principle Designer for work covered by the Regulations. The architect may act as Principal Designer or others may be recommended, but in any event, the school must ensure that the person appointed is competent and willing to act.

The principal designer must prepare and maintain a Health and Safety file throughout the duration of the project. This serves as a record of Health and Safety for the end user (the School). A copy of all Health and Safety files is to be kept with the Clerk of Works.

Information to be included in the Health and Safety file is as follows: record or 'as built' drawings and plans, design criteria, details of the construction methods and materials used, details of the equipment and maintenance facilities within the structure, maintenance procedures and requirements for the structure, manuals of operating and maintenance procedures together with schedules for plant and equipment installed as part of the structure, details of the location and nature of utilities and services, including emergency and firefighting systems.

Documentation

The School and its assigned Principle Designer, and Principle Contractor, must prepare key documentation throughout the project.

- Pre-construction information – This should identify key hazards and risks associated with the design and construction work to be undertaken,
- Health and Safety File – This serves as a record of Health and Safety information throughout the duration of the project. This is passed on to the end-user (the School) upon completion of the project.
- Construction Health and Safety Plan – This defines the organisation and any arrangements required to control the site risks and coordinate the construction work.
- Notifiable work notice – In the case of works lasting longer than 30 days with more than 20 workers simultaneously, or that required more than 500 person days of work, a notification must be submitted to the HSE prior to work commencing.

Disabilities And Impairments

Introduction

The School welcomes pupils and staff from all sectors of society and endeavours to accommodate the needs of each individual, so far as is reasonably practicable. The law requires that responsible bodies anticipate the requirements of staff, visitors or pupils with disabilities and to make reasonable adjustments to the workplace and to management arrangements to ensure their well-being.

An assessment will be made in each individual case to establish whether reasonable adjustments and working practices can be made to accommodate safe and practical use of the facilities.

This Policy sets out the School's commitment to disabled pupils, staff and visitors and provides a framework to ensure the School offers a supportive environment for all members of the School community.

Responsibilities

On an ongoing basis the School is committed to identifying the impact of disabilities on the structural, organizational and physical barriers that often hinder disabled people from achieving equality and inclusion within the workplace. The Site Manager is responsible for ongoing assessment of any areas where access improvements can be made, where reasonably practicable and all new projects are designed in compliance with current legislation to ensure adequate disabled access is incorporated within new buildings.

The School ensures that the needs of disabled staff are taken into account within risk assessments for general activities. Where necessary an individual risk assessment for the work of the particular employee will be undertaken, taking into account abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as a fire or evacuation.

Should an employee become disabled during employment, either permanently or temporarily, an assessment will be made to establish the effects of their impairment and to confirm any reasonable adjustments that may be required.

Procedures

The School is subject to an internal Disability Access Audit every two years, in order to identify and confirm any areas where improvements can be made. This audit also highlights and records where circumstances may have changed during the period, for instance, due to deterioration, change of use or refurbishment. The audit results form the basis of an Action Plan for improvement, which includes targets for improvement over a defined period and is subject to regular review.

When required, the School will prepare a Personal Emergency Evacuation Plan (PEEP) to cover areas where mobility may be potentially difficult in the event of an emergency without assistance.

Where the School employs persons with disabilities, or where existing employees become disabled, reasonable steps will be taken to ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from a workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice. Relevant risk assessments will be reviewed regularly or when there is a change in the person's health condition.

Display Screen Equipment

Responsibilities

The School acknowledges its responsibilities to ensure all workers have sufficient space and a workstation that is not detrimental to health, as well as a generally safe environment.

Procedures

Suitable furniture is provided for our office staff including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Office environments have been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting and taking into account the age and nature of the buildings.

All DSE users are able to take regular breaks away from desks.

Workstation assessments conducted by the School Health, Safety and Security Manager to identify any particular improvements required to individual workstations. The outcome of assessments is shared with each user.

Mobile equipment is also used by members of staff who do not have a permanent workstation or who need to work in several locations.

Workstation assessments are reviewed regularly or whenever there has been a change to the workstation. Records of workstation assessments are retained for at least five years and master copies are retained by Human Resources.

Eye and eyesight examinations are provided by the School on request and where needed solely for the use of the equipment, the cost of a basic pair of spectacles is also reimbursed.

Employees who are designated users are provided with training in the hazards of display screen use. This training is provided on a regular basis and employees are encouraged to promptly report any problems including health concerns to ensure a reassessment of the workstation is carried out and any corrective action identified. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

Educational Visits

School Responsibilities

The School as an employer will ensure that appropriate safety measures are in place and that all staff involved in the preparation and management of an educational visit are competent to do so.

The Educational Visits Coordinator (EVC) will ensure that they are spread through the different age groups, and the school year. The Educational Visits Coordinator also assists staff involved with planning tours, with checking parental consent forms and keeps records of all previous visits. All new staff have a session on planning school visits as part of their induction training.

The Trip Leader has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the on-going Health and Safety of the group. The Trip Leader is responsible for seeking approval and advice from the EVC, assessing the risk levels of the trip and making the necessary safety arrangements.

Planning And Coordination

A careful and methodical analysis of the trip will be carried out by competent staff in good time before the trip and external parties will be engaged to give specific advice on particular risks and activities.

Specific risk assessments are prepared for all aspects of the excursion and all are approved prior to the trip being authorised by the Assistant Master, Extra-Curricular or Master

In the event of an incident during a trip that may jeopardise the normal running, contact will immediately be made with the School and consideration given to whether the Major Incident Management procedures are initiated. The Master and Assistant Master, Extra-Curricular would consider a number of potential support options including sending a delegation to assist with an incident, providing telephone support or making arrangements to assist the trip to return or continue under revised arrangements, with the goal of ensuring the health, safety and welfare of all involved.

Electrical Safety

School Responsibilities

The School acknowledges its responsibilities to ensure risks from electrical work, both in fixed and portable equipment are assessed and reduced to the lowest practicable level.

Procedures

The School has undertaken risk assessments of all work activities and adopted safe systems of work based on regulatory compliance and best practice. All work on electrical equipment and installations is carried out by qualified electricians. Other staff are clearly instructed that they are not permitted to undertake any electrical repairs.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations and the current Building Regulations).

It is the School's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment.

The School's installations, including all educational and domestic premises, will be tested and inspected at least every five years by a competent electrician and improvements implemented as necessary for safety.

Electrical Work

Any electrical works requiring wiring or the changing of light fittings and plug sockets must be overseen and signed off by a competent person (certificated to BS7671 (sixteenth or seventeenth edition)).

No electrical alterations to any property can be made without authorisation from the Maintenance Department and in order to protect staff from injury from electricity, all high-risk contract work will be subject to the Site Manager issuing a permit to work.

Portable Electrical Appliances And Apparatus

It is School policy that all portable electrical appliances and apparatus, regardless of operating voltage should be subject to at least a visual inspection before use.

All items in the School are subject to regular checks as arranged by the Site Manager and visual checks.

Items found to require repair or disposal must be handed-over to the Site Manager so that the necessary action can be taken.

Portable Appliance Testing will be carried out annually, or more frequently if deemed necessary.

Testing Of Residual Current Detectors (Rcds)

The Site Manager is responsible for maintaining all RCDs fitted to School installations and for instigating regular tests. Any remedial actions necessary following the monthly tests should be completed as a matter of urgency by a competent person as previously described.

Fire Safety

Responsibility

It is the responsibility of **the Bursar** to ensure that regular fire drills are carried out, that a fire register of drills is maintained and that adequate measures are in place to prevent fire, including risk assessments of all areas of the site and buildings.

It is the responsibility of **the Bursar** to ensure that fire alarms are tested regularly, that clear signage and fire notices are provided throughout the school and that all gas and electrical appliances are monitored for safety on a regular basis. The Bursar also keeps records of Fire Safety Inspections and takes advice from the visiting Fire Officer.

The **Fire Officer from the local fire and rescue service can** visit the school for inspection, giving written notice of his intention to inspect the premises. The Bursar records his visits and acts in accordance with the advice received in the fire safety report.

It is the responsibility of **all employees** at the school to take reasonable precautions to prevent fire.

All visitors to the school are required to sign in at Reception, where they are given specific instructions with regard to the fire evacuation procedures in the event of a fire.

When running an event in school, it is the responsibility of the **person leading the event** to ensure that fire exits are pointed out and evacuation procedures made clear to any visitors.

Duties Of The Responsible Person

The Bursar is the responsible person for record keeping and is to keep records of the following:

- The fire risk assessments and their review;
- The fire policy;
- Fire procedures and arrangements;
- Training records;
- Inspection of escape routes;
- Fire practice drills;
- Certificates for the installation and maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment.

Fire Hazards

The following fire hazards are identified:

- Smoking
- Electrical Equipment
- Naked flame and gas appliances

- Portable heaters
- Laboratory equipment
- Lightning
- Flammable / combustible substances
- Arson
- Hot Works

To Reduce Risk Of Fire

Smoking

The school is a non-smoking site. Smoking is not allowed on any part of the school site and signs are distributed around the buildings to reinforce this.

Electrical equipment

- Electrical installations are inspected by qualified contractors at appropriate intervals and remedial actions are completed as required.
- Electrical equipment is PAT tested every 2 years.
- Electrical equipment is switched off when not in use and unplugged, if appropriate, at the end of the working day.
- Care is taken to ensure that electrical circuits are not overloaded, by using only fused extension cables, which should be fully unwound.
- Extension cables are never plugged into other extension cables and adaptor blocks are not used.

Naked flame and Gas Appliances

- The use of Bunsen burners is covered by the Science Laboratory risk assessment: all staff and pupils are trained in their safe use and must wear correct safety clothing and goggles. Pupils may not approach naked flames without staff supervision. The Bunsen burners are regularly inspected and replaced as necessary.
- Gas appliances in the kitchen are regularly inspected and tested and the supply can be cut off in an emergency.
- In the kitchen, correct clothing must be worn.
- The kitchen is covered by separate risk assessments and safe codes of practice.

Portable heaters

Occasionally the use of additional heaters may be required. These appliances are inspected and tested regularly. They are sealed units which are plugged in. They must be positioned at a safe distance from any furniture and must never be covered.

Laboratory equipment

- All laboratory equipment is regularly inspected and maintained in good working order, or labelled clearly as unserviceable, by Science staff.
- Science staff (and pupils, where appropriate) are trained in its safe use; pupils are never allowed to enter a Science laboratory unsupervised and may never use laboratory equipment without staff supervision.

- All potentially hazardous equipment and procedures are used / carried out with strict adherence to CLEAPSS guidelines.

Lightning

The school's lightning conductors are inspected annually.

Flammable / combustible materials

- All new school furniture should conform to British Fire Safety Standards.
- Flammable or combustible materials are stored in accordance with COSHH.
- Flammable materials such as chemicals are kept in a secure store; stocks are inspected regularly and recorded and any obsolete stocks are disposed of safely in accordance with CLEAPSS (HAZCARDs).
- All containers / storage areas are clearly and appropriately signed.
- Safety screens are used when experiments with highly combustible materials are carried out and there is a spark risk.

Arson

- Site security is monitored and reviewed regularly. Visitors are required to identify themselves and sign in at Reception during the working day.
- No unaccompanied visitors are to be on site at any time.
- At weekends, boarding and duty staff make regular checks of the site and ensure they keep lists of all those who are expected to be on site.
- Any strangers should be challenged, if it is safe to do so. In the event of any suspicious activity, the police should be called. There is plenty of telephone access across the site and boarding and duty staff carry mobile phones.
- The main school dustbin area is kept locked to prevent unauthorised access to combustible materials.

Hot Works

- These works are subject to a permit regime and specific control measures as required by the school's insurers.

Further Measures for Fire Safety

- Escape routes should never be blocked and fire safety equipment should never be obstructed. Corridors and entrances are kept clear at all times; pupils and staff have designated space for storing bags, coats etc safely. At busy times (eg lunch queue) supervising staff will ensure that bags are not left in corridors or doorways. Fire extinguishers, blankets and alarms are clearly signed and kept accessible at all times.
- Fire doors are installed at appropriate points around the building, in accordance with the advice of the inspecting Fire Officer or the school's Health & Safety Adviser/Fire Risk Assessor; these are kept shut at all times.
- Emergency lighting is regularly tested.
- Smoke detectors are in use throughout the building. All fire alarm panels are tested each term and records of the tests are kept.

- Rubbish should not be left adjacent to buildings. Bins are emptied on a daily basis. Larger exterior bins are securely closed, never allowed to overflow and emptied once a week.
- Combustible materials including cardboard boxes are not to be stored under stairwells, in attics, in boiler rooms or adjacent to electrical distribution boards. Storage in cellars and attics is to be minimised. Cellar and attic areas are to be periodically inspected.
- Fire extinguishers of different kinds (water, foam, powder and CO2) are located strategically around the school site, according to the main type of fire risk posed.
- Mandatory signage around the buildings, indicating fire exits, evacuation procedures, action in case of an emergency is clearly displayed. The Bursar conducts a 'walkabout', to check for clear signage.

In the Event of Fire

- Evacuation procedures are regularly practised at different times of the day and night, every half term.
- Fire notices routes are clearly are distributed throughout the buildings.
- Escape marked.
- There are regular reminders of this information during the year.
- Fire alarms are electronic sounders and sirens and are located strategically around the building and clearly signed.
- Any member of staff who discovers a fire should make an immediate assessment, sound the fire alarm from a call point (if not already activated) and contact the fire brigade by dialling 999.

Training

- Staff are trained in fire safety and records of the training are kept.
- Heads of Department risk assess their subject areas and review and update this with their staff regularly.

Arrangements For The Disabled

- If a pupil with a disability joins the school, an assessment of need is made prior to his arrival and risk assessment is carried out according to individual need. A Personal Emergency Evacuation Plan would be prepared if necessary.
- Ramps are available for use should a wheelchair user need to be evacuated from the building.
- All pupils are required to practise regular fire drills; in the event of a disability preventing independent response to a fire alarm, a designated member of staff would be responsible for the evacuation of the disabled individual.

Lone Working

Lone working is discouraged and it is recommended that staff work during the holidays only at those times when the office or reception is staffed.

Other Users Of The School Site (Where Applicable)

- Any organisation or group hiring school premises for their own use hold their own fire drills at different times of the day, using the regular evacuation procedures.
- Risk Assessments are available to these visiting groups prior to their arrival, so that they can make their own independent risk assessments.

Communication of the Policy

- This policy is to be copied to all Heads of Department for dissemination to their employees.
- It is to be kept available for employees to see within departments.
- It is to be kept electronically within the schools intranet system (Aptus)
- It is to be kept available in the school policies file kept in the Staff Common Room and in the Bursary.

Gas Safety

Responsibilities

The Gas Safety (Installation and Use) Regulations 2018 apply to all appliances and installations covered by the Energy Act 2016. The legislation therefore deals with the safe use of gas for heating, lighting, cooking and other purposes. The requirements concern natural gas and liquid petroleum gas (LPG) in bulk containers and cylinders and cover the installation, servicing, maintenance and repair of gas appliances and fittings within the School.

If domestic properties are provided for employees or if properties are leased by the School these can also be affected.

Procedures for Working on Gas Installations

No person is allowed to work on gas storage vessels or fittings (including appliances) unless they are competent and in membership of a 'class of persons' approved by the Health and Safety Executive. This means Gas Safety Registered persons. The school must ensure that in-house staff or contractors working on gas fittings are appropriately Gas Safety Registered.

Standards

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. Standards will normally be met by using appropriately GasSafe Registered persons.

Existing Gas Fittings

No alterations to gas storage vessels or fittings can be made which would adversely affect their safety. This is particularly relevant where alterations to premises are being made. Consideration of gas safety must take place before any alteration work commences and this matter must be included in the risk assessment process.

Emergency Controls and Notices

An emergency control device should be provided near to where gas is first supplied into the premises and a notice should be posted adjacent to the control describing the procedure to be followed in the event of a gas escape.

Maintenance

All gas appliances, installation pipework and flues must be maintained in a safe condition.

Hazardous Substances

Responsibilities

The School acknowledges its responsibilities under statutory requirements to ensure all substances that could potentially cause harm are suitably assessed, controlled or eliminated. School activities involve the use of some potentially hazardous and dangerous substances including cleaning substances, paints, lubricants, glues, sealants and chemicals, for maintenance purposes and occasionally in educational capacities.

Procedures

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. Heads of Department undertake risk assessments of the use of each substance and exposure to any hazardous by-products and are responsible for applying the recommended risk control measures.

When storing hazardous and dangerous substances only compatible substances are stored together. Where required, substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire-resistant flammables store.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

Substances that become surplus to requirements are disposed of via licensed waste contractors. Spillage and emergency procedures are determined as part of the risk assessment process.

Records of risk assessments for hazardous and dangerous substances are held by the Site Manager and records of training are held by Human Resources.

Training

All members of staff who are regularly exposed to substances with the potential to cause harm will receive training to ensure they are familiar with the safe systems of work for these substances.

Health and Wellbeing

Responsibilities

The School acknowledges its responsibilities under statutory requirements to ensure the wellbeing of staff is regularly assessed and monitored. It is appreciated that the workplace can be the cause of stress, anxiety, physical injury and the goal of the School is to minimise the likelihood and impact of such instances.

Procedures

All Staff will be able to regularly consult with both their Line Manager to discuss any health and wellbeing concerns that may be apparent.

Training

All members of staff who are regularly exposed to substances with the potential to cause harm will receive training to ensure they are familiar with the safe systems of work for these substances. The Human Resources Department will make provisions for consulting and assessing wellbeing issues raised in order to ensure adequate measures are taken to improve the situation wherever possible.

Additional resources may be recommended or sought by the school in order to provide specialist assistance and care where it is felt this is required and in conjunction with the member of staff.

Incident Reporting, Investigation, Recording and Reporting

All employees, contractors and visitors are required to report accidents resulting in injury to any person to the SMT and Bursar by recording the incident on WUSMIS. Near miss incidents, where an incident had the potential to cause harm, injury or damage should also be reported. The goal of all incident management is to allow investigation into the circumstances which may result in measures being taken to prevent a recurrence.

The following incidents must be recorded:

- All accidents involving injuries
- All incidents which, although not involving injury, could have resulted in injury
- All near-misses

All reportable incidents will be investigated by the Head of Site Services (or a duly appointed independent Health and Safety Adviser if this is deemed more appropriate). The purpose of the investigation will be to ensure that protective and preventive measures are reviewed and procedures amended or improved as required.

Senior management are required to report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Head of Site Services will ensure all necessary accident notifications are made when required.

If the follow-up form indicates that actions are necessary to prevent a re-occurrence, then immediate arrangements will be made to initiate the necessary corrective action. This may be a physical change to buildings or facilities, or it could be a change of procedures.

The Chair of the Health and Safety Committee will review accident reports, statistics and investigations at each meeting, drawing the Committee's attention to any specific issues requiring action or discussion.

Inspections And Audits

All areas and departments of the School will be subject to regular inspection to ensure hazards are detected and recorded and to confirm that compliance levels are acceptable.

Inspections are carried out according to an agreed format in order to ensure any required actions are captured accurately. The reports are then circulated to the relevant Department Head, Master and Head of Site Services.

Outstanding actions from recent inspections are discussed at the Health and Safety Committee Meetings (held at least termly). The analysis of any trends that may be apparent are also discussed in order for progress to be monitored and any future policy changes discussed and agreed.

An external Health and Safety Adviser will also undertake a compliance review of the School on an annual basis and will report progress directly to the Bursar.

Kitchens

Responsibilities

The School contracts out the responsibilities for managing the kitchen and all aspects of food preparation and hygiene to a reputable catering company. Responsibilities to manage and maintain food standards are therefore shared.

The contractor is responsible for the implementation of all food hygiene compliance as well as day to day management of the workplace. The school retains responsibility for ensuring the workplace is as safe as possible and maintained to a high standard.

Procedures

The external catering company is responsible for ensuring the necessary health and hygiene arrangements are consistently implemented within the kitchens and dining areas. The contractor is responsible for preparing procedures to make record how these measures will be implemented and should ensure all staff are familiar with the arrangements, especially where catering for children.

Equipment within the kitchens will be regularly inspected, cleaned and maintained in order to ensure the standard of food preparation and hygiene is high at all times. Records of all such inspection and maintenance regimes will be maintained at all times.

Risk assessments will be prepared for all activities where hazards exist in order to confirm the safe methods of work for the operations.

Training

All members of staff working in the kitchens will receive induction training and regular additional training to ensure they are familiar with the precautions to be taken within the kitchens. Training will be refreshed on a regular basis in order to ensure competence is maintained.

Legionella (Water Safety)

Responsibilities

The School acknowledges its responsibilities to ensure water systems are managed suitably so as to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'.

Procedures

The arrangements for managing the risks associated with Legionella bacteria include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of the Site Manager as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment. An external specialist has been engaged to carry out physical testing under this arrangement
- the maintenance of records of all applicable maintenance and testing together with a copy of the risk assessment and details of the competent person who conducted it.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the external consultant reports this immediately to the Site Manager and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

Trained plumbers carry out all plumbing alterations in order to ensure compliance with water regulations and byelaws.

Lifting Equipment

Responsibilities

The School acknowledges the responsibilities to ensure all lifting equipment is duly assessed and adequately maintained in accordance with statutory requirements. The School's activities involve the use of lifting equipment including passenger lifts.

Procedures

All lifting equipment including lifting accessories is identified on a schedule which is used to ensure that each item has received the maintenance and inspection required.

Equipment is clearly marked with its 'safe working load' (SWL). As appropriate, equipment is also signed to indicate its prohibition for the carriage of persons or, where applicable is marked to indicate the maximum number of persons which it is designed to carry.

Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers instructions. Equipment is also subject to periodic Thorough Examination and Testing to a schedule meeting the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and an inspection report is issued. Pre-use inspections are carried out by operators of lifting equipment and the results recorded. Defective equipment is taken out of service whilst awaiting repair or replacement.

Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators must also be trained and competent and authorised to use the equipment.

Equipment

Passenger lifts under our control are subject to a maintenance contract with a specialist contractor and receive a thorough examination and test by a competent person every 6 months. Improvements identified through inspections are undertaken and any defects repaired as required.

The School monitors to ensure, so far as is reasonably practicable, that our lift maintenance contractors operate safe systems of work for the protection of building users including the use of barriers at lift landings when the doors are open to the shaft, warning signs when lifts are out of use and the protection of tools and equipment from unauthorised access.

The School also requires external contractors to operate safe systems of work for their own protection and periodic monitoring takes place to check that they appear to be working safely including use of props or other safety devices when working beneath the lift car and work at height controls when working above.

Lift cars clearly display safe working loads and the maximum number of passengers.

Lift cars are also equipped with emergency lighting and with a passenger alarm/emergency telephone. Lift release procedures would be initiated by an external contractor on an emergency call out contract.

Training

Where specialized training is required to operate equipment involved in lifting operations, records of training will be held by Human Resources.

Lone Working

Responsibilities

The School acknowledges its responsibilities to ensure the health, safety and welfare of all those who need to work alone as part of their activities.

The Health and Safety Executive (HSE) defines lone workers as ‘those who work by themselves without close or direct supervision.’

Procedures

The School has undertaken risk assessments of these lone working activities and put in place risk control measures including:

- Manager awareness and monitoring – ensuring all members of staff who work alone inform their manager and a means of contact is established
- Use of Radios
- Working in teams / pairs
- Security messages – for those who may need to discreetly raise the alarm

The School will continue to inform staff when tasks may not be undertaken as a lone worker.

Should any member of staff feel uncomfortable about a situation they find themselves in, they must immediately leave and return to a place of safety and / or raise the alarm. Such action has the support of management.

Training

Where the risks associated with lone working are high risk, training in the procedures required to mitigate risks will be carried out to ensure familiarity with the required procedures.

Management Of Major Incidents

Introduction

Emergencies take many forms and can affect the School environment in many ways. In the event of any incident potentially or actually occurring that may endanger lives, expose pupils or staff to significant harm or which may threaten the continuity of the School's day to day operations, it is essential that key members of School management take all action necessary to reduce the impact of the incident.

Objectives

The objective of this Major Incident Management Plan (MIM) is to ensure School management, academic and support staff are able to deal with any situation that may become a major incident for the School. This plan is intended to give those who are faced with such an event the basis for action.

The plan cannot and does not seek to provide a detailed plan for every eventuality, as it is likely that a major incident will require senior management to react to the unexpected. Rather the plan seeks to establish a set of defined principles that should be followed in any event that is, or may become a major incident.

Definition

A major incident is a significant event which may cause, or have the potential to cause:

- a) has the potential for loss of life, multiple and/or serious injuries or ill-health, (either immediate or delayed) physical or reputational damage
- b) Could result in serious operational disruption and / or
- c) requires a non-routine response resulting from unforeseen developments in the course of an activity, inside or outside the School.

Events which, taken in isolation, may not warrant classification as major incidents, may do so when considered together.

Priorities

In all cases, the priorities are as follows:

- To minimise or eliminate imminent threats or danger to individuals, in particular pupils
- To ensure the ongoing welfare of pupils
- To urgently establish the potential extent of the threat or danger
- To ensure effective communication with staff, parents and the responsible authorities
- To restore normal School operations as soon as possible
- To take reasonable steps to minimise adverse publicity and to ensure all external enquiries are handled effectively and consistently

- To minimise or eliminate loss to property

General Guidance

- Report anything significant to the appointed 'Incident Leader' as soon as possible
- Do not speculate about the incident
- Do not give out any incident information unless approved to do so
- Reassure anyone requesting information that you or someone from the School will release information when possible
- Take notes of all significant decisions you make or conversations you have, including time, name of caller, subject, etc.
- Always try to be helpful, considerate and calm
- Assume everything you say will become public knowledge
- Take a break if you are feeling stressed

Emergencies On A School Trip Or Excursion

A copy of the following guidelines will be taken by all party leaders and their deputies. This plan complements the School Travel Procedures. In all cases, the staff members present should:

- Establish nature and extent of the emergency
- Make sure that all members of the party are accounted for and safe
- If there are injuries, establish their extent and administer first aid if trained and competent to do so
- Establish names of the injured and call relevant emergency services
- Notify the School immediately
- Advise other party staff of the incident and that emergency procedures are in operation
- Ensure that an adult from the party accompanies casualties to hospital or if alone, accompany the pupil yourself; the Emergency Services will look after the remainder of the party until another member of staff arrives
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base
- Arrange for at least one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for
- Control access to telephones until contact is made with the Master, SLT or Duty Manager until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far)
- The School will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.
- A designated person should act as the point of contact with the media to whom all involved should direct questions. This appointment will be made by the Incident Leader at Main School and all information given to the media must be approved
- Under no circumstances should the name of any casualty be divulged to the media

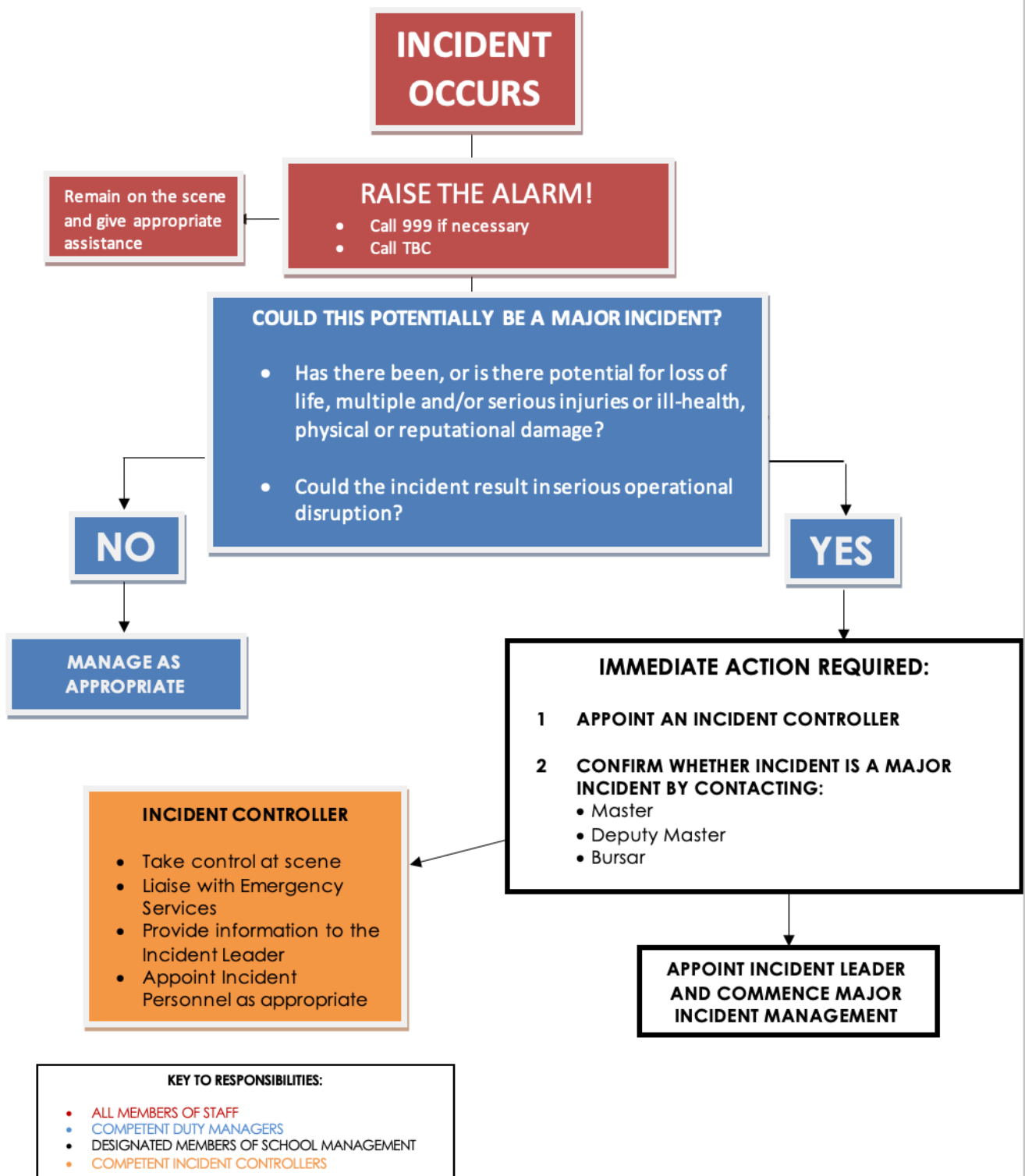
- The Party Leader should write down as soon as practicable all relevant details, including names of witnesses, vehicles, locations equipment, third parties involved, etc. Equipment should be left in situ until it has been photographed or inspected
- Legal liability should not be discussed or admitted
- Complete accident record forms and submit to Director of Operations.

Update And Review

The plan will be reviewed prior to the start of each Academic Year and after any change within the School that may require amendment to these procedures. The plan is prepared and maintained by the School Health and Safety Consultant on behalf of the Senior Leadership Team.

Training

Regular training sessions will be undertaken to ensure familiarity with the plan, including instruction on these procedures, walk-through simulations and live-enactments of a range of scenarios. These will be organised by the Health and Safety Consultant.



The following sections highlight the responsibilities for carrying out key tasks and operations in the event of a major incident.

PERSON RESPONSIBLE	TASK	ADDITIONAL INFORMATION
<p>MASTER, DIRECTOR OF OPERATIONS OR OTHER SENIOR MEMBER OF STAFF</p>	<p>APPOINT INCIDENT LEADER – ACTIVATE MIM IF REQUIRED</p>	<p>Should a major incident be reported (perceived, potential or actual) to a member of SLT, the Master will assume overall control of the situation as Incident Leader. All necessary information should be obtained to allow an immediate assessment of the potential severity of the situation. If required, the MIM procedures should be activated. The decision to instigate MIM procedures rests with the Master, Director of Operations or other senior member of staff. If the Master is absent, the Director of Operations, or another competent member of SLT will be the Incident Leader.</p>
<p>INCIDENT LEADER</p>	<p>CONVENE INITIAL MEETING OF MIM TEAM</p>	<p>The initial meeting of the MIM team will depend on the nature of the emergency, but should include a summary of what is currently known, including:</p> <ul style="list-style-type: none"> The nature and location of the emergency The immediate safety of all pupils, staff and visitors who may be affected Who has been harmed or is perceived to be at risk The involvement of the emergency services Assessment of whether a physical Lockdown of School premises is required and a roll call Confirmation of initial resources required Location of the Emergency Control Room Initial communication requirements and restrictions Identification of additional expertise needed Assignment of responsibilities for initial tasks and appointment of Liaisons (see below) To commence planning how to deal with the incident

		To convene further meetings at timings appropriate for the incident
INCIDENT LEADER	Appoint additional roles as required, including:	
	INCIDENT CONTROLLER	Deals with the incident at the scene and liaises directly with the emergency services. Responsible for regularly communicating with the Incident Leader and ensuring activities at the scene remain under control.
	CONTACT APPROPRIATE MEMBERS OF STAFF	Members of the Senior Leadership Team are contactable at all times during term time. The Master and Director of Operations have staff contact details in order to allow them to be contacted in an emergency.
	INCIDENT ADMINISTRATIVE SUPPORT	Provides dedicated administrative support for the duration of the event and to ensure a record of events is retained. Includes fielding phone calls and taking messages from external bodies, as well as preparing information for release.
	SCHOOL SPOKESPERSON	Prepares and issues statements and information relating to the incident where required. All communications will be subject to approval from the Incident Leader and the Master prior to issue.
	MEDIA LIAISON	Ensures all media information, including the School website and social media outlets are managed in the event of an emergency and ensures all necessary information is published, with the approval of the Incident Leader and the Master. Also deal with the press, TV and radio and arranges press conferences where appropriate.
	MEDICAL LIAISON	Responsible for welfare of pupils, staff or others who require medical attention and for updating and maintaining medical records. Also responsible for communicating with internal and external medical resources including the emergency services and regularly updating the Incident Leader regarding the medical condition of all affected by the incident.
	FAMILY AND COMMUNITY LIAISON	Responsible for relevant communication with staff, pupils and families of those affected by the incident, and for maintaining contact with the relevant Housemasters / mistresses. Also responsible for ensuring the Incident Leader is updated regarding those

		affected and for ensuring communication is approved by the Incident Leader.
	ESTATES LIAISON	Ensures effective communication, cooperation and liaison between the Incident Leader and those responsible for School facilities and grounds that may be affected by the incident. Also responsible for ensuring Local Authorities, utilities and contractors are engaged as required where support from these parties is deemed necessary. Should alternative accommodation be required in the event of an incident which compromises some elements of student accommodation, the Estates Liaison will deal with the Families Liaison to arrange the transition.
	INVESTIGATION TEAM	Responsible for the preservation of evidence at the scene and the provision of assistance towards various interested parties, including, Enforcing Authorities, Local Authorities, insurers, solicitors, etc. The investigation team will also be responsible for ensuring a record of the incident management process is taken and retained, in particular how and when all key decisions are made.

<p style="text-align: center;">INCIDENT LEADER</p>	<p style="text-align: center;">ESTABLISH INCIDENT CONTROL ROOM</p>	<p>The control room should be equipped with the following equipment:</p> <ul style="list-style-type: none"> Master keys to all buildings Key fobs to gates Lists of all door code numbers Lists of alarm codes List of key contact numbers for staff, governors and other resources Grid references for the sites Site plans (including location of stop cocks, hydrants, etc) CCTV records Hi-visibility vests Protective equipment Telephones and IT equipment to allow instant communications Radios Torches Flip-charts / whiteboards and stationery
<p style="text-align: center;">INCIDENT LEADER / MEDIA LIAISON</p>	<p style="text-align: center;">INITIATE AND APPROVE EXTERNAL COMMUNICATIO NS</p>	<p>Communication can be made with all parents, pupils and staff associated with the School. Messages will be sent where there is a need to circulate vital information about an incident quickly and effectively.</p> <p>School website and social media can also be used as a means of communicating essential information to those visiting the site for a given period. The School website can be diverted to a ‘black’ website which contains minimal incident-related information only. Social Media may also be used to make announcements if deemed appropriate but caution would be required to avoid creating an area for speculative or critical comments.</p>
<p style="text-align: center;">MIM TEAM</p>	<p style="text-align: center;">SECURE THE SITE</p>	<p>To control the movement of pupils and entry into the site, a Lockdown procedure is available to the Incident Management Team. In the event of an issue that may require the confirmation of the whereabouts of all pupils, staff and visitors to the site, or to secure the site in the event of a security risk, then Lockdown will be implemented. The procedure involves the movement of staff from their regular duties to physical locations around the School, with specific instructions to monitor traffic and pedestrians and if required to alert all pupils to return to their houses for a roll call. Staff assigned to</p>

		these locations will be given radios and hi-visibility vests and will maintain contact with the Incident Leader.
MIM TEAM	RESTORE SCHOOL ROUTINE	A key goal of the MIM Plan is to endeavour to restore normal School operations as soon as possible. An assessment of the level of resources required to do this will be made at an appropriate stage during the management of the incident. Additional members of staff can be called upon to assist with the operations as deemed necessary.

INCIDENT CONTROLLER	LIAISON WITH THE EMERGENCY SERVICES (IF REQUIRED)	In the event of assistance from the Emergency Services being required, the call will be made as soon as possible by the Incident Controller or Incident Leader. The IC will ensure liaison with the Emergency Services on arrival.
BUSINESS MANAGER / H&S CONSULTANT	STATUTORY REPORTING REQUIREMENTS	All necessary reporting will be undertaken by the School Health and Safety Consultant. The School has statutory reporting obligations as defined under RIDDOR.
	INVESTIGATION	The School Health and Safety Consultant will initially recommend whether an internal or external investigation is required and will recommend the appropriate course of action to the Incident Leader. The investigation should commence as soon as is practicable and will involve recording all known facts in order to assess and report in the future.

Management Of Infectious Diseases

Responsibilities

The School has a responsibility to act in accordance with the government, local health authorities and known medical advice in the event of an infectious disease, virus or illness affecting any member of the school community.

The School acknowledges these responsibilities to ensure the health, safety and welfare of all those who may be affected by such conditions and illnesses.

Procedures

The School has undertaken risk assessments of known illnesses that could affect the school community in an adverse way due to the symptoms caused by the illness or the likelihood of contagion. The susceptibility of pupils who may have underlying health conditions who attend the school is also a consideration in these assessments.

To ensure the school does not contribute to the spread of a communicable illness or disease, the Senior Leadership Team will quickly appoint staff to investigate and collate information relating to the incident in order to ensure all current, known information is assessed and considered.

The consideration of this information as well as the ongoing advice from governmental authorities will allow for assessment of the potential effects of the outbreak both within the school and the wider community. Advice will also be sought from peers and specialists wherever required.

Written risk assessments and plans will be prepared for each campus to ensure the specific risks associated with each campus are duly considered, including the following as a minimum:

- Site layout and logistics
- Age groups
- Specific health issues
- Ability to understand instructions
- Likely ability to administer testing
- PPE requirements

Communication of all risks and precautions will be made with parents on a frequent basis to ensure a clear understanding of the situation, what needs to be done to improve and the precautions needed.

Training

All staff will receive regular training and instruction regarding the precautions taken and will be given ample opportunity to question and challenge arrangements to ensure they are as effective as is possible.

Manual Handling

Responsibilities

The School will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health caused by manual handling.

Procedures

Equipment is provided where possible to minimise or simplify handling of heavier objects and Master of School or Line Managers will ensure that two persons are available where the risk assessment identifies the need.

Where reasonably practicable, loads are labeled with their weight and if necessary, centre of gravity. Where it is not reasonably practicable to mark the weight of individual loads we provide information to staff on the range of weights for certain types of load they are likely to encounter.

Specific manual handling risk assessments are undertaken to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to relevant employees.

Safety footwear and suitable gloves are supplied to all staff who require them and will ensure that it is used. When specifying protective clothing or uniform, the need to allow unrestricted movement for manual handling activities has been taken into account.

Training

Where the School has specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the safe system of work. Records of training are retained by Human Resources.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories has duties which would ordinarily involve manual handling, their Master of School or Line Manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

Records of manual handling assessments are retained for at least five years.

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

Minibuses And Other School Vehicles

School Responsibilities

The School recognises the risks associated where employees undertake driving activities. The following procedures and policies will be implemented to reduce risks, so far as is reasonably practicable.

The Head of Site Services holds responsibility for the oversight of the minibus policy within the School; staff who operate minibuses are responsible for the implementation of the policy on a day-to-day basis. This procedure applies to all staff involved in the routine operation of School-owned and hired minibuses.

Procedures

Risk assessments of driving activities will be carried out as part of the management of all work activities, trips and excursions; all relevant employees will be consulted as appropriate during this process.

Risk Assessments will take into account:

- The Driver: competency, experience, training and health;
- The Vehicle: suitability, condition, safety features, essential safety maintenance and ergonomic considerations;
- The Journey: routes and scheduling.

Employees

All employees who drive on behalf of the School, either in private or School-owned vehicles will have a valid driving license suitable for the class and type of the vehicle they drive – including, for example, cars, minibuses, light goods vehicles, and grounds machinery.

Wherever possible, situations will be avoided that put employees under time constraints or other pressures.

Employees are instructed to drive within the national speed limits at all times and pay due regard to weather conditions. Work schedules will be arranged to allow adequate travel time between sites to drive safely and within legal limits. Adequate time is allowed to complete the business journey in compliance with the speed limits for the roads used allowing for regular breaks.

Employees must not use handheld mobile phones to make or receive calls or send text messages whilst driving. Further, even if they have a hands-free kit, it is preferable not to make calls. Calls are not made to employees' mobile phones whilst it is known they are driving, except in an emergency.

Employees are made aware that they must not drive without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs or if suffering from any illness or taking any medication that may affect their ability to drive safely.

Additional training will be given to School vehicle drivers where necessary, subject to the risk assessment. Training will be prioritised, for example, drivers who drive certain vehicles, have a high accident record or have higher mileage will be considered as higher priority.

Drivers

Minibuses will only be issued to drivers with the correct licence qualifications required for each type of vehicle.

In order to comply with School and insurance requirements all minibus drivers must be able to verify their eligibility to drive by providing a copy of their licence at the start of each academic year, confirming the following:

- Drivers must be aged 21 or over and have held a car (category B) Licence for at least two years.
- Drivers must have a full valid driving licence which meets one of the following requirements:
 - For those holding a full entitlement to drive a car before 1 January 1997 covering Group A (B for automatics) for at least until the licence expires.
 - For those holding a full entitlement to drive a car before 1 January 1997 covering Category B at least until the licence expires.
 - For those who pass their car test to obtain a Category B entitlement on or after 1 January 1997, the driver must have held the Category B licence for more than 2 years before driving one of the School or hired minibuses. Licences which do not show a Category B entitlement only allow the holder to drive vehicles with up to 8 passenger seats.
 - The gross vehicle weights of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers); and
 - You do not tow a trailer.

- All existing and future endorsements must be notified to the School's Insurers, via the Business Manager's Office, before driving can be approved by sharing driving licence information with the School via www.gov.uk. All penalty points will be assessed to ensure the offences do not make the individuals inappropriate to drive children on behalf of the School.
- All drivers must be willing to drive without additional salary or incentive.
- All minibus drivers will attend regular minibus refresher training which will be arranged by the School and where necessary, attend a medical examination deeming them fit to drive. Where recommendations are made by an external assessor, the drivers may be required to attend further instruction or training sessions to assist them to improve where necessary.

Vehicles

All vehicles are formally inspected each week and a record kept verifying roadworthiness. Any faults highlighted will be recorded and further maintenance and repair as necessary. Although the School undertakes to check vehicles weekly, the driver of the minibus remains responsible for carrying out normal vehicle checks prior to departure.

Drivers are also responsible for the safe operation of the vehicle allocated to them and must ensure any defect or damage is reported immediately. If there is any doubt as to whether the vehicle is fit to be driven, the driver should not leave or should stop driving if necessary.

All vehicles should be returned in a clean and tidy condition.

All vehicles will have a valid MOT, tax and insurance and records will be retained to demonstrate this. Where employees' private vehicles are used for company business, checks will be carried out to ensure that insurance covers business use and that a valid MOT is available for vehicles over three years old.

School vehicles will be subject to maintenance and servicing in accordance with manufacturer's instructions. Additionally, regular checks are carried out on the roadworthiness of all School vehicles (e.g. tire pressure and condition (including spare); correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen).

Each vehicle also has an up-to-date set of documents and equipment including:

- Road Tax and Insurance
- MOT Test Certificate (if applicable)
- Valid insurance certificate
- A spare wheel, serviceable jack and wheel brace. (Drivers should not attempt to change a wheel if they are in a position of danger or if there is an unacceptable level of risk posed by changing a wheel)
- A fully stocked first aid kit, a spare set of light bulbs and a reflecting triangle
- High-visibility vests.

Seatbelts

It is driver's responsibility to ensure that all passengers are wearing a properly fitted seatbelt at the start of each journey and to insist that belts are worn throughout the journey. No more than one person per seat may be carried.

Alcohol And Drugs

Drivers must observe a 'no alcohol' policy at least twelve hours before a journey or excursion. Similarly, no one may drive if taking prescribed drugs that may affect their driving abilities.

Fatigue And Ill-Health

No one should take control of a vehicle if their ability is affected by tiredness or ill health. Should a journey be unavoidably lengthened or if the driver is taken unwell, or if the driver feels vulnerable in

any way, the nearest safe point of rest should be found and contact made with the School. It may be necessary to arrange for a substitute driver to be sent to assist, or for the Driver to arrange overnight accommodation for the pupils and staff if a substitute is not possible and the journey cannot be completed.

Journeys And Excursions

- All journeys must be on legitimate School business only.
- The Trip Organiser must ensure the details of each trip or excursion are adequately risk-assessed and reviewed prior to departure.
- Drivers must make adequate assessment of their own abilities before the journey, taking into account the journey type and the potential driving conditions.
- A risk assessment will be required for each journey which will determine the need for additional drivers in each case.

Operational Requirements

Whilst operating the minibus, all drivers should:

- Drive safely and in accordance with the requirements of the Highway Code in particular with regard to speed limits.
- Ensure that the passenger carrying capacity of the vehicle is not exceeded i.e. Driver plus 16 passengers, or 8 passengers for the smaller minibus, if your Licence comes under category 3. c. (See 'Minibus Drivers' Item 3 above)
- Adequately supervise all pupils in their charge.
- Ensure that seat belts and lap straps are worn at all times.
- Carry out vehicle checks before starting a journey.
- Ensure they carry a mobile phone (and charger if necessary) for use in emergency situations, along with a list of School contact telephone numbers.

Accident And Breakdown

In the event of an accident where personal injury is caused to any person, a domestic animal and/or damage to any vehicle or other property the driver is required to stop and exchange names and addresses with the other driver or person being the owner of the damaged property/domestic animal. If names and addresses are not exchanged at the time of the accident the incident must be reported to the Police as soon as possible or in any case within 24 hours. In addition:

- Details of witnesses and relevant insurance details should be obtained.
- Drivers should not admit liability whatever the circumstances.
- Report the details to an emergency contact at Westminster Under School as soon as possible.

Vehicle Breakdown

- School minibuses are covered by a rescue service contract. In the event of a breakdown or if you think that breakdown is imminent stop at an emergency telephone and call for assistance. Tell the operator that you are driving a minibus with pupils as passengers.
- Ensure that the vehicle is as far to the left of the hard shoulder as possible. If a grass/gravel verge exists, place vehicle half on/off verge and hard shoulder. Use common sense and do not park on a soft verge as this may result in getting bogged down.
- Put a high-visibility vest on as soon before leaving the vehicle in all cases.
- Place a warning triangle 200 metres to the rear of the vehicle if safe to do so (each emergency telephone direction sign is 100 metres apart).
- In good weather conditions if a low barrier or fence is adjacent to the vehicle, leave the vehicle by the left-hand doors – not the driver’s side – and instruct all passengers to stay behind the barrier. Do not stand to the front of the vehicle; if it is struck by another vehicle you will be in extreme danger. Sit up the side of the bank if possible.
- If the weather is bad, stay in the vehicle.
- Hazard warning lights should be flashing. At night, the vehicle interior lights should also be on. Under no circumstances should the vehicle be parked in the emergency lane at night with just parking lights on as oncoming vehicles may think it is a driving lane.
- If all lights have failed, contact the Police to inform them of the failure.
- If you break down between emergency telephones and cannot leave your passengers because of their age or disability:
 - Keep pupils in the vehicle.
 - Use the mobile telephone you have to dial 999 to request assistance. Give the Emergency Services your mobile telephone number and advise them that you are carrying schoolchildren in a minibus.
 - You may be able to shunt the vehicle forward to the emergency telephone using first gear and starting the vehicle.
 - Should recovery of the vehicle be required during normal working hours, contact the school to confirm a recovery location or garage. If recovery is needed outside working hours or if contact cannot be made within thirty minutes, request recovery of the minibus to the School.

Servicing And Maintenance

The School is responsible for arranging weekly inspections to the vehicles and for ensuring routine servicing and other maintenance is carried out, in accordance with the manufacturer’s schedule.

Noise And Vibration

Responsibilities

The School acknowledges the duties placed upon it to reduce the exposure to noise and vibration to their employees.

The School will to make a suitable and sufficient risk assessment and introduce control measures to, in the first instance, eliminate noise and vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

Procedures

The School will ensure where practicable that noise and vibration levels will be maintained below the Lower Exposure Action / Daily Exposure Limits will undertake a suitable and sufficient risk assessment for all activities where there is a risk of employees being exposed above these levels.

The School will ensure all employees, contractors and visitors obey any instructions and warning notices with regard to wearing of hearing protection in designated areas and will ensure plant and equipment is selected and maintained to minimise noise and vibration levels. All employees will be instructed in the use of all equipment that may produce noise and vibration to excessive levels.

Suitable PPE will be provided where this will reduce exposure but only as a last resort.

Personal Protective Equipment

Responsibilities

The School acknowledges its responsibilities to provide personal protective equipment (PPE) without charge to its' employees. The School also recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly.

Procedures

School employees are supplied, without charge, any PPE identified as a required risk control measure within risk assessments. An assessment is made to ensure PPE is suitable, i.e. it reduces the identified risk as intended, is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, and that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements. Training records are retained by the Human Resources department.

Employees are expected to comply with the requirements to wear PPE and to ensure it is used as designed and not misused in any way.

PPE is checked regularly by Master of School or Line Managers and Heads of Department and replacements are available on request in between inspections.

Risk Assessment And Control

Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to Health and Safety to ensure hazards are eliminated or reduced so far as is reasonably practicable, by implementing appropriate control measures and safe systems of work.

All those required to undertake risk assessments will be suitably trained and competent.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work. A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. School Management will ensure those undertaking the activity understand what they have to do and the control measures to be implemented. These briefings will be recorded for future reference.

Various types of risk assessment are undertaken on a regular basis, including:

- General Workplace Assessments
- Fire Risk Assessments – carried out by external specialists
- Trip and Excursion Risk Assessments – carried out by Trip Activity Leaders detailing the risks associated with each trip of excursion
- Safeguarding Risk Assessments – carried out by the Designated Safeguarding Lead
- Work Placement and Experience Assessments
- Medical Health Risk Assessments and Care Plans

Risk controls will be undertaken using the hierarchy of controls, namely:

- Elimination of risks altogether
- Substitution of hazardous equipment or tasks
- Engineering Controls to reduce potential exposure to hazards
- Providing Warnings, Signage and Barriers to prevent access to hazards
- Personal Protective Equipment to reduce the risk of injury, as a last resort.

All risk assessments will be monitored and reviewed at least annually but will be specifically reviewed after an incident, when working practices or equipment change or when best practice or legislative requirements are amended.

Roads And Crossings

School Responsibilities

The School has responsibilities to ensure all pupils, staff and visitors who could be affected by the public roads are made aware of the risks and informed how and where to cross roads safely.

Road Hazards

The Schools are all situated near busy public highways. Therefore, it is necessary to take certain measures to ensure the safety of our staff and pupils when crossing the roads, as well as ensuring the School's activities do not present a hazard to legitimate road users.

Risk assessments have been prepared for all key road hazards in order to record the risks and communicate the findings with those who could be affected.

Internal roads have a mandatory speed limit of 5mph at all times. All vehicles using the internal roads should be prepared to give way to pedestrians at all times.

Procedures

Certain areas are directly supervised by members of staff at key times during the day when both traffic and pupil movements are high. Staff are advised of the need to actively control pupils in these locations to ensure they cross where authorised and to take appropriate action with any pupils who engage in careless or foolish behaviour around the roads. All staff are empowered to intervene where any such behaviour is witnessed.

Staff are also reminded of the risks associated with the roads during initial induction and at Health and Safety briefings. All staff are expected to set a positive example when walking near roads or crossing and to be mindful of this responsible at all times.

Both pupils and staff are encouraged to report near miss incidents involving vehicles as these may serve to heighten awareness in particular areas or serve as reminders of the need to be responsible and vigilant whenever crossing or walking along roads.

Security

Responsibilities

The School has responsibility to ensure the risks from security are adequately and regularly assessed and suitable precautions implemented to ensure the safety and security of pupils and staff whilst attending the school.

Procedures

The School's location in Central London means that it is vulnerable to unauthorised access from those of ill intent. However, the School buildings front onto public roads and footpaths and access is possible right up to front entrance doors.

The School has five Security Officers who work a rota to ensure appropriate cover when the School is in operation. Their hours of work in the holidays are adjusted as needed to cover maintenance work. In addition, physical security is enhanced by means of coded door locks and by the use of CCTV which covers main points of entry/egress and which link back to the Security Office at the main entrance.

A risk assessment is carried out on each building and facility. This determines the need for physical and personnel security.

The School liaises with the police as and when necessary regarding events that may cause disruption or a threat to the local areas in order to determine the arrangements deemed necessary.

Access to the School is restricted to authorised persons only, by means of a security system to each entrance door and gate. All visitors are escorted when on the premises. Anything which is seen on or near the premises which gives rise to concern should be reported to The Security team, the Bursar, the Deputy Master or the Head Teacher. The police should be called using 101 or 999 depending on the severity of the issue.

Training

All members of staff will receive instruction on security arrangements as well as increased information where risk levels change.

Visitors

School Responsibilities

The School has a responsibility to ensure the health, safety and welfare of all visitors to the School and to provide key information on the risks that may be present during their visit. There is a separate Visitors' Policy.

General Visitors

For safety and security reasons, all visitors, other than pupils, staff and parents from visiting schools, are required to pre-arrange their visit with the representative from the School whom they are visiting wherever possible. All visitors are required to report to Reception to sign in and to be issued with a visitor's badge.

Visitors are also issued with a card detailing the basic Health and Safety information, including the requirements to remain accompanied at all times and to report any hazards immediately. Information on the action to be taken in the event of an emergency is also published; the escort will also ensure the visitor is familiar with the procedures for each respective building in the event of an emergency or an evacuation.

Visiting Contractors

Contractors are also required to sign in at Reception where they too will be issued with a visitor's badge and Health and Safety instructions relevant to their work and location. Should a contractor be required to work at the School for a longer period or to work unaccompanied, Disclosure and Barring Service (DBS) checks must be undertaken prior to this work taking place.

All visitors should avoid straying into areas they are not authorised to enter or leaving their escort.

In the event of an emergency, any visitors will be led to the Emergency Point by their escort and accounted for by checking off details against the visitor records held by Reception.

All staff are advised to challenge persons who do not appear to be familiar with the site, especially if no visitors badge is visible. The security department should be contacted immediately if any concerns are raised about a person's presence or authority to be on site.

Welfare And Hygiene

Responsibilities

The School acknowledges its responsibilities to ensure all staff are provided with a workplace and associated facilities in order to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

Procedures

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff and pupils. Facilities are also provided for staff to obtain drinking water, for heating water and heating food. Staff are able to rest and eat food in a variety of areas around the School.

The School has also considered the needs of new and expectant mothers and will ensure rest rooms and other facilities deemed necessary will be provided when required.

All facilities are inspected on a regular basis to ensure they remain sanitary and in good working order.

All welfare facilities are ventilated, well lit and designed so as to be easily cleaned. All welfare facilities are cleaned daily.

Work At Height

Responsibilities

The School acknowledges its responsibilities defined under various statutory requirements to manage work at height as this remains a key hazard in the workplace. Whilst the School aims to avoid work at height, there are many features within the buildings where work at height remains necessary, due in part to the historic nature of the buildings.

Where work at height is required, a risk assessment will be carried out in order to identify the risk control measures needed to minimise the risks, so far as reasonably practicable. The risk assessment process takes into consideration the hierarchy of controls as set out within the Work at Height Regulations, the effects of weather conditions and covers the risk of falling objects in addition to the risks of falling. Where applicable, risk control measures include arrangements for rescue.

The hierarchy of controls which will be applied to all work at height are as follows:

- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The School will endeavour to:

- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.

Equipment

Ladders and step ladders are permitted for work at height where the risk is low, the work is of short duration and the nature of the work also enables three points of contact to be maintained throughout.

Where work involves difficult access or work at height where work cannot be carried out safely from ladders or steps, special access arrangements will be made which may include the use of access equipment or mobile scaffold towers.

All ladders and stepladders used by School employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150kg and are inspected on at least an annual basis. Steps used for heavy industrial applications will always have a maximum static load capacity of 175kg. All work at height equipment including kick stools, step ladders and ladders, are subject to regular inspections in addition to pre-use inspection by the employee.

Several buildings have serviceable attics and loft spaces. Access to these areas will be via a suitable access ladder, secured or footed to avoid movement.

The School also has several buildings with fragile roofs and skylights; clear warning signs are displayed on all sides of the respective buildings. In the event that repairs are required or access is needed for any other reason, this is undertaken by competent roofing contractors using safety equipment and applying a safe system of work.

Should work be necessary on a flat roof, the access route and the work area will be suitably protected with perimeter edge protection.

Training

All operatives who are regularly involved in work at height will receive appropriate training to ensure they remain aware of the hazards associated with work at height and the precautions required. Where specialized equipment is used, training may be carried out by an external, suitably accredited body.

Work Equipment

Responsibilities

It is the intention of Westminster Under School that all machinery, whether static or mobile, academic or maintenance, will be operated, maintained, guarded according to the relevant assessed risks, in accordance with current legislation.

PROCEDURES

All reasonable steps will be taken to secure the Health and Safety of employees who use, operate or maintain plant, machinery and equipment.

Assessment of equipment commences at procurement stage and the School will endeavour to procure equipment with the lowest potential hazard to the user or operator. Research will be undertaken by those responsible for procurement to ensure the equipment specified complies with all current legislation and does not expose employees to unnecessary risk, so far as is reasonably practicable.

Equipment

All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or competent engineer.

Records of the inspections, service and maintenance including statutory inspections will be maintained in accordance with current legislation. Where deficiencies have been identified, the user is responsible for ensuring that remedial actions are reported and repairs completed within reasonable timescales according to the level of risk.

Isolation measures will be made clear on all machinery and equipment and will be the subject of a specific briefing before use of new equipment. Key control will be of particular importance in isolating machinery, especially where harm could be sustained through unsupervised use.

Training

Training will be given to staff who use equipment where risks are present to ensure familiarity with the required safe systems of work. Records of training will be retained by the Human Resources department.