

## HEALTH & SAFETY POLICY

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## 1. HEALTH AND SAFETY POLICY STATEMENT

St David's School forms part of the Royal Russell Trust Group of Schools. This policy reflects the standalone nature of the St David's site, but follows ALL processes as outlined in the Royal Russell Health & Safety Policy. (See Section 3.1 of this policy for details.)

It is the Health and Safety Policy of St David's School (hereafter referred to as "the School") to seek to comply with its legal obligations in relation to health and safety, including the terms of the Health and Safety at Work etc. Act 1974, as amended, and to do all that is reasonably practicable to provide and maintain a healthy and safe working environment for pupils, staff and visitors to the school.

All employees will be provided with such equipment, information, training, instruction and supervision as is reasonably practicable to enable them to implement the policy.

The School recognises and accepts the duty to protect the health and safety of all visitors to its premises, including contractors and temporary workers, as well as any members of the public who might be affected by our operations, acts and omissions as far as is reasonably practicable.

While the management of the School will do all that is reasonably practicable to seek to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the School. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.

The management of the School will, as far as is reasonably practicable, provide every employee with the training necessary to ensure that safe systems of work are implemented and adhered to. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to their supervisor or the person responsible for health and safety. The school will take the necessary steps in identifying hazards and reducing the associated risks to a minimum. It will aim to do this using the HSE's recommended Plan, Do, Check, Act methodology.

The School will make available such finances and resources as are deemed reasonably practicable to implement this policy.

The School will invoke the disciplinary procedure in case of any deliberate or negligent disregard for the Health and Safety Policy. The Head Teacher is responsible for ensuring that appropriate statutory reporting is carried out.

The School's Health and Safety Policy will be reviewed yearly and regularly monitored and updated, particularly when changes in the scale and nature of its operations occur. The specific arrangements for implementation of the Policy and the personnel responsible are detailed in this policy document.



Signed:  
(Mrs S Syradd, Head Teacher)



Signed:  
(Mr A J Merriman, Chair of Governors)

September 2025

## **2. INTRODUCTION**

It is clear that this is an important document for all staff to read, know about and understand; both on a personal and professional level. Everybody has a responsibility not only for their own health and safety, but the health and safety of the pupils in our care plus staff, parents and visitors. This is a complex and demanding part of everyone's work.

The school has legal obligations to all staff regarding their health and safety at work and it takes these seriously. All staff must take the time to read this document carefully, to seek clarification from the relevant people if they have any problems or questions and then to act upon the recommendations held within it.

## **3. RESPONSIBILITIES**

### **3.1 Governing Body**

The Governing Body has ultimate control of the school and one member of the Governing Body is nominated to take responsibility for overseeing health and safety as part of their general responsibilities. They will endeavour to:

- Ensure that adequate resources are made available to implement the Health and Safety Policy.
- Ensure health and safety performance is regularly reviewed at Board level.
- Monitor the effectiveness of the Health and Safety Policy.
- Review the policy annually.

### **3.2 Head Teacher**

The Head Teacher is responsible for the day to day running of the school, assisted and supported by the Director of Operations and the Operations Manager. Minutes of the St David's Health & Safety Committee Meetings are brought to the Health & Safety Meeting at the Royal School Trust. All minutes are then forwarded to the F&E Committee.

They will endeavour to:

- Support the Governing Body in the development and implementation of an effective health and safety strategy.
- Assist in regular reviews of the School's health and safety strategy.
- Ensure that there is an effective Health and Safety Policy and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of the school.
- Determine the health and safety objectives and assign clear responsibilities for meeting them.
- Allocate resources to implement the Health and Safety Policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme.
- Ensure that health and safety responsibilities are clearly communicated to employees.
- Assist in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the School's Health and Safety Policy and strategy.

### **3.3 Senior Leadership Team (SLT)**

The Senior Leadership Team within the school will support the Head Teacher in their role. They will endeavour to:

- Support the implementation of the School's Health and Safety Policy.
- Co-operate at all times with the Board of Governors and staff generally in implementation of and adherence to Health and Safety Policy and procedures.
- Co-operate with development and implementation of the long-term safety considerations by highlighting priorities and developing target objectives to improve safety performance and safety culture.
- Ensure that all members of their department teams are aware of their responsibilities and have received appropriate training.
- Ensure there are appropriate documented structures for discussion of health and safety matters with their department teams e.g. Staff Meetings etc.

- Ensure that areas of particular concern, which cannot be solved at this level, are communicated effectively to the Health and Safety Officer.
- Identify, investigate and where necessary, take action in respect of any health and safety issue highlighted by employees or raised during department safety inspections.
- Investigate all accidents that occur in their areas of responsibility.

### **3.4 Subject Leaders**

Each Subject Leader is responsible for the effective management of health and safety within their own area or function. In particular, this includes:

- Ensuring that safe systems of work are implemented.
- Enforcing personal protective equipment requirements.
- Ensuring employees are adequately trained for the tasks they perform.
- Monitoring premises and work equipment, reporting faults where necessary.
- Identifying and reporting health and safety related problems with issues.
- Identifying training needs.
- Investigating and reporting on accidents and incidents.
- Participating in risk assessment programmes.
- Setting a good example on health and safety matters.

### **3.5 Estates Manager/Operations Manager/Caretaker**

The School Caretaker is responsible for day to day maintenance and other buildings/ grounds issues, co-ordinating the many health and safety activities and for acting as the primary source of health and safety advice within the School. They will endeavour to:

- Carry out regular documented safety inspections that highlight unsafe conditions and acts.
- Work alongside the Operations Manager and liaise with appropriate external bodies i.e. Health and Safety Executive (HSE), the School's insurers etc.
- Ensure reports are submitted by the Operations Manager, as required, by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Co-ordinate relevant health and safety inspection programmes.
- Identify relevant health and safety training needs.
- Provide or source relevant health and safety training.
- Ensure health and safety awareness of new employees.
- Monitor implications of changes in legislation or HSE guidance.
- Prepare progress reports as required for health and safety action programmes.
- Display the Health and Safety Law poster, a copy of the School's Health and Safety Policy Statement and Employer's Liability Certificate.
- Ensure display screen equipment/general risk assessments are arranged for new employees or whenever there has been a significant change in workstations.
- Ensure that any actions arising from health and safety audits are addressed.
- Ensure any hazardous substances and materials are recorded and that they are duly assessed, including the possibility of explosive atmospheres.

### **3.6 Health & Safety Committee**

The School has established a Health & Safety Committee for the effective management of health and safety matters throughout the school. The committee sits once a term or additionally when required, and consists of the Head Teacher, Governor and Operations Manager from RRS. It meets the statutory requirements for formal communications of health and safety matters and matters of regulation, upwards and downwards between the Governors, staff and pupils throughout the school. The Committee will endeavour to:

- Report regularly to the Royal Russell School Health and Safety Committee and the RST Governing Body on health and safety matters.
- Review existing arrangements and identify areas of non-compliance.
- Consider proposals from the academic, pastoral and support Staff relating to the establishment of new or revised policies.
- Make recommendations to the Senior Leadership Team and Governors relating to exceptional expenditure required to meet Health & Safety requirements.
- Review accident, incident and near miss and ill-health investigations, make recommendations and oversee subsequent actions.

- Review investigations of major damage to plant, equipment and vehicles, make recommendations and oversee subsequent actions.
- Continually monitor the health and safety culture.
- Maintain safety standards and ensure that best practice is implemented and maintained.
- Rectify any other key issues which impacts on health and safety at the School.

### **3.7 Employees**

All new employees are given a short induction on health and safety matters at St. David's. Please refer to the Health & Safety Guide (see Appendix B). Employees of the school have responsibilities in respect of health and safety. In particular, they will endeavour to:

- Read the Health and Safety Policy
- Co-operate at all times with management in implementation of and adherence to Health and Safety Policy and procedures.
- Take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work.
- Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work.
- Report all health and safety concerns to line management.
- Assist with the completion of risk assessment programmes.
- Leave the classroom/playground/office in a reasonably tidy and safe condition
- Supervise pupils and advise them on how to use equipment safely
- Follow the Accident and Incident Reporting Procedure (see Appendix C).

### **3.8 Pupils**

In accordance with the school rules and procedures on discipline, pupils will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.

### **3.9 Visitors**

The School's policy is that all visitors, contractors or visiting music teachers, should have an appropriate awareness of, and if necessary training in, health and safety issues to undertake their activities in a safe manner for both them and others on site.

- All visitors will be booked into the School through Reception and given a visitor badge.
- All visitors are to be accompanied by a member of staff or pupil unless they have received instruction on fire drills.
- All visitors attending formal events are made aware of the school Visitor Safety Instructions (see Appendix A). It is a simple short document which provides first time day visitors with sufficient health and safety information to ensure a safe time at the School.
- All external instructors or contractors are to have completed appropriate health and safety training for their activity.
- All visiting music teachers who attend the school on a regular basis (once a month or more) are to be given a short guide on health and safety matters at St. David's. Please refer to the Health & Safety Guide (see Appendix B).
- The School will provide further necessary general health and safety training on request.

## **4. PROTOCOLS, POLICIES AND GUIDANCE**

### **4.1 Accidents and Incidents**

Please refer to the Accident and Incident Reporting Procedure (see Appendix C).

### **4.2 Administration of Medicines**

Guidance and further information can be found in the First Aid Policy under the subsection Administering Medication and in the Administration of Medicines Policy.

### **4.3 Asbestos**

After several refurbishment works in the school, the last asbestos was removed in the 2019 refurbishment works. The school is now classified as an Asbestos free environment.

#### **4.4 Control of Substances Hazardous to Health (COSHH)**

- The use of hazardous substances in school will be kept to a minimum.
- All chemicals will be stored appropriately, and dangerous chemicals locked away in suitable COSHH storage cupboards.
- The Estates Manager (with support from appropriate staff) will complete a COSHH assessment for all hazardous substances used on site.
- The associated procedures and control measures will be funded and enforced.
- Further guidance relating to COSHH can be sought from the Estates Manager and by reading the COSHH Policy (see Appendix E).

#### **4.5 Display Screen Equipment**

The School has a duty to ensure the safety of all habitual users of Display Screen equipment as required under the associated regulation. This means anyone who uses equipment such as PCs, laptops, tablets and smartphones for the majority of their working day.

Staff who use DSE habitually for the majority of their working day and duties, whether that be at a fixed station, mobile laptop or tablet, are required to complete a Display Screen Self-assessment. The regulations do not apply to staff who use DSE infrequently or only use it for a short time.

- Users will be assessed once they commence employment at the school, and this will be reviewed annually.
- This assessment will be carried out by completing a self-assessment Display Screen Equipment (DSE) questionnaire which is available on Staffshare.
- This will determine whether any further action is required, and if needed the assessment will be reviewed by the Head Teacher or H&S Consultant.
- Further reading is available in the Display Screen Equipment Guidance document (see Appendix F).

#### **4.6 Fire Safety**

Please refer to the school's Fire Safety Policy (which contains the Fire Evacuation Procedure) and the Fire Risk Assessment.

#### **4.7 First Aid**

- First Aid provision must be available at all times while people are on school premises, and also off the premises while on school visits.
- In the EYFS at least one person on site and on visits must hold a paediatric first aid certificate involving a minimum of 12 hours training.
- More details relating to first aid provisions can be found in the First Aid Policy.

#### **4.8 Lone Working**

- Regular lone workers have been identified and a lone working risk assessment is required for them.
- A Generic Lone Working Risk Assessment and set of procedures for lone working is in place for other members of staff who have not carried out a specific lone workers risk assessment.
- The most important procedure to follow for lone workers involves maintaining regular communication between the member of staff in question and the Head Teacher and/or School Caretaker and Operations Manager from RRS. More Specifically a phone call or text message from the staff member when they have arrived on site and when they have left site.
- Further information can be found in the school's Lone Working Policy.

#### **4.9 Management of Contractors**

- All one off contractors and regular contractors are engaged and managed by either the Operations Manager or the Estates Manager at RRS. As such all work permits are provided by Royal Russell School.
- All relevant checks, such as DBS, will be conducted by Royal Russell School. Any contractor attending the site where checks have not been carried out will be escorted during their visit during term time or when pupils are on site.
- All contractors visiting the site will be given a site induction prior to commencing work.

#### **4.10 Manual Handling**

- Pupils and staff must only lift equipment and furniture within their own individual capability.
- Manual handling training will be provided for all members of staff.
- Further help, guidance and training can be obtained from Estates Manager and the Manual Handling Guidance document (see Appendix H).

#### **4.11 New and Expectant Mothers**

- There is legal duty on all employers to assess the health and safety risks that their employees are exposed to whilst at work. In addition to the requirements of Regulation 3 in the Management of Health & Safety at Work Regulation (MHSW), Regulation 16 of MHSW also requires that the risk assessment should include any specific risks to females of childbearing age who could become pregnant, and any risks to new and expectant mothers. These risks can be from any process, working conditions, or physical, biological or chemical agents.
- These procedures start when the person concerned renders her Form MAT B1 to the Head Teacher, notifying them of the pregnancy.
- The responsibility for carrying out the procedures rests jointly with the expectant mother and the Head Teacher.
- The current guidance from the Health and Safety Executive can be found at <http://www.hse.gov.uk/mothers>
- The School have summarised the guidance above and that summary can be found in the New and Expectant Mothers Guidance document (see Appendix I).

#### **4.12 Off-Site Educational Visits**

Please refer to Off-site Educational Visits Policy.

#### **4.13 Pandemics (e.g.COVID-19)**

In the event of a pandemic the school follows requirements outlined in relevant Government guidance and documents all adopted policies and procedures in a specific risk assessment.

#### **4.14 Physical Education**

The school recognises its responsibilities for staff and pupil safety while they are engaged in physical education activities.

Please refer to the school's Physical Education Guidance document (see Appendix J) and to the school's Mouthguard Policy.

#### **4.15 Playground Equipment**

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made and enforced by the member of staff on duty if inclement weather (damp/icy) means that equipment becomes unsafe to use on a particular day

#### **4.16 Playground Supervision**

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

#### **4.17 Risk Assessments**

The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school, school visits and the running of the school building and grounds.

- Risk assessments are available on the Staffshare area of the server, from the School Office .
- A Risk Assessment register for the school building and grounds is held by the School and provides details about review dates, Authors of risk assessments etc.and is checked by the Operations Manager.
- Risk assessments for school trips should be reviewed each time the trip takes place.
- Ad hoc risk assessments are also conducted when the circumstance deems it necessary e.g. assessing the risk of the playground in wet weather.
- Help in compiling a Risk Assessment can be sought from the Operations Manager

- Risk assessment control measures will be the basis for safe systems of work.
- Refer to the Risk Assessment Policy for further reading.

#### **4.18 Security**

Please refer to the Security Policy (see Appendix K). Please also see the school's Lockdown Procedures and Emergency Plan.

#### **4.19 Staff Health & Safety Training**

- The school's policy is that all staff should complete the appropriate health and safety training before undertaking any tasks.
- All staff receive induction training on general health and safety matters when they start at the St David's.
- Specific health and safety training will be given to staff as and when necessary by the Operations Manager from RRS or through Educare.
- Additional update training (regular or statutory) will be provided as required.
- Refresher training will be undertaken at the required interval.
- For more information please refer to the Staff Health & Safety Training guidance (see Appendix L).
- Annual Health and Safety training will be conducted with staff.
- All training records will be kept.

#### **4.20 Use of Vehicles**

Please refer to the Transport Policy.

#### **4.21 Utilities**

- The Estates Manager RRS is the responsible person in dealing with the utility companies, and for ensuring that the varying statutory requirement for the safe usage of the utility, provision and maintenance of equipment using them, and the ultimate disposal of redundant or equipment beyond economical repair is managed in accordance with current Best Practice.
- The Estates Manager RRS will ensure that all construction or maintenance work involving electricity is carried out in accordance with the current NICEIC Edition of its Approved Standards (Edition 18) and that all work carried out within the school site is certified to these standards.

##### **Electricity**

- All items of portable electrical equipment in school are inspected and checked within two years unless required otherwise.
- The buildings hard wire testing is conducted every five years by an external company and in line with current legislation.
- Records of all testing are held by Estates Manager RRS
- Remedial works are arranged through Estates Manager RRS

##### **Gas**

- Gas appliances are inspected annually by an external company and in line with current legislation.
- The Boilers are inspected annually by an external company and in line with current legislation.
- Records of all inspections are held by Estates Manager RRS
- Remedial works are arranged through Estates Manager RRS

##### **Water Management and Legionella**

- The School has a statutory duty to provide adequate supplies of potable water throughout the School.
- There is also the requirement to maintain water systems to prevent or control legionella bacteria so that risk to persons at or near the School are minimised.
- The Estates Manager RRS has delegated responsibility from the Head Teacher, and follows the appropriate procedures, engaging contractors as he requires to ensure that safe standards are maintained.
- Water testing and flushing records are kept by the Estates Manager RRS, as is the Water System and Legionella risk assessment which is reviewed two yearly.



- More information can be found in the Legionella Safety Policy.

#### 4.22 Working at Height

- Working at height is covered by specific legislation (the Work at Height Regulations 2005 as amended) and detailed guidance on the regulations is available from the Estates Manager.
- A risk assessment for working at heights should be used before commencing any work at height other than the normal day-to-day low risk tasks using a step stool or small step ladder.
- The school employs contractors to undertake most work at heights and these people have received specific training to do so.
- All staff have been given appropriate in-house training and advised that they must:
  - (i) Use appropriate access equipment - step ladders, kick stools etc.
  - (ii) Visually inspect access equipment prior to use
  - (iii) Wear flat shoes whilst putting up displays
  - (iv) Not climb on furniture to put up displays
- Further assistance and guidance can be sought from either the Estates Manager or the HSE's website.

This policy is in compliance with the current version of 'Keeping Children Safe in Education' (DFE) and is to be read in conjunction with all of the appendices and the following related policies:

Administration of Medicines  
 Child Protection and Safeguarding  
 Covid-19 Policy, Procedures and Risk Assessment  
 Emergency Plan  
 First Aid  
 Fire Risk Assessment  
 Fire Safety

Legionella Safety  
 Lockdown  
 Lone Working  
 Mouthguard  
 Offsite Educational Visits  
 Transport

|                          |                                    |                |
|--------------------------|------------------------------------|----------------|
| Reviewed by              | S Syredd/C Leggatt                 | September 2025 |
| Reviewed and approved by | SLT                                | October 2025   |
| Reviewed and approved by | Health and Safety Policy Committee | November 2025  |
| Reviewed and approved by | F&E                                | November 2025  |
| Reviewed and approved by | Board                              | December 2025  |
| Next Review              |                                    | September 2026 |



## VISITOR SAFETY INSTRUCTIONS

### Welcome to St David's School

To ensure the safety of all visitors, the following information is provided for your guidance:

1. **Visitor Badges.** All visitors must report to Reception immediately on arrival to sign-in and receive a visitor badge. This badge must be worn throughout the day.
2. **Escorts.** You are requested to stay with your host. Unaccompanied visitors may be challenged by members of staff.
3. **Smoking.** St David's School is a no smoking site and visitors are asked not to smoke whilst at the School.
4. **Car Parking.** There is no car parking on the school grounds, so the local roads, most of which have timed parking restrictions, must be used instead.
5. **Emergencies.** In the event of an emergency evacuation being required during your visit the fire alarm will sound. Please follow your host or if unaccompanied exit the building by following the signs and go to the fire assembly point at the front of the school and then proceed to the sports field.
6. **Lockdown.** In the event of a lockdown scenario, go to the nearest room, close doors and windows, stay out of sight and wait for instructions.
7. **First Aid.** Should you feel unwell or suffer an accident whilst on School premises your host will contact the School Office during School hours and arrange suitable treatment. Outside School hours you should locate the nearest member of staff for assistance or telephone 999 if serious.
8. **Use of Facilities/Equipment.** Please do not enter a building or use any School facilities or equipment without the appropriate permission and, if necessary, training and personal protective equipment.

We hope you find your visit enjoyable and thank you for your co-operation in assisting with health and safety at St David's School.



### HEALTH & SAFETY GUIDE

#### Introduction

It is important to the School that everyone using the site does so in a manner that is safe for themselves and others. This guide provides you with the appropriate details on health and safety matters for your time at St David's School.

#### Health and Safety Policies

The Head Teacher has overall responsibility for health and safety matters within the School although all staff, teaching and non-teaching, are responsible for safety within their area of responsibility. All of the School's Health and Safety Policies can be found in the file of policies in the Staff Room or on the Staffshare area of the server. A summary of the key issues is given below.

#### Smoking/Drinking/Drugs

The School is a non-smoking/non-vaping site, illegal drugs are forbidden, and drinking of alcohol is only allowed at organised events. Should you see anyone carrying out any of these activities, please report the matter to the Head Teacher.

#### Risk Assessments

The School holds up-to-date risk assessments for all general educational activities. Please ensure that you have seen the one appropriate to your area and that you follow any specific recommendations/control measures. If you are undertaking an activity which is not covered by the School risk assessments then you are responsible for completing a risk assessment to cover that activity.

#### Fire Emergencies

**New staff** - On your first day at St David's please talk to the School Caretaker in the area that you will be working for a briefing on actions and fire drills and this is recorded on the new member of staff's induction form. It is particularly important that you know where the appropriate assembly area is. In the event of a fire alarm sounding in your area please move to the assembly point with the pupils under your charge, complete a headcount and move away from the building towards the playing fields if the situation deteriorates or deems it necessary. Await further instructions from either the Senior Leadership Team or Site Manager.

Upon discovering a fire, sound the nearest alarm and move to the assembly point with the pupils under your charge, complete a headcount and move away from the building towards the playing fields if the situation deteriorates or deems it necessary. Await further instructions from either the Senior Leadership Team or Site Manager.

**Visitors and After School Clubs** – Visitors should familiarise themselves with the fire action notices displayed in school. In the event of a fire alarm sounding in your area please move to the assembly point with the pupils under your charge, complete a headcount and move away from the building towards the playing fields if the situation deteriorates or deems it necessary. Dial 999 and await further instructions from the Fire Brigade. Upon discovering a fire, sound the nearest alarm and move to the assembly point with the pupils under your charge, complete a headcount and move away from the building towards the playing fields if the situation deteriorates or deems it necessary. Dial 999 and await further instructions from the Fire Brigade.

#### Lockdown

Please familiarise yourself with the procedures in the Lockdown Policy.

In the event of a lockdown scenario, go to the nearest room, close doors and windows, stay out of sight and wait for instructions.

## **First Aid Emergencies**

In the case of a minor medical incident (either you or a pupil) please go to the School Office. However in a serious emergency case please phone 999 immediately. Do not try to move the casualty. You should contact a member of staff as soon as possible, if need be by sending a child to the office with the red triangle on display in each classroom. All clubs which run out of hours are to follow advice given to them during induction.

## **Child Protection**

The School aims to provide a safe and secure environment for all its pupils. Therefore all individuals working at St David's are DBS checked. Should you see any activity which concerns you or should a pupil raise an issue with you, then please contact the school's Designated Safeguarding Lead/Deputy Designated Safeguarding Leads whose names are displayed on the 'Prevent Duty' posters in the entrance hall and in the Staff Room. Further details can be obtained from our Child Protection & Safeguarding Policy.

## **Manual Handling/Working at Heights**

School policy is that no one should lift heavy objects or work at heights without the proper training. Should you be required to undertake either of tasks, training can be organised through the school's Health and Safety Consultant. If required please ask the Head Teacher or the Estates Manager to organise such training for you.

## **Display Screen Equipment**

All members of staff deemed users should complete a Display Screen Equipment (DSE) self-assessment questionnaire. This should establish if you are a DSE user and subsequently the school can offer you specific equipment or advice. Visitors are not required to complete a DSE as they are not deemed users.

## **Lone Working**

Should your work mean that you are designated as a "lone worker" then you expected to follow the procedures outlined in the school's Lone Working Policy. Visitors are not permitted to work alone in the school premises.



### ACCIDENT AND INCIDENT REPORTING PROCEDURE

#### Introduction

St David's School has legal obligations under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations" (RIDDOR) to report certain accidents, ill health and incidents to the Health and Safety Executive. Details are included later in this section and it should be noted that in some cases reporting is required immediately and others after 10 days. Current HSE regulations for schools can be found at <http://www.hse.gov.uk/pubns/edis1.pdf>

#### *Staff Accident/Incident/Near Miss Reporting*

All accidents, no matter how minor must be recorded. Accidents where property or material damage occurs must also be recorded, as investigation of these incidents can help prevent injuries. Incidents and near misses that could be relevant in prevention of future accidents should also be reported; it is from the knowledge gained from incidents and near misses that risk assessments can be updated and sensible preventative measures put in place to reduce the likelihood of accidents.

In the event of death, a specified major injury or a dangerous occurrence (see below) the member of staff must immediately notify the Head Teacher.

In all other cases, it is the responsibility of each employee to complete an accident report if they were involved in an accident at the School. The Accident Book is kept in the School Office.

Where an accident involves any other person who is not a pupil, employee or trainee, or guest at the School, the most immediate member of staff present where the incident occurred is responsible for completing the accident reports. In these cases the completed report should be sent to the Head Teacher within three (3) working days of the accident.

#### *Pupil Accident Reporting*

Pupils hurt in an accident should, as appropriate, make their own way (accompanied) to the office. Once there, details of the accident will be recorded in the Accident Book. It is the responsibility of the Duty First Aider to complete the accident report, and to notify the Head Teacher if deemed appropriate. When the accident requires subsequent rather than immediate RIDDOR notification (see below), the first aider on behalf of the Head Teacher should complete the RIDDOR form on line and render it within three working days. The Head Teacher must authorise this.

#### *Accident investigation*

Accident investigation is a separate activity to reporting. As part of our overall Health & Safety procedures each significant accident should be investigated to determine the cause and influencing factors and to identify where improvements can be made or whether existing procedures need to be reviewed. The Head Teacher and Operations Manager from RRS are responsible for the investigation of accidents. All significant accidents are to be followed up by completing an accident investigation report form that should be sent to the Head Teacher. She will discuss them at Health and Safety Committee meetings as appropriate.

#### **To help with the investigations it is necessary to establish:**

- Details of injured party
- Details of injury, damage or loss
- What was the worst that could have happened? Could it happen again?
- What happened? Where? When? What was the direct cause?
- Were there standards in place for the premises, plant, substances, procedures involved?
- Were they adequate? Were they followed?
- Were the people competent, trained and instructed?
  
- What was the underlying cause? Was there more than one?

- If it had happened before? If so, why weren't the lessons learned?

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

## Useful Contacts section

The Incident Contact Centre at Caerphilly is on 0845 300 9923.

### RIDDOR

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online **report** form. The form will then be submitted directly to the **RIDDOR** database. You will receive a copy for your records. All incidents can be reported online and a telephone service is available for **reporting** fatal and specified injuries only.

## Definitions

An **accident** is any undesired circumstance which gives rise to ill health or injury or damage to property.

An **incident** is any undesired circumstance that **could** cause an accident.

A **near miss** is an incident that very nearly did cause an accident.

## Over-seven-day injury

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on the premises, suffers an over-seven-day injury, an online completed accident report form (F2508) must be sent to the enforcing authority within ten days. An over-seven-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non-work days).

## Disease

If a doctor notifies the school that an employee is suffering from a reportable work-related disease, then the school must send an on-line completed disease report form (F2508A) to the enforcing authority. A summary of the reportable diseases is given later. A full list is available from the HSE website.

## Dangerous occurrences

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g. by telephone). See below for a summary of reportable dangerous occurrences.

Within fifteen days you must follow this up with a completed accident report form online (F2508).

A full list of reportable major injuries, dangerous occurrences and diseases are available from the HSE website.

### Reportable major injuries include:

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

### Reportable dangerous occurrences include:

This list summarises each of the dangerous occurrences:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.

- Explosion, collapse or bursting of any closed vessel or associated pipework.
- Failure of any freight container in any of its load-bearing parts.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- Malfunction of breathing apparatus while in use or during testing immediately before use.
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
- Unintended collision of a train with any vehicle.
- Dangerous occurrence at a well (other than a water well).
- Dangerous occurrence at a pipeline.
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains.
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released.
- A dangerous substance being conveyed by road is involved in a fire or released.

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

- Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work.
- Explosion or fire causing suspension of normal work for over 24 hours.
- Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point.
- 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air.
- Accidental release of any substance which may damage health.

#### **Reportable diseases include:**

- Certain poisonings.
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- Infections such as leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus.
- Other conditions such as occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

The Head Teacher will submit such reports using relevant information. In order to meet the time scales all recording/reporting in any situation should be carried out as quickly as possible.



## ASBESTOS POLICY AND MANAGEMENT PLAN

### Introduction

The aim of this asbestos policy is to help prevent or minimise the risk from asbestos to the public, staff and students, by outlining the school's procedures in managing and controlling work where asbestos materials are present, in accordance with Approved Codes of Practice and Guidance. Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. It is illegal to use asbestos in construction or refurbishment on any premises.

### Legislation

The Control of Asbestos Regulations 2012 defines what must be done and by whom in keeping the risks from asbestos to an absolute minimum. Further information can be sought at <http://www.hse.gov.uk/asbestos/> and <http://www.hse.gov.uk/services/education/asbestos-faqs.htm>

### School's Asbestos Status – Asbestos Free

St David's school has had three asbestos surveys carried out since 2012. An Asbestos Management Survey (J015632) dated April 2012 was carried out by Envirotec Ltd in respect of the whole school site. On the 30<sup>th</sup> March 2017 a survey (Survey report no.3784NP) was carried out by Alpha Surveys Ltd in respect of the whole school site. Most recently on the 17<sup>th</sup> December 2018, an asbestos refurbishment survey (J-03594) was conducted by Fibre Management Ltd on behalf of City Axis, who had been approached by the school to undertake extensive building works.

Since 2012, three Asbestos Containing Materials (ACMs) have been confirmed, identified and dealt with as below.

### Management Plan:

| Location                                                         | ACM Description                               | Management Proposal                                                                                                                                                                                                                                                                   | Comments                                                    |
|------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Pavilion Roof at playing fields                                  | Asbestos/cement roof                          | Leave it exactly as it is checking it monthly that there is no damage to it. Should the building be refurbished the roof should be left untouched. Should the roof need work or the building be replaced, the contractor should be informed that there are ACM's present in the roof. | Roof removed July 2015 - Air quality certificate supplied   |
| School Kitchen, Underneath single sink in adjacent to the fridge | Composite bitumen Chrysotile pad              | Leave alone until sink is removed. Monitor condition of the material to ensure the condition does not deteriorate Inform the contractor responsible for this that ACM's are present.                                                                                                  | ACMs/ Sink removed December 2019 during refurbishment works |
| Roof Void in loft (2 <sup>nd</sup> floor)                        | Chrysotile Paper lined lino under floorboards | Removal under controlled conditions                                                                                                                                                                                                                                                   | ACMs removed July 2019 - Air Quality Certificate supplied   |





### CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH POLICY (COSHH)

#### Introduction

The COSHH Regulations 2002 require that assessments are made of the risks involved in using hazardous substances in any workplace. At St David's School we have to implement certain procedures, consider the risks associated with certain substances and make assessments as to whether certain substances are hazardous and likely to inflict harm or injury. As standard practice, if there is a risk from a hazardous substance, then a non-hazardous or less hazardous substance is substituted and used in its place. If this is not possible, then control measures are drawn up and documented.

#### Risk Assessments, Material Safety Data Sheets (MSDSs)

The Estates Manager is responsible for assessing the risk posed by any hazardous substance, flammable substance and/or compressed gas cylinders and spray cans on the school site. If it is deemed unreplaceable then (using the manufacturer's Safety Data Sheets) a COSHH assessment form is completed. The Assessment Form contains details of:

- How to store it
- How to use it
- Any particular precautions needed to be taken when in storage or in use.
- What to do in case of spillage or accident
- First aid measures
- Firefighting precautions
- Disposal methods and requirements
- Other substances with which it should not come into contact or be used

The Assessment form is then stored and kept by the School Caretaker/Estate Manager, and the product is then placed on the school's COSHH register along with any hazard symbols the substance might have displayed on its container.

#### COSHH Register

The School holds a COSHH register of any substance on the premises which displays any hazard symbol on the container. The register is held by the School Caretaker/Estate Manager and signs are displayed wherever a hazardous substance is stored. This is so that any employee who directly uses such substances can, at a glance, check if any personal protective equipment or precautions are needed before using the substance.

#### Chemical Storage

All Chemicals are stored appropriately and dangerous chemicals are locked away in COSHH storage cupboards. Chemicals are kept out of reach of children and (where possible) their use is restricted amongst staff.

#### Staff and Contractors

Chemicals are used daily throughout the school by all members of staff, however, use among teaching staff is limited. Everyone who uses hazardous substances is made aware of the COSHH register and where it is stored/located. Staff are also instructed and trained in their use where necessary. Personal Protective Equipment must be used when dealing with chemicals.

Regular monitoring and review are part of the normal review of Risk Assessments at the school.

When a contractor has to use hazardous substances on school premises their Permit to Work must contain suitable COSHH assessments for the substances used.

If there is an accident or incident involving anyone whilst using a potentially hazardous or harmful substance and a COSHH Assessment has NOT been carried out there could well be liability in law against the Board of Governors, the Head Teacher, or other responsible person.



### DISPLAY SCREEN EQUIPMENT POLICY AND GUIDANCE

#### Introduction

It is St David's School policy that all staff who use Display Screen Equipment (DSE) for the majority of their working day must complete a display screen equipment (DSE) self-assessment. This will identify any risks or special requirements needed. Steps will then be taken to reduce risks based on the findings. All new staff will be assessed once they commence employment at the school using a 'Self Assessment Questionnaire'.

#### Legislation

The law relating to the use of Display Screen Equipment (DSE), such as computers, is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) (the DSE Regulations). These Regulations set down a series of minimum standards for the workstations used by DSE users. (<https://www.hse.gov.uk/pubns/ priced/l26.pdf>)

#### Definitions

The DSE Regulations (Reg 1.2.d) defines a “user” in the following way:

1.2(d) ‘user’ means an employee who habitually uses display screen equipment as a significant part of his normal work.

Where it is clear that use of DSE is **more or less continuous on most days** (meaning 50% or more) the individuals concerned should be regarded as users or operators. This will also require the user to be engaged in DSE activities multiple times during the day for an hour or more at a time and on a daily basis – not short sessions on some days of the week. Other factors connected with the job must be assessed such as high levels of attention and concentration and speed of data transfer. The regulations do not apply to workers who use DSE infrequently or only use it for a short time.

#### Procedures

In order to comply with the DSE Regulations, the following procedures are to be followed:

- All new employees who are identified as a DSE user will be given a DSE self-assessment to complete as soon as possible (see form on subsequent pages). It is the duty of the Head Teacher/Office to provide this to all new starters.
- All existing employees who are DSE users should have completed a DSE self-assessment. However, should a member of staff change workstations or become a DSE user for the first time, then a self-assessment will be required as soon as possible.
- Where the questionnaire identifies any areas that require support, it is the responsibility of the individual's line manager to ensure that these are rectified with the Head Teacher's assistance.
- Staff are actively encouraged to take rest breaks from continuous DSE activities to rest their eyes and refocus. Taking a break away from the screen each hour will also improve circulation and avoid bad posture. If any employees feels that their workload does not permit adequate breaks, this should be brought to the attention of the individual's line manager to resolve.
- Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.
- In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of the Head Teacher` as soon as possible. All identified DSE users have the opportunity for eye testing where needed and suitable corrective equipment (to NHS minimum contribution) provided if it is purely for DSE work purposes.

### DISPLAY SCREEN SELF-ASSESSMENT

If you are an employee who uses DSE for the majority of your working day, then you are required to complete this Display Screen Self-assessment.

This form should be completed at the start of every academic year and returned to the Operations Manager. He will make provisions along with the Head teacher and ICT leader for any items/findings raised to be addressed.

|                                  |                                                                                                                                                     |                            |           |            |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------|------------|
| <b>Name:</b>                     |                                                                                                                                                     | <b>Date of assessment:</b> |           |            |
| <b>Job title:</b>                |                                                                                                                                                     |                            |           |            |
| <b>Location of workstation:</b>  |                                                                                                                                                     |                            |           |            |
|                                  |                                                                                                                                                     |                            |           |            |
| <b>Questions you should ask:</b> |                                                                                                                                                     | <b>Yes</b>                 | <b>No</b> | <b>N/A</b> |
| <b>Screen / Monitor</b>          | Is the Screen/Monitor Image Stable and Clear?                                                                                                       |                            |           |            |
|                                  | Are you able to adjust the angle and position of the Screen/Monitor?                                                                                |                            |           |            |
|                                  | Is it adjustable as to allow the top of the Screen/Monitor to be level with your eyes?                                                              |                            |           |            |
|                                  | Are you able to position the Screen/Monitor square to the keying position?                                                                          |                            |           |            |
|                                  | Are you able to adjust the brightness/contrast levels of the Screen/Monitor?                                                                        |                            |           |            |
|                                  | Is the viewing distance from your seated position to the Screen/Monitor approximately an arm's length?                                              |                            |           |            |
| <b>Keyboard / Mouse</b>          | Is there sufficient space in front of the keyboard to allow you to rest your hands and arms?                                                        |                            |           |            |
|                                  | Are mouse pads or wrist support available if needed?                                                                                                |                            |           |            |
|                                  | Does the keyboard allow a soft typing action?                                                                                                       |                            |           |            |
|                                  | Is there any malfunction of the keys?                                                                                                               |                            |           |            |
|                                  | Do you get any discomfort from using the keyboard and mouse i.e. pains in arms or wrists?                                                           |                            |           |            |
| <b>Laptop / Tablet</b>           | If you are using a Laptop/Tablet at your desk is it placed in a docking station?                                                                    |                            |           |            |
|                                  | Do you use a separate mouse and keyboard connected to the docking station?                                                                          |                            |           |            |
|                                  | Are you able to adjust the height of the Laptop/Tablet to view the screen at the correct height without having to sit with your head bent downward? |                            |           |            |
|                                  | Do you need to connect the Laptop/Tablet to a separate monitor to view it correctly?                                                                |                            |           |            |
| <b>Desk / Work Surface</b>       | Is there sufficient space on your desk top/work surface to allow you to perform your task?                                                          |                            |           |            |
|                                  | Is the desk top/work surface non-reflective?                                                                                                        |                            |           |            |
|                                  | Is a document holder needed?                                                                                                                        |                            |           |            |

|                          |                                                                                                                                                    |  |  |  |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|                          | Is there sufficient height and depth of space beneath the desk top/work surface to allow you to sit comfortably without having to cramp your legs? |  |  |  |
|                          | Does the height of the desk top/work surface allow you to sit comfortably?                                                                         |  |  |  |
|                          | Do you need a footstool?                                                                                                                           |  |  |  |
| <b>Chair</b>             | Is the height of the chair adjustable?                                                                                                             |  |  |  |
|                          | Is the back of the chair adjustable for tilt and height?                                                                                           |  |  |  |
|                          | Does the chair have a stable base?                                                                                                                 |  |  |  |
|                          | Does the chair allow freedom of movement?                                                                                                          |  |  |  |
|                          | Does the floor covering/surface cause any restriction of movement for the chair?                                                                   |  |  |  |
|                          | Can an upright posture be achieved with arms and upper legs approximately parallel with the floor and feet flat on the floor?                      |  |  |  |
| <b>Work Space</b>        | Have you sufficient space to be able to move your chair clear of the desk/work station before standing up?                                         |  |  |  |
|                          | Are you able to perform your task without excess reaching, stretching or twisting?                                                                 |  |  |  |
|                          | Are there any obstructions under the desk/work station?                                                                                            |  |  |  |
|                          | Are there any cables or power cords present which may create a trip hazard?                                                                        |  |  |  |
| <b>Lighting</b>          | Is the lighting adequate for the tasks which you undertake?                                                                                        |  |  |  |
|                          | Is there any glare from windows, light fixtures, or fittings that interfere with screen use?                                                       |  |  |  |
|                          | Do you suffer any discomfort from the light levels?                                                                                                |  |  |  |
| <b>Noise and Heat</b>    | Is the equipment noisy so that it distracts attention or disturbs speech?                                                                          |  |  |  |
|                          | Is the equipment positioned to allow dissipation of heat?                                                                                          |  |  |  |
|                          | Does the temperature in the workplace cause you any discomfort?                                                                                    |  |  |  |
| <b>Software</b>          | Does the software cause you any concerns?                                                                                                          |  |  |  |
|                          | Have you been trained in the use of the software?                                                                                                  |  |  |  |
| <b>Work Patterns</b>     | Are you able to get up and move around at regular intervals?                                                                                       |  |  |  |
|                          | Are you able to look away from the Screen at intervals during the course of inputting data etc.?                                                   |  |  |  |
| <b>Health Monitoring</b> | Are you aware of the availability of an eye sight test?                                                                                            |  |  |  |
|                          | Have you had an eye sight test in the last two years?                                                                                              |  |  |  |
|                          | Have you been instructed about the risks that can arise when working with Display Screen Equipment?                                                |  |  |  |
|                          | Have you been made aware of the HSE's guidance on DSE?                                                                                             |  |  |  |
|                          | Do you know who to contact within the School if you have any health or safety concerns whilst working at your workstation?                         |  |  |  |

**Comments:**

**Signature:**



### MANAGEMENT OF CONTRACTORS POLICY

#### Introduction

St David's School forms part of the Royal Russell Trust Group of Schools. This policy reflects the standalone nature of the St David's site, but follows ALL processes as outlined in the Royal Russell Health & Safety Policy.

The aim of this Policy is to provide guidance to all staff at St David's School involved in the appointment, use and management of contractors.

The policy will be most applicable for the Estates Manager, however other departments and individuals will require the appointment of contractors from time to time. This policy will cater for all types of contractor and therefore all responsible persons employing contractors are required to follow this policy.

#### Types of Contractor

Here at St David's School contractors can be split into two identifiable categories. There are those one off contractors who are found at short notice and called in to carry out one-off projects/jobs. Examples may include:

- Electricians being invited in to replace light fittings
- Plumbers called to fix a problem in the boiler room
- Tree Surgeons who have been asked to prune back trees or remove fallen branches.

There are also those 'third party contractors' who come into the building and carry out work based upon pre-arranged service agreements or sub contractual agreements, for example:

- Cleaners carrying out their daily domestic duties
- IT specialists carrying out scheduled maintenance or installing new software
- An external company coming to run after school clubs and care groups.

It is the duty of St David's School to manage all types of contractors in order to establish safe systems of work.

#### One-Off Contractors

To achieve a safe level of control here at St David's School, all one-off contractors are required (before the commencement of any work), to read and sign a copy of the school's '**HEALTH AND SAFETY INSTRUCTIONS TO CONTRACTORS**' document, outlining what is expected of them when carrying out work at any of the school sites. In specific instances where the scope of works is deemed high risk or potentially hazardous then a permit to work may also be required.

A Permit to Work system is a formal written system used to control certain types of work that are potentially hazardous. It specifies the work to be done and the precautions to be taken, prior to the commencement of any such work. Permits to Work form an essential part of safe systems of work for many maintenance activities and as such help to safeguard contractors and others working on site. They allow work to start only after safe procedures have been identified and defined and they provide a clear record that foreseeable hazards have been considered.

Permits to Work must be obtained from the Estates Manager and completed prior to the commencement of any of the following work:

- Working at Heights
- Confined Space Works
- Hot Works
- Electrical Works
- Excavations
- Gas Works

### **Third Party Contractors**

Third Party Contractors are often asked to attend site as the result of long running service and maintenance agreements within the school. They are issued with a short guide on health and safety matters at St David's. Please refer to the Health & Safety Guide (see Appendix B). They are also expected to produce documentation relating to their health and safety arrangements. They will need to provide the school with:

- Photo ID of their employees, or anyone who the company sends to the school,
- Work permits,
- Risk assessments,
- Relevant health and safety arrangement documentation,
- Insurance documents
- Indemnity insurance documents
- Method statements

Third Party Contractors will be asked to review these documents annually via e-mail and supply any revised documentation to Estates Manager.

### **St David's Staff Responsibilities**

Staff are expected to inform the Estates Manager if they invite any one-off contractors in so that he may assist and help identify if a Permit to Work is required and supply the necessary documentation.

Whilst the Estates Manager will more often than not be the person responsible for arranging and appointing contractors, ALL members of the St David's staff (who have invited contractors in) are to ensure that any necessary paperwork and checks have been conducted, issued and completed before any contractor begins work.

Whichever member of staff invites a contractor in to carry out works, they inevitably become the 'Nominated Responsible Person' for the contractor and their works whilst on site.

If a Permit to Work is required, then The Nominated Responsible Person's signature confirms understanding of the work or task to be done, the hazards involved, and the precautions required. It also confirms that permit information has been explained to other staff who may be involved in the task or work.

Hand back is signed by the Responsible Person in charge of the work, or member of staff certifying work is completed.

Where a Risk Assessment or method statement identifies a need for training a Permit to Work will NOT be issued until the Estates Manager has verified that training has been given. He will retain copies of training verification and he will only authorize the issue of such permits to the named individual.

### **Completion of the Work**

The permit issuer/Responsible Person will keep track of progress, monitoring any health and safety issues that may arise, until the job finishes.

The Responsible Person in charge of the works will confirm completion of works and cancel the permit. All permits must be returned to the issuer.

The permit is to be kept by the Estates Manager. It is to be kept for three years.

Any health and safety issues relating to operation of the permit-to-work system in any given situation must be reported to the Head Teacher.

## HEALTH AND SAFETY INSTRUCTIONS FOR CONTRACTORS AND PERMIT TO WORK

In carrying out contracted work at St David's School I undertake to adhere to the Health and Safety Policies, Procedures and Legislation extant at the School. Of which, the important points are listed below:

1. I and my staff will conduct ourselves such that we comply with the tenets of the Health and Safety at Work etc., Act 1974, the Management of Health and Safety at Work Regulations 1999 and Keeping Children Safe in Education Regulations. In particular, we will not carry out any act or omission which places myself, my staff, or school staff, pupils and visitors to the school, at risk.
2. I will provide adequate control of any health and safety risks arising from the work I and my staff carry out, and maintain safe and healthy working conditions therefore.
3. I have arranged that my staff and I have received all necessary training and certification to carry out the tasks for which I am contracted.
4. I and my staff will maintain a safe working environment in the areas under my control for the duration of the contract.
5. I have provided all my staff with the necessary information, instructions, and training to ensure their competence for the tasks entrusted to them.
6. I and my staff will conduct ourselves to minimise the risk of accidents and work related ill-health.
7. I shall bring to the immediate notice of the Health and Safety Officer any potential breach of this policy.
8. I will inform the Health and Safety Officer of any accidents involving me or my staff, although I retain management and reporting requirements for such accidents.
9. I will bring to the immediate attention of the Health and Safety Officer any aspect of school activity that may impinge on the health and safety of me and my staff.
10. I understand that in order to comply with the Keeping Children Safe in Education Regulations any contractor on site during a school day, will be required to produce photographic I.D (*acceptable forms of ID is deemed to be a current passport or photo card driving licence*) and have completed appropriate checks before the commencement of any work.

I have read and understood this abbreviated briefing, and undertake to abide by its provisions.

Signed.....

Print.....

Company name.....

Date.....

**FOR OFFICIAL USE:**

**IS A WORK PERMIT REQUIRED?**

☐ **YES**

☐ **NO**



## PERMIT TO WORK

This Permit to work has been issued because the nature of the works has been identified as being potentially hazardous by the school and therefore extra precautions must be taken.

### Part 1 and 2 must:

- Be completed by contractor in overall charge of the works.
- Counter signed by the schools authorised person in charge

Before the commencement of any works

### Part 1 (pre-work details)

|                                                                         |  |                 |  |                         |           |            |  |
|-------------------------------------------------------------------------|--|-----------------|--|-------------------------|-----------|------------|--|
| <b>Company</b>                                                          |  |                 |  |                         |           |            |  |
| <b>Competent person<br/>(contractor in overall charge of works)</b>     |  |                 |  |                         |           |            |  |
| <b>Valid from date / time</b>                                           |  |                 |  | <b>To date / time</b>   |           |            |  |
| <b>Project time</b>                                                     |  |                 |  |                         |           |            |  |
| Location                                                                |  |                 |  |                         |           |            |  |
| Nature of activity & risk                                               |  |                 |  |                         |           |            |  |
| Asbestos Works                                                          |  | Confined Spaces |  | Diving                  |           |            |  |
| Electrical Works                                                        |  | Excavations     |  | Gas Works               |           |            |  |
| Hot Works                                                               |  | Roof Works      |  | Work at Height          |           |            |  |
| Description of work                                                     |  |                 |  |                         |           |            |  |
|                                                                         |  |                 |  |                         |           |            |  |
| <b>Safety check list</b>                                                |  |                 |  | <b>Yes</b>              | <b>No</b> | <b>N/A</b> |  |
| <b>Has the equipment been isolated from all sources of supply?</b>      |  |                 |  |                         |           |            |  |
| Have warning signs been displayed at isolation point?                   |  |                 |  |                         |           |            |  |
| Have safety locks been fixed at isolation point?                        |  |                 |  |                         |           |            |  |
| Has the area been cordoned off and safe from falls?                     |  |                 |  |                         |           |            |  |
| Has the system been proved dead?                                        |  |                 |  |                         |           |            |  |
| Have provisions for hot working been made?                              |  |                 |  |                         |           |            |  |
| Have fire systems been isolated?                                        |  |                 |  |                         |           |            |  |
| Are those carrying out works competent and trained?                     |  |                 |  |                         |           |            |  |
| Has a risk assessment been carried out and a method statement in place? |  |                 |  |                         |           |            |  |
| Is personal protective equipment required?                              |  |                 |  |                         |           |            |  |
| Hard hat                                                                |  | Ear defenders   |  | Eye protection          |           | Face mask  |  |
| Gloves                                                                  |  | Overall         |  | Safety boots            |           | Screens    |  |
| Barriers                                                                |  | Fall Arrest     |  | High visibility jackets |           | Signage    |  |
| Additional Safety measures required:                                    |  |                 |  |                         |           |            |  |
| Special instructions:                                                   |  |                 |  |                         |           |            |  |

**Part 2 (receipt to be completed by contractor in overall charge)**

I acknowledge receipt of this permit and hereby declare that I accept responsibility for carrying out the work as described in Part 1 of this permit.

I have been shown and retained a copy of the risk assessment, method statement and safety measures that have been implemented.

I understand and accept all special instructions noted in Part 1 and agree that no attempt will be made by me or persons under my control to undertake any other work in any other location, system or equipment not subject to this permit.

I will not leave the work site while the work is in progress and if I have to leave the work site temporarily, I will suspend the work and ensure that adequate safety precautions are taken until the work is resumed upon my return.

I will retain this permit while the work is in progress and will return it to the authorised person when the work is completed or stopped.

|                |  |                  |  |      |  |
|----------------|--|------------------|--|------|--|
| Name           |  | Date             |  | Time |  |
| Position       |  | <b>Signed</b>    |  |      |  |
| <b>Company</b> |  | <b>Phone No.</b> |  |      |  |

*(To be completed by schools authorised person in charge)*

|                   |  |               |  |
|-------------------|--|---------------|--|
| WORK<br>Issued by |  | Date          |  |
| Position          |  | <b>Signed</b> |  |

***This permit is not valid until parts 1 and 2 have been signed***

**Part 3 (Clearance to be completed by contractor in overall charge)**

|                                                                           |                                                                                                                                                                                                  |       |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| I hereby declare that the work described in part of this permit has been: |                                                                                                                                                                                                  | ✓ / x |
| <b>1</b>                                                                  | <b>Satisfactorily</b> completed and that all persons, tools and instruments under my control have been withdrawn.                                                                                |       |
| <b>2</b>                                                                  | <b>Stopped / abandoned</b> , that all persons, tools and instruments under my control have been withdrawn, and that the area / equipment has been made safe pending the issue of another permit. |       |

I have warned all persons under my control that it is no longer safe to continue work. For hot work, all areas to which heat and sparks may have spread have been thoroughly inspected on completion of work and thirty minutes later, and no smouldering fires were discovered.

|                                           |  |        |  |      |  |
|-------------------------------------------|--|--------|--|------|--|
| Name                                      |  | Date   |  | Time |  |
| Position                                  |  | Signed |  |      |  |
| Company                                   |  |        |  |      |  |
| Reason for stopping work and action taken |  |        |  |      |  |

**Part 4 (Cancellation to be completed by schools authorised person in charge)**

**I hereby declared that the work described in part 1 has been satisfactorily completed / stopped and that this permit is cancelled. The original permit has been returned to me.**

|          |  |        |  |      |  |
|----------|--|--------|--|------|--|
| Name     |  | Date   |  | Time |  |
| Position |  | Signed |  |      |  |



### MANUAL HANDLING GUIDANCE

#### Purpose of Section

The purpose of the Section is to set out the procedures to be followed, and the precautions to be taken, for manual handling at St David's School.

#### Background

Manual handling of loads is one of the most common causes of injury at work and every effort must be made to prevent this. Over a third of all accidents reported each year to enforcement authorities arise from manual handling.

#### General Guidance

Because of the frequency of injury from manual handling, staff should consult with the School Caretaker before attempting to move any heavy or awkwardly shaped item. If necessary, ask the School Caretaker to provide assistance.

Moving lighter objects still requires care. Consider:

- Bending the back can increase the load on the body by as much as two and a half times that exerted when lifting without bending the back (knees bent).
- A load carried at arm's length exerts a five-fold increase in strain as against a load held close to the body.
- Lifting above shoulder height cuts a safe load to three-quarters of that at lower levels.
- Frequent lifting can reduce a safe load to as little as one quarter of that for a single lift.

The school will organise training in manual handling appropriate to their needs for all staff.

#### Picking up an Object

Staff should **NEVER** attempt to carry anything too heavy (or where the shape inhibits movement) on their own. They need to get help.

Staff need to plan the move i.e. determine where they are taking the item and whether there is a clear space already available to receive it. If lifting to shoulder height they should check that there is somewhere to rest it mid-way e.g. a bench or shelf and ensure vision over the top of the load will not be obstructed.

Staff need to try the object for weight first by lifting one corner slightly and to determine which side is heaviest.

- Stand firmly - feet approximately shoulder width apart.
- Stand close to the object with one foot slightly in front of the other and pointing in the direction of the movement.
- Bend the knees.
- Back should be held straight with chin tucked in.
- Grip the object firmly but safely within the bounds of reach. If this is not possible, get help.
- Use the whole of the hand and not just the fingertips.
- Use mainly the leg muscles not the arms or back.
- Do not jerk the object as it is lifted, keep the movements smooth.
- Keep the load close to the body and keep the heaviest side towards the trunk of the body.

#### Putting Down an Object

Keep the back straight and lower the object by bending the knees. Keep the movement as smooth as possible. Avoid trapping fingers by putting the load down askew and adjusting afterwards.

## **Pushing/Pulling a Heavy Object**

Follow this procedure:

- Ensure the path intended to push/pull across is clear and smooth.
- Tuck the chin in.
- Keep the back and arms as straight as possible.
- TO PUSH - Thrust with the front-foot and use the back-foot to maintain balance.
- TO PULL - Thrust with the back-foot and use the front to maintain balance.

## **Ways of Reducing Risks of Manual Handling Injury (The TILE technique)**

### **The Task**

- Improving the task layout - improve flow of materials, ensure optimum position for storage. Heaviest items should be stored around waist height.
- Changes to the layout or sequence of operations can remove the need for twisting, stooping, or stretching.
- Using the body more efficiently - hold the load close to the body, place feet close to the load.
- Replace lifting by controlled pushing or pulling.
- Improving the routine - consider changes to the frequency of handling, consider flexible break/rest periods, consider job rotation.
- Handling while seated - not a recommended practice other than for small, light loads.
- Team handling - consider using two people, ensure adequate space, access and handholds, use a stretcher or slings where appropriate.
- Personal protective equipment - use gloves, aprons, overalls, safety footwear etc.
- Consider alternative methods of handling if there is a risk from the contents. Ensure good maintenance and accessibility of equipment.
- Ensure an efficient defect reporting system.

### **Individual Capability**

- Personal capacity - consider individuals' concerns regarding their suitability for manual handling duties, including age, sex, strength, pregnancy and any medical 'disability'.
- Knowledge and training - the handling operation should be designed to suit the individual. Employees should be involved in the development and implementation of manual handling training and the monitoring of its effectiveness.
- Attention must be given to - recognition of hazardous loads, dealing with familiar loads, use of handling aids.
- Use of personal protective equipment.
- Working environment - importance of good housekeeping.

### **The Load**

- Making it lighter - consider products in smaller containers, sort the goods into weight categories, making them smaller.
- Make easier to grasp - consider handles, hand-grips, and indents.
- Stability - containers holding liquids or powders should be well fitted, alternative means of handling should be considered.
- Loads should be clean.
- Sharp corners, jagged edges etc should be avoided, use handling aids or personal protective equipment.
- Consider risks from hot or very cold surfaces and equipment.

### **Working Environment**

- Removing space constraints - make sure there is enough room. Maintain high standards of housekeeping.
- Condition and nature of floor - well maintained and properly drained. Slip resistant surfaces are better when used regularly.
- Clear away spillages promptly.
- Working at different levels - transfer from one level to another by gentle slope. Avoid manual handling on steep slopes. Working surfaces should be at a uniform height.
- Temperature - maintain a comfortable working temperature. Where this is not possible, personal protective equipment will be necessary in adverse conditions.
- Lighting - sufficient lighting is essential.

## APPENDIX I



### NEW AND EXPECTANT MOTHERS GUIDANCE

#### **New and expectant mothers at work – A guide for employers**

This is a guide for employers on protecting the health and safety of workers who are new or expectant mothers. St David's School endeavours to follow it as closely as possible.

This guidance is issued by the Health and Safety Executive (HSE), and therefore informs any inspectors, such as ISI and OFSTED. Following the guidance is not compulsory and the school is free to take other action. But if it does follow the guidance it will normally be doing enough to comply with the law.

1. Pregnancy should not be regarded as ill health. It is part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.
2. Many women work while they are pregnant and may return to work while they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their child(ren). Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and while breastfeeding.
3. In most cases pregnancy usually goes undetected for the first 4-6 weeks. It is important for employers to identify hazards and risks for all female employees of childbearing age. They should also take into account that some hazards can present more of a risk at different stages of the pregnancy.
4. The law at present requires employers to assess risks to their employees, including new and expectant mothers, and to do what is reasonably practicable to control those risks. Exposure limits for hazardous substances and other agents are set at levels which should not put a pregnant or breastfeeding worker, or her child, at risk. (In some cases, there are lower exposure levels for pregnant workers, or for women of childbearing capacity, than for other workers.) Controlling common workplace risks appropriately will reduce the need for special action for new and expectant mothers.
5. This guidance takes the school through the actions required, provides information on known risks to new and expectant mothers, and gives advice on what is needed to comply with the law. There is also some advice on other aspects of pregnancy which may affect work. Although these are not covered by legal requirements, the HSE recommends that they are taken into account.

#### **Legal requirements**

6. The health and safety of new and expectant mothers at work is covered by the Management of Health and Safety at Work Regulations 1999 (MHSW). The school is required to assess risks to all employees and to do what is reasonably practicable to control those risks. It is also required to take into account risks to new and expectant mothers when assessing risks in their work activity.
7. If a risk cannot be avoided by other means, the school is specifically required to make changes to the working conditions or hours of a new or expectant mother, offer her suitable alternative work, or if that is not possible suspend her for as long as necessary to protect her health and safety and that of her baby.
8. Where an employee works nights and produces a certificate from a registered medical practitioner or a registered midwife showing that it is necessary for her health and safety not to work nights, she should be suspended from her work for the period identified in the certificate. The Employment Rights Act 1996 requires that suitable alternative daytime work on the same terms and conditions should be offered before suspending the woman from work. If this is not practicable legal advice should be sought.

9. The school only has to follow the requirements outlined in paragraphs 7-8 once it has been notified in writing that a worker is pregnant, has given birth in the previous six months, or is breastfeeding. The school may request, in writing, a certificate from a registered medical practitioner or a registered midwife confirming the pregnancy. If, within a reasonable period of time, the employee has not produced the certificate the school is not required to continue following the requirements.
10. Under the Workplace (Health, Safety and Welfare) Regulations 1992 the school is required to provide suitable facilities for workers who are pregnant or breastfeeding to rest.

### **Definitions**

11. The phrase 'new or expectant mother' means an employee who is pregnant, who has given birth within the previous six months, or who is breastfeeding.
12. 'Given birth' is defined in the Management of Health and Safety at Work Regulations as 'delivered a living child or, after 24 weeks of pregnancy, a stillborn child'.

### **What the school needs to do**

13. In assessing risks to school employees the school specifically considers workers who are new or expectant mothers, and takes action to ensure that they are not exposed to any significant risk. The school will also ensure that the person carrying out the assessment is competent and able to take due account of all relevant information.
14. Normally the Head Teacher will carry out a risk assessment using the attached pro forma. The monthly checks do not have to be a formal assessment, but to ensure that agreement is reached with the Head of Department concerned and the Head Teacher that appropriate measures have been taken as a pregnancy progresses.

### EXPECTANT MOTHER-RISK ASSESSMENT

If you have an employee who is pregnant, you must assess and identify the risks and manage these through a risk assessment. If your general workplace risk assessment either does not include new and expectant mothers or you are unsure whether additional actions are needed, this template can be used to identify and manage the risks.

|                                              |  |                                 |  |
|----------------------------------------------|--|---------------------------------|--|
| <b>Employee Name</b> <i>Expectant Mother</i> |  | <b>Employees Expectant Date</b> |  |
| <b>Risk Assessor Name</b>                    |  | <b>Risk Assessor signature</b>  |  |
| <b>Employee signature</b>                    |  | <b>Employee signature</b>       |  |
| <b>Date of initial risk assessment</b>       |  | <b>Review date*</b>             |  |

(\* or sooner if (a) there are reasons to believe the assessment is no longer valid, or (b) there are significant changes.)



*N.B. Examples in the following table are suggestions only, and should be amended to suit.*

| <b>Hazard</b>                                                                            | <b>Person(s) at risk</b> | <b>Existing measures to control risk</b>                                                                                                                                                                                                                            | <b>Risk (High, Medium or Low)</b> | <b>Additional risk control measures required</b> | <b>Action by who and by when</b> | <b>Action completed (Date)</b> |
|------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------------|----------------------------------|--------------------------------|
| <i>Movement &amp; Posture (e.g. prolonged sitting, standing, bending, reaching etc.)</i> | <i>Expectant Mother</i>  | <ul style="list-style-type: none"> <li>• <i>Adjust work practices to reduce prolonged sitting/standing</i></li> <li>• <i>Adjust work practices to eliminate or reduce bending, reaching etc.</i></li> <li>• <i>Adjust timing and frequency of breaks</i></li> </ul> |                                   |                                                  | by<br>XX/XX/XXXX                 |                                |
| <i>Manual Handling</i>                                                                   | <i>Expectant Mother</i>  | <ul style="list-style-type: none"> <li>• <i>Adjust work practices to eliminate hazardous manual handling (e.g. re-assign to other staff)</i></li> </ul>                                                                                                             |                                   |                                                  |                                  |                                |
| <i>Infectious Diseases</i>                                                               | <i>Expectant Mother</i>  | <ul style="list-style-type: none"> <li>• <i>Adjust work practices to eliminate close contact with animals (e.g. handling, feeding etc.)</i></li> <li>• <i>Provide easy access to toilets and handwashing facilities</i></li> </ul>                                  |                                   |                                                  |                                  |                                |
| <i>Lack of access to welfare facilities</i>                                              | <i>Expectant Mother</i>  | <ul style="list-style-type: none"> <li>• <i>Provide easy access to toilets and handwashing facilities</i></li> <li>• <i>Provide adequate rest areas</i></li> </ul>                                                                                                  |                                   |                                                  |                                  |                                |

| <b>Hazard</b>                                | <b>Person(s) at risk</b> | <b>Existing measures to control risk</b>                                                                                                                                                                                                                                                                                                              | <b>Risk (High, Medium or Low)</b> | <b>Additional risk control measures required</b> | <b>Action by who and by when</b> | <b>Action completed (Date)</b> |
|----------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------------|----------------------------------|--------------------------------|
| <i>Mental / Physical Fatigue</i>             | <i>Expectant Mother</i>  | <ul style="list-style-type: none"> <li>• <i>Adjust working hours if required</i></li> <li>• <i>Adjust timing and frequency of breaks</i></li> <li>• <i>Adjusted / alternative workload</i></li> <li>• <i>Adjust role where required to reduce amount of physical activity to minimise the risk of fatigue</i></li> </ul>                              |                                   |                                                  |                                  |                                |
| <i>Occupational stress</i>                   | <i>Expectant Mother</i>  | <ul style="list-style-type: none"> <li>• <i>Adjust working hours if required</i></li> <li>• <i>Adjusted / alternative workload</i></li> </ul>                                                                                                                                                                                                         |                                   |                                                  |                                  |                                |
| <i>Temperature</i>                           | <i>Expectant Mother</i>  | <ul style="list-style-type: none"> <li>• <i>Adjust work activity to avoid extremes of temperature (e.g. alternative work activities, locations etc.)</i></li> <li>• <i>Provide supplementary heating/cooling</i></li> <li>• <i>Adjust timing and frequency of breaks</i></li> <li>• <i>Provision of facilities to make hot/cold drinks</i></li> </ul> |                                   |                                                  |                                  |                                |
| <i>Working with Display Screen Equipment</i> | <i>Expectant Mother</i>  | <ul style="list-style-type: none"> <li>• <i>Completion of DSE assessment for workstation</i></li> <li>• <i>Regular breaks away from the workstation</i></li> <li>• <i>See also Movement &amp; Posture</i></li> </ul>                                                                                                                                  |                                   |                                                  |                                  |                                |

| <b>Hazard</b>            | <b>Person(s) at risk</b> | <b>Existing measures to control risk</b>                                                                                                                                                                                                                                                     | <b>Risk (High, Medium or Low)</b> | <b>Additional risk control measures required</b> | <b>Action by who and by when</b> | <b>Action completed (Date)</b> |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------------|----------------------------------|--------------------------------|
| <i>Working Alone</i>     | <i>Expectant Mother</i>  | <ul style="list-style-type: none"> <li>• <i>Eliminate lone working for the individual where possible</i></li> <li>• <i>Where this cannot be avoided, provide means of communication and consider any prohibited activities</i></li> </ul>                                                    |                                   |                                                  |                                  |                                |
| <i>Working at Height</i> | <i>Expectant Mother</i>  | <ul style="list-style-type: none"> <li>• <i>Adjust work practices to eliminate working at height (e.g. re-assign to other staff)</i></li> </ul>                                                                                                                                              |                                   |                                                  |                                  |                                |
| <i>Violence</i>          | <i>Expectant Mother</i>  | <ul style="list-style-type: none"> <li>• <i>Adjust work practices to reduce the risk of violence where this is identified as a significant risk (e.g. re-assign higher-risk activities such as dealing with complaints, banking takings, dealing with known aggressors etc.).</i></li> </ul> |                                   |                                                  |                                  |                                |

|          |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |  |
|----------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| COVID-19 | Expectant Mother | <ul style="list-style-type: none"> <li>Consider whether the employee can work from home. Where this is not possible, consider the employee's role and working environment and whether they can adhere to the <a href="#">government guidance for those deemed 'clinically vulnerable'</a> in terms of: <ul style="list-style-type: none"> <li>Social distancing (i.e. maintaining 2m distance from others, or 1m plus other precautions);</li> <li>Hand hygiene (i.e. do they have easy access to handwashing facilities?); and</li> <li>Avoiding contact with suspected/confirmed cases.</li> </ul> </li> <li>If the above control measures cannot be implemented, consider providing the employee with an alternative role which will enable them to adhere to the above measures.</li> <li>If you cannot put the necessary control measures in place, such as working from home or adjustments to the job role, you should suspend the pregnant worker on paid leave. This is in line with regulation 16(3) of the Management of Health and Safety at Work Regulations 1999 (as confirmed by the HSE <a href="#">here</a>).</li> </ul> |  |  |  |  |
|----------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|

|                                             |                         |                                                                                                                                                                                            |  |  |  |  |
|---------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| <i>Pregnancy related medical conditions</i> | <i>Expectant Mother</i> | <ul style="list-style-type: none"> <li>• <i>Consider any pregnancy related medical conditions reported by the employee and implement reasonable adjustments where necessary</i></li> </ul> |  |  |  |  |
|---------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|



### PHYSICAL EDUCATION GUIDANCE

#### Purpose of Section

The school recognises its responsibilities for staff and pupil safety while they are engaged in physical education activities. This section gives general guidance on safe operating procedures for general physical education at St David's School.

#### Reference

The Association for Physical Education (afPE): Safe Practice in Physical Education, School Sport and Physical Activity guide should be applied when physical education activities are carried out by the school.

#### General Guidance

Pupils are generally at greater risk of injury whilst participating in sports and physical education than in most other school activities. It is therefore important that for all physical education at St David's that lessons are carefully planned, pupils are closely supervised and that supervisors have good knowledge of the sport. Staff competence and the level of supervision will depend on the activity and must be assessed and approved by Head of PE.

Accidents are rarely the result of a single cause, there is often a series of failings. The following factors should be taken into consideration before any activity is undertaken, and appropriate action taken to reduce the risk of accidents:

- The type of activity chosen
- The aptitude of the individual(s)
- The level of experience of the teacher
- The class size
- The weather
- The physical conditions
- The behaviour of the pupils on the day

#### Physical Education Facilities

The school has various locations where physical education can take place:

- The Hall which is used for a range of physical activities.
- The sports ground which is used for a range of outdoor sporting activities
- The Swimming Pool at Royal Russell School
- The Swimming Pool at Banstead Preparatory School

#### Risk Assessments

Risk assessment is central to the effective management of health and safety when dealing with physical education. It is the duty of the Head of PE to ensure that risks are adequately identified, assessed and controlled to prevent harm to employees and pupils, as well as spectators. Risk assessments for the use of the hall for Physical Education can be found with the Head of P.E. and in the school office.

#### Physical Education Supervision

All timetabled physical education and games sessions at St David's are to be supervised by a knowledgeable member of staff. The Head of PE is responsible for assessing whether a member of staff is 'qualified' to supervise a specific sport.

## **Duties of Supervising Staff**

The member of staff supervising physical education is responsible for the following:

- Safe participation in that activity, particularly when using any equipment
- Communicating effectively with pupils and any spectators
- Anticipating problems and preventing accidents
- Intervening to prevent behaviour which is unsafe
- Identifying problems quickly and taking appropriate action
- Reporting any dangerous incidents

## **Rules for Physical Education**

The rules for physical education are clearly set out by each sport association, and these are to be followed. At St David's the following additional rules apply:

- Activities and equipment must be appropriate to the ability and training of the staff, students, and the class size.
- Pupils must be dressed in appropriate clothing and footwear for the activity.
- Pupils must wear appropriate protection. Mouthguards are compulsory for hockey.
- Pupils must remove all jewellery and watches before participating in sports & games, and long hair should be tied back. If jewellery cannot be removed, it must be covered.
- Eating or chewing gum is forbidden during sports & games.
- Only purpose-made equipment/apparatus conforming to the relevant British Standards Institution specifications should be used.
- All equipment should be regularly inspected to ensure that it is in good condition. Any defects should be reported and the equipment taken out of use until the fault is rectified.
- Equipment should be positioned so that lighting or sunlight does not cause glare.
- Safety matting of sufficient size and density must be used where necessary.
- All pupils should take part in graded warm up exercise to help prevent muscle strain or torn ligaments.
- Pupils are to be continually monitored during timetables lessons.
- All sports equipment is to be locked away when not in use. The key is only to be signed out to approved staff or external organisations.
- All PE staff must be trained in first-aid. Appropriate first aid is to be immediately available for football and hockey.

## **Mouthguard Policy**

Please refer to the Mouthguard Policy.

## **Checking of Physical Education Equipment**

All equipment is to be visually inspected prior to use on every occasion by the Head of P.E. and relevant games staff. This inspection is to be recorded and reviewed at the end of each academic year. Faults are to be reported to the Head of P.E.

## **Incident Action Plan**

In the event of an incident the following is to take place:

- The activity is to be stopped immediately.
- In cases of injury either the school office or emergency services should be called; in any case the school office should record details of the injury in case later RIDDOR reporting is required.
- In cases of disorderly behaviour the pupils should be appropriately disciplined in accordance with the school disciplinary procedures.

## **Reporting of Accidents**

Staff must ensure that accidents during sports and PE activities are reported and recorded promptly and accurately. Where remedial action is necessary to prevent future accidents, this should also be recorded. All accidents should be reported using the school accident reporting procedures set out above.



## SECURITY POLICY

### Introduction

This policy ensures that plans and procedures at St David's enable the school to meet the standards of individual and collective personal security that are required by regulation, in particular the Health and Safety at Work Act 1974 et seq, the Management of Health and Safety at Work Regulations 1998 and the Regulatory Requirements of Independent Schools, as published from time to time by the Independent Schools Inspectorate. The quality of pastoral care, and the welfare, health and safety of pupils is affected by the security posture and attitudes within the school of both staff and pupils, as well as by physical features such as locks and lighting.

### Communication

This policy is communicated to all staff through the Health and Safety Policy and is available to all staff on the school intranet. Security is included as a subject to be covered by the Health and Safety Committee and security will always be a standing agenda item.

### Statement

The Governors of St David's School recognise that just as the school has a duty to maintain the health and safety of staff, pupils, parents, and visitors, they have an equal duty to maintain their personal security. St David's is a closed site; only those who have business at the school are entitled to be within the grounds and there are no public rights of way through the grounds. Vehicular access is only possible to the front of the school. The building will be kept locked when it is unmanned. No pupils will be in the building without staff present. Pupils are always under some form of supervision; direct in most instances, but loose supervision is the norm in certain circumstances. No visitor or contractor may remain unescorted unless they have been signed in Reception and a member of staff has taken personal responsibility for their actions whilst on school grounds.

### Funding

The Governing Body will ensure that funding is made available when security issues that are brought before them are deemed by them to warrant suitable expenditure.

### Reporting

Security issues will be included in Health and Safety Reports to the Governing Body.

### Duties of Staff

#### The Head Teacher

The Head Teacher is ultimately responsible for the implementation and operation of the Security Policy and will:

- Ensure that all staff appreciate the importance of security, and understand the Policy Statements above.
- Ensure that the Senior Leadership Team's deliberations on the routines and procedures that are to be followed in the school are appropriately promulgated and maintained.
- Ensure that all staff accept their own responsibility.
- Ensure that staff are made available for appropriate security training.
- Ensure that parents are aware of the security posture of the school and that they are encouraged to play their part in its maintenance.
- Ensure that advice and co-operation is obtained from the police.
- Ensure that there is a procedure for contacting the police routinely, and in an emergency, and that staff are aware of it.



- Ensure that there is a security incident reporting procedure within the school and that all crimes are reported to the police and an appropriate crime number is obtained.
- Ensure that the Health and Safety Committee review reported incidents so that any trends may be spotted and acted upon.

### **The Operations Manager**

The Operations Manager will:

- Review the security risk assessment annually.
- Ensure that there are periodic security inspections of the school. These may be combined with health and safety inspections.
- Ensure changes in security are reported to the school's insurance brokers, and seek advice from them should any sizeable investment in security be considered.
- Ensure that security is considered as a part of the overall risk management strategy of the school
- Ensure that security forms part of the induction of all new staff.
- Ensure that all parties using school premises or facilities are aware of the policy and what is required of them.

### **All staff, pupils, and parents**

As part of the school's security procedure it must be recognised that good security involves everyone. This includes awareness of whether something feels wrong, and reporting suspicions accordingly, challenging unknown persons in the grounds as to their business, and reporting instances of physical breaches of security, such as gates being unlocked when they should be locked, and doors left open. Security also includes the safeguarding of information that should remain confidential to the school.

### **Day to Day Security Routines**

The school routines that have been developed by the Senior Leadership Team and that are used throughout the school have been designed to maintain a suitable security posture at all times, be it in the school day, out of school hours, or in the holidays. They take account of the Security Risk Assessment and are reviewed as the Senior Leadership Team deems necessary. They take account of the physical features of the school, the staff/pupil ratio, and the programmes for each year group, and climatic and seasonal factors. Security features as a standing agenda item at the Health and Safety Committee meetings, and any member of staff may ask their representative at this Committee to raise their concerns if necessary. Defects should be dealt with in the normal way to the School Caretaker.



### STAFF HEALTH & SAFETY TRAINING

#### Introduction

The school has a legal responsibility to instruct and train all staff on appropriate health and safety issues, including safe systems of work, in order to ensure their health, safety and welfare and that of other people affected by their work, such as pupils and visitors. This section sets out the school's policy for achieving this responsibility.

#### Legislation

The requirement to train employees in health and safety matters is contained in Section 2(2)(c) of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and the Health and Safety (Training for Employment) Regulations 1990.

#### Policy

The school's policy is that all staff should complete the appropriate health and safety training before undertaking any tasks. Given the range of jobs and tasks undertaken by members of staff at St David's, the training requirement for individuals may be different and therefore training is delivered in a phased approach:

- All staff receive induction training on general health and safety matters when they start at the St David's.
- Health and safety training or updates is given to staff as and when necessary from Operations Manager.
- Training required because of any change to tasks or equipment is organised by the Head Teacher or School Caretaker prior to work starting on that task.

#### General Training Requirement

##### Induction Training

Induction training is critical for new employees. The school will hold formal induction training for new employees who join the school covering the following areas. The staff responsible for training are the Organisational Team, Head Teacher and the School Administrator:

- School Health & Safety Policy and Appendices and where to find them
- Key health and safety issues
- Fire procedures

##### On the Job Training

In addition to the basic induction training, 'on the job' training is to be undertaken to ensure that all employees are aware of the safe systems of working in their area. This is to be organised by the Head Teacher or the Operations Manager.

##### Regular Health and Safety Training

The Operations Manager (and Educare Courses) is responsible for ensuring that regular health and safety training is included in the in-service training for all staff. Fire awareness and safety training is held every year along with a health and safety refresher session. Topics including working at heights and manual handling will be addressed every three years. This training will either be undertaken by qualified internal staff or external experts.

## **External Training Courses**

Some health and safety training will only be available from external sources at a cost or through Educare. Any requirements should be identified by Subject Leaders and line managers and approval for courses should be given by the Head Teacher.

## **Training Records**

It is important that all health and safety training is recorded. Where appropriate (i.e. individual courses) records should be kept in a member of staff's personal file and/or registered on the RR HR platform. Attendance at training undertaken at the school is to be noted at the time and a list signed by the training provider. All training records are to be kept by the Operations Manager/ School Administrator /Deputy Head for recording and retention.

## **Management**

It is important that all line managers and staff recognise the importance of health and safety training and the need to report issues promptly to the Operations Manager or the Head Teacher.

Training matters will also be discussed at the Health and Safety Committee on a termly basis. Any issues that cannot be resolved are to be passed to the Board of Governors by the Head Teacher for action.