

# **Talbot House Preparatory School**

## **Health & Safety Policy**

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### Policy Statement

The Board and Headteacher at Talbot House Preparatory School are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation.

Talbot House Preparatory School is committed to ensuring the health, safety and welfare of its employees, pupils and visitors to the school will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

The objective of the Health and Safety Policy is to minimize risks to Health and Safety of the staff and others affected by the School's activities, by identifying and then

While the School will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is a responsibility of all employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or of any other person.

The School will provide and maintain a healthy and safe working environment with the aim of eliminating all instances of occupational incidents, accidents and illnesses. The School will pay particular attention to:

- Providing a safe workplace, including entry and exit from the premises
- To promote a safe and healthy working environment
- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
- The provision and maintenance of equipment and systems of work that are safe
- Arrangement for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
- The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other people.

The School also recognises its duty to protect the health and safety of all visitors to the School, including parents, contractors and temporary workers, as well as any members of the general public.

If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, it is the employee's duty to report this as soon as possible to their line manager.

The school recognises its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe systems of work. The school regards the promotion of health and safety matters as a mutual objective of all that work here.

It is the school policy to take all such steps as are reasonably practicable to meet its statutory responsibility for providing a safe and healthy working environment for staff and pupils/students and extends such protection to visitors to the school premises.

To this end, the school endeavours to apply and enforce all current legal requirements together with other appropriate safety measures where reasonably practicable. This practice will be continued in the case of future legislation.

The school will consult with staff on health and safety issues that affect them and with individuals before delegating particular health and safety responsibilities to them.

Staff, pupils/students and visitors are expected to co-operate with the school Headteacher and Board in all measures taken to fulfil statutory health and safety duties and to protect the health, safety and welfare of staff, pupils/students and visitors.

## **RESPONSIBILITY FOR HEALTH & SAFETY**

The Board has overall responsibility for health and safety in the School.

The Head has the day-to-day responsibility for managing Health and Safety and risk assessments and has delegated the detailed implementation and management of the School's policy to the Bursar, assisted by the Group Bursar. The Bursar and the Group Bursar will familiarise themselves with all relevant health and safety legislation and take expert advice if required.

In the absence of the Headteacher and the Bursar, the responsibilities for health and safety will be assumed by the Group Bursar.

## **RESPONSIBILITIES**

### **BOARD**

- a) Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme.
- b) Will periodically discuss the effectiveness of the policy with the Headteacher, Group Bursar and Health & Safety advisor to ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

## HEADTEACHER

- a) Will ensure that there is an effective Policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
- b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d) Will ensure that responsibilities are properly assigned and accepted at all levels.
- e) Will take a direct interest in the Health and Safety programme and support all persons carrying it out.
- f) Will ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- g) Will review the Bursar's reports and take action where appropriate.
- h) Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
- i) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

## GROUP BURSAR

- a) Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and regulations as issued from time to time.
- b) Will be responsible for ensuring that safe methods and procedures, written where appropriate, are drawn up for operations under her control.
- c) Will ensure that Personnel working under their control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- d) Will ensure that all new plant, buildings and equipment are inspected for potential hazards, in conjunction with the Bursar, as necessary.
- e) Will ensure that all plant and equipment, where appropriate, is maintained and/or tested regularly and that adequate records are kept.
- f) Will ensure, in conjunction with the Headteacher that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.

- g) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected.
- h) Will be responsible for the control of Contractors within the grounds, and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance etc. in place.
- i) Will, in conjunction with the Headteacher, ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- j) Will, in conjunction with the Headteacher, review the Health and Safety Officer's reports and take action where appropriate.
- k) Will ensure that the obligations for the reporting of accidents etc. under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' are complied with.

#### Bursar

- a) Will be responsible for liaising and reporting to the Group Bursar, any issues concerning health and safety.
- b) Will ensure that the Health & Safety policy is updated annually.

#### HEALTH and SAFETY CONSULTANT

- a) Will regularly inspect plant and equipment to ensure that it is safe and being operated correctly.
- b) Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- c) Will report to the Headteacher and Group Bursar concerning Health and Safety matters, making recommendations as necessary.
- d) Will, in conjunction with the Headteacher and Group Bursar, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- e) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- f) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Headteacher and Group Bursar.
- g) Will ensure that all areas of the School are inspected from a Health and Safety point of view once per term.
- h) Will undertake assessments under 'The Control of Substances Hazardous to Health Regulations', 'The Management of Health and Safety at Work Regulations' and other Regulations appropriate, calling in experts in specific fields as necessary.

## TEACHING STAFF

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all safe methods and procedures, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person – reporting any routine problems
- d) Will ensure that all equipment is safe before it is used by any person – reporting any problems
- e) Will report any faulty equipment or unsafe areas
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Headteacher, Group Bursar or Bursar without delay
- g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their area of responsibility.
- h) Will complete all necessary risk assessments for their classroom areas and make these available upon request.

## ALL OTHER STAFF

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.
- c) Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.
- d) Will report all accidents, damage, hazardous or dangerous conditions or situations to the Headteacher, Group Bursar or Bursar without delay.
- e) Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate.
- f) Will ensure that working areas are kept clean and safe.
- g) Will inspect all equipment and plant before use to establish that it is safe to use
- h) Will familiarise themselves with First Aid and Fire procedures.
- i) Will look after all Health and Safety Equipment properly and report any defects immediately.

## **Procedures for Health & Safety at Talbot House Preparatory School**

### Organisation

The roles and duties of those staff with specific responsibilities for implementing the School's health and safety policy are available on request. (Appendix 1)

### The School's Arrangements

- 1) Training of staff in health and safety, including riskassessment
- 2) Consultation arrangements with employees
- 3) Recording and reporting accidents to staff, pupils and visitors – including those reportable under RIDDOR
- 4) Risk Assessment
- 5) Policy and procedures for off-site visits, including residential visits and any school-led adventure activities
- 6) Dealing with health and safety emergencies – procedures and contacts
- 7) First aid and supporting medical needs (may refer to first aid policy)
- 8) Occupational health services and managing work-related stress
- 9) Workplace safety for teachers, pupils and visitors
- 10) Site Access Arrangements & School Security
- 11) On-site vehicle movements
- 12) Violence to staff (may cross-refer to behaviour policy)
- 13) Manual Handling
- 14) Management of Asbestos
- 15) Legionella
- 16) Control of hazardous substances
- 17) Selecting and managing contractors
- 18) Maintenance (and, where necessary examination and testing) of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)
- 19) Fire safety, including testing of alarms and evacuation procedures (may refer to fire documentation).
- 20) Whistle Blowing
- 21) Smoking at Work
- 22) Slips & Trips
- 23) Hiring of the schools premises
- 24) Children of Staff in the workplace
- 25) Driving on Schools business
- 26) Noise & Vibration at work
- 27) Pupils access to areas of risk
- 28) Playground / School Ground safety

## APPENDICES:-

- 1) Staff holding responsibilities for Health & Safety.
- 2) Fire Safety Policy.
- 3) Policy for Driving on School Business.
- 4) Smoke Free Policy.
- 5) Asbestos Management.
- 6) Trips Out Risk Assessment Pack.
- 7) Legionella.
- 8) Risk Assessment Policy.
- 9) Common Hazards, PE Health & Safety & Classroom rules for DT & Science.
- 10) Contactors on Site Policy.
- 11) Noise at Work Policy.
- 12) Talbot House Preparatory School – Manual Handling Policy.
- 13) Transporting Children on School Activities using a Private Vehicle.
- 14) THPS Policies with reference to Health & Safety.

### **1) Training of staff in health and safety, including riskassessment**

Teaching Staff engaged have all received Teaching Training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate. Staff are trained on an ongoing basis during staff meetings and INSET and are given access to online training (Educare).

Ancillary will be given training, as necessary, and appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them. They will then be required to sign to the effect that they understand it and agree to abide by it.

#### Competence

All staff are considered to be competent to perform the tasks they are given.

Competence is viewed as one of the key elements of risk management. This is the only way to control dynamic work situations by having a competent person in charge, who will react to changes and take appropriate measures.

The school considers its staff to be competent but will provide training/instruction or supervision as required. To facilitate this, training records are kept and training updates delivered.

## **2) Consultation arrangements with employees**

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

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

The School adopts various methods for carrying out this consultation as the situation demands.

## **3) Recording and reporting accidents to staff, pupils and visitors – including those reportable under RIDDOR**

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

- a) *Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:*
  - 1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
  - 2) Specified Injury to Staff, Pupils or Any Other People in an accident on the premises - The Specified Injury as listed in the Regulations.
  - 3) Dangerous Occurrences listed in the Regulations.
- b) *Reporting*
  - 1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above.
  - 2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
  - 3) A report will be sent to the Health and Safety Executive in the case of any of 8 categories of work related illness listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

- c) *Reporting Arrangements* - Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.
- d) *Record Keeping* - A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

## Accidents

Both the Head and Group Bursar are to be notified of all accidents and near-miss (no injury) incidents and the following details entered in the appropriate book:

- Full name, address and occupation of the injured person
- Date and time of the accident/incident
- Place where the accident/incident occurred
- Clear concise description of the accident/incident
- Cause and nature of the injury
- Name, address and occupation of the person entering the details (if not the injured person).

“Accident and Near Miss Report Books” are located at reception.

These records must be kept for at least 3 years from the date of the last injury, though it is prudent to retain them indefinitely. In any event, they should not be destroyed or disposed of without the prior consent of the school’s insurers.

The Health and Safety Adviser is to investigate all incidents and advise the Group Bursar of any recommendations to avoid a recurrence.

All accidents and near misses are reported to the Health & Safety committee.

The school must notify the enforcing authority by the quickest practicable means (normally by telephone) and complete and submit Form F2508 within 10 days, where:

- Any person dies as a result of an accident in connection with work
- Any person at work suffers a major injury as a result of an accident in connection with work
- Any person at work suffers an injury as a result of an accident in connection with work and is taken from the school to a hospital for treatment which requires admittance for more than 24 hours
- There is a dangerous occurrence.

## **4) Risk Assessment**

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

- The Hazards associated with a particular activity.
- The Potential Frequency and Severity of an accident.
- The Control Measures being employed to minimise the risk of an accident occurring.
- Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Consultant or School Staff (as appropriate) and filed. Staff are trained in the recognition of risks and completion of risk assessments on an ongoing basis in INSETs and staff meetings.

A Risk Assessment Policy is in place. (Appendix 9)

A list of common work place hazards has been identified along with steps listed to minimise the

risk of injury or harm. (Appendix 10).

## **5) Policy and procedures for off-site visits, including residential visits and any school-led adventure activities**

The safety of every trip is reviewed using the Talbot House Preparatory School's Forms and Checklist for Off-Site Visits. All forms must be signed by a member of SMT before the trip can go ahead. (Appendix 7)

### OFF SITE ACTIVITIES -Field Trips, Visits etc.

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

- Careful planning of trip including Risk Assessment, with prior visit made by organiser if necessary.
- Adequate evaluation of all Health and Safety factors involved.
- Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

### SUPERVISION:

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

For trips to local sites and museums, government guidelines suggest a ratio of:-

**1 adult to every:**      **1-2 pupils in Kindergarten**  
                                  **1-4 pupils in Reception Class 6 pupils in Years 1 - 3**  
                                  **10-15 pupils in Years 4 – 6.**

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

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

Please refer to:- Talbot House Preparatory School Supervision Policy.

## **6) Dealing with health and safety emergencies – procedures and contacts**

### Emergency Procedures

In the event of an emergency the Fire Brigade, Police or Ambulance Service may be summoned by telephoning 999.

If the emergency is a fire or any other serious imminent danger, the alarm must also be raised by using the nearest call point.

Note:- On hearing the alarm all staff, pupils and visitors should immediately leave the premises and assemble in the designated areas, well away from the buildings. No one should re-enter the building until the alarm bells have stopped ringing and the Headteacher or Fire Brigade have authorised re-entry.

Fire Drills will be held at least once a term and recorded appropriately, and there will be Weekly Fire Alarm tests.

### Staff Responsibilities-

Emergency evacuation procedures are posted in each classroom. Staff should familiarise themselves with the procedures and bring them to the attention of pupils.

Staff will ensure:

- All exits are unlocked while the building is occupied
- Fire exits are free from obstruction at all times;
- Fire doors are never propped open;
- Missing or empty fire extinguishers are reported to the Group Bursar.
- Electrical equipment not in use, is switched off and the plug removed from the socket.

In the event of the fire alarm sounding, staff should ensure that wherever possible all doors and windows are closed, and electrical equipment is switched off. Staff may tackle small fires using the appliances provided if trained to do so, but only if this can be done without putting themselves at undue risk. Use of the fire appliances must only be regarded as a "first aid" measure and the Fire Brigade must always be summoned without delay.

Teachers should accompany their classes to the designated assembly point, where they should check their registers. If anyone is missing, the Headteacher should be informed as soon as possible.

No one should stop to collect personal belongings in an emergency, or re-enter the building until authorised to do so.

In the event of a burst water pipe:

Evacuate building following fire procedures.

Inform office who will contact:

Water2business emergency line – 0345 600 4600 or Bournemouth Water emergency leak line – 0800 587 8979

If no one is available in office, ring company directly stating problem and school address.

The emergency stopcock can be found in the kitchen by the fridge.

In the event of a gas leak:

Evacuate building following fire procedures.

Inform office who will contact:

Axis emergency line – 0800 111 999

If no one is available in office, ring company directly stating problem and school address.

Gas can be shut off in the kitchen (yellow box)

In the event of an electrical emergency:

If necessary, evacuate the building following fire procedures.

Inform office who will contact:

Axis emergency line – 0800 072 7282

If no one is available in office, ring company directly stating problem and school address.

In the event of asbestos becoming exposed:

Evacuate the room in question.

Inform the office who will contact Asguard – 07900892261

If no one is available in office, ring company directly stating problem and school address

In the event of a breach in school security:

Challenge any unknown people in school.

If an intruder present and safe, try to inform another adult and let the office know who will ring 999.

If not possible and it is possible to use phone, ring 999.

If you feel evacuation will keep the children safe, pull the fire alarm to start an evacuation.

In the event of a bomb threat:  
Evacuate the school building using fire procedures.  
Inform office who will ring 999 or ring 999.

In the event of a broken window:  
Remove children from area and if safe to do so, clear up loose glass.  
Restrict area.  
Inform office, who will contact G.A Windows Ltd. 01202 519440  
If no one is available in office, ring company directly stating problem and school address

In case of emergency evacuation and in the absence of the headteacher, contact Mr Mark Broadway (proprietor) 01590672785

## **7) First aid and supporting medical needs (may refer to First Aid Policy)**

Please refer to the First Aid Policy (copy on the shared directory) for further information if required.  
First Aid Boxes are checked once a term and kept topped up.

The following items are also controlled by the First Aider:

- Incident Book – filled in for any injury (requiring A & E referral and all other injuries/ailments, however minor, whether or not they require treatment).
- Pupil's Medicines - kept in a fridge or locked cabinet or and administered as directed.
- A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

First aid cover in the school is provided to deal with injuries resulting from accidents, or medical crises, which occur on school premises.

It consists of:

- The treatment of minor injuries, which do not require medical attention;
- First aid assistance to a casualty, while waiting for medical help;

The list of nominated first aid trained staff is available from the Main Office. First Aid trained staff are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981 (amended 2009).

For dispensing medication, such as pain killing drugs, please refer to Talbot House Preparatory School – Administration of Medication Policy.

If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay.

In the absence of First Aid trained staff, the Headteacher assumes this responsibility.

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site.

#### Injuries Involving Bleeding

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves are provided for this purpose and kept in/next to the first aid box.

#### Administration of Medication

For information of the administration of medication, please refer to Talbot House Preparatory School – Administration of Medication Policy.

#### Infectious Diseases

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and Nurseries'. This is displayed in the Entrance.

#### Medical Needs

The school will try to accommodate pupils with medical needs wherever practicable. Records of all qualifications and training are kept with Mrs Butler

#### Safety of People with Disabilities

Individual arrangements for the safety and safe emergency evacuation of pupils with disabilities will be determined before their entry to the school. For staff with disabilities, a meeting will be arranged between them, the Headteacher and the Health & Safety Team, if appropriate, as soon as possible after their appointment. For staff or pupils with temporary mobility problems, e.g. a broken leg, similar meetings will be held. Any significant change to procedures, escape routes or the building that are required to facilitate evacuation will be detailed in a Personal Emergency Evacuation Plan (PEEP).

### **8) Occupational health services and managing work-related stress**

OCCUPATIONAL HEALTH - Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to pupils and students.

In summary, these issues arise from the following areas:

- Laboratory Hazards
- Workshop Hazards
- Fieldwork and Site Work
- Clinical Activities
- Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

**STRESS** - The School is aware of the potential for Stress with its employees.

The School adopts a proactive approach to this issue. At Talbot House Preparatory School, we consider ourselves to be a caring environment. Staff have the opportunity to meet regularly, enabling them to discuss any issues which may be concerning them. Line- managers are approachable at any given time. The Headteacher has an 'open door' policy and are always welcoming to anyone who wishes to discuss anything that may be causing an issue.

Staff are also aware of other independent people who are available to talk to. All of these avenues are in place to minimise and avoid work related stresses.

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Headmaster without delay.

### **9) Workplace safety for teachers, pupils and visitors**

The Health and Safety Adviser is to carry out inspections of the buildings and grounds each year. Electrical appliances that belong to the school once a year are tested.

#### **Environmental control - Classroom and General Areas**

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

### **10) Site Access Arrangements & School security**

#### **Site Access Arrangements –**

**The key principles** of these arrangements are:

- a) To ensure that access to the site and the children within it is monitored and controlled, for the purposes of Health and Safety
- b) To prevent access of non-authorized persons on the site
- c) To maintain high levels of safeguarding
- d) To facilitate safe and smooth running of school activities

#### **Pupils**

- a) Use of the site by pupils is managed via the Supervision of Pupils policies and procedures.
- b) Pupils may access the school site from 08:30 Monday-Friday during term time. Early Morning Club for early arrivals begins at 8.00 a.m.
- c) Class teachers are in place in their form rooms from 08:30 to receive and register pupils.
- d) At the end of the school day or on finishing after school activities, pupils will either be picked up by parents, or attend Tea and Prep
- e) Pupils arriving or leaving school late or early must be signed in/out by their parents or recognised guardian at the school office

## Parents and other adults

- a) Parents or other adults with business on the school site – i.e. meeting a teacher or other member of staff – on the school site must sign in at the school office and wear a visitor's badge. They will be accompanied or directed by a member of staff to the meeting place. On leaving the school parents must sign out at the school office, returning their badge.
- b) The arrangements for other visitors are covered by the Policy for the Supervision of Ancillary, Contract and Unchecked Staff.
- c) All visitors are to take note of the procedures to follow in the event of the fire alarm sounding. These are displayed in the Entrance.

## Unauthorised Persons

- a) Anyone who is not an employee of the school and who has not undergone the procedures above is an unauthorised person.
- b) Staff who see somebody they do not recognise on this site must assume they are an unauthorised person.
- c) The member of staff should ask them what their business is on the school site. If they have business on the school site they should be directed to the office to sign in.
- d) If they do not have any valid business on the school site, they should be asked to leave immediately and be observed to do so.
- e) If they refuse or do not leave the school site, the local police must be telephoned and advised that there is an intruder on the school site.

The School's security arrangements are under the control of the Headteacher and Bursar. The security arrangements cover the following areas:

- The site
- The buildings
- Notices
- Control of visitors to the school
- Locks and keys
- Out-of-bounds areas
- Dealing with trespassers
- Security of staff and pupil property
- Vehicles and cycles
- Movement around the site and buildings
- Responsibilities for security aspects.

At the end of the school day, staff will lock the school as per the Locking Procedures.

## **11) Violence to staff (may cross-refer to behaviour policy)**

Talbot House Preparatory School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

#### Violence and Aggression to Staff

The school expects the very highest standard of behaviour from its staff. All adult visitors to the school, Board, parents and contractors are also required to demonstrate the highest standards of behaviour to set an example to pupils. If they are unable to do so, they may be asked to vacate the premises, and accepted back under strict conditions, or only by appointment.

The risk of violence and aggression in most school workplaces towards staff is low, however, when an incident does occur it is often unexpected and the effect can be devastating for those staff involved. In most incidents staff recover quickly and do not want or need support.

A small number of staff may be severely affected, their confidence and morale suffers to such an extent that they find it difficult to return to their work without support. A smaller number still, especially if physically assaulted, never return to their previous employment. As such violence and aggression towards staff is something that Talbot House Preparatory School is not prepared to tolerate.

#### Risk to School Staff

Where a particular risk is identified to staff, for example when a credible threat is made by older siblings, or adults particularly, a written risk assessment will be undertaken and where identified as necessary risk controls will be implemented, to reduce the risk to an acceptable level such as:

- Staff training to attempt to diffuse, or remove themselves from a potentially violent situation
- A summary of all incidents will be reported to the Health and Safety
- Committee at least on an annual basis and more often if it is deemed by the chair of that committee to be an issue
- Additional levels of supervision
- Support and counselling be offered to staff affected
- Panic alarms or other work processes to ensure that no member of staff feels at risk, or where necessary could summon assistance quickly
- Exclusion or any other reasonable measures to reduce any risk identified to an acceptable level
- A temporary and short term deployment to another school (provided the member of staff agreed)
- Threats of or incidents of violence will be reported to the Police

#### Parents or Other Adults

The standard of behaviour expected of our own pupils extends to their families and friends whilst on school premises. In particular violent aggressive or threatening behaviour will not be tolerated by the school especially if directed at any member of staff from parents, other adults or young persons. This particularly applies to adults' behaviour in front of pupils at sporting, or other recreational events.

### Serious Violent and Aggression Incidents

Any serious violent and aggressive incident involving a member of staff (incidents to pupils are dealt with elsewhere) the school will endeavour to do the following:

- Ensure that building, scene and member of staff or pupils are safe
- Offer support and counselling
- Subject to the agreement of the member of staff involved report the matter to the Police
- Co-operate with any Police investigation and provide information
- Report the incident on the council's reporting system and carry out their own Investigation into the circumstances of the incident
- Review any risk assessments in place, or complete new ones, together with implementing any risk controls identified as necessary
- Take any threats made seriously and provide additional resources as identified by the risk assessment detailed above
- In exceptional circumstances the school may consider legal redress to recover any damages caused by an individual.

There are other measures and the Police can advise on what measures may be appropriate. Preventative measures and support will be provided to individuals affected as mentioned already in terms of counselling. If appropriate the school will not hesitate to seek legal redress against any perpetrator of violence.

## **12) Manual handling**

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or removed by a mechanised process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible:
  - assistance from other personnel
  - use of sack barrows or other similar equipment etc.

Equipment/Materials - Manual handling is defined as the transporting or supporting of heavy or large items, or lifting or supporting people. Where ever possible, manual handling will be avoided or done by mechanical means, so that the risk of injury to both staff and pupils/students, from manual handling is reduced to the lowest level reasonably practicable.

All staff that carries out unavoidable manual handling tasks on a regular basis will be trained. Under no circumstances will pupils be allowed to move heavy items of furniture or equipment. Staff are reminded to reduce loads whenever possible and to seek assistance if necessary.

Only staff who have received manual handling training or instruction are to participate in tasks involving the lifting of persons.

Workplace

Staff and pupils are encouraged to report any defects they note. All works identified are prioritized and the work is then either carried out or programmed for completion as and when funding becomes available.

Work at height

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where work at height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

Please refer to Appendix 13 – Manual Handling Policy.

**On site vehicular movement.**

There is no vehicular access to the school site. However, the school minibus is parked on the school driveway. Before moving minibus, there should be no children present. Where possible, minibus to be moved before and after children are on premises. If this is not possible, children must not be on or near the driveway.

**13) Management of asbestos**

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos.

Survey

A Management Survey has been carried out on the premises to establish if any Asbestos is in the premises. Survey available in school office if required.

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

### Management

The Group Bursar is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Group Bursar carries out the following:

- Keep and maintain an up to date log of the location, condition, maintenance
- and removal of all asbestos containing materials on the premises;
- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintain asbestos containing materials in a good state of repair;
- Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material;
- Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the The Control of Asbestos Regulations 2012;
- Review the plan at regular intervals.

### Staff Awareness Training

The school will provide all staff with asbestos awareness training detailing the local asbestos management arrangements, who the Duty Holders are for the management of asbestos and what must be done in order to exercise these duties.

All staff will be advised of known areas of asbestos containing materials in the school and these materials are only indicated by label in places where students do not have access. Staff are required to always check with the site manager before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc.

## **14) Legionella**

An assessment has been completed by a specialist on the hot and cold water systems. Legionella risks have been assessed and a legionella management plan has been drawn up for the school to manage the risk of legionnaires' disease.

Employees have been instructed in their duties under the plan, and records are maintained in accordance with the management plan.

Hot and cold water systems are run before the start of each term.

Water temperatures are regularly monitored as part of our schools local legionella management process, any temperature profile anomalies are immediately reported to the Group Bursar and acted on.

The school ensures that all work done under their control on pipe runs, water systems and components complies with the standards detailed in Legionnaires disease - *The Control of Legionella Bacteria in Water Systems Approved Code of Practice and Guidance L8*. (Appendix 8)

The drinking fountains are checked and disinfected on a regular basis.

## **15) Control of hazardous substances**

The whole school community has a duty of take reasonable steps to ensure that they do not place themselves or others, at risk or harm. They are expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and wellbeing of pupils, staff and visitors.

Many substances can hurt you if they get into your body. Exposure can have an immediate effect and repeated exposure can damage the lungs, liver or other organs. Some substances can cause asthma and many can damage the skin.

Most organisations will have some form of hazardous material on their premises, whether it is lavatory cleaner, Tippex or asbestos. It is important therefore to identify the risks and introduce safe systems of work in order to manage them.

Documentation is part of this process.

If there is any doubt about the safe control of any substance, the Health & Safety Consultant, in consultation with the Group Bursar, will make immediate enquiries with relevant external sources and/or arrange for the safe removal of the substance from the premises.

### **DISPLAY SCREEN EQUIPMENT**

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- Implement any requirements established in b).
- Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

## **16) Contractors on Site / Selecting and managing contractors**

When a contractor has successfully tendered for work, it is required that they are sent a copy of our 'Contractors on Site' policy and must read, sign and return a copy for our records. A copy of their Public Liability Insurance will also need to be seen and copied.

Contractors will be given sufficient information to enable them to work safely in the school. They are required to co-operate with the school in all measures taken to ensure the safety of pupils/students, staff, visitors and themselves.

In conjunction with the school surveyor, the work of contractors on school premises is monitored, where this affects the safety of staff, pupils/students or visitors.

The Construction Design and Management Regulations (2015) are complied with as relevant to the work being undertaken and Contractors comply with the appropriate safety procedures in the work they do for the school.

(Contractors on Site Policy – Appendix 11)

**17) Maintenance (and, where necessary examination and testing) of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)**

Maintenance on all the School Equipment is carried out on a regular basis to ensure that Talbot House Preparatory School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974.

The Inspections and Checks are carried out as follows: Inspection of Guards and Mechanical Equipment by

- Maintenance Staff and Teaching Staff before use.
- Weekly checks on Fire Alarm systems and maintenance under contract.
- Annual Checks on Electrical Equipment.
- Annual Service of Fire Extinguishers.  
Annual testing of gas appliances
- Annual Service of Boiler Plant and Associated Equipment.
- Five yearly checks on Fixed Wiring Installations. All equipment on site will be maintained in efficient working order to ensure that it is safe to use. The following arrangements have been made.

**Fire Extinguisher/Fire Alarms**

Fire extinguishers are subject to an annual check to ensure that they are in position and that the pins are in place.

Fire Alarms are serviced and maintained by RFS Fire Protection Services Ltd. They are also responsible for servicing electrical and smoke detectors annually.

**Electrical Safety.**

Under the Electricity at work regulations 1989, the fixed electrical circuits, etc. within the school should be inspected and tested at least every five years by a competent person. The school employs A J Bailey, for maintaining all fixed electrical circuits.

In addition:

- Where wiring is subject to damage it should be similarly inspected every three years
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied
- A record of all electrical equipment will be kept by the school, to stop any apparatus previously discarded as defective to slip back into use.

## PE Equipment

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted the designated person will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

### Portable Appliance/Electrical Equipment (PAT) Testing

All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment is put out of use until it is checked, to ensure safe operation, or the defect is remedied.

Portable electrical equipment, including the personal property of staff on school premises, will be tested annually by a competent person. No equipment should be used unless it has been tested.

The school will ensure that all electrical equipment is constructed and maintained so as to prevent danger as far as is reasonably practicable, and will comply with the standards detailed in the Electricity at Work Regulations 1989.

An inventory of all electrical equipment is kept by Group Bursar/PAT tester.

Repairs and Maintenance Buildings, services, and plant will be inspected termly. Staff should report any defects or problems that they notice promptly.

## **18) Fire safety, including testing of alarms and evacuation procedures (may refer to fire documentation).**

Talbot House Preparatory School will take all reasonable steps to comply with its legal obligations to staff, pupils and visitors under the Regulatory Reform (Fire Safety) Order 2005 (as amended). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall Health and Safety Policy.

A full Fire Procedure is in place and Fire Drills are carried out each term.

A full Fire Alarm system is in place with all areas covered by automatic detectors to ensure early warning at all times.

Fire Risk Assessment has been carried out by the School. Please refer to the Fire Safety Policy (Appendix 2)

## **19) Whistle Blowing**

If a member of staff has concerns about the threat of violence or aggression, any other health and safety matter they should in the first instance try to resolve it with their line manager or Headteacher. If there is no satisfactory outcome they may bring this to the attention of the Board with responsibility for health and safety anonymously and the matter will be investigated by them.

Any safeguarding concerns have other specific actions detailed elsewhere. Please refer the Talbot House Preparatory School – Whistleblowing Policy.

## **20) Smoking at Work**

The school has a legal obligation to its staff to provide a safe working environment, without risk to health. It accepts that passive smoking presents a risk to staff and therefore has a No Smoking Policy. The smoking ban applies to all employees, visitors and pupils/students whilst on school premises or in school vehicles and to the premises in and out of normal school hours.

This policy also applies to volunteers transporting staff or pupils/students on school business. (Appendix 5).

## **21) Slips and trips**

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an ongoing basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

(Common hazards, PE Health & Safety and Rules for D&T - Appendix 10)

## **22) Children of Staff in the Workplace**

Members of staff who come into the school during the holidays to work or for Inset days may wish to bring their children with them.

Children who are taken to parent's workplaces must be properly supervised in order to comply with the provisions of Section 3(1) of the HSAW Act 1974, concerning the safety of non-employees.

### Conditions

Members of staff are welcome to bring their children to work with them, under the following conditions:

- 'Visiting' children must be registered at the Office so that, in the event of having to evacuate buildings in an emergency, the school knows who is on site and can take appropriate action. Should the Office not be manned, alternative arrangements must be made.
- In the event of any incident or accident, children should be told to contact the Office for help or first aid, etc. Again, alternative arrangements must be made if the Office is not manned.

Children may only use the following areas:

- Allocated classroom
- Library

All other areas are strictly out of bounds, although certain areas may be used with the express permission from the Headteacher.

### **23) Driving on School Business**

The School has a legal duty under the Health & Safety at Work Act 1974 to take all reasonable steps to ensure the health, safety and welfare of those who need to drive as part of their job. This policy sets out the procedures for work-related driving, including necessary employee compliance, and basic guidelines on driver health. The policy also takes account of the relevant provisions of the Road Traffic Act 1991 and the Guide for Operators of Passenger Transport.

Arrangements will be made to Assist and train staff who may not be experienced or confident in driving on school business.

(Ref: Policy for Driving the School Minibus – Appendix 3)

If using a private vehicle for transporting children on school business, please refer to policy statement in Appendix 14.

### **24) Noise & Vibration at Work**

#### Noise

The School regards Noise as a very important issue and takes the following action in order to minimise its effect. (Noise Policy – Appendix 12)

- 1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- 2) Where it is not possible or practical to control by the methods in 1) Hearing Protectors Will be used.
- 3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

## Vibration

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

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

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

## **25) Pupil Access to Areas of Risk**

Areas of high risk, there are notices posted warning children not to enter these rooms without a member of staff.

### Kitchens:

Children may not enter without an adult present and must knock and wait to be told to enter

### Windows:

Due to the potential risk of falling out of a window, all windows are secured with a chain to prevent them opening fully and children are not allowed to sit on window sills.

## **26) Playground Safety**

The School Staff have a Duty Rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

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

The Early Years play in a designated area to ensure that staff are able to supervise adequately.

In all cases the School ensures that staff, supervising the playground activities, are competent to undertake the task.

**APPENDIX 1 - Staff Holding Responsibilities for Health and Safety**

Date: September 2016

Name of Establishment: TALBOT HOUSE PREPARATORY SCHOOL

POSITION	NAME
Chair of the Board	Mr Mark Broadway
Board Member responsible for Health and Safety	Mr Mike McQuin
Headteacher	Mrs Emma Haworth
Health & Safety Consultant	HRDept
Responsible person for First Aid	Mr N Legg/ Mrs K Burdon
Science Coordinator	Mrs Sarah Howe
Sport and PE Coordinator	Miss Laura Beverley
Kitchen Manager	Mrs Lin Grocott
Bursar	Mrs Debbie Leversha
Group Bursar	Mrs Loz Broadway

## **APPENDIX 2 - FIRE SAFETY POLICY**

### **PART 1: FIRE SAFETY**

#### **INTRODUCTION**

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Talbot House Preparatory School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

#### **ROLE OF THE SCHOOL FIRE SAFETY MANAGER**

The Group Bursar is the designated School Fire Safety Manager (FSM), who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Board and the SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

## EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the Fire Muster Point
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office staff will summon the Emergency Services if the alarm sounds.
5. If you have a pupil who has movement difficulties in your class, you should assist him or her to the Fire Muster Point.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the responsible member of staff who is taking the roll call. S/he will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

## PART 2: FIRE SAFETY PROCEDURES

### BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures in the first few days of the term. This will comprise a notified fire practice. They will be shown where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### OFFICE HOURS

The School Office is manned between 8.00am and 4.00pm during weekdays. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, staff have standing instructions to summon the Fire and Emergency Service at once.

## VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice on display in the Entrance.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

## RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the member of staff taking the roll call. It is the responsibility of the Headteacher to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

- On no account should anyone return to a burning building
- On no account should the alarms be silenced/reset until ALL personnel have been accounted for and the identified zone investigated.

## RESPONSIBILITIES OF FIRE MARSHALS

The Fire Marshalls are the headteacher and Mrs Sarah Howe. They will assist as required in the event of a fire alarm sounding.

## FIRE PRACTICES

At least one fire practice is held every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the attendance of Fire Marshals helps to ensure that the school can be safely evacuated in the event of a fire.

## FIRE PREVENTION MEASURES

The following fire prevention measures are in place at Talbot House Preparatory School:

### Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, are located as appropriate in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Alarms sound in all parts of the building.
- Keep fire routes and exits clear at all times.
- Testing all fire alarms weekly and recording all tests and defects.

Checks are carried out as follows:

- Monthly checks of fire doors, fire extinguishers and emergency lights.
- An annual professional check on fire detection and warning equipment.
- An annual service of alarms, smoke detectors, emergency lights and fire extinguishers.

Electrical Safety

- The School has current electrical test certificates for its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- Annual portable appliance testing takes place by a professional body.
- All computers, projectors, printers and electronic whiteboards are to be switched off every evening and during holidays and weekends.

**PART 3: FIRE RISK ASSESSMENT**

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

The school's fire risk assessment is carried out annually and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

## **APPENDIX 3 – MINIBUS POLICY**

### **1. ELIGIBILITY TO DRIVE**

- a. All drivers must be over 25 years of age and have held a full car driving licence including category D1. Drivers whose licences were issued after 1 January 1997 may only drive a minibus if they have passed a Minibus Test.
- b. Drivers over the age of 70 years must have passed a medical examination and have a minibus entitlement on their licences. The School's insurers must approve them as drivers.
- c. Any medical condition that may impair driving must be advised to the DVLA and the Group Bursar.
- d. The School's insurers, through the Group Bursar, must be advised of any of the following:
  - i. Any conviction or threat of prosecution for motoring offences (except parking)
  - ii. New at fault accidents
  - iii. Refusal of motor insurance by another insurer
- e. Do not drive under the influence of alcohol, drugs or medicines that might impair judgement.

### **2. SAFETY RULES**

- Each passenger should occupy an individual seat and wear a seat belt. It is the driver's responsibility to ensure that passengers under the age of 14 wear a seat belt. School policy is for all passengers and the driver to wear a seat belt. (It is a legal requirement for the driver to wear one.)
- If appropriate, an adult in addition to the driver should be present, except on short local journeys.
- Driving time must not exceed nine hours in any 24. Not more than four and a half hours continuous driving should be undertaken without a break of at least 15 minutes. Eleven consecutive hours per day must be spent away from the moving vehicle and you must not work, including driving and non-driving, more than 16 hours in any one working day. Do not start a long journey at the end of a day's work or when tired.
- Drivers should be familiar with the route and the School advised, before departure, of itinerary and estimated times of arrival and return.
- In the event of an accident or breakdown, place the safety triangle at a safe warning distance behind the vehicle (at least 50 metres, more on a motorway) and use hazard flashers. Keep all passengers in the vehicle unless on the hard shoulder of a motorway, when they should be evacuated by a near-side door and wait at a safe distance on the embankment.
- While carrying passengers all gangways kept clear.
- Always carry a mobile telephone, but do not use it whilst driving.
- No smoking or consumption of alcohol by drivers, escort or passengers is allowed in the minibus. The driver may permit passengers on long journeys to consume food if appropriate.
- Drivers are to confirm that all pupils have fastened their seat belts prior to the commencement of each journey by making a make a physical check.
- In the interests of safety, pupils should occupy the seats at the front of the bus whenever possible. A seating plan should be produced in the event that children might misbehave.

### 3. BREAKDOWN OR ACCIDENT (SEE ALSO 2 E)

- a. Please refer to the Minibus Breakdown Protocol which is attached to this policy.
- b. Contact details are kept in the minibus. The breakdown service should be called in the event of any breakdown or accident. In the event of a puncture, do not attempt to change the wheel, call the breakdown company.
- c. The School should be advised as soon as possible of breakdown or accident (preferably the Group Bursar or the Head)

#### In the event of an accident:

- a. Stop, and do not move the vehicle unless it would be dangerous to leave it where it is.
- b. Obtain the following information:
  - i. Name and address of any other drivers involved.
  - ii. Insurance details, ie company name, policy number, of any other driver/vehicle involved.
  - iii. Details, ie registration number, vehicle make, of any other vehicle involved.
  - iv. Names and addresses of any independent witnesses.
  - v. A sketch of the scene, including road widths, surface condition, time of day, weather conditions.
- d. Be prepared to give your and the School's name and address and the School's insurance details to police and anyone else with reason to ask for them.
- e. Contact the School and pass on the relevant information.

### 4. GENERAL

- a. Be sure you are familiar with the minibus before carrying passengers.
- b. A fire extinguisher, first aid kit and warning triangle are carried in the minibus. Be aware of where they are.
- c. The minibus runs on **diesel fuel**. The cost of any fuel purchased separately will be refunded by the Bursar, on production of a receipt. Buses should not be allowed to run below one quarter of a tank before being filled up.
- d. The minibuses are serviced regularly and routine checks carried out. However, drivers are responsible for the condition of their own bus when driving. If you do not feel it is roadworthy, do not drive it. Drivers should ensure that buses are washed weekly and the interiors always cleaned at the end of each journey.
- e. Any damage or safety critical faults must be reported immediately.
- f. All seat belts are to be fastened after passengers have left their seat. This helps to prevent damage to the seat belt stalks which are vulnerable to the passage of passengers and bags.
- g. The journey log must be completed at the end of each journey. Note in the log any minor faults.
- h. The School is not responsible for speeding or parking fines or for the penalties for any other contraventions of the law. Any endorsements or penalty points will go on your driving licence.

## **Minibus Breakdown Protocol School telephone number 01202-510348**

### **If your vehicle breaks down.....**

1. Call the school office and explain the situation
2. Call the AA

Then utilise school people carrier and any additional transport required to ferry pupils back to school.

## **Transporting Children on School Activities**

The issue of transporting children has become a sensitive issue for some schools. Many schools argue that after school activities could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to events in a private car. To this end a standard letter and declaration form that you may find useful when considering the safeguarding elements of transporting children has been developed and can be downloaded from the safeguarding children in education webpages.

The general principles that are covered in this letter are:

### **All drivers must:**

- Hold a valid driving licence for the type of vehicle being driven
- Be fit to drive
- Have no medical condition which affects their ability to drive
- Have a valid MOT for any vehicle older than 3 years old
- Ensure that any vehicle is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors etc.
- Ensure that any vehicle used has current road tax
- Ensure that they adhere to the appropriate speed limit
- Ensure that all seat belts are working and worn by everybody in the vehicle

### **Insurance:**

- Maintain valid insurance, as a minimum, for third party liability
- Check with their insurance company and inform them that the driver occasionally conveys children on school activities. (This is unlikely to affect the cost of your insurance premium.)

### **Safety:**

- Be familiar with, and drive in accordance with, the Highway Code at all times
- Drive safely and observe the speed limit
- Before driving not to consume alcohol or drugs which may impair driving
- Ensure that all passengers wear seat belts as appropriate
- Use child proof locks on rear doors where necessary
- Child seats such as booster seats are to be used at all times according to the height of each child in the vehicle

Template letter is available at:

<http://documents.hants.gov.uk/education/LADOsafeguardingchildrenineducation2014templateletterforparent.doc>

## **Talbot House Minibus Safety Procedure for Disembarking**

### **Rationale**

Ensuring the safety of school children while on excursions is something we take very seriously here at Talbot House Preparatory School.

If you're supervising on a school trip, then there are guidelines for how many adults are required per child. For school trips involving children under the age of 8 years, it's recommended to have 1 adult for every 6 youngsters. For pupils aged 8-10 years, 1 adult per 10-15 children.

While in transit, it's advisable for supervisors to spread out and sit in different areas around the coach or minibus to ensure all children are well behaved. If possible, there should be one supervisor sat close to each exit on the coach so as to aid the pupils in case of an emergency.

Keeping pupils in hand while travelling on a coach is very important as boisterous behaviour may distract the driver and could, in a worst case scenario, lead to an accident.

Ensure the bus is kept clear of rubbish and other debris and that all bags are stored away in a suitable space to avoid accidents from tripping. All passengers should remain seated and wearing seat belts while the coach is moving as injuries could be sustained should the driver need to break suddenly.

### **Disembarking Procedure**

Extra caution also needs to be paid while disembarking the minibus.

The following procedure must be followed:

1. Passengers should remain seated with seatbelts on.
2. The driver or accompanying staff member must leave the minibus first to check that it is safe for the passengers to disembark.
3. Passengers remain seated with seat belts on.
4. Passengers remove seatbelts when directed to do so by the driver or staff member, but remain seated.
5. The passengers then disembark from the minibus when directed to do so by the driver or staff member.
6. Passengers in the back of the bus disembark first. Passengers at the front of the bus disembark last.
  - a) Ideally passengers disembark onto a pavement and line up beside the bus.
  - b) If there is no pavement passengers disembark and line up along the side of the bus.
  - c) The driver or additional member of staff must escort all pupils safely to their destination.

## **APPENDIX 5 - SMOKE FREE POLICY**

### Introduction

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

### Policy Statement

In order to protect all employees, pupils, parents, visitors and contractors from exposure to second hand smoke and to assist compliance with the Health Act 2006, Talbot House does not allow smoking within the School. With effect from 1 July 2007, it is against the law to smoke within any building or vehicle belonging to the School, except Staff Accommodation located away from the School. This policy applies to all employees, pupils, parents, visitors and contractors.

### Implementation

Overall responsibility for the implementation and review of this policy rests with the Headteacher. However, all staff are obliged to adhere to and support the implementation of the policy. Appropriate 'no-smoking' signs are displayed at the entrance to the premises, buildings and in school vehicles.

### Non-Compliance

The School's disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

### Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the Smoking Helpline on 0800 169 0169.

## **APPENDIX 6 - Policy for the Management of Asbestos**

### Asbestos Register

A non-invasive asbestos management survey has been completed. An asbestos register of known or presumed asbestos has been drawn up and is maintained for the school by the Local Authority Property Services Section. This register is available to all contractors on-line.

### Asbestos Management Plan

The School Asbestos Management Plan of which this policy forms a part is held and maintained by the Group Bursar.

The plan identifies where asbestos containing materials are known or presumed to be on site and how the materials are managed. Employees are informed of the locations of asbestos, instructed on the need to avoid disturbing it, and on the importance of closing off areas and reporting damage or defects.

### Routine Monitoring of Asbestos Present

The Headteacher will be the main duty holder but operationally delegates the task of visual monitoring of asbestos materials to the Premises Manager. The asbestos present will be visually checked with any damage or defects reported immediately to Property Services. In some cases this may initiate the emergency procedures detailed below and place the area out of bounds.

The asbestos will be checked: Twice a year (minimum)

### Contractors and Minor Works

The school will ensure that only competent (and if necessary licensed) contractors follow the agreed safe methods when carrying out work that might disturb asbestos. Contractors will be asked to complete an asbestos safe operating procedure form and agree to a method of work that will not disturb asbestos, or if that is not possible, will ensure that any disturbance is properly controlled as required by the Control of Asbestos regulations 2012 and the standards in the HSE guidance and codes of practice.

Contractors will be properly informed about asbestos in any building they work in, and given access to the asbestos register (available on-line) before commencing work involving drilling, cutting or abrading of surfaces or any access to roof voids, suspended ceilings, floor ducts or service ducts.

All contractors appointed directly by the school and the caretaker are also required to be competent and check that any minor works they are about to undertake does not disturb any asbestos containing building materials.

### Larger Projects of Refurbishment or Demolition

A full invasive asbestos pre-works survey must be undertaken before any planned demolition or refurbishment works commence. Do not assume there is no asbestos present where there is no register entry. If there is any doubt school staff and contractors must always assume asbestos will be present and contact the Group Bursar as soon as possible.

### Emergency Procedures - Damaged Asbestos Materials

In the event that any asbestos containing materials are damaged, the room or area in which the damage occurs must be put out of use immediately and people kept out of any area. The Site Manager will be informed who will in turn contact a licensed contractor who will ensure appropriate measures are taken.

## **APPENDIX 8 – LEGIONELLA**

Please refer to the following :- <http://www.hse.gov.uk/contact>

**“Legionnaires’ disease: Technical guidance, Part 2: The control of legionella bacteria in hot and cold water systems. Interim guidance.**

## **APPENDIX 9 – RISK ASSESSMENT POLICY**

### **RISK ASSESSMENT**

#### **Purpose of this Section**

The purpose of this Section is to set out the procedure for producing, retaining and updating risk assessments at Talbot House Preparatory School.

#### **Background**

A risk assessment has three purposes:

- to identify all things and activities which may cause harm to our staff, pupils visitors etc. (the hazards);
- to consider the chance of that harm actually befalling anyone in the circumstances identified, and the possible consequences which could arise from it (the risks);
- to enable plans to be made for the introduction and monitoring of preventive measures to ensure that the risks are adequately controlled at all times. Without effective assessment there can seldom be effective control (i.e. a safe system of work).

#### **Definitions**

As ever, the terms used need to be understood and these definitions should help:

**HAZARD** – the potential to cause harm, including ill health and injury; damage to property, plant, products or the environment;

**LIKELIHOOD** – the chances of an event involving the identified hazard actually happening;

**RISK** - is the combination of the hazard and likelihood. For example, the HAZARD existing in an electric light fitting above your head is severe but the LIKELIHOOD of it falling on you is so low, that the RISK is negligible. Conversely walking along the edge of a cliff at night in a force 8 gale has a high HAZARD rating and high LIKELIHOOD that you might fall, so the RISK is very severe. The RISK from a substance or activity is, therefore, the likelihood that it will cause harm in the circumstances of use. This will depend on:

- the hazard presented by the substance or activity;
- how it is used or done;
- how it is controlled;
- who is exposed, how much, for how long, etc.;
- what they are doing;
- what guards, precautions, etc. already exist.

Poor control of activities can create a substantial risk even from a substance or activity with low hazard. However, with proper precautions most risks of being harmed can be adequately controlled.

## General Guidance

1. Within our school community, the majority of hazards, likelihoods, and risks have already been identified and documented, and will already be adequately controlled in conformity with existing legal requirements. Undertaking another formal risk assessment will simply confirm that the hazards are already identified and adequately controlled and will simply act as a review, as required by the legislation.
2. Where previous risk assessments have not been comprehensive, or have never taken place, the exercise will identify potential hazards and the risks they present so that effective action can be taken to control them before an incident takes place. The important point is to ensure that the hazards associated with ALL areas and activities have been assessed and are adequately controlled
3. Risk assessment will assume a place in health and safety management that will be seen to be caring, cost-effective and central to the objective of the school's health and safety policy statement. In using the standard framework risk assessment forms you can help to ensure that risks can be addressed and, where necessary, safe systems of work created. The School Consultant, Health and Safety Committee and Site Manager are also available to assist.
4. The existence of an effective risk assessment procedure together with self-inspection is a prerequisite for the system of monitoring by proper safety audits. This task cannot be achieved instantly but will require persistence from a wide range of teaching/support staff.
5. When it comes to assessments previously carried out such as those under the COSHH Regulations it is not the intention that these should be repeated under this general assessment. Cross-reference and annual review will suffice.
6. We must assess not only the risks that our staff are exposed to, but also any person affected by our business. This includes pupils, parents, contractors e.g. caterers and window cleaners; visitors, people who let parts of the building and members of the public. We must assess both the risks that occur on a daily basis, and those that happen only occasionally, e.g. daily floor cleaning and occasional gutter cleaning or SpeechDay.
7. As we employ contractors, e.g. caterers, grounds staff and window cleaners, we need to provide them with comprehensive information on the risks that they are exposed to by working on the premises and the measures that need to take in order to ensure health and safety. A contractor may introduce new risks to our staff e.g. ground keeping equipment or cleaning chemicals, and we need to ensure that the contractors need to inform us about these risks so that effective and coordinated controls can be implemented.

## Detailed Assessment of Risk

1. When considering a new activity, firstly consult your Head. They may be able to help. Also look in the currently completed risk assessments to see if there are any areas already covered (see Shared Drive). A list of the major existing risk assessments is on [the Shared Drive](#). Where possible a detailed risk assessment should be undertaken using an existing format.

2. If one is not available then ask the School Consultant or School H&S Committee for guidance and follow the guidance for the area identified and completing an appropriate form Any standard form **must** be personalised to your own particular need.
3. In completing a risk assessment you should:
  - a. Identify the likely hazard – use the Consultant’s suggested ones plus any you can think of with your knowledge of the activity.
  - b. Give a severity score should the hazard happen.
  - c. Give a probable frequency score on the likelihood of the hazard happening.
  - d. Work out the Risk Score by multiplying the these scores
  - e. If above 9, you must consult the Health and Safety Consultant or the Group Bursar to identify whether the activity should occur.
  - f. Identify the control measures to minimize the risk. For most general risks this can be done by stating the controls in the “Comment” column.
  - g. Produce Safe Systems of Work for specific hazardous activities, such as CDT or Rock Climbing.
4. All completed risk assessments: two hard copies should be printed off and signed; one should be retained by the individual undertaking the activity and one should go to the office for filing.

### **Review of Risk Assessments**

1. Risk Assessments are not a once-and-for-all activity; they should be 'living documents' that are reviewed and amended if necessary:
  - a. After an accident, incident or significant near miss
  - b. After any significant changes have been made, e.g. change of staff, introduction of a new working method or piece of potentially hazardous equipment
  - c. Annually
2. The review should be conducted by an appropriate senior member of staff

## **APPENDIX 10 – COMMON HAZARDS**

Hazards. All members of staff are responsible for the identification of hazards and must report them to the Health and Safety Adviser so that the hazard can be assessed and the appropriate work can be carried out to ensure that there is no risk to safety.

### Known Hazards and Locations

Hazard - Cleaning materials  
 Stored - By cleaners in locked cupboards  
 Guidance - Manufacturer's instructions to be followed  
 Protective clothing to be worn if recommended  
 Must not be put into other containers  
 Must be kept locked away when not in use.

COSHH records kept on file in school office for any hazardous substances bought by school and such substances are kept away from children.

### Environment

All defects in heating, lighting, ventilation, etc. are to be reported to the Group Bursar who is responsible for progressing repairs.

### Inspections

The Health and Safety Adviser is to carry out inspections of the buildings and grounds each year. He will also test or have tested all electrical appliances that belong to the school once a year and any electrical appliances brought on to the premises by pupils at the beginning of each term.

It is the responsibility of staff (and boarders) to notify the Health and Safety Adviser of any electrical appliances brought on to the premises. Staff should not allow any pupils to use their electrical appliances until they have received a TESTED sticker with the date for that beginning of term.

Any electrical equipment brought onto the premises by staff or students should be tested before use.

### Information

Staff can obtain information on health and safety from the Health and Safety Adviser. Further information can be obtained from The Health and Safety Executive (HSE) Information Services at: <http://www.hse.gov.uk/contact>

### SPORT - General

Sport in the School is co-ordinated and organised by the PE Coordinator who has devised a full policy for sport activities. The School ensures that staff are competent to supervise the sport that they are controlling.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils will be excused sport.

For all sports, the School requires that the relevant protective equipment be worn.

### SPORT - Injuries

Staff who have First Aider training, or the School Nurse whilst at Moyles Court School for PE, will handle the situation provided that it is within their sphere of competence. If the injury is more serious, then an Ambulance will be summoned as appropriate. In such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

### EQUIPMENT

All equipment is serviced annually where relevant and checked before use to ensure that it is safe. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

## **APPENDIX 11 – CONTRACTORS ON SITE POLICY**

All contractors, delivery persons, inspectors and other trades people will be expected to comply with the requirements of the School's Health and Safety Policy and Rules while on the School's premises. In order to ensure that activities are to be undertaken in the correct manner, the School adopts the following procedures:

### **IDENTIFICATION OF SUITABLE BIDDERS**

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) Training Standards

### **IDENTIFICATION OF HAZARDS IN THE SPECIFICATION**

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a) Special Hazards applicable - eg Asbestos, Height
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise
- f) Activities for which a Permit to Work is required.

### **APPOINTMENT OF CONTRACTOR**

Based upon all factors including all points addressed above. **ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE**

Full list of Site Rules available for contractors and detailed at the end of this appendix.

### **CONTROL OF CONTRACTOR ON SITE**

- a) Nomination of person to co-ordinate all Health and Safety aspects.
- b) Pre-commencement meeting to establish Contractor Liaison Person.
- c) Arrangement of regular progress meetings.
- d) Regular inspection of Contractor's operations.
- e) Provision by Contractor of Written Method Statements and Risk Assessments where applicable in advance.
- f) Notification by Contractor of all accidents etc.
- g) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable.

## Construction (Design and Management) Regulations 2015 (CDM)

The School is aware of its obligations under the CDM Regulations and where small projects are carried out and come under these regulations the School, as client, will carry out the following:

Select and appoint a Principal Designer who will be responsible for

- planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase.
- Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating health and safety in the construction phase of a project
- Ensure that, where there is more than one contractor, a Health and Safety
- File is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principle Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.

The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

### Contractor Rules

#### WORK IN AND AROUND OCCUPIED BUILDINGS FIRE PRECAUTIONS

No smoking is permitted inside any School building by any contractor, sub- contractor or members of their staff.

Contractors must ensure that Fire Exits are kept clear at all times, that combustible materials are not left inside or adjacent to buildings and that sufficient fire extinguishers are provided by them for use in relation to their activities.

Contractors' staff and visitors must comply with regulations displayed in the School and evacuate School buildings when the Alarm sounds and muster at the Fire Assembly Point.

#### STORAGE OF EQUIPMENT

Contractors are responsible for ensuring that plant, materials and equipment are stored safely and correctly on the School's premises. Plant, materials and equipment will be stored either within the contractor's own separate compound or shed or in a suitable area, provided by the School, which the contractor will ensure is safe.

## SCAFFOLDING

The contractor is fully responsible for all aspects of the erection safety and dismantling of scaffolding, hoists, mobile scaffolding and long ladders. There must be adequate protection against risk to passers-by and the occupants of rooms below from falling objects, and to contractors' staff and authorised visitors from falls from such scaffolding.

## ROOF WORK

The contractor must arrange adequate provision for the occupants of rooms beneath roof areas which are being worked upon. If this is not possible, the School authorities must be asked to evacuate these rooms for the duration of the work.

## DANGER FROM VEHICLES

The contractor must take adequate precautions to reduce or eliminate danger to staff and pupils arising from the movement of contractor's or sub-contractor's vehicles.

## EXCAVATIONS

Excavations in open access areas must be protected by barriers, warning signs and at night by lamps. They must be covered when not in immediate use. Appropriate checks for underground services must be made before excavation work begins.

## DANGEROUS OR NOXIOUS SUBSTANCES (including ASBESTOS)

The contractor must advise the Group Bursar if any potentially dangerous or noxious substances are to be used so that precautions to protect staff and pupils may be taken. If materials typically containing asbestos are encountered in the course of any contract, they must be left undisturbed and the Group Bursar informed immediately.

## PAINT STRIPPING

Paint requiring to be stripped must be assumed to contain lead unless proved otherwise. No burning off is to take place inside buildings without prior arrangement. Rooms in which chemical stripping is taking place must be well ventilated and adequate PPE worn by workers. All rubbing down should be with wet abrasive. Debris should be kept damp and must be frequently removed and disposed of. Areas beneath which debris may fall must be fenced off from, or closed to pupils and staff.

## ELECTRICAL SAFETY

Electrical equipment with leads passing through areas used by staff or pupils must be operated below 110 volts unless permission has been given otherwise. Hand held portable electrical equipment must not be left unattended, and larger electrical items must be isolated when left unattended. Tapping into fuse boxes is not permitted without the Group Bursar's authority.

## GLAZING

All reasonable precautions to prevent glass falling into areas accessible to pupils or staff must be taken. Where a risk is foreseen, warning notices and access barriers must be positioned whilst work is in progress. Broken glass must be disposed of as soon as practicable.

## STABILITY OF BUILDINGS

Contractors must take precautions to ensure that nothing is done to endanger the stability of buildings or works whether new, existing or adjoining. Contractors are responsible for providing shoring, strutting, needling or other necessary supports.

## SKIPS AND SITE CLEARANCE

Waste, dust, dirt and other debris must be cleared regularly and placed in skips sited to cause minimum disruption to pupils and staff. Skips must be adequately fenced off. There must be no tipping or throwing of materials from upper storeys into skips unless enclosed chutes are used.

## WARNING NOTICES AND LIGHTING

Notices warning of dangerous operations, plant, chemicals or freshly applied materials must be displayed. Safety signs must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996 and must be adequately lit at night if the operations obstruct normal pedestrian access.

## NOISE AND DUST

Contractors must take all practicable measures to restrict noise at times when school lessons or exams are in progress and dust at all times when buildings or sites are occupied. Dust precautions considered must include sealing openings adjacent to works, damping down and provision of localised dust extraction. The school authorities must be warned of operations likely to lead to extensive dust so that cleaning arrangements in adjoining areas can be arranged. Contractors' staff must wear appropriate PPE when working in a dusty or noisy environment.

## INTERFERENCE WITH SERVICES

No diversion of existing services other than as shown on agreed drawings or plans included in the contract may be carried out without the agreement of the Group Bursar. Adequate warning of temporary disconnections must be given. Unobstructed access to dry and wet riser inlets, service cupboards, switch rooms etc. must be maintained.

## ACCESS

Any part of a work area that must remain open to the pupils, staff or public must be provided with the necessary footways, guide rails, other protective measures and lighting to ensure safe passage.

## TOILETS ETC

Areas which are sensitive to being overlooked (e.g. toilets etc.) must be screened before work begins.

## SECURITY

Contractors are required to be conscious of the implications of their work on school security and must take appropriate security precautions themselves or in conjunction with the school authorities. Precautions may include arranging additional lighting, erecting physical barriers at the end of the working day, removing lower level access ladders and screening areas of high risk such as computer or television rooms.

Contractors' staff must be meticulous in locking up behind them and returning keys wherever they have been given access. Contractors must maintain a record of their or their sub-contractor's employees who are on site at any given time, if only to be able to eliminate them from inquiries in the event of a problem.

## PERSONAL PROTECTIVE EQUIPMENT

Contractors are responsible for ensuring that their work force and any visitors are provided with personal protective clothing and equipment adequate for the task in which they are engaged.

## EMPLOYEES RESPONSIBILITY FOR THE SAFETY OF FELLOW WORKERS, PUPILS, SCHOOL STAFF AND THE PUBLIC

Contractors should remind their employees, and those of their sub-contractors, that Health and Safety is as much a matter in law for them individually as it is for their employers. Dangerous practices, whether related to the work in hand or observed in other areas should be reported to a member of their own management or to a member of the school staff and the pursuit of greater safety is vital at all times.

## WORK AT HEIGHT

Contractors will ensure that any work that is within the scope of the Work at Height Regulations 2005 is conducted in line with the Regulations and the necessary planning, risks assessments etc. are carried out and approved before any work commences.

**CONTRACTOR FORM**

NAME OF CONTRACTOR: .....

- 1) The School has a full Health and Safety Policy which is in operation throughout the premises and all people on the premises are required to comply with it.
- 2) Contractors on the School's premises are required to conduct their activities in line with the Health and Safety at Work Act 1974 and all subsequent legislation relevant to their activities. In addition to this, contractors are required to comply with any other legislation applying to the work that they are to perform and carry out the work in line with the accompanying guidelines.
- 3) Generally contractors are required to take all reasonable steps to prevent danger or ill health to anyone on the premises arising from actions by the contractor's employees or sub-contractors appointed by the contractor.
- 4) All contractors are required to have the relevant employer's liability insurance in place and any other insurance necessary to protect the School when work is carried out on the School's premises.

I confirm that the work undertaken will comply with the Contractor Policy and the above conditions.

Signed:.....

Dated:.....

## **APPENDIX 12 - NOISE AT WORK POLICY**

### General Statement of Policy

Talbot House Preparatory School will take all reasonable steps to reduce any excessive noise levels that may exist in the workplace under the Control of Noise at Work Regulations (CNWR) 2005, introduced on 6 April 2006.

New Staff. The Head is responsible for ensuring that new members of staff are issued with a copy of the Staff Handbook and receive a briefing on Health and Safety by the Health and Safety Adviser. Staff are invited to discuss the general policy and specific aspects of it with the Health and Safety Adviser.

### Legal Position

The updated CNWR have reduced the levels at which action must be taken to control noise. The school is required to take action should the 'lower exposure action value' exceed 80dB and the 'upper exposure action value' exceed 85dB. The maximum noise level permitted in the workplace is now an average of 87dB over a day or week. It is the school's intention to assess the noise level over a weekly period, with checks being carried out by the Health & Safety Advisor.

### Employer's Duties

Talbot House Preparatory School will undertake assessment of the risk to staff of excessive noise in the workplace, using control measures to reduce noise levels above 85dB.

If noise levels cannot be reduced below 80dB, staff will be provided with hearing protection as well as information, instruction and training in these Regulations.

Health surveillance will be provided to staff who are regularly exposed to noise levels above 85dB, or who are at risk of hearing damage. Hearing checks will be undertaken by the school nurse in the first instance.

### Control Measures

Where possible we will look to eliminate excessive noise. In cases where this is not possible (e.g. music lessons) the school will look to reduce the amount of time exposure to noise occurs through adjustments to the timetable.

Other control measures may include:

- Identifying noisy machinery/equipment and considering replacement with quieter alternatives
- Building enclosures to help reduce emitted noise
- Considering dampening measures to help absorb excessivenoise
- Issuing hearing protection as required.

### Employee's Duties

All staff are expected to co-operate with the school in efforts to adhere to legal requirements. Safe systems of work are to be followed.

Any failure by staff to comply with instructions on the wearing of hearing protection - without good cause - could result in disciplinary action being taken against the employee.

### Instruction, Information and Training

The school will inform staff of measures it takes to reduce the risk of hearing damage. Instruction, information and training will be given, where necessary, on the control measures (e.g. staff will be trained in the correct use and storage of hearing protection).

## **APPENDIX 13 – MANUAL HANDLING POLICY**

### **Manual Handling**

This policy is a sub-policy of the main Talbot House Preparatory School Health and Safety Policy Statement.

### **Summary of Duties**

Under the Manual Handling Operations Regulations 1992 (MHUR) manual handling is interpreted as the transporting, or supporting of any load (and includes lifting, lowering, pushing or pulling). The regulations require employers where reasonably practicable to avoid the need for hazardous manual handling activities. Where it is not possible to eliminate manual handling hazards an assessment must be undertaken to determine the extent of the risk. Suitable controls must then be introduced to reduce the risk of injury to the lowest extent possible.

This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying.

### **Risk Assessment**

Prior to any manual handling each load will be assessed. The Headteacher is required to ensure that a written risk assessment is carried out on all the tasks in the School or Service which involve manual handling. The assessment is to determine the following;

- The load - is it too large, heavy or both.
- Its shape - is it unwieldy, difficult or dangerous to grasp.
- Is it stable - can its contents shift or is it unstable.
- Can the appointed individual(s) manage the load or is it beyond them.
- Where is the load - is it easily accessible or will stooping, stretching or twisting be required.
- If the load is assessed that it cannot be safely handled staff will refer the problem to their immediate manager.
- Assessments should be reviewed when there is significant change in;
  - the activity or process
  - the working environment
  - the numbers' or abilities of persons
  - the nature of load(s) to be handled

Where appropriate UEL is under a duty to provide employees with information on the weight of the load and centre of gravity where it is not positioned centrally.

Records of assessment must be kept.

## Information and Training

Written instructions and training will be provided for staff required to do manual handling and to those who use mechanical devices or aids when lifting. Such aids and devices must comply with Work Equipment Regulations 1992 and related legislation. Such aids must be maintained on a regular basis.

Suitable training, instruction and information will be provided for all staff.

The training will extend to training in safe methods of lifting and carrying for employees who undertake manual handling activities. Refresher training will also be provided at reasonable intervals. The training will include:

- use of mechanical devices and aids
- principles of good task design
- dangers of careless and unskilled handling methods
- how the body works and the effects on the body of physical stress
- handling techniques, general rules for safe lifting recommended lifts and how to deal with the unexpected.
- arrangements for Safe Working
- poor lifting

The Headteacher is responsible for ensuring that all staff follow safe work procedures and good practice as laid down in the school's Health and Safety Policy.

## Safe System of Work

- Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions.
- Ensure that formalised systems of work which have been designed for the work activity are complied with.
- Make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment.
- Store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
- Use the legs and knees to bend and lift - do not stoop or bend the back.
- Avoid tasks which require stretching or twisting.
- Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
- Ensure that there are no sharp, hot or cold edges which could cause injury.
- Ensure that walkways are free from obstructions.
- Make full and proper use of personal protective equipment.
- Report any problems or concerns associated with manual handling operations to a responsible person without delay.

## **APPENDIX 14**

### **TRANSPORTING CHILDREN ON SCHOOL ACTIVITIES**

The issue of transporting children has become a sensitive issue for some schools. Many schools argue that after school activities could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to events in a private car. To this end a standard letter and declaration form that you may find useful when considering the safeguarding elements of transporting children has been developed and can be downloaded from the safeguarding children in education webpages.

The general principles that are covered in this letter are:

#### **All drivers must:**

- Hold a valid driving licence for the type of vehicle being driven
- Be fit to drive
- Have no medical condition which affects their ability to drive
- Have a valid MOT for any vehicle older than 3 years old
- Ensure that any vehicle is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors etc.
- Ensure that any vehicle used has current road tax
- Ensure that they adhere to the appropriate speedlimit
- Ensure that all seat belts are working and worn by everybody in the vehicle

#### **Insurance:**

- Maintain valid insurance, as a minimum, for third part liability
- Check with their insurance company and inform them that the driver occasionally conveys children on school activities. (This is unlikely to affect the cost of your insurance premium.)

#### **Safety:**

- Be familiar with, and drive in accordance with, the Highway Code at alltimes
- Drive safely and observe the speedlimit
- Before driving not to consume alcohol or drugs which may impair driving
- Ensure that all passengers wear seat belts as appropriate
- Use child proof locks on rear doors where necessary
- Child seats such as booster seats are to be used at all times according to the height of each child in the vehicle

Template letter is available at:

<http://documents.hants.gov.uk/education/LADOsafeguardingchildrenineducation2014templateletterforparent.doc>