



HALSTEAD ST ANDREW'S
SCHOOL

HEALTH AND SAFETY POLICY

Compiled by: A Law	Policy version date: September 2023
Approved by: H & S Committee	Next Revision date: September 2024

The Governors will ensure that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.

This policy is written in accordance with the Health and Safety at Work Act (1974) and regulations made under that Act. All relevant laws are complied with.

A Statement of General Policy

See Appendix 1. (Also on School notice board)

Delegation of Duties as Allocated Tasks

1. The Governors are responsible for ensuring that this Health & Safety Policy is implemented.
2. The Head and the Bursar are in overall control of the day to day management of the School and are therefore responsible for ensuring that any contractors, visitors, employees and pupils are advised regarding adequacy of facilities, equipment and evacuation procedures provided for their safety whilst on the premises. The Head is responsible for communicating the School's rules and guidelines on Health & Safety to staff.
3. The Head and Bursar must ensure that all School staff are trained to the appropriate level of competence having regard to the general risk assessments carried out and that all equipment used is safe and where necessary is certified as such.
4. The Chair of Governors shall appoint a Health & Safety Governor – and the Bursar as the delegated person - who will advise on and monitor the practical implementation of the Health & Safety Policy.
5. Hettle Andrews have been appointed as the School's Health & Safety advisors.

Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards

The delegated person shall,

1. assist the Head in the implementation, monitoring and development of the health and safety policy within the School;
2. monitor general advice on safety matters given by relevant bodies and advise on its application to the School;
3. co-ordinate arrangements for the implementation of safe working practices within the School, see also Safe Working Policy (Appendix 1);
4. make arrangements for an annual programme of risk assessment to be carried out within the School;
5. audit the written documentation assessing the hazards and risks of all activities from the assessments carried out by members of staff;
6. investigate any specific health and safety problem identified within the School and take or recommend remedial action;
7. co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters;

The Health and Safety Committee

The committee meet termly to discuss matters concerning Health and Safety and to monitor the effectiveness of health and safety within the School. This includes review of the accident books (Senior School, Pre-Prep and Early Years), review of risk assessments, review of training requirements and reports of Health and Safety issues raised by other members of staff.

The following sit on the committee:

Mehran Nikoo, Governor
Alastair Law, Bursar (delegated person)
Stella Curr, School Administrator, Appointed First Aider
Jonathan Spooner, Deputy Head, Senior School representative
Lucy Aston, Pre Prep representative, Early Years Teacher

Risk Assessment and Control

The programme of risk assessments is the main tool used in assessing the competence of the Health and Safety Policy. It is vital to securing the safety of the staff, pupils and visitors.

Training of Staff in Health and Safety

The School will comply with Health and Safety at Work regulations with respect for training.

The School will provide employees with health and safety training as follows:

1. on recruitment, the induction training will give general health and safety training to all new staff on their responsibilities towards safety in the School and the School's policies regarding this. All relevant policies are included in the staff handbook. Specific mention is given to the arrangements for first aid, fire and emergency evacuation.
2. records are made of Staff Training.
3. any member of staff is entitled to raise a health and safety issue at any time.

Slips, Trips & Falls

We have reviewed our premises for slip, trip and fall hazards and taken action to resolve any issues identified, and recorded these on our risk assessments. Housekeeping standards and the condition of floors are reviewed formally on an annual basis as part of our workplace monitoring regime. The results of this are recorded and actioned. Cleaning staff remove waste on a regular basis to ensure that it does not accumulate and cause a trip hazard. Staff are encouraged to wear sensible footwear.

The prevention of slip and trip hazards relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are encouraged to report hazards, seeking assistance with any which they cannot personally resolve. We ensure that storage areas are of sufficient capacity, are well managed and are under the control of the Facilities Department. Steps and stairs are equipped with handrails. Step edges are kept in good condition.

When specifying hard flooring, we ensure that it meets surface roughness requirements suitable for the activities taking place, in line with HSE guidance. Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted with 'Wet Floor' signs. Floors which people are expected to use whilst wet will be dried as far as reasonably practicable.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of our regular workplace monitoring scheme and staff should report any bulbs which need replacing to the Facilities Department.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in the external areas.

Manual Handling

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to furniture or pianos.

Equipment is provided where possible to minimize or simplify handling of heavier objects, eg. Trolleys, sack barrows and we ensure that two persons are available where the need is identified. Safety footwear and suitable gloves are supplied to the Facilities Officers and the Bursar monitors to ensure that it is used. The need to allow unrestricted movement for manual handling activities has been taken into account.

Where reasonably practicable, loads are labelled with their weight and if necessary, centre of gravity. Where this is not possible, we provide information to the Facilities Officers on the range of weights for certain types of load they are likely to encounter.

The Facilities Officers are trained in the safe techniques to use and instructed to report to the Bursar, any health concerns that may make manual handling less safe for them. Where we have specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the system of work.

New and expectant mothers and those with health conditions which place them at additional injury risk, are generally prohibited from carrying out manual handling activities unless the risks have been assessed. The majority of staff are not expected to carry out significant lifting and therefore do not receive detailed manual handling training. We make it clear during induction training that manual handling must only be completed by trained staff.

Noise, Vibration and Personal Protective Equipment (PPE)

Our premises include tools and machinery which produce high levels of noise such as leaf blowers, strimmers and power tools. These machines have been subject to a noise assessment under the '*Control of Noise at Work*' regulations and as a result we have implemented risk control measures including hearing protection and limiting exposure.

The purpose of this is to reduce noise exposure to as low a level as reasonably practicable. For tasks which involve exposure above the first action level (80dB(A)) and the upper action level (85dB(A)), we provide personal hearing protectors upon request. At and above the upper action level, their use is compulsory.

Hearing protection has been selected as a result of the noise assessment to ensure that it provides the level of noise attenuation required. Employees who wear it, are instructed in its correct use and on the storage, maintenance and replacement arrangements. They are also instructed in noise hazards and the reasons for the noise controls and wearing hearing protection.

An assessment has been carried out of vibration risks which affect employees using tools such as mowers, strimmers and power tools and it has been determined that the level of exposure is below the daily Exposure Action Value (EAV) specified in the *Control of Vibration at Work Regulations 2005*. Nevertheless we have ensured that employees are aware of vibration hazards, symptoms to look out for and ways to minimize the effects, such as limiting exposure time and taking regular breaks. We also ensure when purchasing new equipment

that we buy low vibration products, strimmer harnesses and provide additional PPE to keep workers warm and dry.

Vibration exposure will be reviewed where there are changes in the equipment used and work patterns. Records of vibration risk assessment are held in the Facilities Department.

We recognize that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our employees are supplied with, and trained to use, any PPE identified as a required risk control measure within risk Assessments. We ensure that it is suitable, it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided for it and instructions and training are provided in its' correct inspection, use, cleaning, storage and maintenance, and how to report defects or obtain replacements. PPE is checked before every use and replacements obtained if defects are found.

Safe Hot Water and Legionnaire's Disease

We ensure that temperatures at hot water outlets accessed by more vulnerable persons, are thermostatically controlled to prevent scalding. A testing regime is undertaken by Immerse Water every four weeks in accordance with Education authority guidelines to check that the temperatures are within the safe range. Records are kept of the tests and appropriate remedial action in the Bursar's office.

The School has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's '*Approved Code of Practice (ACoP)(L8)- Legionnaires Disease: The Control of Legionella Bacteria in Water Systems*'. These arrangements include:

- Assessments of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor. (Immerse Water at Church Hill House and LWS Limited at Woodham Rise)
- Appointment of the Bursar as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment.
- The maintenance of records of all applicable maintenance and testing which are held in the Bursar's office together with a copy of the risk assessment and details of the competent person who conducted it
- Monitoring by the Bursar to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, Immerse Water and LWS report this immediately to the Bursar and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

Smoking, Drinking and Drugs

Smoking (including 'vaping' and 'e-cigarettes') is not permitted within the School grounds or vehicles, with the exception of the Head's and resident staff houses (currently Facilities Officer, Head's PA and Gap Year students). Please see the Employment Manual for the detailed policy.

Display Screen Equipment

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

Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds are also provided to assist in the control of these hazards. The environment has been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting. Software is selected for its suitability for the task and ease of use. Users have access to IT support via the Director of Computing.

Users are able to take regular breaks away from screen work or tasks are varied to ensure that computer work is broken up. Workstation assessments are conducted by users themselves following guidance issued by the HSE, to identify any particular improvements required to individual workstations and these are implemented by the Bursar.

Workstation assessments are reviewed annually, and also whenever there has been a change to the workstation or tasks undertaken. Records of workstation assessments are retained for at least 5 years and master copies are retained by the Bursar. As display screen assessments may contain health information, they are filed confidentially.

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

Employees who are designated 'users' are provided with training in the hazards of display screen use, the precautions for safe working, and the arrangements for obtaining eye and eyesight testing. This training is provided when they first begin working with display screen equipment. Employees are encouraged to promptly report any problems including health concerns, to the Bursar who is responsible for arranging a reassessment of the workstation and any corrective action required. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

Food Safety

We have selected a competent catering contractor to operate our dining facilities/ kitchen. In the selection process, we established that the contractor has in place procedures for hazard analysis, staff training, temperature control, cleaning and preventing contamination. ESB and EHO audits are also carried out periodically to ensure that these control measures continue to be applied.

Lone Working

The HSE defines lone workers as *'those who work by themselves without close or direct supervision'*. At School we have identified the following lone working situation;

Facilities staff working alone on site between 7-10am and between 3-6pm at Church Hill House and between 7-8am and 3-4.30pm at Woodham Rise.

We have undertaken risk assessments of their duties and have put in place risk control measures including:

Any hazardous work eg. Using cutting machinery, power tools or working at height must only be completed during the hours when there are two Facilities Officers on duty. Outside of those hours the Facilities Officer on duty must carry a mobile phone with the numbers of the resident staff input so that they may summon help if required. They are instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of the School.

The School is generally open and staffed between 8am and 6pm so there is no requirement for any other staff to work alone.

New and Expectant Mothers at Work

Our risk assessments have identified that none of our activities involve risks to new or expectant mothers at work. In the event that an employee notifies us that she is pregnant, and on return to work following birth we undertake a specific risk assessment of her work, taking into account HSE guidance and any particular information which the employee has provided. We provide rest facilities for new and expectant mothers.

Health and Safety on Activities outside School

The School has a policy to safeguard and promote the health and safety of pupils on activities outside School.

First Aid and support of Pupils' Medical needs

The School has a First Aid Policy made following an assessment of the first aid needs within the workplace. The policy contains details on the care of children who require medical attention and a policy on administration of medicines.

Recording and reporting accidents to staff, pupils and visitors

This is included in the School's First Aid Policy.

Flu Pandemic

The School has an Influenza (Flu) Virus Policy.

Fire Safety and Evacuation Procedures

The School has detailed fire safety procedures in place to prevent potential fires including evacuation procedures.

Health and Safety Emergencies

The School has a Disaster and Emergency Plan and a Disaster Recovery Plan in place.

School Security

The School has a proactive policy towards security and is discussed at the termly Health and Safety Meetings.

Control of substances hazardous to Health (COSHH) Regulations

1. In departments where potentially hazardous equipment or chemicals are used risk assessments are carried out once a year to satisfy that appropriate health and safety standards are met.
2. The Science department, ADT department and the Facilities Officers maintain a COSHH register including data sheets for substances used and all hazardous chemicals are stored in lockable fireproof cabinets.
3. The Science department uses CLEAPPS as its advisory service.
4. The teachers are responsible for the health and safety of the pupils in their lessons. They ensure that pupils are instructed as to the safe and proper use of equipment and materials and that appropriate protective clothing is worn.

Swimming Pool

The School has a Use of Swimming Pool Policy in place.

Selecting and controlling contractors

The School ensures that any activities carried out by contractors will not endanger any member of the School staff, pupils or visitors and also ensures that the contractor is not at risk while in School.

1. The School has compiled an approved list of contractors whose capability, quality and health and safety performance are already known.
2. The selection procedure includes a check that the contractor has adequate employers' liability and public liability insurance.
3. Before coming on site contractors are made aware of the School's health and safety policy.
4. Prior to major works being carried out a risk assessment is completed including safe systems of work and permit to work systems.
5. The School monitors the health and safety performance of the contractor as the work progresses.
6. The School staff are informed when contractors are on site and working in a particular area.

On site vehicle movements

1. The School carries out risk assessments to monitor the movement of vehicles and pedestrians on site.
2. Vehicle movement and parking within the School grounds is very restricted.
3. The School has staggered starting and finishing times to reduce the amount of traffic.
4. At the Ridgeway entrance vehicles and pedestrians are kept apart.
5. At the main entrance to the School parents are requested not to drive up the School drive to deliver or collect their children at the beginning and end of each day.
6. All vehicles are requested to drive at a safe speed.

Transport and vehicle safety

The School has a Minibus Policy and Vehicle Movements Policy in place.

Occupational health services and work related stress

The School has a Well Being Policy.

Management of asbestos

Where identified, all measures have been taken to control the hazards of asbestos either by removal or encapsulation.

An asbestos register is maintained and consulted before any building work is carried out. Checks are carried out by the Bursar while doing the annual fire risk assessment.

Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances and glazing safety

All equipment mentioned above is tested and maintained on an annual basis.

Records and certificates are kept accordingly.

AGL September 2023

APPENDIX 1

HEALTH & SAFETY STATEMENT OF GENERAL POLICY

We are, through all levels of management, committed to ensure, so far as is reasonably practicable, that:

1. All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
2. Pupils and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
3. No work is carried out by the School or contractors, that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
4. All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

The Governing Body has the ultimate responsibility for the implementation of this policy and through the Chairman will ensure that the requirements of all health and safety legislation are established. The Head is responsible for implementation of this policy within the School. Matters that cannot be resolved at this level must be referred to the Governing Body.

The School's objectives are:

1. To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
2. To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
3. To provide means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
5. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
6. To ensure safe arrangements are made for the storage, handling and transportation of dangerous articles and substances.
7. To ensure the School will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.

This policy is largely dependent upon the total co-operation of every person who works for the School and indeed all employees have a legal duty to:

1. Take reasonable precautions in safeguarding the health and safety of themselves and others.
2. Observe all health and safety rules and procedures as laid down by the School and use all health and safety equipment provided.

3. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
4. Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

STAFF CONSULTATION

We will hold staff meetings not less than once per term. Health and safety will be a standing item on the agenda at these meetings and any points raised will be duly minuted, reported to the Health and Safety Committee and actioned accordingly.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

Signed:Mehran Nikoo..... Date: 13/10/2023.....

Chair of Health & Safety Committee.

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