

Holme Grange School
Whole School Policy including EYFS
(EYFS - Little Grange and Reception Classes)



Health & Safety Policy

Date:	Amendment:	Reviewed by:	Authorised by:
26 th May 2015	Reviewed	RC Plumpton Facilities & Estate Manager	Govs meeting 24 th June 2015
22 nd June 2016	Reviewed	RC Plumpton Facilities & Estate Manager	Govs Meeting 22 nd June 2016
21 st June 2017	Review	RC Plumpton Facilities & Estate Manager	Govs Meeting 21 st June 2017
03 rd October 2019	Reviewed	RC Plumpton Head of Estates	SMT
03 rd June 2020	Revised	M Jelley, Deputy Head	
18 th September 2020	Reviewed	RC Plumpton Head of Estates	SMT
22 nd December 2021	Reviewed	RC Plumpton Head of Estates	SMT Dec 21
22 nd August 2022	Reviewed	RC Plumpton Head of Estates	SMT Sept 22
1 st January 2023	Next review date		

Role	Name	Contact Details	Training	Date Training Undertaken
Health & Safety Officer	Mr Charles Plumpton	(c.plumpton@holmegrange.org)	British Safety Council Safety Management Certificate Chartered Institute of Environmental Health Level 3 Award in Fire Safety Risk Assessment and Control PAT Testing IOSH Managing Safety Emergency First Aid for Sport Swimming Pool Operator (ISPE) Course Responsible Person Legionella	July 2000 August 2011 June 2012 November 2014 January 2015 May 2015 Sep 2019
Maintenance	Mr Jorge Pereira	j.pereira@holmegrange.org	Swimming Pool Operator (ISPE) Course Mandle Handling Course Legionella Operators Course	April 2019 May 2019 August 2019
Grounds	Mr Dean Eley	d.eley@holmegrange.org	C&G NPTC Level 2 Award in Chainsaw Maintenance and cross-cutting C&G Level 2 Award in Safe Application of Pesticides Using Pedestrian Hand-Held Equipment Refresher training Mandle Handling Course Swimming Pool Operator (ISPE) Course	February 2016 March 2016 January 2018 April 2019
Science Technician	Mrs Angela McMullen	a.mcmullen@holmegrange.org		
Design Technology Technician	Mr D Melville	d.melville@holmegrange.org	Health & Safety in Design Technology follow on zoom course	October 2021
All Staff		Holme Grange School	Health & Safety Training Fire Safety Awareness Training Risk Assessment Training	September 2021 January 2021 January 2022

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HEALTH and SAFETY POLICY STATEMENT

- The Governors and Headteacher are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.
- The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Staff and others affected by the School's activities, by identifying and then controlling hazards.
- The Headteacher, assisted by the Health and Safety Officer, will provide a positive lead in organizing Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
- Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department, Head of Estates or Headteacher.

Signed:

Mrs S Northend
Chairman of Governors

Signed: 

C L ROBINSON
Headteacher

Dated: 21st December 2021

The Governing Body

The Governing Body in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupil, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974. In order to discharge this responsibility, the Governing Body will:

- ensure that all staff undertake health and safety training appropriate for their role, updated when necessary and will receive copies of all health and safety information. The Governors will also ensure that the School's Health and Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupil are aware of and comply with its contents;
- ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School as outlined within policy and guidance;
- ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the School to meet both its legal and moral obligations with respect to health, safety and welfare;
- nominate a Health and Safety Governor
- to consider information, statistics and reports relating to health and safety matters;
- to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

Responsibilities for all Employees

No safety policy can be successful unless it actively involves everyone. All employees are reminded they have a duty to co-operate with the senior management of the school in meeting the requirements of the Health and Safety at Work etc Act 1974. To this end:

- Employees should be aware of, respect and adhere to the rules and procedures contained in the Health and Safety Policy and other departmental and school policy documents. Employees should observe all safety rules and regulations both statutory and school and conform to any safe system of work that may be developed.
- Employees must report all accidents, incidents, near misses and damage to the Safety Officer. They should also report immediately any situation that could jeopardise the wellbeing of him or herself or any other person.
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Head of Estates.
- Employees must wear and use all personal protective equipment and safety devices that are provided by the management for their protection and co-operate fully with the management when the latter are pursuing their responsibilities under the above Act.

Responsibilities of all Other Persons

While the Governors of Holme Grange School will do all that is within its powers to ensure the health and safety of all visitors, contractors and members of the general public, it is recognised that health and safety is the responsibility of each and every individual associated with Holme Grange

School. With this in mind visitors and contractors are requested to adhere to all health and safety instructions and notices.

1. ORGANISATION

Responsible Persons

1.1. Health and Safety Committee

The Health and Safety Committee will consist of:

Headteacher		Mrs Claire Robinson
Deputy Headteacher		Mr M Jelly
The Head of Operations & Estates	Chair	Mr Charlie Plumpton
Teacher Representative	Head of Science	Mrs Ide Berrios
	Head of DT	Mrs Leanne Hughes
PE Staff Representative	Director of Sport	Mr Charlie Gingell
Non-Teaching Representative	Matron	Mrs Alison Spence
	Science Technician	Mrs Angela McMullen
Grounds and Maintenance Representative		Mr Dean Eley
The Health and Safety Governor		
The Health and Safety Adviser (when appointed by the school)		

Any Governor is welcome to attend any Health and Safety Committee ex officio. The Committee will meet termly, at a convenient date to inform higher level committees of its deliberations. Health and Safety will also be a standing item on the agenda of Staff Management and Board of Governors' meetings.

1.2 Inspection / Audit Schedule

Audits will take place on a termly basis by the Governor responsible for Health and Safety including a meeting of the Health and Safety Committee.

Sports, Art and DT and Science Department Heads will also conduct an annual audit of their curricular areas from which an action plan can be initiated and monitored.

Written reports, with a summary and recommended priority action list, will be submitted after audits and made available to all members of staff as they affect their health, safety, and welfare as required under the Health and Safety Regulations (Consultation with Employees) Regulations 1996.

They will be posted on the Health and Safety notice board in the Staff Common Room, the Day Book and submitted in the Headteacher's report to Governors.

1.3 Terms of Reference for the Health and Safety Committee

The purpose of the Health and Safety Committee is the promotion of co-operation between the Board of Governors, the School Management and all the employees of the school in achieving and maintaining a safe and healthy workplace for all on the premises.

The H&S Committee will examine the school's performance in Health and Safety by:

- Reviewing reports of any accidents, incidents or near misses which have occurred since the previous meeting, and measures taken to prevent a recurrence
- Reviewing reports of fire drills and fire incidents that have taken place, lessons learnt from them and proposals for improvements

- Reviewing Risk Assessments of significant risks
- Identifying and plan initiatives and measures to address health and safety issues following audit
- Reporting on progress of identified actions from previous audit, actions taken and outcome
- Reviewing the Health and Safety policy on a periodic basis (*Bi annually*)
- Reporting to Governors on the effectiveness of the policies implementation
- Supporting effective communication of all matters of Health and Safety to staff including publicizing information on new legislation or regulation that has implications for the school

1.4 Duties and Roles of Headteacher

As the Chief Executive of the School the Headteacher has important roles in context of the Health, Safety and Welfare of her staff, pupils, their parents, and visitors to the school. The head:

- Will ensure that there is an effective Policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme. Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- Will ensure that responsibilities are properly assigned and accepted at all levels.
- Will take a direct interest in the Health and Safety programme and support all persons carrying it out.
- Will lead by example in encouraging a safety culture, and in providing a safe and healthy environment for all users of the school site
- Will ensure that all areas of the school are inspected, from a Health and Safety point of view, once per term.
- Will review the Health and Safety Officer's reports and act where appropriate.
- Will assist in communication of all matters of Health and Safety within the school staff.
- Will ensure that all Academic Staff have adequate training for the tasks that they are required to perform.
- Will make staff available for such Health and Safety training as the Governing Body may decide is necessary.
- Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- Will include relevant aspects of the Health and Safety attitude and performance of staff in staff performance reviews, particularly with reference to Best Practice
- Will encourage the prevention of injuries and occupational illness in the management of the well being of School employees.

1.5 Head of Estates

As Health and Safety Officer, the Head of Estates will:

- Manage the pursuance of the aims of the school in respect of health, safety and welfare.
- Will produce a written Health and Safety Policy, Organisation and Arrangements document for the school, and ensure that it is communicated to all members of staff
- Will ensure that all occupants and visitors to the site, including those working on the premises, are made aware of any hazards that may affect them.
- Will ensure the Statutory Instruments and regulations as issued are complied with.
- Will maintain all appropriate health, safety and welfare records for all staff at the school in pursuance of statutory requirements and best practice.
- Will ensure that Personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.

- Will inspect all new materials, plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Adviser, as necessary.
- Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly, are fit for purpose and safe without risk to health when used in accordance with instructions, and that adequate records are kept.
- Will ensure, in conjunction with the Headteacher, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- Will ensure that any piece of plant or equipment found to be defective is immobilized until such time as a repair can be affected.
- Will be responsible for the Control of Contractors within the grounds, and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance etc in place.
- Will, in conjunction with the Headteacher, ensure that all areas of the school are inspected, from a Health and Safety point of view, once per term.
- Will, in conjunction with the Headteacher, review the Health and Safety Adviser's reports and take action where appropriate.
- Will keep the Accident Book during Holiday Periods and ensure that it is filled in as required.
- Will ensure that the obligations for the reporting of accidents etc under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' are complied with.
- Will be responsible for Grounds, Maintenance and Domestic Staff and their activities.
- Coordinate actions to mitigate any unforeseen gap in health, safety and welfare provisions within the school.
- Will undertake assessments under 'The Control of Substances Hazardous to Health Regulations 2002', 'the Management of Health and Safety at Work Regulations 1999' and other Regulations appropriate, calling in experts in specific fields as necessary.

1.6 Health and Safety Adviser (When appointed by the school)

The Health and Safety Adviser will:

- Attend Health and Safety Committee Meetings, if required.
- Inspect the whole school once per annum, submitting a written report which prioritises the issues identified.
- Provide in-service training when requested.
- Carry out, and advise on, risk assessments when requested.
- Review and advise on safe systems of work and method statements.
- Help draft, advise on, and review health, safety, and welfare policy, organisation, and arrangements.
- Provide Best Practice advice on matters of contention.
- Provide up-to-date health and safety information.
- Contribute to contractor monitoring at any stage if requested.
- Advise on and provide curriculum instruction if requested.

1.7 Safety Representatives

The Safety Representatives and Safety Committees Regulations 1977 (for union staff) and The Health and Safety (Consultation with Employees) Regulations 1996 govern the duties and provisions for Safety Representatives in the workplace.

The Employer shall consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health, safety, and welfare at work of employees, and in checking the effectiveness of such measures.

Safety Representatives/Employee Representatives have the following functions:

- to investigate potential hazards and dangerous occurrences at the workplace, and to examine the causes of accidents at the workplace
- to investigate complaints by any employee they represent relating to that employee's health, safety and welfare at work
- to make representations to the employer about the above
- to make representations on general matters affecting health, safety, and welfare at work of the employees at the workplace
- to carry out safety inspections in accordance with the regulations
- to represent employees, he/she represents in consultations with any enforcing authority, such as the HSE
- to receive information from enforcing authorities in accordance with the Acts
- to attend meetings of safety committees in his/her capacity as a safety representative in connection with any of the above functions.

Any member of staff wishing to be appointed as a Safety Representative (for union members) or an Employee Representative (non-union staff) should obtain full details in confidence from The Head of Estates. Time off for duties and appropriate training will be given.

1.8 Heads of Department

- Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- Will draw up safe methods and procedures, written where appropriate, for operations within their department.
- Will ensure that all classroom/work areas are safe before they are used by any person.
- Will ensure that all equipment is safe before it is used by any person.
- Will ensure that protective equipment, where appropriate, is used at all times.
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Estate /Facilities Manager or Headteacher without delay.
- Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

1.9 Matron

- Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- Will ensure that all personnel under her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- Will be responsible for treating injuries and illness within the school in so far as it is within her jurisdiction and training, using outside medical authorities as appropriate and necessary.
- Will ensure that the Accident Book via EVERY during Term time and adequate First Aid Records at all times, are maintained.
- Will ensure that she is aware of the times School Matches are taking place and will ensure that she is available on call or a Nominated person is on site.
- Will ensure that all medicines within the Surgery kept in a locked cabinet at all times.
- Will ensure that stocks of medicines for general use are adequate at all times.
- Will ensure that all First Aid Boxes are fully equipped at all times.
- Will administer Medicines as directed.
- Will keep a Treatment Sheet detailing what has been given to whom and when.

- Will decide, in the absence of a note from parents, whether Pupils are fit to take part in Sport Activities.
- Will ensure that parents are notified in the event of an accident or when a child has been in sick bay.

1.10 The Educational Visits Co-ordinator

- Will be involved in educational visit management in order to ensure that the School's Offsite Activities and Educational Visits, Regulations and Guidelines are followed;
- work with visit leaders to ensure that the aims of the educational visit are achievable and in line with those of the School;
- after discussion with the Headteacher approve the proposal. The Governing Body will countersign approval for out of UK visits;
- confirm that adequate risk assessments have been carried out;
- support the Headteacher in the management of and evaluation of educational visits;
- confirm the leadership of the visit group is appropriate, including the accompanying staff and volunteers.

1.11 Teaching Staff

- Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- Will ensure that all safe methods and procedures, where appropriate, are followed at all times.
- Will ensure that all classroom/work areas are safe before they are used by any person.
- Will ensure that all equipment is safe before it is used by any person.
- Will ensure that protective equipment, where appropriate, is used at all times.
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Head of Department, Head of Estates or Headteacher without delay.
- Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

1.12 All Other Staff

- Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- Will observe Health and Safety Rules at all times.
- Will conform to all advice given by the Health and Safety Adviser (when appointed by the school) and instructions of others with a responsibility for Health and Safety.
- Will report all accidents via EVERY, damage, hazardous or dangerous conditions or situations to their Head of Department, Head of Estate or Headteacher without delay.
- Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate.
- Will ensure that working areas are kept clean and safe.
- Will inspect all equipment and plant before use to establish that it is safe to use.
- Will familiarise themselves with First Aid and Fire procedures.
- Will look after all Health and Safety Equipment properly and report any defects immediately.

1.13 All Other Persons on the School Property

- Will observe the Health and Safety Rules and the Instructions given by persons enforcing the Health and Safety Policy.
- Will not work on the premises until the relevant rules are read, understood and accepted.
- Will not work on the premises until covered by insurance against risk.

2. Areas of Responsibilities

Schedule of reviews and Record Keeping

DETAILS	Frequency	RESPONSIBLE PERSON(S)	Comments
Safety Management: <ul style="list-style-type: none"> Maintain and update the health and safety action plan. Maintain the "Essential Documents" file. Monitor progress with the audit/inspection programme. Review of H&S Policy, Organisation and Arrangements 	Ongoing Ongoing Termly Bienially	HOE HOE HOE HOE H&S Committee	New legislation, regulations, ACOPS and school policies may cause adjustments between reviews. Review Appendices
Risk assessments: <ul style="list-style-type: none"> Oversee the maintenance of assessments. Amend and update general assessments. Review assessments for Educational Visits Carry out and maintain display screen assessments. Carry out and maintain manual handling assessments. Carry out and maintain COSHH assessments. 	Ongoing Review annually Review annually & ongoing As advised annually/ on changes being introduced Ongoing – annual review Ongoing – annual review	HOE HOE Enrichment / Co-curricular HOE HOE HOD	To be covered annually in staff mtg. & as part of induction. Central record to be held in sharepoint
Fire and emergencies: <ul style="list-style-type: none"> Oversee fire precautions. Carry out alarm tests. Carry out fire drills Maintain the fire log. Record of nominated fire wardens; and their training Record of fire fighting appliances check and maintenance Record of emergency lighting testing and back up battery maintenance 	Ongoing Weekly At least termly Train every 3 yrs Monthly & Yearly by outside Contractors Monthly & Yearly by outside Contractors	HOE Grounds & Maintenance Representative Headteacher In House HOE HOE HOE	Call points tested in rotation Vary time of day, block exits – log time and lessons, review procedure

<p>Accidents, diseases and dangerous occurrences:</p> <ul style="list-style-type: none"> • Make statutory accident and dangerous occurrence reports. • Maintain records of accidents, dangerous occurrences and diseases. • Scrutinise sick notes and make statutory disease reports. 		<p>HOE HOE / Matron HOE</p>	<p>Liaison with Matron</p>
<p>Occupational Health and First aid:</p> <ul style="list-style-type: none"> • Oversee the first aid provision • FIRST Aid Record of accidents / injuries • Record of Qualified first aiders. • Keep first aid boxes stocked. • Review Training of First Aiders • Ensure pediatric Training in place 	<p>On going Update as required Half termly min Ongoing</p>	<p>Matron Matron Matron Matron Matron</p>	<p>At least two qualified first aiders to be available at all times Training to be renewed as required</p>
<p>Information, Instruction and Training:</p> <ul style="list-style-type: none"> • Maintain training records. • Ensure that induction training is carried out. • Ensure that further training is provided where appropriate • Record of young persons on work experience 	<p>According to regs. Within first week Annual INSET Ongoing</p>	<p>HR Officer Headteacher/ HR Officer Headteacher/ HOD</p>	<p>Inc Fire, First Aid and Safeguarding- to be carried out by contractor Inc. Safeguarding</p>
<p>Plant and Equipment:</p> <ul style="list-style-type: none"> • Prepare maintenance schedules and oversee maintenance • Oversee statutory inspections • Organise the selection and training of maintenance staff and contractors • Retain Certificates of Conformity Operation and Maintenance Manuals • Electrical Safety: Certification of fixed installations • Maintenance Inspections of fixed installations • Arrange and maintain record of Portable Appliance Testing • Record of Gas appliance testing 	<p>Ongoing Ongoing On purchase As required by regs No more than 5 Yrs (IEE) Bi-annually 6 mths to 4 yrs At least annually</p>	<p>HOE HOE HOE HOE HOE HOE HOE</p>	<p>Gas accredited personnel ONLY to do this</p>
<p>Workplace, buildings and contractors:</p> <ul style="list-style-type: none"> • Arrange necessary maintenance for the workplaces, including the control of contractors 		<p>HOE</p>	

- Maintenance of pool equipment

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3. METHODS and PROCEDURES

3.1. GENERAL

3.1.1. Premises Safety

It is the policy of Holme Grange School to comply with the law as set out in *The Workplace (Health, Safety and Welfare) Regulations 1992* with respect to general health and safety arrangements.

3.1.2 Working Environment

- Maintenance should keep equipment, devices and systems in an efficient state and in good working order.
- Ventilation should be effective and suitable.
- Temperatures in the workplace should be kept reasonable during working hours.
- Lighting provided should be suitable and sufficient.
- Workplaces, furniture and fittings, floors walls and ceilings must be kept clean and tidy.
- Room dimensions and space should be sufficient for the task.
- Workstations and seating should be arranged so they are suitable for the person at work.
- Floors and traffic routes should be suitable for the purpose.
- Measures should be in place to prevent falls or injury caused by falling objects.
- Windows should be made of safety material and appropriately marked to make this apparent.
- Operation of windows should not cause injury to the operator or any other person in the workplace.
- Windows should be of a design so they can be cleaned safely.
- All traffic routes should allow vehicles and pedestrians to circulate safely.
- Doors and gates should be suitably constructed.
- Provision should be made for suitable and sufficient sanitary conveniences and washing facilities.
- Where it is necessary, for staff to change into work clothing, accommodation for own clothing and changing areas should be provided.
- An adequate supply of wholesome drinking water and suitable rest facilities should be provided.

3.1.3 Information, Instruction, Training and Supervision

It is the policy of Holme Grange School to comply with the law as set out in *The Health and Safety at Work Etc Act 1974 and Management of Health and Safety at Work Regulations 1999* with respect to training.

This Policy also has regard to the DofE non-statutory advice: [Health and Safety: responsibilities and duties for schools](#).

- Before entrusting any task to an employee Holme Grange School will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.
- Holme Grange School will provide employees with health and safety training:
 - All new staff will attend induction training. This will give general health and safety training on the risks associated with Holme Grange School, including arrangements for first aid, fire and evacuation and reporting of accidents.
 - Heads of Department provide departmental training on general and specific departmental risks. They will also update the training as exposure to new or increased risks, due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology, occur.
 - Periodically, refresher training should be provided as appropriate. Attendance at Induction Training will be noted on individual files as well as being recorded by the HR Manager
- Heads of Department will maintain a record of all other training that has been given.
Each Head of Department will be responsible for co-ordinating relevant training within their department. Copies should be sent to the Head of Estate

3.1.4 Risk Assessments

It is the policy of Holme Grange School to comply with the law as set out in *The Management of Health and Safety at Work (Amendment) Regulations 2006* with respect to Risk Assessments.

- Aim of the risk assessments is to identify the significant risks and identify controls to reduce them.
- Heads of Department and The Head of Estates are responsible for providing and maintaining a written risk assessment(s) for their department.
- Safe working practices should be drawn up based on the risks highlighted in the risk assessments.
- All departmental staff should be informed of the risks and the safe working practices relevant to them.
- Risk assessments should be monitored, reviewed and updated on a regular basis.

3.1.5 Accident Records and Notification

It is the policy of Holme Grange School to comply with the law as set out in *The Reporting of Injury, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR)*.

- All accidents, incidents, near misses or damage should be reported to Head of Estates who in turn will inform the Headteacher
- Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.
- All accidents should be reported on EVERY.
- Incidents that are classed as serious under the requirements of RIDDOR will be reported to HSE by the Head of Estates.
- The Head of Estates is also responsible for the maintenance of adequate records for all reported injuries and dangerous occurrences.
- Where appropriate, accidents and "near misses" will be investigated to determine the need for any remedial action. The person responsible for deciding who shall carry out the investigation is the Head of Estates.
- A copy of the report will be made available for discussion at the Health and Safety Review Committee Meeting.

3.1.6 Fire Safety

It is the policy of Holme Grange School to comply with the law as set out in *The Regulatory Reform (Fire Safety) Order 2005*

- Holme Grange School's fire safety policy and procedures and risk assessments take account the special fire hazards in specific areas of the workplace.
- The Head of Estates is responsible for ensuring compliance with fire safety and prevention codes, for reviewing school practices and procedures, for provision, inspection, testing and maintenance of fire fighting, prevention, detection and protection equipment and for advising on safe practices and procedures.
- The person(s) with responsibility for the maintenance and testing of fire alarms is 'Churches' and fire fighting equipment is 'RES Systems Ltd'.
- All employees have a duty to conduct their operations in such a way as to minimise the risk of fire.
- This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.
- Technicians, Managers and Head of Departments are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.
- Once in every term Holme Grange School will hold a fire evacuation.
- If Holme Grange School is not cleared completely in the minimum time consistent with the difficulties inherent in the buildings (3 minutes to clear any school building), the evacuation will be considered inadequate and a further practice will be held until the satisfactory standard is achieved.

- A record will be kept of the date and time of every fire evacuation and the exact time taken to clear the buildings.
- A prolonged bell, in all buildings in which the period bells ring, shall give the warning in case of fire. All alarms should be easily recognised by staff and pupils and be heard clearly in all parts of the building.
- Directions for the evacuation of pupils and others are displayed in a prominent place in all buildings.
- Arrangements will be made locally for all appliances using gas and electricity to be switched off and laboratory experiments rendered safe.
- Exit doors leading from school buildings should never, under any circumstances, be locked or obstructed during school hours.
- A copy of the school Fire Evacuation procedure is included in the Staff Handbook.

3.1.6.1 FIRE EVACUATION PROCEDURES

ON DISCOVERING A FIRE

- Immediately operate nearest alarm call point.
- Dial 9-999 to call the fire brigade.
- If possible, tackle the fire using the appliances.
- **(DO NOT** endanger yourself or others in doing so).

ON HEARING ALARM OF FIRE

- Leave the building by nearest available exit
- Close all doors and windows behind you
(DO NOT endanger yourself or others in doing so)
- Report to person in charge of assembly point
- Do not take risks
- Do not stop to collect personal belongings.
- Do not re-enter the building for any reason unless authorised to do so.

3.1.7 ACCIDENT AND REPORTING

Home Grange School has legal obligations under the “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations” (RIDDOR) to report certain accidents, ill health and incidents to the Health and Safety Executive. Details are included at Appendix A. In some cases, reporting is required immediately and others within 10 days.

The Head of Estates will actually submit such reports using your information but in order to meet the time scales your recording/ reporting role in any situation should be carried out as quickly as possible.

- **Definitions**
An accident is any undesired circumstances which give rise to ill health or injury or damage to property. An incident is any undesired circumstances that could cause an accident. A near miss is an incident that very nearly did cause an accident.

- **What action is required?**

Pupil and Staff Accident and Incident Reporting

- All accidents, no matter how minor must be recorded. It is not necessary for an injury to be sustained by an individual - accidents where property or material damage occurs must also be recorded, as investigation of these incidents can help prevent injuries. Incidents and near misses that could be

relevant in prevention of future accidents should also be reported; it is from the knowledge gained from incidents and near misses that sensible preventative measures can be put in place to reduce the likelihood of accidents. In the event of death, a specified major injury or a dangerous occurrence (see below) the Head of Department of the injured person/property must immediately notify the Headteacher. In all other cases, it is the responsibility of each staff member supervising pupils or employee to complete an accident report if they were involved in an accident at the School on EVERY, where the Head of Estates can report to the Health and Safety Committee Meetings. Where an accident involves any other person who is not a pupil, employee or trainee, or guest at the School, the most immediate member of staff present where the incident occurred is responsible for completing the accident reports on EVERY. In these cases, the completed report should be sent to the Head of Estates within three (3) working days of the accident. **Accident investigation**

Accident investigation is a separate activity to reporting. As a part of our overall Health & Safety procedures each accident should be investigated to determine the cause and influencing factors and to identify where improvements can be made or see if procedures need to be reviewed. Heads of Departments of teachers reporting accidents or incidents will be requested to investigate accidents if the Headteacher deems it appropriate. For members of staff their Head of Department is responsible for investigation. For major accidents, or those accidents where a serious injury could have occurred, it may be necessary to involve the Health and Safety Adviser and Headteacher

- **To help with your investigation, find out:**

- Details of injured party
- Details of injury, damage or loss
- What was the worst that could have happened? Could it happen again?
- What happened? Where? When? What was the direct cause?
- Were there standards in place for the premises, plant, substances, procedures involved?
- Were they adequate? Were they followed?
- Were the people involved pupils, who could reasonably have been expected to know how to avoid the accident, or competent adults, trained and instructed, or none of these?
- What was the underlying cause? Was there more than one?
- If it had happened before? If so, why weren't the lessons learned, or was there a different cause?

Most accidents have more than one cause – try to deal with the root causes.

- **Summary of Accident Reporting and Investigation Legislation**

- **Death or major injury**

If there is an accident connected with work and:

One of our pupils, employees or a self-employed person working on our premises is killed or suffers a major injury (including as a result of physical violence); or a member of the public is killed or taken to hospital;

The school must notify the Incident Contact Centre without delay (by telephone or email). They will ask for brief details about the business, the injured person and the accident; and within ten days this must be followed up with a completed accident report form (F2508 or email version).

Definitions of major injuries are given later.

The Incident Contact Centre at Caerphilly is on 0845 300 9923 or email riddor@natbrit.com. Our local enforcing authority is Health & Safety Executive, East Grinstead, telephone number is 01342 334200.

- **Definitions of major injuries, dangerous occurrences and diseases**

Over-three-day injury for pupil or adult

If there is an accident connected with work (including an act of physical violence) and a pupil, employee, or a self-employed person working on the premises, suffers an over-three-day injury a completed accident report form (F2508 or on line) must be sent to the enforcing authority within ten days. An over-three-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than three days (including non-workdays). This includes pupils away from school as a result of an incident or accident caused by them being at school.

- **Disease**

If a doctor notifies you that a pupil or employee suffers from a reportable work-related disease, then the school must send a completed disease report form (F2508A or on line) to the enforcing authority. A summary of the reportable diseases is given later. A full list is included with the pad of report forms and in the guide to the Regulations, or one can simply ring HSE to check whether a disease is reportable.

- **Dangerous occurrences**

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g., by telephone). A summary of the reportable dangerous occurrences is given later. If in doubt the Incident Centre can help with the decision.

Within ten days this must be followed up with a completed accident report form (F2508 or on line).

- **Reportable major injuries are:**

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

- **Reportable dangerous occurrences are:**

This list summarises each of the dangerous occurrences

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipework;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;

- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- a road tanker carrying a dangerous substance overturn, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or released;

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
 - explosion or fire causing suspension of normal work for over 24 hours;
 - sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point;
 - 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
 - accidental release of any substance which may damage health.
- **Reportable diseases include:**
 - certain poisonings;
 - some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
 - lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
 - infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
 - other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

3.1.8 First Aid

The school's first aid policy, risk assessment and provision consider *The Health and Safety (First Aid) Regulations 1981* and *The First Aid Approved Code of Practice (ACOP) and Guidance 1997*.

- In addition, guidance for Medical Needs Management that cover emergency procedures for pupils with Allergy, Asthma, Diabetes and Epilepsy concerns are issued to staff. Training is also available on 'Managing Severe Allergies within School'.
- A copy of the First Aid Policy can be found in the Holme Grange School Policies file in the Headteacher's study and is also available on the school "staffshare".

The list of trained first aiders and appointed persons is issued to all staff and is available on the school "staffshare".

The Matron is responsible for the management of First Aid at Home Grange. The school has staff members who have completed a four-day First Aid at Work Course. All Sports staff and members of staff taking sports have completed a concussion awareness training, with all staff carrying out an Edcare first aid course and this is refreshed yearly. Pre-Prep and Nursery Leader together with Pre-Prep Staff have complete the paediatric First Aid course for Early Years.

First Aid boxes are located in every building on the school site they are indicated by a first aid sign. Matron is responsible for maintaining them.

If an ambulance has to be called this responsibility will normally fall upon the Matron or the Head, who also is responsible for informing parents. In her absence the First Aider involved will carry out these duties.

3.1.8.1 Accidents involving blood

The Guidelines are in our First Aid Policy. Accidents involving blood such as cuts, nose bleeds and grazes carry the danger of infection with Hepatitis B and HIV (AIDS). The procedures in the First Aid Policy should be also followed for the cleaning up of other bodily products. All incidents must be recorded

3.1.8.2 Infectious Diseases

Any suspected infectious disease must be reported to Matron who will telephone a parent to come and collect the child. Cases which give rise for concern should be referred for advice.

3.1.9 Administering Medicines to Pupils

Guidance is given in the Staff Handbook. Any pupil having to take medicine during the school day, or who brings medicines into the school, must be directed to the Matron who will make the appropriate arrangements.

3.1.10 Emergency Procedures

Provision is made for serious incidents that occur (for example, accidents, fires, explosions or escapes of dangerous substances).

- Holme Grange School's Critical Incident Policy and Emergency Plan provides detail of how to deal with these.

4 As part of the plan a list of emergency contact names and numbers will be made available to key personnel.

5 CENTRALISED SYSTEMS OF WORK

The purpose of this section is to outline systems of work that the school as a whole should follow. The information below is a statement of Holme Grange School's intent. A more detailed system of work detailing the practices and procedures form separate and/or parts of other documents.

5.1 Legionella Prevention

It is the policy of Holme Grange School to comply with the Approved Code of Practice, *Legionnaires' disease: the control of legionella bacteria in water systems*.

- Holme Grange School will review its policy with regard to Legionellosis as necessary and continue to maintain an adequate water treatment system.

- The system will be cleaned and disinfected on an annual basis or if inspected shows it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak of Legionellosis.
- The nominated officer with responsibility for ensuring this policy is implemented is the Head of Estates

5.2 Working at Height

It is the policy of Holme Grange School to comply with the law as set out in the *Work at Height Regulations 2005*.

- Risk assessments should be carried out for work at height activities and all work at height should be planned, organised and carried out by competent persons.
- Following the hierarchy for managing risks from work at height – steps should be taken to avoid, prevent or reduce risks.
- The right work equipment should be chosen and the collective measures to prevent falls (such as guardrails and working platforms) should be selected before other measures which may only mitigate the distance and consequences of a fall (such as nets or airbags) or which may only provide personal protection from a fall.
- All ladders will be inspected and added to a ladder register. Ladders will then be checked regularly to ensure that they remain suitable for use.

5.3 Asbestos

It is the policy of Holme Grange School to comply with the law as set out in *The Control of Asbestos Regulations 2012*

- The Governors realise that asbestos and asbestos containing materials have been used in construction and in equipment likely to be present in schools.
- The Governors recognise that asbestos is a hazardous material that, where present, needs to be managed. To that end an Asbestos Management Policy has been implemented.
- The policy requires a permit to work system for all personnel working on or near identified asbestos.
- Those most at risk i.e. maintenance staff, IT personnel, telephone engineers & other contractors will be informed of the location, condition and type of asbestos on Holme Grange School site.
- Where management is not practicable, the Governors instruct that the asbestos is safely removed.
- The nominated officer with responsibility for ensuring this policy is implemented is the Head of Estates

5.4 Electricity & Gas

It is the policy of Holme Grange School to comply with the law as set out in *The Electricity at Work Regulations 1989 and the Gas Safety (Installation and Use) Regulations 1998*

- Regulations cover all systems, electrical equipment, conductors and work activities on or near electrical equipment.
- Regulations also cover all gas installations and gas appliances.
- It is the policy of Holme Grange School that work carried out on the above will only be done by persons who have the necessary technical knowledge.
- Holme Grange School undertakes to carry out specific testing of equipment and systems as recommended within approved guidelines.
- Visual inspection of portable electrical equipment should be done by all employees before use (or by technicians in the case of classroom equipment).
- No employee, unless qualified to do so, should alter or tamper with any item of electrical equipment or any gas installations or gas appliances.

5.5 Pressure Vessels and Associated Equipment

It is the policy of Holme Grange School to comply with the law as set out in *Pressure Systems Safety Regulations 2000*.

- It is the policy of Holme Grange School that all pressure systems will be thoroughly examined by a competent person at specified intervals:
 - Air receivers - 26 months
 - Water steam receivers - 26 months
 - Water/steam boilers - 14 months
- Reports will be made and copies kept for a minimum of three years

5.6 Display Screen Equipment

It is the policy of Holme Grange School to comply with the law as set out in *The Health and Safety (Display Screen Equipment) Regulations 1992*.

- An initial assessment will be made to identify 'users' of display screen equipment. These will be employees who use them as part of their employment e.g., secretarial staff etc. and not casual users.
- 'Users' should have a suitable and sufficient analysis of all workstations to assess the health and safety risks.
- Any risks identified will be removed or reduced.
- Eyesight tests will be provided for display screen equipment users on request.

5.7 Stress Management

Holme Grange School acknowledges that pressure is part and parcel of all work and helps to keep us motivated. But excessive pressure can lead to stress, which undermines performance and can make people ill. An Occupational Stress Policy is in place based on the HSE Guidance '*Managing the Causes of Work Related Stress*'.

- It is the policy of Holme Grange School to identify workplace stressors.
- Training will be provided for managers and heads of department in good management practices.
- A confidential counselling service will be available for staff affected by stress caused by work or other external factors.
- Resources will be made available to allow managers to implement the Occupational Stress Policy.

5.8 New and Expectant Mothers

Holme Grange School acknowledges that pregnancy is not an illness. It is part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures outlined in *The Management of Health and Safety at Work Regulations 1999* and *The Workplace (Health, Safety and Welfare) Regulations 1992*.

- Working conditions normally considered acceptable may no longer be so during pregnancy and while breastfeeding.
- Holme Grange School adheres to the specific laws which require employers to protect the health and safety of their employees who are, or in the future could be, a new or expectant mother.
- A risk assessment will be undertaken by the Head of Estates to highlight any areas of specific risk.
- Steps will then be taken to remove or reduce the risk or find a different way of working.
- The employee and Head of Department will continue to review working arrangements as the pregnancy develops.

5.9 Educational Visits and Activities out of School

It is the policy of Holme Grange School to base its own guidelines on those outlined in the DfES good practice guide '*Health and Safety of Pupils on Educational Visits*'. The Head has responsibility for all trips.

For trips of this nature the following procedure will be observed:

- a) Careful planning of trip with prior visit made by organiser if necessary.
- b) Adequate evaluation of all Health and Safety factors involved.
- c) As the School acts 'In loco parentis', generally parental approval is not considered necessary for such trips. The exception to this is where exceptional activities are to take place. The School exercises its discretion as to when this is necessary.

SUPERVISION:

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The expertise of Staff accompanying the trip.
- c) Accident and Emergency procedures.
- d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

5.10 Work Related Violence Lone Working

Holme Grange School recognises that security is not just related to unauthorised access to buildings but also encompasses work related violence. This is defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work

- This can include verbal abuse or threats as well as physical attacks.
- The School seeks to reduce the chances of such an attack happening and to deal with all incidents in a serious and professional manner.

Holme Grange School recognises the risks involved in lone working. Lone workers are those who work by themselves without close or direct supervision. This can include one person on the premises, people who work in separate buildings or people who work outside normal hours.

- A risk assessment should identify hazards and control measures should then be applied. These controls may include:
 - Management procedures such as periodic visits.
 - Contact with other employees via phone or radio.
 - Devices or systems that raise an alarm.

5.11 Vehicles (Including Minibuses)

Holme Grange School recognises the importance of workplace transport safety. It is necessary to consider the health and safety of all employees, pupils and visitors in relation to vehicles. HSE provide guidance in *Workplace transport safety: An employers' guide*. Risks of injury from vehicles include:

- Arrival and departure of cars
- Travel within the workplace by school vehicles.
- Loading, unloading and securing loads.
- Vehicle maintenance work
- Other risks may result from people falling from vehicles or objects falling from vehicles on to people.

Use of vehicles by employees:

- As well as the risks above, injury to drivers and passengers can also occur.
- Holme Grange School follows the guidance, training and assessment guidelines laid down by MiDAS regarding the use of minibuses.
- Drivers will also follow the Department of Transport legislation regarding the appropriate child restraints for children.

MINIBUSES

The School's Minibuses are fitted with seat belts and regularly serviced in accordance with manufacturers' recommendations. Petrol, oil, water and belts are all checked weekly and this is recorded in a log book kept in the vehicle.

THE VEHICLE IS EQUIPPED WITH THE FOLLOWING ITEMS:

- First Aid Kit
- Fire Extinguisher
- Torch
- Basic Tools
- De-Icer (in Winter)
- Hi-Vis Vests

The school subscribes to a Fleet Rescue Service, thereby ensuring that the bus is recovered in the event of a breakdown.

BEFORE COMMENCING A JOURNEY THE FOLLOWING PROCEDURE WILL BE ADOPTED:

- The Member of Staff driving (the Driver) will satisfy him or herself that the minibus/buses are in good order and ready for the road.
- The Driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
- The Driver will ensure that luggage carried on the roof rack, where fitted, is secured correctly.
- The Driver will ensure that seat belts are worn by all passengers.

IN THE EVENT OF A BREAKDOWN, THE FOLLOWING PROCEDURE WILL BE ADOPTED:

- The Driver will stay with the Minibus at all times.
- The Mobile Telephone will be used to summon assistance.

5.12 External Bookings (Lettings / Visitors)

Holme Grange School will ensure that all organisers of groups using the facilities of Holme Grange School will be given sufficient information in order to allow them to avoid any risks to their health and safety.

- This information will relate to means of escape and how to seek help in the event of an emergency.
- The agreement form used by Holme Grange School as a contract with the hirer carries a specific clause stating that the hirer will ensure adequate supervision and take responsibility for the health and safety of persons using the facilities.

5.13 Contractors

Holme Grange School, on occasion, will employ the services of contractors using guidance from HSE on *Use of Contractors*.

Approved Contractors

Contractors will be asked to complete a questionnaire to be added to the schools Approved Contractors list. The questionnaire will outline the company's health and safety arrangements including training as well as details of bank and insurance cover.

- When an approved contractor is employed by the school an agreement will be drawn up outlining:
- What equipment should or should not be worked on/used.
- Materials and chemicals to be used and their risks.
- Personal protective equipment to be used and who will provide it.
- Working procedures, including any permits-to-work.
- The number of people needed to do the job.
- Reporting of accidents and safekeeping of records and plans.

5.14 Construction "Projects"

Holme Grange School recognises that it has certain duties as a client under the *Construction (Design and Management) (CDM) Regulations 2007*. A CDM client is someone who is having construction or building work carried out.

Under the regulations, on all projects, clients will need to:

- Check competence and resources of all appointees.
- Ensure there are suitable management arrangements for the project welfare facilities.
- Allow sufficient time and resources for all stages.
- Provide pre-construction information to designers and contractors.

Where projects are notifiable, clients must also:

- Appoint a CDM co-ordinator.
- Appoint a principal contractor.
- Make sure that construction work does not start unless a construction phase plan is in place and there are adequate welfare facilities on site.
- Provide information relating to the health and safety file to the CDM co-ordinator.
- Retain and provide access to the health and safety file.
- Holme Grange School Liaison Manager for Contractors is the Estate / Facilities Manager.

6 Departmental Arrangements

This section outlines the school's intent towards certain pieces of legislation. Each individual department should consider them when undertaking risk assessments. They should then be applied to the departments own systems of work.

6.1 Curriculum – Safe Systems

Heads of Department have devised safe systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

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

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

Area's where Written Procedures are Required:

- | | |
|-----------------------|--|
| a) SCIENCE LABORATORY | procedures to be adopted for practical experiments
general laboratory procedure |
| b) SCHOOL GROUNDS | use of hazardous machinery |
| c) ART DEPARTMENT | spraying / cutting |

6.2 Play Area Safety

The School Staff have a duty rota to ensure that adequate supervision is available at all times. The staff ensure that pupils have a satisfactory amount of freedom in Play Areas, commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the school grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

6.3 Sports - General

The school has a full Games Policy, which is organised and coordinated by the Director of Sport.

Day pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in the sport. The only exception to this will be in situations where injury or illness has occurred during the day where Matron has been involved and will confirm that the pupil is unfit.

In situations where a child is required to play for a team in a higher age group, parental permission is always obtained before this is permitted.

The School Employs' Coaches for some sports on a part time basis and always ensures that they are fully qualified in their particular discipline before engaging them.

There is a recommendation by the IAPS that all pupils wear gum shields while playing Rugby and the School requires that all pupils comply with this.

The school complies with the requirement in Cricket that batsmen and wicket keepers wear helmets except in circumstances where a parent expressly requests in writing that their son be exempted from this.

For other sports the relevant protective equipment must be worn.

The Sports Centre is used under strict rules and non marking shoes are always worn in this area.

Sports Hall equipment is checked annually by Sportsafe.

6.4 Sport - Injuries

Injury in sport activities, other than minor scrapes and bumps, will be referred to the Director of Sport. He will decide whether Matron will be involved. If the pupil involved is mobile, then he or she will be accompanied to the surgery. If the injury is more serious then the Matron will be contacted and will attend the injured person where the injury has taken place.

During school matches involving contact sports in the winter terms, Matron will be available if required or a Nominated person. For cricket matches in the summer term, Matron will be within the school grounds or a Nominated person should they be required urgently.

6.5 Manual Handling and Lifting

It is the policy of Holme Grange School to comply with the law as set out in *The Manual Handling Operations Regulations 1992 and The Lifting Operations and Lifting Equipment Regulations 1998*.

- Manual handling operations will be avoided, as far, as is reasonably practicable where there is a risk of injury.
- Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.
- All possible steps will be taken to reduce the risk of injury to the lowest level possible.
- If mechanical lifting equipment is required, then training will be provided and equipment will be maintained in good working order and repair.

6.6 Work Equipment / Woodworking Machinery

It is the policy of Holme Grange School to comply with the law as set out in *The Provision and Use of Work Equipment Regulations 1998. (PUWER)*

- Holme Grange School will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.
- All employees will be provided with adequate information and training to enable them to use work equipment safely.
- The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.
- All work equipment will be maintained in good working order and repair.
- All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.
- All work equipment will be clearly marked with health and safety warnings where appropriate.

Tool and Equipment Maintenance

- School machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment that are in any way defective must be repaired or replaced.
- All tools must be properly and safely stored when not in use.
- No tool should be used without the manufacturers recommended shields, guards or attachments.
- Approved personal protective equipment must be properly used where appropriate.
- Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

6.7 Personal Protective Equipment (PPE)

It is the policy of Holme Grange School to comply with the law as set out in *The Personal Protective Equipment at Work Regulations 1992*.

- All employees who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.
- All personal protective equipment provided by Holme Grange School will be properly assessed prior to its provision.

- All personal protective equipment, provided by Holme Grange School, will be maintained in good working order by the employee to whom it is issued.
- All employees provided with personal protective equipment by Holme Grange School will receive comprehensive training and information on the use, maintenance and purpose of the equipment.
- Holme Grange School will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees
- Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect, in any equipment provided, to their supervisor or the School Business Manager.

6.8 Control of Hazardous Substances (COSHH)

It is the policy of Holme Grange School to comply with the law set out in *The Control of Substances Hazardous to Health Regulations 1999 (COSHH)*.

- It is recognised that substances to which the regulations apply will be used in teaching and by support staff.
- Heads of Departments are responsible for establishing and keeping a folder in which will be listed the Data Sheets for each substance covered by the regulations.
- A written assessment will also be kept, where necessary, of the exposure of all persons who may use or be exposed to these substances.
- Records of training as well as health surveillance of users should also be kept.
- Holme Grange School will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.

6.9 ENVIRONMENTAL CONTROL

CLASSROOMS and GENERAL AREAS

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The school endeavors to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

TECHNOLOGY WORKSHOP, ART ROOMS and SCIENCE LABORATORIES

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 2002. All these areas use dilution ventilation but the school is mindful of the potential requirement to have local exhaust ventilation and keeps this under constant review.

SPORTS HALL and Swimming Pool

Conditions particularly in the Swimming Pool are monitored carefully to ensure that the optimum combination of ambient temperature and water temperature is maintained to prevent excessive condensation build up.

6.10 Noise Control

It is the policy of Holme Grange School to comply with the law set out in *Control of Noise at Work Regulations 2005*.

It is recognised that these regulations impose specific duties to prevent deafness caused by excessive or sustained noise levels at work.

- Personal protective equipment will be provided for tasks that are considered to exceed acceptable levels.

6.11 VIBRATION

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

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

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

6.12 Waste Disposal

It is the policy of Holme Grange School to comply with the law as set out in *Environmental Protection Act 1990*.

- Holme Grange School will comply with all relevant sections of the act particularly part two that refers to waste producers.
- Waste produced by Holme Grange School will be transferred to authorised persons for disposal.
- Waste will be adequately described and/or labelled to enable proper handling and treatment.
- Holme Grange School undertakes to follow the code of practice as outlined in "Waste Management, the Duty of Care".

6.13 Catering Department

The Chef ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the school's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

The school undertakes its own catering arrangements and the activities in the kitchen. It is under the control of Thomas Franks Catering Company.

In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out.

- 1) Cleaning schedules are established and details recorded.
- 2) Equipment temperature checks are carried out daily and the results recorded.
- 3) Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- 4) Equipment is maintained in accordance with a schedule and the details recorded.
- 5) A full Management system for Food Hazard Analysis and Critical Control Point has been implemented.
- 6) Health of the personnel in the Kitchens is constantly monitored and the wearing of jewelry on hands, with the exception of a wedding ring, is not permitted.
- 7) Induction training for new personnel is carried out to ensure that there is a full

- understanding of personal hygiene requirements.
- 8) General hygiene inspections are carried out on a regular basis.
 - 9) Recommendations, following visits by the Environmental Health Officer, are instigated without delay.

In addition to the above, all the kitchen staff have undertaken training in Food Handling. The Chef (Thomas Franks Catering Company) complies with the requirements of the Food Standards Publication 'Safer Food Better Business'

PROVISION FOR EXTERNAL ADVISERS

6.14 Sciences

Advice and updates on Science and DT teaching is received from CLEAPPS.

6.15 Physical Education and Sport

The PE Department follow guidance from the Association for Physical Education (afPE) to help advise on health and safety issues. All sports risk assessments are based on current advice from the appropriate governing body.

6.16 Outdoor Pursuits

Sailing activities are regulated by RYA regulations. Canoeing activities are regulated by BCU regulations.

6.17 Maintenance Department

Advice and guidance on maintenance and construction is obtained through the Chartered Institute of Building (CIOB).

6.18 Grounds Department

Advice on systems of work for the Grounds Department is gained from the Institute of Groundsmen.

6.19 Swimming Pool

The Swimming Pool risk assessments are based on the HSE publication 'Managing Health and Safety in Swimming Pools' and advice is also taken from the ISRM. The swimming pool follows IQL guidelines and has regular inspections of National Pool Lifeguard Training.

7 Consultation with Employees

The school is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.

e) The Health and Safety consequences of introducing new technology.

The school adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation by the Head of Estate but the School may consult by way of a Safety Committee if deemed appropriate.

8 Monitoring Policy

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Adviser. Checks will be made each term with an inspection being made of all areas of The School followed by a report.

There will be a full review every two years to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities.