

# Health & Safety Policy

West Heath School



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Copies of this policy are available on the School Website –

<http://www.westheathschool.com/policiesandprocedures> or as a hard copy on request from the School Office.

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# 1. PART 1 – Health & Safety Policy Statement

## 1.1 Introduction

- West Heath 2000 are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.
- Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.
- Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.
- We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.
- Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme. Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented in our Annual Report
- The welfare of students and staff in the school is of paramount importance and therefore all of the arrangements we make need to maintain the highest standards of health and safety in accommodation, arrangements, operations, procedures and activities.
- Our aim is to provide and maintain safe and healthy working conditions, equipment and systems of work for all of our staff, and to provide such information, training and supervision as they need for this purpose. We accept our responsibility for the health and safety of other people who may be affected by our activities, for example visitors and contractors.
- Staff members must raise any health & safety issues via staff meetings where 'Health & Safety issues' is a fixed agenda item.
- Staff members must raise any urgent matters requiring immediate attention with the Health & Safety Officer or the Head of Estates & Facilities or in their absence the Caretaker. At times out of school hours health & safety issues will be reported to the Duty Caretaker.
- Health & safety issues will be included on every staff training day.
- Health & safety will be monitored by a Trustee appointed for this purpose and they will report their findings to the Principal on behalf of the Trustees.

## 1.2 Policy Statement

The management of West Heath 2000 recognises that it has a legal duty of care towards protecting the health and safety of its employees, students and others who may be affected by the school's activities. In order to discharge its responsibilities, the management of the school will:

- bring this Policy Statement to the attention of all employees

- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at international, national and local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the school activities and any changes to legislation.

Any changes to the Policy will be brought to the attention of all employees.

### **1.3 Legislation, Regulations & Guidance**

The Health and Safety Policy, procedures and practices described in this document have been framed with reference to the following legislation, regulations and guidance and all other relevant legislation:

- The Children Act 1989
- The School Premises Regulations 1999
- National Minimum Standards for Residential Special Schools 2002
- Equality Act 2010
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Workplace [Health, Safety & Welfare] Regulations 1992
- The Regulatory Reform [Fire Safety] Order 2005
- COSHH - Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos at Work Regulations 2006
- Personal Protective Equipment at Work Regulations 1992
- Provision & Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Electricity at Work Regulations 1989
- The Adventure Activities Licensing Regulations 2004
- Food Safety [General Food Hygiene] Regulations 1995
- Health & Safety [First Aid] Regulations 1981
- CLEAPSS The Consortium of Local Education Authorities for the Provision of Science Services.

The School will subscribe to any relevant bodies in respect of discharging its health and safety functions as required by law and good practice.

## **2. PART 2 – Responsibilities**

### **2.1 Overall Responsibility**

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss.

Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Trustees  
Principal  
Head of Finance  
Heads of Department  
Head of Estates and Facilities  
Health & Safety Officer  
Departmental Managers  
Teachers  
Catering Manager  
Cleaning Supervisor  
Students  
Employees  
Contractors  
Visitors  
Ellis Whittam (consultants)  
Health and Safety Committee (see Appendix 1 for membership)

The Trustees, Principal, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and students must be aware of their own and others personal safety in any of the school's activities, both on and off site.

### **2.2 The Trust**

The Trust has the ultimate responsibility for the Health and Safety of the school. It discharges this responsibility via the Principal, the Directors and the Heads of Department.

The Trust has nominated a Trustee to have special responsibility for health and safety. The Trust will ensure that:

- they provide a lead in developing a positive Health and Safety culture throughout the school
- any decisions reflect its Health and Safety intentions
- adequate resources are available for the implementation of Health and Safety
- an effective management structure for the implementation of Health and Safety is established
- they will promote the active participation of employees in improving Health and Safety performance
- they review the Health and Safety performance of the school annually and plan safety improvements for the following year.

## 2.3 The Principal

The Principal has overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of the school but delegates the responsibility for implementation to the Head of Estates and Facilities. The Principal will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and the Directorship monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- a positive health and safety culture is promoted, and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established
- effective training programmes have been put into place
- an annual report on the safety performance of the school is presented to the Board.

## 2.4 Head of Finance

The Head of Finance is the person with special responsibility for health and safety will ensure that:

- the Board of Governors, the Principal and the Health and Safety Committee are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards
- risk assessment requirements are co-ordinated, and the implementation of any action required is monitored
- risk assessments are reviewed regularly, and any changes are brought to the attention of staff who may be affected
- regular Health and Safety Committee meetings are held where health and safety issues can be raised and discussed
- they provide advice on health and safety training requirements
- details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities
- they assist Heads of Department in investigating and recording accident investigations
- contact with external organisations such as the emergency services is co-ordinated
- health assessment requirements are identified and advised to management the schedule of statutory examinations of plant, equipment and vehicles is maintained and Heads of Department are made aware of impending examinations
- premises, plant, equipment and school vehicles are maintained in a safe condition
- adequate arrangements are in place to ensure the security of the school, the staff, visitors and students
- adequate arrangements for fire and first aid are established
- welfare facilities provided are maintained in a satisfactory state
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- health and safety notices are displayed.

## 2.5 Heads of Department

Heads of Department will ensure that in their areas of control:

- they actively lead the implementation of the Health and Safety Policy
- they supervise their staff to ensure that they work safely
- the completion of written risk assessments of teaching practices and activities including equipment and substances; that any general advice on safety matters given by the DfE,

Local Authority and other relevant bodies in relation to the school are implemented, that this is then translated into written safe methods of working practice

- safe methods of work are implemented
- inform students, staff and visitors as to their own personal safety and makes sure they are aware of the health and safety procedures in place
- risk assessments are regularly reviewed
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the Head of Estates and Facilities
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- equipment is maintained in a safe condition
- statutory examinations are planned, completed and recorded
- personal protective equipment is provided and worn by staff and students, and that staff and students are instructed in its use
- any safety issues that cannot be dealt with are referred to the Head of Estates and Facilities for action
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained, particularly those relating to housekeeping
- all relevant safety documents including DfE Guides, etc. are maintained and made available to all employees
- health and safety rules are followed by staff and students
- they perform regular health and safety inspections within their department as required by the Principal.

## **2.6 Head of Estates and Facilities**

The Head of Estates and Facilities will ensure that:

- School buildings and plant are maintained in accordance with the Health and Safety Policy
- records of servicing and maintenance are retained and kept up to date
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- they communicate with staff on health and safety issues relating to building maintenance and the work of contractors
- they encourage staff to report hazards and raise health and safety concerns
- statutory examinations are planned, completed and recorded
- any safety issues that cannot be dealt with are referred to the Head of Estates and Facilities for action
- welfare facilities provided are maintained in a satisfactory state
- agreed safety standards are maintained particularly those relating to housekeeping.

## **2.7 The Health & Safety Officer**

The Health & Safety Officer will:

- be the focal point for day-to-day references on safety and give advice or indicate sources of advice
- co-ordinate the implementation of the approved safety procedures in the school
- maintain contact with outside agencies able to offer expert advice

- stop practices or the use of any building, facility, plant, tools equipment or other apparatus, they consider to be unsafe, until satisfied of their safety; and report all known hazards to the Health & Safety Committee
- make recommendations to the Principal for additions or improvements to buildings, facilities, plant, tools, equipment, machinery or vehicles owned by the school (or staff vehicle used by the school) which present potential health and safety risks
- ensure that any vehicle used to transport students will be suitable for that purpose and that any vehicle which may pose a risk to safety will not be used until that risk has been removed
- monitor accidents and any reported hazardous situations advising the Health & Safety Committee as appropriate
- ensure that first aid, fire and other emergency procedures are reviewed regularly and updated as necessary
- ensure that health and safety information and new legislation is disseminated to staff and students as appropriate.

## **2.8 Department Managers**

The Departmental Managers will ensure that in their areas of control:

- they implement our Health and Safety Policy
- they supervise their staff to ensure that they work safely
- they communicate and consult with staff on health and safety issues
- health and safety rules are followed by all
- they encourage staff to report hazards and raise health and safety concerns
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- any safety issues that cannot be dealt with are referred to the Head of Estates and Facilities for action
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.

## **2.9 Teachers**

Teachers will ensure that in their areas of responsibility:

- they actively lead the implementation of the Health and Safety Policy
- they supervise their staff and students to ensure that their lessons and activities are carried out safely
- safe teaching practices are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported to the Head of Estates and Facilities
- they communicate and consult with staff on health and safety issues
- they encourage staff and students to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- equipment is maintained in a safe condition
- personal protective equipment where required is provided and that staff and students are instructed in its use



- any safety issues that cannot be dealt with are referred to the Head of Estates and Facilities for action
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained, particularly those relating to housekeeping
- all relevant safety documents including CLEAPSS, DfES Guides, etc. are maintained and made available to all employees
- health and safety rules are followed by all staff and students.

## **2.10 The Catering Manager**

The Catering Manager will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy
- they supervise their staff to ensure that they work safely
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported to the Head of Estates and Facilities
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- catering equipment is maintained in a safe condition
- statutory examinations are planned, completed and recorded
- personal protective equipment is provided, staff instructed in its use and that records are kept
- adequate arrangements for fire and first aid are established
- any safety issues that cannot be dealt with are referred to the Head of Estates and Facilities for action
- welfare facilities provided are maintained in a satisfactory state
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- health surveillance is carried out and records are kept
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all  
high standards of food safety are maintained.

## **2.11 The Cleaning Supervisor**

The Cleaning Supervisor will ensure that in their areas of control:

- they implement our Health and Safety Policy
- they supervise their staff to ensure that they work safely
- they communicate and consult with staff on health and safety issues
- health and safety rules are followed by all
- they encourage staff to report hazards and raise health and safety concerns
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- any safety issues that cannot be dealt with are referred to a senior manager for action
- safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented

- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- health and safety rules are followed by all.

## 2.12 Students

All students will be instructed to:

- co-operate with Teachers and school staff on health and safety matters
- not interfere with anything provided to safeguard their own health and safety or the safety of others
- take reasonable care of their own health and safety; and report all health and safety concerns to a Teacher.

## 2.13 Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

## 2.14 Contractors

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of students, school staff and others affected by their actions
- observe the safety rules of the school
- submit their health and safety policy and relevant risk assessed method statements (RAMS) to the school for approval
- comply with and accept our health and safety policy, if they do not have one
- dress appropriately, sensibly and safely when on school premises and for the task being undertaken
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks

- use all equipment, safety equipment, devices and protective clothing as required by the school and as indicated in the risk assessment for the task
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to the school whether an injury is sustained or not
- ensure that their employees only use equipment for which they have been trained
- attend as requested any health and safety training course
- observe all agreed procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes or inhibit fire alarm sensors or devices
- provide adequate first aid arrangements unless otherwise agreed with the school.
- Sign in and out of the site and wear a badge or identifiable uniform.

## **2.15 Visitors and Hirers**

Regular visitors and other users of the premises are required to:

- observe the safety rules of the School
- parents and voluntary helpers must be made aware of any health & safety arrangements pertinent to the areas in which they observe or work and it is the responsibility of the designated staff for those areas to ensure that this takes place
- all visitors are required to register on arrival at reception and to wear their visitor badges provided at all times whilst on the School premises. Badges provide a summary of essential Health & Safety information
- all visitors are asked and are required to read the emergency evacuation procedures on display in reception
- visitors should sign out on leaving and return their badges to reception
- hirers of the school's facilities will be provided with relevant information on health and safety together with the terms and conditions of hire. They should sign to indicate that they understand and agree to comply with procedures
- for major functions and events all relevant health and safety information is provided.

## **2.16 Staff with Particular Areas of Responsibility**

Appendix 2 contains a list of named persons to be updated regularly as appropriate. This identifies specific areas of responsibility. The following points apply to all such staff:

- They have a particular responsibility for the implementation of the school's Health & Safety Policy to their own area of work and are responsible to the Health & Safety Committee for the application of safety measures and procedures within their department/area of work. Advice or instructions given by the Health & Safety Committee and Health & Safety Officer or staff delegated by them shall be observed
- They shall establish and maintain safe working practices and procedures, including arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles, materials and substances
- They shall attempt to resolve any health and safety issues relating to their own area of responsibility and shall report any problems for which they cannot achieve a satisfactory solution to the Health & Safety Officer
- They shall carry out an initial risk assessment followed by an annual risk assessment of the areas for which they are responsible and submit a report to the Health & Safety Officer within a specified timescale
- They shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other members of staff and students to avoid hazards and contribute positively to their own safety and health at work

- They shall propose to the Health & Safety Officer requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
- In order that these members of staff are able to fulfil their duties and obligations, information, advice and training will be provided either by the Health & Safety Officer or other appropriate external providers
- Any staff requiring assistance or advice should refer in the first instance to the Health & Safety Officer or the Head of Estates & Facilities.

## 2.17 Responsibilities of staff supervising students and their activities

- All staff have a responsibility to ensure their own safety at all times and to follow safe working procedures
- All members of staff carry responsibility for the safety of students when they are in their charge
- All members of staff have a responsibility to ensure the safety of all students and need to respond appropriately when students are putting themselves or others at risk
- All activities shall be risk assessed irrespective of where they take place. No activities shall be conducted until measures have been taken to reduce risks to an acceptable level and this has been authorised by the appropriate member of staff. These are:

The classroom curriculum, including specialist subjects	Head of Curriculum
Outdoor activities and off- site visits	Deputy Principal
Residential student activities	Head of Care & Safeguarding

- All risk assessments shall be reviewed in order to inform future risk assessments according to the following schedule:

Teaching areas, associated corridors and surroundings, together with the general activities occurring in these areas	Regularly or whenever the use of the area changes
Particular lessons & activities	On completion
Outdoor activities and off-site visits	On completion
Activities beyond the school day	On completion
Individual student risk assessments	Annually or more frequently if circumstances warrant

- Hazardous activities as defined by the School's insurers require approval from the insurer prior to being undertaken
- All staff must familiarise themselves with the Health & Safety section of the Staff Handbook
- All staff must familiarise themselves with all relevant policies and supervise students accordingly
- All staff must exercise effective supervision of students and apply the emergency procedures as set out in the risk assessment
- All staff must know the special safety measures to be adopted in their own working areas and ensure that they are applied

- All staff must give clear instructions and warnings to students and where necessary other staff on the use of equipment and facilities which represent a health and safety hazard. These instructions should be repeated at regular intervals
- All staff must use protective clothing, guards or special working procedures as required and report immediately to their line manager any health and safety matter which presents an obvious or potentially dangerous situation. The line manager or member of staff must also report to the Health & Safety Officer
- The supervision and management of students will be in accordance with the School's Promoting Positive Behaviour policy
- The precise details of timing will vary from time to time and according to the time of day and day of the week. Appendix 4 provides the current schedule.

### **3. PART 3 – Arrangements**

#### **3.1 Fire Procedures**

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

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect firefighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all students and visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records

The school does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points. Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the school can investigate and take remedial action if necessary.

For details fire and emergency evacuation procedures, please read the Fire Evacuation Procedure – see Appendix 3.

#### **3.2 Swimming Pool**

The school will take all reasonable precautions to safeguard staff and students using the swimming pool and recognises that the following are essential to ensuring that this will be achieved:

- completing a Risk Assessment for the pool and making sure it is used
- the implementation of a Normal Operating Procedure
- the preparation and training of staff in the Emergency Action Plan
- clear conditions of hire (where relevant)
- the establishment and implementation of pool rules

- determining the special needs or medical conditions of students
- nominating a member of staff responsible for pool safety.

Swimming Pool Normal Operating Procedure (NOP) – see Appendix 5

Swimming Pool Emergency Action Plan (EAP) – see Appendix 6

### 3.3 Manual Handling

Manual handling means: the transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling. A load can include a person or animal as well as inanimate objects but not an implement, tool or equipment while in use for its intended person.

Typical manual handling tasks in school are:

- moving tables and chairs
- carrying piles of books or stationery
- putting out PE equipment
- maintenance activities
- receiving and putting away food deliveries.

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

To implement this policy the school will ensure that:

- there is no lifting wherever possible and in relation to the handling of students with special needs, this policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight
- manual handling assessments are carried out of activities that:
  - a) pose a foreseeable risk of injury
  - b) cannot be avoided
  - c) cannot be mechanised and consider the risks to students and employees
- adequate information and training are provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees are properly supervised
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations
- wherever possible, the school will conduct the risk assessments of students with special needs before they attend, and the school should seek to receive information on students in advance.

#### Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task. Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task

- reducing risk factors arising from the load
- improvements in the work environment
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

### Moving and Handling People

There are occasions when a student with medical needs requires assistance in moving. While the basics outlined above still apply, there are other considerations. When a move is essential and the person requires help, then their co-operation should be sought where possible. The move should be explained to them so that they can actively participate in it.

Whenever a student with physical disabilities needs regular support in standard moves such as from a wheelchair to toilet or a seat or vehicle, then a full risk assessment must be written up. Clear instructions covering each activity should be included, so that all staff members who are involved in the task may move the person safely and in the same manner. Ancillary equipment such as hoists, sliding boards, swivel plates, etc. must all be used in the correct manner and staff must have received appropriate training in the use of the equipment.

The risk assessment should consider both routine manual handling and emergency situations when manual-handling procedures may have to be adapted (e.g. evacuation in the event of a fire). The risk assessment will help inform the procedures for that student's needs. Procedures should be developed with the student or their representatives. An individual's needs might vary day-to-day and even during the course of a day.

Schools should endeavour to ensure employees adopt the same handling techniques when assisting students with moving and handling to ensure a consistent and safe approach. This will help to keep the student calm and reduce the risk of struggling, sudden movement or violence.

The expert advice of external medical professionals should be considered where complex moving and handling problems of students are presented.

### Key Actions

- Heads of Departments to identify and list tasks with a potential to cause injury
- complete a manual handling risk assessment for each task
- Bring the assessment to the attention of relevant staff and students, where relevant
- Provide manual handling information and where required training for staff and students
- Supervise tasks to ensure safe lifting and handling
- Review assessments at least annually
- Complete risk assessments for students with special needs before they enter school.

## **3.4 Site Security**

Security at the West Heath School is the responsibility of all staff on duty to ensure only authorised persons are on site at all times. The physical security of the site is the responsibility of the Head of Estates & Facilities and in his absence the Caretaker. In addition, there are security cameras, infrared detectors and intruder alarms.

- All staff are provided with an ID badge
- All staff cars are registered with the Head of Estates and Facilities and their staff ID badge enables them entry onto the site. The ID badge also provides access to staff in designated areas around the School
- All visitors to the school should be badged. Unbadged visitors should be challenged by staff and students who should immediately notify the Head of Estates & Facilities or, in their absence the Caretaker of the presence of strangers in order to ascertain their bona fide status

- Building and other contractors should also be specifically badged
- Hirers of sports and events facilities will not be challenged whilst they remain in those areas. They remain the responsibility of the hirer, or a person designed by the hirer. The Duty Caretaker is responsible for ensuring that they abide by the rules of hire and particularly those pertaining to Health & Safety.

### **3.5 Severe Weather Arrangements**

The following instructions relate to staff and students and parents based at home and relate to how they should respond in the event of severe weather.

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The School will normally remain open in all weather conditions. Exceptions to this will be for one or more of the following reasons:

- lack of safe access to the school
- danger of the school being cut off by snow
- heating, electricity, gas or water supply failure
- lack of staff to ensure adequate supervision of students.

If severe weather occurs or is forecasted parents will be advised by letter or text message to tune into BBC Radio Kent or Heart Kent Radio who will be informed of any severe weather information about the School. The school website is updated with any closure or disruption and a browser based texting service is used to advise parents of any closure due to severe weather.

Parents will also be advised not to send their child to school unless they are sure they can safely complete the journey. If severe weather sets in during the day the school will attempt to make arrangements for students to travel home early. Students will only be sent home if there is someone available to look after them or there is agreement that they can have access to their own home unsupervised.

Parents will be asked to ensure that up-to-date contact names and telephone numbers are passed to the School to enable contact to be made in the event that the School needs to close early.

Staff will be expected to make every effort to reach the school in the event of severe weather occurring. If this is not possible staff should telephone the School to discuss the matter with the Principal or the Deputy Principal. If a member of staff needs to leave the School early due to severe weather permission must be sought from the Principal or the Deputy Principal.

Staff genuinely unable to reach the school will normally be regarded as having paid leave of absence.

The procedure for the Caretaker, present at the school are set out in Appendix 7.

### **3.6 Utilities Failure**

Arrangements to be implemented in the event of a failure of electricity, gas or water are set out in Appendix 8.

### **3.7 Control of Substances Hazardous to Health**

All reasonable steps will be taken to ensure all exposure of employees and students to substances hazardous to health is prevented or at least controlled to within statutory limits. The school will implement the following:



- an inventory of all substances hazardous to health kept or present on site will be maintained and copies of relevant hazard data sheets retained
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all members of staff and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all staff and (where necessary) students will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Staff will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the school without prior assessment.

### **3.8 Lone Working**

Lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident. Lone working increases the health and safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay may in receiving attention may increase the consequences of any injury. People falling into this category may include:

- anyone working outside normal hours on their own
- cleaners who normally work outside school hours
- teachers in classrooms away from the main building (including sports hall)
- teachers working in workshops or laboratories
- caretakers or maintenance staff
- employees who open up or close the building on their own.

It is acceptable for people to work alone so long as the school has completed a risk assessment and any measures deemed necessary have been put into place.

Some activities should not be carried out by people working alone and each school should identify those that are relevant to them, typically this may include:

- working at height on ladders or tower scaffolds
- use of high risk chemicals
- use of high risk machinery
- electrical work
- entry to areas of restricted or limited access or exit.

## Key Actions

- identify all workers who work alone
- identify all locations where lone working is carried out
- complete a risk assessment for all lone working
- control measures to be identified, prioritised and implemented
- higher risk activities/area identified and formal decisions made on authorisation of lone working
- formal systems/procedures developed for particular activities/areas as required.

## Requirements of Lone Workers

It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. Consideration should be given to routine work and foreseeable emergencies which may impose additional or specific risks. Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.

The school shall ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types and duration of exposure. Adequacy of supervision may involve some of the following:

- a) periodic checks on lone workers i.e. visual
- b) periodic contact with lone worker i.e. telephone
- c) general or specific alarms for emergencies
- d) checks on lone workers to ensure they have returned to the school on completion of extracurricular activities.

## Rules for Lone Workers

- Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware
- The caretaker (or other named person) must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building
- When the caretaker (or other named person) is not present all lone workers, for reasons of security, health and safety, should lock themselves in the building
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance
- Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment
- If staff rely on mobile phones, they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

## Opening/Closing the School

When the last person has left the building and notified the caretaker (or other named person), they should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.

When the caretaker (or other named person) arrives in the morning he must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If the caretaker is in any doubt, he should contact the Police/security firm and should never enter the building if he is unsure of his safety.

Key holders are also advised to inform someone when they are attending an alarm call out.

### 3.9 Working at Height

The school will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities. The school will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on school property comply with this policy
- ladders and stepladders are secured to prevent unauthorised use.

#### Risk Assessment for Work at Height

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work. When determining control measures the following hierarchy of controls for work at height as follows must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way then:
- use work equipment or other measures to prevent falls; and
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur. The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:
  - the task and activity involved
  - the people (medical conditions etc)
  - equipment to be used including erection and dismantling
  - the location (proximity to roads, overhead electrical cables etc)
  - the environment, poor conditions and slippery surfaces (weather, temperature etc.)
  - the effect on pedestrians, falling objects

#### Using Ladders (including stepladders)

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task. Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example, whilst a ladder may reach the area of work, if the task requires strenuous work, carrying bulky / heavy equipment or is likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

Only those persons who have been trained to use ladders safely may use them. All ladders should be secured against unauthorised use. Prior to use it should always be ensured that the ladder is in good condition and fit for purpose. Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available at all times
- the work can be completed without stretching
- the ladder can be secured to prevent slipping.

## Equipment Identification / Inspection

The school will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number. Equipment for work at height, should be inspected prior to use and by a competent person termly/6 monthly. The inspection will depend upon the complexity of the equipment. In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place.

### **3.10 Display Screen Equipment**

All reasonable steps will be taken by the school to secure the health and safety of employees and students who work with display screen equipment. To achieve this objective the school will:

- identify those employees who are users as defined by the regulations, see below
- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

#### 'Users'

This policy is aimed at those who regularly use DSE:

- a) for continuous periods of more than one hour and
- b) for more than 2½ hours per day.

Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others who operate DSE, including students, should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions. Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

## Eye Tests

Under the DSE regulations staff identified as DSE users are entitled to an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically by the Optician for DSE use).

## Summary of Key Actions

The key actions necessary to control the health and safety risks arising from the use of Display Screen Equipment (DSE) are to:

- identify all individuals who are classified as DSE 'Users'
- ensure risk assessments of DSE workstations been carried out using the Display Screen Equipment Workstation Assessment Form
- supply users with information and/or training on the safe use of Display Screen Equipment
- advise staff about setting up laptops on a suitable surface and the risks of working for prolonged periods
- ensure remedial actions identified by DSE risk assessments been carried out
- review risk assessments annually or sooner if significant changes have occurred

### **3.11 First Aid**

The school is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of school activities. To achieve this objective the school will:

1. appoint and train a suitable number of first aid personnel
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards.

A First Aider is a person who has a valid certificate in either first aid at work or emergency first aid at work training. First Aiders training will be refreshed every three years by undertaking the one day First Aid at Work requalification. (This may be taken up to 3 months before / 28 days after the expiry date on the certificate). First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date. The number of first aiders required will be determined by completing a risk assessment. The numbers of first aid personnel will be determined by individual circumstances, the level of risk and in line with current government guidance.

#### Additional First Aid Provision

In addition to the above in higher risk areas such as science, D&T, PE etc. at least one person will be trained to a minimum level of emergency first aid. Adequate first aid provision will include cover for break times. First aid provision will be available at all times whilst people are present on school premises including out of hours activities. The assessment of need will be reviewed at least annually.

First aid kits, clearly marked, will be provided in the First Aid Room and other readily accessible locations and be made known to all staff and students. Additional first aid boxes will be provided on sports fields and for offsite visits. First aid containers will also be available within specific curriculum areas where an increased risk exists e.g. Design and Technology workshops. Travel first aid boxes will be kept in school vehicles.

First aid boxes will contain a sufficient quantity of suitable first aid materials and nothing else. First aid does not include the administration of medicines and thus first aid boxes should NOT contain medications or creams of any description.

First aid boxes should be located near to hand washing facilities as far as possible. All first aid boxes will be checked regularly and maintained by a designated member of staff; items should not be

used after expiry date shown on packaging. Extra stock will be kept in the school. Suitable protective clothing and equipment such as disposable gloves (e.g. vinyl or powder free, low protein latex CE marked) and masks will be provided with the first aid materials.

Small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste should be double bagged in plastic and sealed by knotting.

### First Aid Room (known as Medical Room)

The first aid room is equipped with a sink and accessible WC. New and temporary employees are to be told of the location of first-aid equipment and first aid personnel, and facilities on the first day they join the school as part of the induction training.

Boarding houses have their own first aid boxes and night staff are first aid trained.

### First Aid Records

The school ensures that the following records are available:

- certification of training for all first-aiders and refresher periods
- any specialised instruction received by first-aiders or staff (e.g. Epi-pens)
- first aid cases treated (see accident / incident reporting).

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- first aid cases treated (see accident / incident reporting).

### **3.12 Water Hygiene**

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure. The school will:

- carry out a Legionellosis Risk Assessment
- prepare a written scheme/plan for preventing or controlling the risk of Legionella
- implement and manage the scheme/plan
- keep records for a minimum of 5 years.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Head of Estates and Facilities. At risk systems include the hot and cold-water storage and distribution system. To achieve control of legionella bacteria the school will implement the following:

#### Avoidance of Conditions Favouring Growth of Organisms

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled and tanks will be lidded.

#### Monitoring and Recording

Temperatures of water outlets will be checked and recorded to ensure temperature controls to prevent bacterial growth are maintained.

#### Disinfection

Periodic disinfection of shower heads will take place to remove any scale and bacteria.

## Emergency Procedures

Emergency procedures will be established for the discovery of Legionella bacteria. If during routine sampling/inspection of hot and cold-water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water aerosol spraying equipment) these will be shut down and the situation reported immediately to the Head of Estates and Facilities.

## Training

The school will provide training to the Head of Estates and Facilities responsible for the day to day management of the water systems.

### **3.13 Asbestos**

The school will protect employees, students and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed. This will be achieved by minimising exposure through the management of asbestos-containing materials in school premises by the following arrangements.

#### Assessment

The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

#### A Written Plan

A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.

#### Access to Asbestos-containing Materials

Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

#### Monitoring and Maintenance

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

#### Training and Information

Employees who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.



## Asbestos-related Emergencies

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, students and others.

## Arrangements for Controlling Work on Asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres. Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

## Selection and Control of Contractors to Work on Asbestos-containing Materials

When contractors are engaged to work on school premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health. Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

## Procedures for Dealing with Health and Safety Issues

Where an employee raises a health and safety problem related to work with asbestos, the school will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken. Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must inform the Head of Estates and Facilities and in the case of an accident or emergency, respond quickly to ensure effective treatment.

## **3.14 Infection Prevention and Control**

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

- provide employees with information on potential infections and symptoms measures to assist with early identification and prompt implementation of control measures
- inform and take advice from the local Consultant in Local Disease Control (CCDC) and the Environmental Health Department of the Local Authority if an increase in illness is noted in school, or if they have any concerns about infectious disease issues
- maintain up-to-date emergency contact numbers for all students, not only so that parents can be contacted if children are ill and need to be taken home, but also to assist in the investigation of any outbreaks
- maintain high standards of hygiene throughout the school including the promotion of good hand washing
- provide warm water, liquid soap and disposable towels in all toilets and cloakrooms
- undertake risk assessments to include the infection control risk and identify control measures associated with farm or other similar visits
- ensure spillages of bodily fluids (blood, urine, vomit and faeces) are dealt with immediately and that adequate facilities are provided to provide protection to people involved

- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- arrange for safe disposal of any infected materials.

### Further Information

The UK Health Security Agency (UKHSA) provides details on recommended exclusion periods for the more common communicable diseases in Guidance on Infection Control in Schools.

### Staff Illness and Reporting

Staff should notify their manager if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- norovirus
- gastroenteritis
- HIV
- Weil's Disease

Individual suitable controls will need to be applied dependent on the circumstances of each case. In some instances, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

### Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease. No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the school, will be regarded as a disciplinary offence and may result in disciplinary action.

### Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the school will aim to prevent the spread of infection through work-based activities by adopting suitable control measures. The school will:

- follow guidance given by government agencies and close sites if instructed to, or if staff, pupils or any other person is put at risk
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks
- monitor any changes to government guidance
- manage the risk posed by contractors and visitors visiting the school
- develop and implement an emergency action plan to deal with any potential outbreaks
- allow staff to take part in any government testing
- identify, plan and implement controls and safe systems of work to prevent transmission
- provide information, instruction and training to those identified at risk
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance

- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning
- arrange for safe disposal of any infected materials
- adopt good hygiene practices.

### **3.15 New and Expectant Mothers**

The school recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary. To implement effective measures for new and expectant mothers the school will ensure that:

- employees are instructed at induction to inform their Manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- new and expectant mothers are not allowed to work with chemicals of a mutagenic/teratogenic classification
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc. is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work or suspension with pay.

### **3.16 Smoking**

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

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

Smoking is prohibited throughout the entire school, including the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This policy applies to all employees, students and visitors in all areas of the school, including school vehicles.

All staff are obliged to adhere to and facilitate the implementation of the policy. The school will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction. Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in school vehicles that are covered by the law.

### **3.17 Work Related Stress**

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between

pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. The school will endeavour to ensure a pleasant working environment and that employees are as free from stress as possible.

We have chosen to adhere to the Management Standards for stress as developed by the Health and Safety Executive. We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with employees on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the school's grievance procedure. Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

### **3.18 Violence at Work**

The school recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression. We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

To achieve this objective, we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees • train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

### **3.19 Training**

Training in health and safety is a legal requirement and also helps create competent staff at all levels within the school to enable them to make a far more effective contribution to health and safety, whether as individuals, teams or groups. Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the school.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All staff will need to know about:

- the health and safety policy
- the structure and system for delivering this policy.

Staff will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All employees will be provided with the company Health and Safety Handbook.

Managers and supervisors training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements.

All our staff training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving.

All staff will also receive induction training. Such training will cover:

- fire procedures including warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures
- first aid/injury procedures including reporting and the names of first aiders/appointed persons
- instruction on any prohibition areas (i.e. no smoking)
- issue of protective clothing/equipment and its use
- instruction under COSHH
- mandatory protection areas
- thorough instruction applicable to their particular duties at work.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal. Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

#### **4. Links with other Policies**

This policy should be read in conjunction with the other school policies such as Outings Trips & Visits, Safeguarding Children, Promoting Positive Behaviour, Drugs, Anti Bullying and Residential Provision Statement of Purpose. Please note: First Aid and the Administration of Medicines have become separate and discrete policies.

## **5. Consultees**

The Principal, Senior Management Team, Health & Safety Officer, Student Services Committee and the Trustees of the School have contributed to this policy. This policy has included text and documents created by Ellis Whittam, Health & Safety Consultants.

## **6. Persons with Particular Responsibilities**

Head of Estates and Facilities and Health and Safety Officer.

## **7. Other Participants and Stakeholders**

Students, Staff

## **8. Monitoring & Evaluation**

Senior Leadership Team, Student Services Committee, Trustees

## **Appendix 1 - Membership of the Health & Safety Committee**

Designated Trustee

Staff Members:

- Principal

- Deputy Principal

- Head of Estates & Facilities

- Head of Finance

- Health & Safety Officer

- Head of Safeguarding

## Appendix 2 - Staff with Particular Areas of Responsibility

<b>Designated Responsibilities</b>	
<b>Responsibility</b>	<b>Name</b>
Health & Safety Review, Implementation & Monitoring	Health & Safety Officer
Outdoor / Off-Site Activity Risk Assessment Supervisor	Head of Curriculum
Sports Activities Risk Assessment	Head of Sports
Science Laboratories and Activities	Head of Science
Design Technology Classroom	DT Teacher
Art & Design Studio	Art & Design Teacher
Residential Outdoor Activities	Residential Manager
School Outdoor Activities	Outdoor Education / EOS
Health Care, Accidents & Medication	School Nurse
Security	Head of Estates & Facilities Duty Caretaker – Evenings and Weekends
Property	Head of Estates & Facilities
Buildings & Services	Head of Estates & Facilities
Catering	Catering Manager
Contractors	Head of Estates & Facilities
Intruder Alarms	Head of Estates & Facilities
CCTV	IT Manager
Pest control	Head of Estates & Facilities
Drinking Water	Caretaking Team
Water Quality Analysis	Head of Estates & Facilities
Visitors	School Receptionist
Cleaning	Head of Estates & Facilities



## **Appendix 3 – Fire Evacuation Procedures**

### **Evacuation Procedure (Main Buildings)**

Immediately, on hearing the fire alarm:

- Clear the zone/area under your responsibility of staff, students and visitors, leaving by the nearest fire exit
- Do not stop to collect possessions
- Check all offices, classrooms, storerooms and toilets on your way out
- Close doors as you leave and windows if possible
- If smoke is issuing from an area or the door or handle are warm to the touch, do not enter
- A main building fire warden or member of SMT should collect the hardcopy of class registers and staff list. These are located in the red Fire Grab Bag in reception
- Once outside, do not re-enter or cut through another building to get to the assembly point
- One receptionist should wait outside the main front doors in order to make sure no-one enters the building, keeping a radio on Channel 2 to monitor evacuation progress and when it is again safe to re-enter the building
- Report to the assembly point (the tarmac playground at the rear of the old house) or the Sports Hall in wet weather. The exception to this would be if the Sports Hall is being used for examinations in which case staff, students and visitors should remain outside
- Find and report to the register taker (normally a member of SMT), confirming that your area of responsibility is clear and all students are accounted for. A roll call of students and staff must be taken at every evacuation
- Await instructions before re-entering any building and be prepared to move further away from the building if necessary
- A member of SMT should notify EOS, Juniors and Gate Lodge that the alarm has sounded in order to prevent them coming up to the main school
- Notify Forest School & boarding by radio in case they haven't heard the alarm
- Fire wardens should wear hi-vis jackets provided in order to ensure that they are easily identified both within the building and outside at the assembly area
- If an actual fire is discovered, a member of the estates team or Duty Caretaker must call the emergency services immediately. Ask for the fire service, giving the name of the school and postcode (TN13 1SR)
- A member of the Estates team should stand at the top of the drive to direct the fire and rescue service to the location of the fire
- On arrival, the fire & rescue service should be given one of the red fire brigade grab bags located in EOS, the staff room or workshop
- The fire & rescue service will take charge of the situation and all their instructions must be followed.

### **Evacuation Procedure in Heart, Boarding Houses, EOS, Dodi, Diana & Gate Lodge**

Immediately, on hearing the fire alarm:

- Clear the zone/area under your responsibility of staff, students and visitors leaving by the nearest fire exit
- Check all offices, bedrooms, storerooms and toilets on your way out
- Close doors as you leave and windows if possible
- If smoke is issuing from an area or the door or handle are warm to the touch, do not enter
- Report to the assembly area:
  - Dodi/Diana, EOS & Gate Lodge – the field opposite Dodi/Diana houses
  - Boarding houses – outside C-Block in the car park area.
  - Heart – outside C-Block in the car park area.

- In wet weather, Heart and classes in C-Block may use the boarding common room as an alternative assembly point.
- **Radio the estates team to inform them that the fire alarm has gone off.**
- Find and report to the register taker, confirming that your area of responsibility is clear and all students and visitors are accounted for
- If a catering class evacuates to the Heart assembly point, the teacher or member of SMT should radio the evacuation controller at the main assembly point so that all main school students can be accounted for
- Await instructions before re-entering any building
- Staff in boarding houses, Dodi & Diana, EOS and Gate Lodge do not need to evacuate if the alarm is in the main school building. They must, however, ensure that they confirm to the register taker via radio that all staff, students and visitors are accounted for.

## If You Discover a Fire

- Activate the nearest break glass call point
- In the unlikely event that the alarm does not sound, shout 'Fire! Fire!'
- Do not attempt to tackle the fire unless you have been trained to do so
- Follow evacuation procedures and make your way to the nearest assembly point
- Do not stop to collect possessions.

## Student Refusing To Evacuate

If a student refuses to evacuate in response to the fire alarm activation, staff should respond as follows;

- i) If this is a known behaviour, respond as per the student's individual risk assessment/ PEEP otherwise try to encourage the student to evacuate the building for no longer than 1 minute
- ii) Leave the student in the room and evacuate the building yourself, letting them know where you are going should they decide to join or follow you. Note the room number they are in (usually above doorway)
- iii) If you can actually smell smoke or see flames, use of physical intervention to remove the student from the burning building would be justified
- iv) At the assembly point, notify the evacuation controller that the student is still in the building
- v) In the event of an actual fire, the evacuation controller will advise the fire and rescue service of the student still in the building and their location (room number)
- vi) After a fire drill or false alarm, relocate the student to check on their safety and wellbeing.

## Out of Hours Alarm Activation

If the fire alarm sounds after the school day has finished but you are still on site, your main priority is still to **evacuate the building** and wait at the assembly point.

It is likely that most staff would have gone home so there may not be a fire warden to co-ordinate the evacuation and the duty caretaker will be busy investigating the cause of the alarm activation.

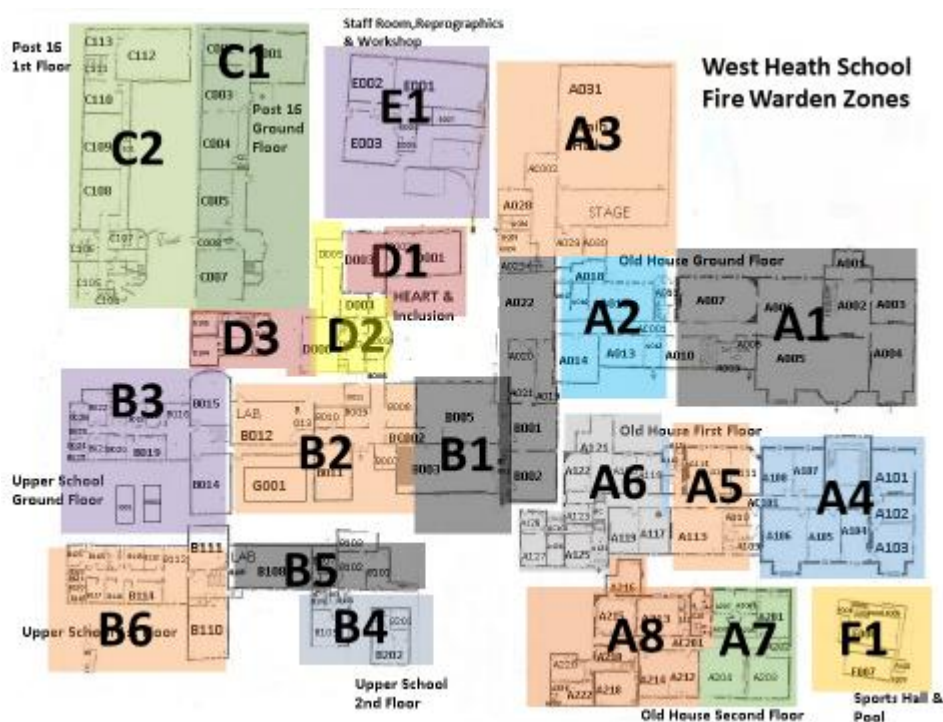
Therefore, you should:

- Wait at the assembly point for the alarm to be silenced
- Radio the Duty Caretaker or wait for the Duty Caretaker to inform you that it is safe to re-enter the building
- In the event of an actual fire, follow any fire & rescue service instructions and be prepared to move further away from the buildings if necessary.

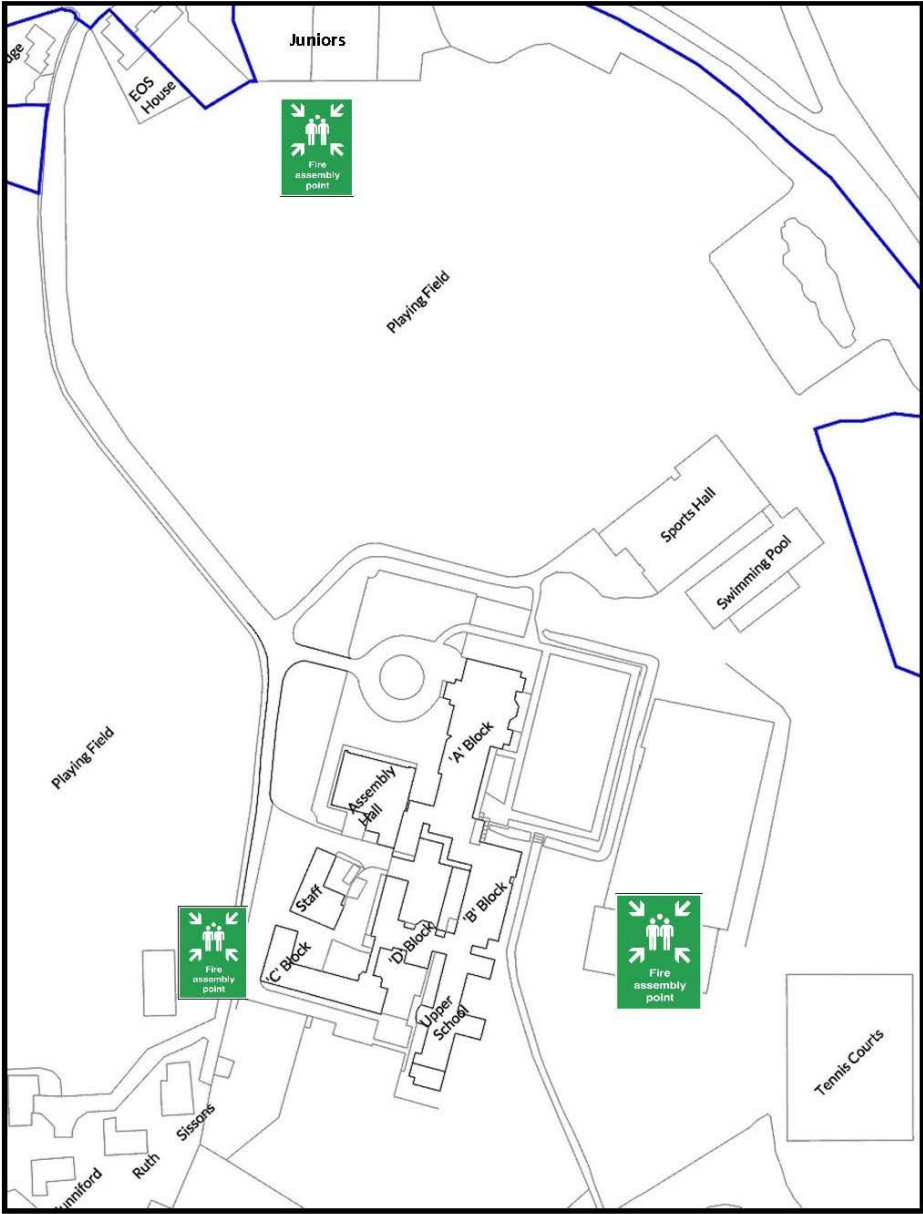
## Post Evacuation

After any alarm activation:

- Ensure that the Paxton door entry system is reset (these would have released automatically when the alarm sounded). IT or the Duty Caretaker can do this
- Make sure that the Fire Grab Bag is returned to reception. The hard copy of class registers and staff list held in the Fire Grab Bag in reception must be updated periodically, as a minimum at the start of each term or after each evacuation and also when a student leaves or a new student starts at the school
- A member of the Estates team should replace any fire extinguishers that may have been used
- Heads of school should ensure that any behaviour in students triggered by the alarm/evacuation is added to the Individual Student Risk Assessment.



# Fire Assembly Point Locations



## Appendix 4 – Schedule of Student Supervision throughout the School Day

### Schedule of Student Supervision Throughout The School Day

Activities	Supervised by
<p><b>Arrival</b></p> <p>Staff to:</p> <ol style="list-style-type: none"> <li>1. All students to be dropped off in the car park. TAs on Duty from 8:30am</li> <li>2. Supervise the arrival of students and their dispersal to registration rooms</li> <li>3. Ensure breakfast club is well supplied and students enjoy a pleasant social occasion.</li> <li>4. Supervise the students to ensure appropriate behaviour and social interaction noting any concerns for communication to the staff</li> <li>5. Ensure that all students go to their registration rooms and assembly or alternative assembly at the correct time and supervise until teachers arrive for registration.</li> </ol> <p>Transfer of Residential Students to the Day School:</p> <ol style="list-style-type: none"> <li>1. All residential students to leave boarding accommodation by 08:40. Logs to record completed transfer.</li> </ol>	<p>L/M/U Heads of School</p> <p>SLSAs/LSAs as per duty rota</p> <p>Waking Night Staff</p>
<p><b>Registration</b></p> <p>Staff to:</p> <ol style="list-style-type: none"> <li>1. Teacher records attendance electronically on SIMs</li> <li>2. To issue and receive any forms &amp; letters as issued</li> <li>3. To ensure that the group all transfer to the assemblies on appropriate days</li> </ol> <ul style="list-style-type: none"> <li>• Attendance is recorded electronically on SIMs in Registration (8.55am and 1.15-1.30pm).</li> <li>• Parent / Carer should notify the school office on each morning of absence.</li> <li>• If no contact made by parent/carer and student is marked N (No reason for absence) in SIMs, school secretary will telephone home to establish reason for absence and record in SIMs.</li> </ul>	<p>Teacher and Tutor team</p>

## Schedule of Student Supervision Throughout The School Day

<p><b>Assembly (or tutor time)</b></p> <p>Staff to:</p> <ol style="list-style-type: none"> <li>1. Supervise students in year groups in allocated classroom and monitor targets</li> <li>2. Escort group into the assembly hall</li> <li>3. Sit amongst the students during assembly and monitor behaviour</li> <li>4. Ensure targets are set and the previous day is reviewed</li> </ol>	<p>Teachers and Tutor team</p>
<p><b>Change-Over</b></p> <p>Staff to:</p> <ol style="list-style-type: none"> <li>1. Ensure that students transfer from one teaching area to another promptly and in an orderly manner</li> </ol>	<p>LSAs</p>
<p><b>Lessons</b></p> <p>Staff to:</p> <ol style="list-style-type: none"> <li>1. Deliver lessons planned according to schemes of work</li> <li>2. Ensure that students out of lessons without permission are appropriately reported</li> <li>3. Ensure that students who leave the room for a good reason with a permission slip return at the appropriate time</li> </ol>	<p>Teachers and SLSAs/LSAs</p>

## Schedule of Student Supervision Throughout The School Day

<p><b>Morning Break</b></p> <p>Staff to:</p> <ol style="list-style-type: none"> <li>1. Supervise distribution of healthy snacks to students at Tuck</li> <li>2. Patrol corridors and mingle with students to monitor social interaction</li> <li>3. Intervene in any conflicts to prevent escalation and to bring about proper resolution</li> <li>4. Supervise common rooms to ensure fair play and equal terms</li> <li>5. Promote inclusion of all students in socialising and recreational activities</li> <li>6. Alert Learning Directors and or Vice Principal in the event of a problem</li> <li>7. Ensure that students keep to the appropriate areas</li> </ol>	<p>SLT, Teachers and SLSAs/LSAs on duty rota</p>
<p><b>Lunch Break</b></p> <p>Staff to:</p> <p>Supervise as for morning break</p> <p>Ensure that all students attend the dining room either to eat the lunch provided or their own lunch.</p> <p>Staff to disperse amongst students in all dining areas to ensure good behaviour, good table manners and to ensure that lunchtime is a pleasant social occasion.</p> <p>Participate in the running of lunchtime clubs and activities according to the published programme.</p>	<p>SLT, Teachers and SLSAs/LSAs according to duty rota</p>

## Schedule of Student Supervision Throughout The School Day

<p><b>Departure</b></p> <p>Staff to:</p> <p>Supervise students into vehicles, paying attention to the use of seat belts, to report any health and safety concerns about these vehicles and not allow students to leave in any vehicle they deem to be unsafe.</p> <p>Locate any students late for departure and to ensure that all students leave the school in the correct vehicle.</p> <p>Inform school office in the event of non-arrival of taxis and when the reason is ascertained, respond appropriately.</p> <p>Ensure boarding students return to their appropriate accommodation.</p>	<p>Deputy Principal, Teachers</p>
<p><b>School Trips</b></p> <p>Staff to follow the direction, guidance and advice specified in the school's policy for the conduct of school trips. The key points are to:</p> <ol style="list-style-type: none"> <li>1. Plan trips in liaison with the Head of Curriculum using the appropriate risk assessment form.</li> <li>2. Show risk assessment form to Off-Site Visit Co-ordinator before the trip happens</li> <li>3. Ensure that all reasonable precautions and preparations have been made and that parental consent has been given</li> <li>4. Ensure that all students are supervised appropriately and that the potential risks have been assessed and minimised</li> </ol>	<p>Head of Curriculum SLSAs/LSAs Off-Site Visit Co-ordinator</p>



## Appendix 5 – The Swimming Pool -

### The Swimming Pool - Normal Operating Procedure (NOP)

#### West Heath Health & Safety Policy Statement

The management of West Heath 2000 recognises that it has a legal duty of care towards protecting the health and safety of its employees, students and others who may be affected by the school's activities. In order to discharge its responsibilities, the management of the school will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at international, national and local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.
- This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the school activities and any changes to legislation.

## The Swimming Pool - Normal Operating Procedure (NOP)

The swimming pool's Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) were compiled using sources from the RLSS, Swimming Teachers Association and the Health & Safety Executive. They form part of the school's statutory duty of care in compliance with the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999.

### **Access**

Access is via the path between the sports hall and swimming pool building leading to the pool's primary entrance. The deep end door and side door are fire exits only and must not be used unless prior arrangement has been made with the school, i.e. for the unloading / loading of heavy equipment, such as scuba gear.

The primary entrance is unlocked using a key fob. The door must never be wedged open allowing unsupervised access to the pool.

### **Keys**

The pool keys can be obtained from the Duty Caretaker upon arrival or by phoning 07771-816027.

### **Parking**

Parking is limited and therefore parking by the pool and sports hall is for supervisors and disabled persons only. There is some temporary parking to the side of the sports hall and pool accessed by a separate service road.

Further parking available in the main car park and along the school drive. Do not park or drive on the grass or in the circle immediately in front of the Old House, unless directed to do so by school personnel. All instructions given by the Duty Caretaker must be followed.

### **Changing / Toilet Facilities**

The pool has its own changing rooms, showers and toilets which can be found at the rear of the building, opposite the main entrance.

### **The Pool**

Length: 20m

Width: 7.5m

Minimum Depth: 1m

Maximum Depth: 3m

Normal Pool Temperature: 28C - 30C

The pool is of a tank type construction with a shallow end of 1 metre with a gradual slope for approximately 2/3rds of the length of the pool, then a steep drop to the deep end of 3 metres. There are fixed steps in each corner and a handrail at water level around most of the pool. The water inlets are to the left-hand side working from the shallow end and exert quite considerable force. The outlets are on the right-hand wall at surface level. Aco drains surround the pool at deck level.

The pool is contained in a brick building with glass windows and Corolux roof lights.

### **Emergency Exits**

Emergency exits are located at the side of the pool at the shallow end and at the deep end of the pool. Supervisors should keep the deep end door secured from inside in order to prevent it being used as an entry point.

## The Swimming Pool - Normal Operating Procedure (NOP)

### **Potential Risk Areas**

Slippery surfaces

Steps

Pool handrail

Glare from windows

Water depth

Inlets and outlets

Excessive hot or cold temperatures

### **Seating**

Chairs are available for the use of spectators/officials (max 10). They are stacked no more than 5 high against the exterior wall.

### **Equipment Storage**

Equipment must be in cages in the pool area. All equipment is left on the premises entirely at the owner's risk. All emergency exits must remain unobstructed at all times. Life-saving equipment (throw bags, torpedo buoys etc) are hung on the wall on each side of the pool.

### **Bather Loads**

The maximum bather load is 40 people in the water, a minimum of 1 qualified lifeguard / supervisor to 30 people in the pool is required. The ratios may need to be reduced if there are medical or other relevant conditions i.e. Epileptics should have 1 to 1 supervision.

There should be adequate supervision during lesson change over.

During school usage a minimum of 1 Lifeguard/Supervisor (LG/S) and 1 additional assistant is required, overall ratios of not less than 1 supervisor for every 10 bathers.

### **Health and Hygiene**

All cuts abrasions and verrucae must be covered satisfactorily before entering the pool. Anyone known to have a contagious disease must not swim. It is recommended that all bathers shower before entering the pool.

Blue overshoes should be worn on poolside.

### **Lifeguards / Supervisors Qualifications**

The minimum qualification for pool Lifeguards / Supervisors (LG/S) is as follows:

R.L.S.S. National pool lifeguard qualification

S.T.A. NARS for pool lifeguard (must hold part 2 & 3)

S.T.A. NARS for pool attendant (must hold part 2 & 3)

For supervisors of programmed sessions i.e. where the teaching or coaching of swimming is taking place the following maybe acceptable:

N.R.A.S.T.C National rescue award for swimming teachers and coaches.

S.T.A. NARS pool side helper

## The Swimming Pool - Normal Operating Procedure (NOP)

The minimum depth rating for all the above must be at least 3 metres, or upgraded & endorsed by an appropriate individual i.e. a National Pool Lifeguard trainer / assessor or a National Aquatic Rescue Standard teacher / examiner.

All pool Lifeguards / Supervisors must undergo regular training between re-qualification. The validity of the above qualifications is 2 years from the date attained.

An out of date award cannot be accepted.

### **Specialist Activities**

Activities such as sub aqua, canoeing or kayaking may require additional qualifications over and above the minimum Lifeguard / Pool Attendant training. By their nature sub-aqua, canoeing & kayaking pose additional dangers therefore additional training maybe required if the LG/S has not sufficient knowledge of the activities. Rescues must be carried out following normal procedures and using any additional knowledge. The minimum qualifications acceptable at this facility are:

RLSS. NPLQ                      As above

STA. NARS. P/L.                As above

STA. NARS. P/A.                As above

### **Canoeing / Kayaking**

The maximum number of canoes in the water must not exceed 5. Participants in the activity must make sure that they adequately protect the pool from damage by, for example, padding the bow and stern. Any damage to the pool must be reported.

### **Sub Aqua**

The maximum number of divers in the water must not exceed 15 to every suitably qualified lifeguard on duty. Participants in the activity must adequately protect the pool from damage, Sub Aqua equipment can be heavy and awkward to manage out of the water. Special caution must be exercised when entering the water. Snorkelling poses less of a risk therefore a (LG/S) can adequately deal with a casualty by removing the mask and snorkel and treating the casualty like any other swimmer in difficulty. The maximum number of snorkels must not exceed 30 participants.

### **Parties**

Anyone hiring the pool for parties must have a fully qualified NPLQ or NARS lifeguard in attendance at all times.

### **Lifeguard / Supervisor Duties & Responsibilities**

- The lifeguard / supervisor is responsible for everyone in the pool area and must be the first person in and the last person out of the pool area, ensuring it is secured
- Always carry a reliable shrill whistle
- One short blast to attract the attention of a bather
- One long blast to clear the pool followed by verbal confirmation
- Three short blasts a rescue is about to be attempted
- Keep a close watch over the pool users exercising the appropriate level of control
- Communicate effectively with pool users and colleagues
- Anticipate problems and prevent accidents (the 10-20 scanning system is a useful aid to this end)
- Intervene and prevent behaviour which is unsafe i.e. always enforce the rules
- Identify emergencies quickly and take appropriate action

## The Swimming Pool - Normal Operating Procedure (NOP)

- Carry out rescues when necessary
- Give immediate first aid if needed
- Be available to supervise effectively
- Never turn your back on the pool
- Never leave the pool unattended whilst bathers are in or near the water
- Always dress and act appropriately
- Be aware of, and implement emergency procedures, if necessary clear the pool and pool area in the event of power or lighting failure, toxic gas emissions etc. Ensure all emergency exits are not obstructed. The maximum recommended time for a lifeguard / supervisor to be on poolside duty should not exceed 90 minutes, without a minimum of a 20-minute break. Teachers may extend their pool duty time but must remember that heat and humidity can affect their attention and performance

The lifeguard is in overall charge for the safety of the pool environment, regardless of who the group leader might be.

### **Pool Rules**

Pool rules are set in order to aid the safe use of the pool and to comply with health and safety guidelines. All pool users should be aware of them, any additional activities deemed to be unsafe by the lifeguard / supervisor will not be allowed.

The rules which are displayed in the pool area are:

- No running around the pool
- No ducking
- No bombing
- No pushing or pulling people into the pool
- No non or weak swimmers allowed in the deep water
- No shouting or whistling
- No excessive splashing
- No eating or chewing gum
- No throwing equipment. i.e. floats
- No horseplay or wrestling
- No smoking
- Access only via the main pool entrance at the shallow end
- Diving only from the deep end (minimum water depth 1.8m)
- Any additional activity deemed to be unsafe will not be allowed

### **First Aid**

There is a first aid kit available on poolside. It includes thermal blankets to be used in the event of evacuation. This is to be used in accordance with the school first aid policy. Hirers are to inform the school on leaving if any items have been used.

### **Telephone**

The nearest telephone is on poolside. It can be used for internal calls and to obtain the emergency services by dialling 9 for an outside line, followed by 999. If it is necessary to make an emergency call, the Duty Caretaker must be informed on 07771 816027.

## The Swimming Pool - Normal Operating Procedure (NOP)

## Appendix 6 – The Swimming Pool – Emergency Action Plan (EAP)

### The Swimming Pool- Emergency Action Plan (EAP)

#### Potential Areas of Risk

Inherent in every pool environment are potential areas of risk. In recognising the risks, strategies can be put in place to minimise their impact.

#### Hazards

To avoid emergency situations developing an awareness of hazards is important. They can be divided into 3 categories which are pertinent to all potential users of the pool.

#### **People Hazards**

- Swimmers under the influence of alcohol or drugs, including for medical use.
- Swimmers who have consumed food prior to swimming
- Swimmers in poor health and/or have medical conditions
- Weak or non-swimmers, or those that swim but get out of their depth
- Young or inexperienced swimmers
- Persons exhibiting boisterous or unruly behaviour
- Swimmers using swimming aids
- Persons with communication difficulties
- Unauthorised access to the pool, for example, when the pool is not in use or unguarded.
- Suspicious or unknown persons
- Persons wearing jewellery
- Absence of, or inadequate response of staff in an emergency

#### **Activity Hazards**

- Diving or jumping into the pool
- Running, pushing or fighting (in play or otherwise) on the poolside.
- Horseplay in the pool or on poolside
- Misuse of facilities or equipment
- Bombing, acrobatics and throwing games
- Bullying, smoking and consumption of food and drink
- Swimming underwater
- Using flippers, snorkels and face masks
- Using floats, inflatable equipment and toys

#### **Physical Hazards**

- Clarity of water
- Slippery surfaces
- Main water outlets
- Main water inlets
- Skimmer outlets
- Depth of water
- Glare and light reflections

## The Swimming Pool- Emergency Action Plan (EAP)

- Lighting system
- Storage of equipment
- Emergency rescue aids
- Benches
- Showers
- Pool cover
- Lane ropes
- Poor tile condition in and out of the pool
- Changing room areas
- Water temperature
- Use of electrical appliances
- Chemicals

Lifeguards *and* Supervisors are responsible for the safety of bathers and spectators and therefore it is essential that they maintain control and see that the pool rules are observed and obeyed. A good lifeguard/supervisor is proactive rather than reactive. Preventing accidents is far better than allowing a potential problem to develop. The lifeguard/supervisor should be firm but fair exercising consistency at all times.

Should an emergency situation develop it is important that it be dealt with swiftly. Minor incidents can become major ones if too much time elapses between the recognition of a situation and an attempted rescue.

Incidents that would require immediate evacuation of the pool or building include:

- Fire
- Major structural failure
- Emission of toxic gas
- Serious injury
- Lack of water clarity
- Power lighting failure (if natural light does not permit the continuation of swimming)

Evacuation should be carried out calmly and in accordance with the school's normal fire procedure. The assembly point for the pool evacuation is on the playground at the rear of the old house.

Everyone should be directed to the nearest emergency exit and make their way directly to the assembly point. On no account should anyone return to the changing rooms to collect personal belongings. A first aid kit containing thermal blankets is available and the person in charge will take this to the assembly point.

Once at the assembly point the person responsible for the pool will check all staff and pupils are present against the class register.

In the case of any emergency situation occurring in the water, the decision to clear the bathers must bear in mind the type of problem. In some cases, the clearing of the pool may make the situation worse, i.e. when dealing with a suspected spinal injury.

### **Lack of Water Clarity**

If the bottom of the deepest part of the pool cannot be seen clearly then it must be clear of bathers immediately. Bathers must be prevented from entering the water until the problem is resolved.



## The Swimming Pool- Emergency Action Plan (EAP)

### **Power/Lighting Failure**

Power failure may result in the pool plant not working correctly and therefore the pool should be cleared until power is restored. If the power is off for a long period of time the pool chemicals will not continue to circulate and bathing should be prohibited until the water has been tested.

The windows and roof lights allow natural light to illuminate the pool for much of the day, weather conditions permitting. Therefore, lighting failure may not necessitate the pool to be cleared; If the lifeguard/supervisor can clearly see the entire pool surround and bottom of the deepest water and the pool plant is still operational then bathing may continue if the lifeguard/supervisor believes it is safe to do so. Emergency lighting is situated over the exits but is not sufficient to allow pool use in dark conditions.

### **Structural Failure**

Minor structural failure, i.e. a broken tile, will not normally require the prohibition of pool use. Any areas with potential hazards should be cordoned off the problem should be reported as soon as practicable so that it can be dealt with.

In the event of a major structural failure to the pool or plant system or building, the pool use must be suspended until the problem has been rectified.

### **Emission of Toxic Gas**

If a toxic gas emission is suspected then the pool must be evacuated immediately and everyone removed to the open air away from the pool. Whilst the particular problem may be difficult to detect, if the lifeguard/supervisor or any other person complains of:

- Nausea
- Light headiness
- Dizziness

If someone faints or collapses without warning or has difficulty breathing, then a toxic gas emission should be suspected and an immediate evacuation undertaken. It should be noted however that these symptoms could be caused by a number of other problems including humidity and heat.

### **Bodily Fluids** (excrement, blood and vomit)

If any amount of blood, vomit, solid or runny stools (diarrhoea) is introduced into the water, clear the pool and pause the session until a full assessment has been carried out. If the situation is minor i.e. a child/adult has eaten too soon before swimming and all vomited matter can be removed it may be possible for swimming to continue. For more serious emissions swimming will have to cease until all matter has been removed and chemical testing of the water has been carried out. For human emissions on the pool side if these can be dealt with satisfactorily it may be possible for swimming to continue unabated.

### **Emergency Action**

In the event of an emergency, hirers must use the two-way radio or telephone to contact the Duty Caretaker.

## Appendix 7 – Severe Weather Arrangements – Caretakers Instructions

### School Closure

1. If weather deterioration occurs overnight the Duty Caretaker will contact the Principal by 6am, who will make the decision whether the school should be closed
2. Criteria: Safety of Students:
  - o Will sufficient staff be able to get in to manage students?
  - o Might the school get cut off?
  - o Is the site safe?
3. Short Message to be left on the school answerphone
4. Wording “West Heath School will be closed today, DD/MM/YY, for students because of heavy snow; Staff should come in if it is safe to do so; this message was left at .....a.m.”
5. Same message on all machines
6. Update messages regularly – NB. include time of message
7. Hirers – check that you have all their numbers and phone them to tell them the weather conditions
8. School website updated/radio stations informed
9. Text message delivery to all staff and parents/carers

### Buildings

Regular patrols around the buildings ensuring all water and heating systems are functioning effectively and issues such as burst pipes are dealt with immediately.

#### Pre-Check

- Bins for salt / grit/shovels;
- Bottle gas heaters & cylinders
- Winter Checklist

#### During- Check

- Paths & drives - School, WHC, Residential, Sports Facilities
- Boiler time clocks
- All Rooms – NB. some radiator thermostats may be down
- Pool Plant Room

### Answer Phone Procedure

Dial Number	School Nos.	01732 460553
	Staff Line	01732 468990

Astor	01732 468981	Ruth	01732 468983
EOS	01732 457502	Sissons	01732 468982
Esther	01732 468985	Dodi	01732 468986
Hunniford	01732 468984	Diana	01732 468980

1. When you hear existing message : press 200#6\*998 541
2. Record message
3. Save message – follow instructions

## Appendix 8 – Utilities – Electricity, Gas and Water

### Loss of Electricity

The risks associated with a loss of the electricity supply fall into three categories:

1. Loss of lighting
2. Loss of heating
3. Loss of some kitchen equipment

The school has emergency lighting in all corridors & most rooms with battery back-up. In the event of a local power cut such as a fuse failure, the particular local corridor affected is illuminated. In the event of a general power supply failure the whole school is illuminated.

In the event of a prolonged power cut with levels of illumination from natural light being insufficient for students to work, arrangements will be made to send students home early. Procedure for severe weather will be followed.

The gas heating system is powered by electrical pumps and a general electrical failure would therefore cause a heating failure. It is likely that an acceptable level of heating could be maintained for some hours afterwards. In the event that the temperature of the school drop to an unacceptable level (Sickness areas <21°, General Teaching areas <18° and Physical Education areas <15°), arrangements will be made to send students home early.

Alternative arrangements for serving meals without the use of hot plates and other electrical appliances will be made. The temperature of freezers will be monitored closely to ensure that the temperature does not rise above the unsafe threshold.

The location of the main fuse-board, gas taps and procedures for dealing with failures are contained in a plan in Appendix 8

### Loss of Gas

The risks associated with loss of gas fall into two categories:

1. Loss of heating
2. Loss of cooking

The procedure for a heating failure is described above.

The school's kitchen has a gas oven, grill and hob. It has an electric microwave and deep fat fryer. In the event of a general gas failure, menus will be adapted to provide cold meals supplemented by food prepared or warmed using electrical appliances. There is a gas cooker in the Home Economics room which will remain inoperative for the duration of the failure.

There are Carbon Monoxide detectors adjacent to all gas appliances.

### Loss of Water

There is an extremely small risk of a general water failure. The risk of a failure of supply due to drought or other reason fall into two categories:

1. Loss of drinking water
2. Loss of water for washing and flushing toilets
3. Loss of water for cooking

It may be necessary to close the school if should normal water supply be disrupted for a prolonged period. Should the need arise the school will purchase sufficient supplies of bottled water for drinking.