

ARNOLD HOUSE SCHOOL

HEALTH & SAFETY POLICY

ACADEMIC YEAR 2018 - 2019

PROPOSED REVIEW DATE: DECEMBER 2019

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Policy for health and safety

In recognition of our duty towards the health, safety and wellbeing of the staff, pupils, volunteers, visitors and contractors under the Health & Safety at Work Act 1974 and Regulation 5 of the Management of Health and Safety at work regulations 1999; it is our policy to:

- Maintain a health and safety framework that guides and supports everyone in fulfilling their responsibilities for fire and health and safety
- Outline the responsibilities and arrangements we have for complying with our fire and health and safety obligations
- Endeavour to comply with all our relevant fire and health and safety legal duties
- Identify and prioritise areas of risk and plan for their effective management
- Seek competent professional advice, guidance and support (*the School uses PIB Risk Management as its external competent Health and Safety advisors*)
- Undertake regular reviews of fire and health and safety performance of all operational areas
- Where possible, prevent accidents and incidents from occurring and when they do ensure we learn from them to prevent a recurrence.
- Consult with staff on matters affecting their health and safety
- Employ staff, volunteers and third parties who are suitable and competent
- Provide information, instruction and training which enable staff, pupils, volunteers, visitors and contractors to undertake their tasks safely
- Provide adequate levels of supervision determined by risk assessment that allow for the effective management of fire and health and safety
- Provide sufficient resources to enable the standards outlined in this policy to be met
- Review and if necessary amend this policy annually or when significant changes occur

Arnold House School Limited (the School) takes responsibility for Health and Safety matters and this work is overseen by its Board of Governors.

Michele Badenoch

Chair

December 2018

Organisation structure and responsibilities for health and safety

Board of Governors – The Board of Governors have the overall strategic and financial responsibility across the school for setting the framework and monitoring implementation, as well as supporting the Heads and their Senior Management Team in achieving realistic health and safety solutions.

The Governors have nominated one of their number to have responsibility for overseeing health and safety on their behalf.

Headmaster - The Headmaster is the most senior member of staff within the School with specific responsibility for health and safety. He delegates the operational responsibility for the successful management of health and safety through the existing management structure. They endeavour to ensure that sufficient time and resources are made available to enable health and safety to be properly addressed throughout the school.

The Strategy Team - The Strategy Team (Headmaster, Bursar, Deputy Head Academic and Deputy Head Pastoral) are responsible for overseeing health and safety. They also liaise with our external competent health and safety advisers, PIB Risk Management. The ST works with, and assists all those with responsibilities identified in this policy in achieving a common approach to the management of health and safety across the organisation.

The ST is responsible for assisting the staff in understanding what is required of them when implementing the management arrangements for health and safety.

The ST along with other members of the **Leadership and Management Team** (LMT, made up of Heads of Years, Director of Studies, Assistant Director of Studies and Senior Master) are responsible for the successful management of health and safety throughout the School. They are expected to set a positive example and endeavour to ensure that staff and other workers are competent and supported to maintain good standards of health and safety. They will endeavour to ensure that sufficient resources are made available to enable staff to fulfil their health and safety responsibilities.

Members of the Strategy Team and Leadership and Management Team with the assistance of staff are expected to:

- Identify and report any hazards associated with their work and the work of others, buildings and activities
- Try to remove these hazards where possible
- Implement safety precautions to reduce the potential harm of any hazards that cannot be removed (as appropriate)
- Inform, instruct and train relevant staff, pupils and third parties with regard to the required safety precautions
- Keep records
- Ensure that remedial action is taken
- Review risk assessments periodically (at least annually), in response to an accident or incident, when there are material changes to the layout or access to the building or new information and guidance becomes available.

Staff – Everyone working within the School environment has a health and safety responsibility and is required to:

- Co-operate on fire and health and safety matters
- Undertake their duties with due regard for the health and safety of the other people in their working environment
- Take care of their own health and safety
- Report fire and health and safety concerns as soon as possible
- Comply with the School policies and procedures applicable to their work

In addition, staff are reminded that they must not misuse equipment provided nor interfere with arrangements made in the interests of fire and health and safety.

Staff involvement in health and safety - In recognition of the importance of involving members of staff in health and safety, we regularly discuss health and safety at staff meetings.

Health and Safety committee meetings take place on a regular basis, at least twice in any academic year, and consists of the Bursar, representatives from various year groups, the Risk Assessment Coordinator (Trips), as well as the groundsman from Canons Park.

Issues raised at Health and Safety Committee meetings are referred onto the Strategy Team.

Risk Assessment Co-ordinator RAC (Trips) – In keeping with current advice from the Department of Education and HSE, we have a formal approval process for educational visits (day) and trips (residential) which is organised by the RAC (trips) and the Deputy Head Pastoral. The Deputy Head Pastoral's role is to oversee the frequency, quality and risk management aspects of visits and trips.

The Deputy Headmaster Pastoral:

- Ensures educational visits meet the school's requirements
- Assesses the competence of prospective leaders and staff accompanying boys on visits and trips
- Organises training and induction
- Organises emergency arrangements
- Keeps records of visits, accident or incident reports
- Reviews systems and monitors practice

The Risk Assessment Co-ordinator:

- Ensures risk assessments meet requirements
- Ensures parents are informed and give consent

External Health and Safety Advisers – PIB Risk Management are the 'Competent Person' as required by law. They liaise with the Bursar and Headmaster to provide support and guidance with regard to appropriate health and safety requirements that the School is required to consider.

Introduction

We require all staff to work safely. Failure to comply with these rules may jeopardise the safety of staff, pupils and visitors to the School, and may lead to disciplinary action.

If you do not understand what is expected of you, or if you are unsure about any aspect of these rules, speak to the Headmaster, Deputies or the Bursar.

General requirements

Everyone has a positive duty to follow the fire and health and safety procedures and must not misuse equipment provided, nor interfere with arrangements made in the interests of fire and health and safety.

It is the duty of all to report any visible or foreseeable dangerous situation and, where possible, take immediate action to prevent injury.

Accidents and work related illness

- All injuries, accidents and cases of work related illness, must be reported and investigated
- Inform a member of the Strategy Team of any medical condition, medication or other factors, such as fatigue, which could affect your ability to undertake your work safely
- You must not take any substance that could compromise your ability to work safely

Electrical safety

- Visually check electrical equipment for any defects or signs of damage prior to use and if you have any concerns report it to the Bursar.
- Do not use electrical equipment in wet, damp or potentially explosive atmospheres, unless the equipment is specifically designed for use in these areas
- Do not overload electrical sockets
- Switch off electrical appliances when not in use
- Do not carry out repairs on electrical equipment

Fire safety

- If you discover a fire you should immediately raise the alarm if it has not activated.
- Always follow the evacuation procedure when the fire alarm is raised
- Make sure you understand the evacuation procedure for your area
- Do not prop open fire doors
- Do not damage or misuse fire fighting equipment
- Do not obstruct walkways and exit routes
- Ensure that fire exit doors can be opened
- Use of fire extinguishers should be left to the Fire Wardens unless you have had the correct training, are happy that you can manage to use one and are not responsible for evacuating pupils from the building

Lone working

- Never work alone on tasks identified by risk assessment as requiring more than one person to be present
- Ensure that someone knows where you are when you are working alone
- Concerns about lone working situations must be raised with a member of the Strategy Team

Moving and handling

- Do not underestimate the risk of injury from moving and handling operations
- Never lift, move or carry anything or anyone unless you are confident you can do so safely
- Make sure you know how to lift, move and carry correctly and that you are physically able to take the weight – see HSE Lifting Guidance Chart
- Always seek assistance when you can
- Use lifting aids provided
- Reduce the weight of the load to be carried whenever possible

Slips, trips and falls

- Keep your work area clear from obstructions and “slipping and tripping” hazards
- Never allow cables trailing across floors to be a tripping hazard
- Do not take short cuts across unmade or slippery surfaces and keep to the paths, corridors and walkways provided
- Do not run, unless it is a requirement of the activity
- Use handrails on flights of steps and staircases
- Clean up any spillage immediately or, if you are unable to do so, place a warning sign in the area and report the hazard
- Wear suitable footwear
- Do not stand on chairs, desks or tables; use a ‘hop up’
- Only undertake work at height if it has been risk assessed and it is safe to do so

Vehicles

- Be aware of any severe weather warnings
- Weekly safety checks are carried out on the minibuses by the caretaker and handyman
- The weekly checks include checks on oil, water, fuel, wipers, lights and seatbelts as well as other items such as ensuring there is a high visibility vest and first aid kit in the minibus.
- Regular servicing and valeting is carried out of the minibuses on a half termly basis
- Do not drive or operate a vehicle if you are not authorised to do so
- Do not drive a vehicle for which you do not hold the appropriate licence
- Inform your line manager of any changes in your medical condition or to your driving licence that affect your ability to drive whilst on School work or premises
- Always be aware of, and give way to pedestrians when driving
- Keep to the speed limit
- Do not allow yourself to be distracted whilst driving
- In the event of an accident inform the Bursar as soon as possible and complete an accident form (found in the front office)

Harmful substances

- Make sure that you follow the manufacturer's instructions and risk assessments and know how to handle safely any substance marked as hazardous or harmful
- Familiarise yourself with the new COSHH labels (white diamond red edging) which are replacing the orange warning labels.
- Never keep or transfer a harmful substance into a container if it is not correctly labelled with the manufacturer's safety information.
- Never smell, taste or mix with other substances.
- Never spray near food.
- Always return harmful substances to their designated storage area and prevent access to vulnerable persons.

Machinery and equipment safety

- Specific operating guidelines/instructions for the use of machinery and equipment must be followed
- Familiarise yourself with any emergency stop buttons or isolation devices.
- Do not undertake repairs and maintenance on machinery and equipment unless you are competent and authorised to do so
- Do not use machinery or equipment that is damaged, nor allow others to do so

Protective clothing and equipment

- Ensure it is suitable for the task.
- Ensure you are familiar with its correct application and removal.
- Protective clothing and equipment provided for your safety must be used
- Keep your protective clothing and equipment in good condition.
- Report immediately any unsuitable, defective or lost items

Management arrangements for implementing health and safety

The following sections outline in brief our fire and health and safety management arrangements for meeting the specific legal requirements of the School. We will work on those that are not yet fully implemented and will amend those where changes are needed to reflect changes in the law and best practice.

We require our staff who have managerial or supervisory roles to implement the fire and health and safety arrangements that are relevant to their areas of responsibility. (The headings for these arrangements are in alphabetical order rather than in any order of importance).

Asbestos

- The location of all asbestos or suspected asbestos is known
- We manage the potential risks from any asbestos or suspected asbestos by ensuring that no work is done until the asbestos record is checked
- The location of any known asbestos is identified by signage (a green oblong strip above the door in the room indicates no asbestos and red indicates that asbestos is present and the asbestos register must be consulted prior to work commencing)
- People who are likely to work on or near the location of the asbestos, are informed of its location.
- All maintenance staff will have asbestos "basic awareness" training to enable them to keep themselves and others safe.
- Only persons who have received adequate "job specific" training are allowed to work on asbestos. Most work on asbestos can only be undertaken by licenced contractors under strict controls.

Computer Users

- We identify 'Users' as defined under current legislation. In general we interpret 'users' as staff who use this equipment for a significant period of their working day, or who undertake continual work for at least an hour or more at a time on a daily basis (see INDG 36 working with display screens)
- Each workstation is individually risk assessed, where required, taking into account the computer equipment, the furniture, the working environment and the user
- Staff are informed of the assessment of their own workstation
- The software we use is suitable for the task
- We advise "Users" of the opportunity for free eyesight tests and the purchase of any corrective lenses, at our expense, when they are required specifically for using our display screen equipment

Contingency planning

- We identify potential critical incidents as part of our risk assessment process by considering what might happen on-site and off-site, who might be harmed and how, and checking our plans for managing these incidents
- Effective plans are established to mitigate the effects of an unforeseen crisis
- These plans are rehearsed periodically and refined as necessary
- Key staff are trained in their duties

Contractors

- Competent contractors are appointed for the type of work required
- No work is commenced until agreement is reached on safety, taking into account the magnitude of the risks of the job and use of the area(s) where the work will be done
- Contract terms and insurances adequately protect the interests of the organisation
- Any work authorisation procedures, such as a hot work permit, are implemented where necessary for the safety of people and premises

COSHH – exposure to hazardous substances

- Assessments are done on the risks to health from exposure to hazardous substances
- Secure storage is provided for hazardous substances
- Those working with hazardous substances are instructed and are competent
- Equipment provided to control exposure to hazardous substances is maintained in effective working order and inspected in accordance with statutory requirements

Drug and medicines

- Medication will only take place with the consent of parents/guardians
- Records are kept over the use of medication and we inform parents/guardians of the medication administered.
- All staff responsible for the administration of medication are competent to do so
- Medication is stored as per the patient information leaflet accompanying the medication (PIL) or other related instruction from a competent person.

Educational Visits and Activities

- All trips and activities are authorised, planned and risk assessed
- Arrangements exist for obtaining informed parental consent in advance of any visit or activity.
- Supervisory ratios and the competence of supervision are determined by risk assessment.

Electrics

- The electrical installation and portable electrical appliances are inspected and maintained for safety.
- Any unsafe electrical equipment is removed from use as soon as it is discovered
- No unauthorised electrical equipment is used within the School.
- Staff who bring in their own electrical equipment into the School are required ensure the item is PAT tested before use – this can be requested from the Bursar or the handyman.
- Visitors who bring mains operated electrical equipment supply their own residual current device circuit breaker or other similar electrical safety device.

Management arrangements for implementing health and safety

Expectant and new mothers

- A detailed risk assessment is carried out with the member of staff who informs us that they are an expectant mother
- The precautions put into place for the expectant or new mother are suitable in the context of any medical conditions of which they have made us aware
- The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs

External areas

- The outdoor space is safely accessible for staff, pupils and visitors
- All paths, steps and any ramps are maintained in good condition and free from moss, fallen leaves and similar slip hazards
- Adequate separation is maintained between pedestrians and vehicles where this is assessed as a significant risk
- External areas are well lit during the hours of darkness where people walk
- External features such as trees, monuments, walls, carpark pond and external buildings/storage areas are checked for safety
- Arrangements are in place to manage snow and ice in winter months

Fire safety

- A fire risk assessment is carried out and any remedial measures identified are implemented
- The assessment is reviewed annually or when there are significant changes
- A fire emergency action plan is established
- Termly fire evacuation drills are carried out
- Staff are trained in the emergency action plan
- Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are checked and maintained
- Regular checks of fire escape routes are undertaken in order to ensure that they remain free of obstruction

First aid and accident reporting

- Staff are trained to ensure there is sufficient First Aid cover in all parts of the school including critical locations and activities such as at games and in the science lab. We endeavour to make sure there is a first aid trained member of staff on every residential trip.
- First aid kits are checked on goingly and replenished at least termly
- Accident records are kept that comply with the Data Protection Act
- Accidents are reported, investigated and documented taking into account the severity and loss potential of the incident, as well as the regulatory and insurance requirements
- Lessons learned are shared with staff and inform risk assessment

Food safety

- Adequate food safety procedures are implemented in line with current Food Standards Agency guidelines including safe hygiene practices.
- All allergens are listed as per the new requirements
- Food contact surfaces are in sound condition, clean and easy to disinfect
- All kitchen equipment and machinery is robust and in a good state of repair

Management arrangements for implementing health and safety

General building & equipment maintenance

- The buildings, their fittings and decorations are maintained in a safe condition
- Equipment is maintained and serviced to ensure it remains in a safe condition
- Statutory safety inspections are carried out on lifting equipment, gas fired appliances and fume cupboards
- Work at height is only undertaken when no other method is available and it is safe to do so following completion of a dynamic risk assessment

Grounds maintenance

- Motorised grounds maintenance equipment is maintained in good condition and is only used by staff who know how to use it safely
- Herbicides and pesticides in commercial quantities are only applied by trained and licensed people
- Storage of chemicals, fuel and equipment is in secure areas
- Gardeners are provided with suitable protective clothing to protect them against weather conditions, chemicals, flying and falling objects and noise

Health and Safety in the Curriculum

- Pupils are made aware of hazards and risk control when appropriate in lessons and assemblies
- Lesson plans include health and safety requirements as needed
- Pupils are made aware of hazards within the classroom situation as and when necessary
- Staff must take all reasonable steps to ensure that hazards to children, both indoors and outdoors are kept to a minimum

Legionella

- A combination of temperature control, physical checks and disinfection are in place to manage the risk of legionella from our water systems;
- Any infrequently used outlets such as showers or taps are regularly cleaned and flushed through;
- Records are maintained of our control systems.

Lettings

- The means of access and exit are safe for the use of hirers, and all equipment made available to and used by the hirers is safe
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Hirers are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures are prominently displayed;
- Hirers using any equipment or facility provided by the school are made familiar with its safe use and, if necessary, briefed accordingly;
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer

Management arrangements for implementing health and safety

Personal Protective Equipment

- Personal protective equipment is provided to each member of staff where risk assessment shows this to be necessary
- Information, instruction and training on the use and care of personal protective equipment are provided
- Sufficient supplies of personal protective equipment are kept available

Physical Education Equipment

- Equipment is installed and used in accordance with the suppliers' recommendations
- Equipment is checked and maintained regularly
- Recreational surfaces are to the correct safety standard for the equipment and activities for which they are used
- Risk assessments are produced for the safe use of play areas and equipment

Play Equipment

- Play equipment is designed, installed and used in accordance with the suppliers requirements
- Equipment is checked and maintained regularly
- Play surfaces are to the correct safety standard for the equipment
- Supervision is provided to all play areas
- Risk assessments are produced for the safe use of play areas and equipment

Remote supervision

- Remote supervision of pupils is only agreed after the Group Leader is satisfied that the pupils have acquired the necessary skills, confidence, physical ability and judgement to be left without direct supervision
- Pupils are given clearly defined rules of behaviour
- Monitoring of pupils allowed remote supervision is carried out by Group Leaders
- Group Leaders are able to locate/access the group promptly in an emergency

Risk Assessments

- Staff who undertake risk assessments are competent
- Risk assessments are undertaken to identify significant risks associated with the School buildings, activities and people

Management arrangements for implementing health and safety

- Generic risk assessments are used wherever possible so as to ensure a consistency of approach
- The risk assessment findings are recorded, communicated and acted upon
- Risk assessments are reviewed regularly and following a significant accident, a change in the law or a change in key personnel

Safety awareness, induction and information

- Induction training is provided for new staff (including any temporary staff), and ongoing safety information, instruction and training is provided for all staff. This training is documented
- The statutory Health and Safety Poster – ‘What you should know’, and the current Employer’s Liability Compulsory Insurance Certificate are displayed in staff areas
- Staff are consulted on fire and health and safety issues

Security

- Staff appointments are subject to rigorous reference and clearance checks
- Internet use and digital photograph protocols are established and monitored
- Visitors are required to sign in at the school reception and are not permitted to walk around the school unless accompanied
- Building layout, lighting levels and the securing of areas are checked to ensure that personal safety risks are eliminated or reduced
- The personal safety of staff and pupils is taken into account when planning changes to buildings, events and activities
- Key holder intruder alarm checks are carried out by G4S and are never carried out unaccompanied by staff

Science and Art areas

- Risk assessments are carried out to ensure that the appropriate controls are in place for science and art activities
- Emergency isolation valves are provided for gas and electrical supplies
- Equipment and substances used are suitable and are checked for safety
- Rooms are kept locked when not in use, as necessary
- Premises, equipment and class size are suitable for activities

Sports and after school activities

- Risk assessments are undertaken for sports and activities
- The level of coaching competence is considered as part of the risk assessment process
- Pupil skill and physique are considered as part of the risk assessment process
- Coaches and instructors who are not members of the School teaching staff are subject to competency and child protection checks prior to appointment
- Premises, equipment and class size are suitable for activities

Management arrangements for implementing health and safety

Stress

- Our approach to stress management is guided by the Health and Safety Executive published Stress Management Standards
- Members of the Strategy Team have been provided with guidance on identifying stress and its causes and its effect on staff; they have read the HSE publication “How to tackle work-related stress” and through PIB Risk Management have access to further resources in this area if so needed
- A free confidential telephone counselling service is available to staff which covers the area of stress, the number can be found on the noticeboard in the staffroom
- All claims of ill health due to workplace stress are documented and investigated
- All members of staff are encouraged to report any stress related concerns to a member of the Strategy Team

Transport

- All transport used by the school is supplied by a competent contractor
- Pupils on any externally provided buses are always accompanied by a member of staff
- The school minibus is maintained in line with the vehicle manufacturer’s requirements
- Drivers and vehicles are insured
- Minibus drivers are trained and authorised

Monitoring health and safety

A number of different checks are done on buildings and equipment to ensure the health and safety of our staff, pupils, and visitors. In addition we also:

- Carry out an annual self assessment audit
- Monitor fire and health and safety performance by undertaking spot inspections, audits and benchmarking
- Review risk assessments
- Investigate fire and health and safety issues or hazards brought to our attention
- Keep up to date with information on fire and health and safety
- Investigate accidents and near misses
- Review fire and health and safety as part of our formal risk management process