



MOUNT HOUSE SCHOOL

SCHOOL POLICIES

HEALTH & SAFETY

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Principles

The Governors of the School accept these duties and it will continue to be their policy to promote standards of health, safety and welfare. They will comply fully with the terms and requirements of the Health and Safety at Work etc Act 1974. Regulations made under the Act and approved codes of practice, showing regard to the DfE Guidance *Health and Safety: Responsibilities and Powers*. It is considered by the Governors of the School that health and safety is a responsibility at least equal in importance to that of any other function of the School.

Whilst a statutory duty exists to comply with the Health and Safety at Work etc Act 1974 and all subsequent and relevant legislation and regulations pertaining thereto, this shall be regarded as the minimum standard expected.

The Principal has ultimate responsibility for ensuring the implementation of this policy within their respective areas. However, health, safety and welfare are the responsibility of all employees and as such all Mount House School employees have an important part to play in the successful implementation of this policy.

Every line manager is responsible for implementing the policy in his or her area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

This Policy is required under the Health and Safety at Work etc Act 1974. Employees are reminded that they have duties under the act, and regulations made under it and a breach of these duties could lead to prosecution of the Governors as the employers or of individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

General Guidelines

It is the policy of the Directors, so far as is reasonably practicable, to:

1. Establish and maintain a safe environment throughout the school;
2. Establish arrangements to ensure the safeguarding and welfare of the pupils;
3. Establish and maintain safe working procedures among staff, pupils;
4. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
5. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
6. Maintain all areas under control of the Directors and Head in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
7. Formulate effective procedures for use in case of fire and for evacuating the school premises;
8. Lay down procedures to be followed in case of accident;
9. Teach safety as part of pupils' duties where appropriate;
10. Provide and maintain adequate welfare facilities and to make recommendations to the school as appropriate.

Organisation and Responsibilities

The Board of Directors

The Board of Directors will ensure that appropriate resources and time are allocated through the Principal, the Finance Director and the Deputy Head (Pastoral).

The Board of Directors will monitor the implementation of the policy by requiring an annual report based on the monitoring checklist and reports and inspections as detailed in this policy.

The Principal

The Principal of the School is accountable to the Governors for the implementation of this Health, Safety and Welfare Policy. He will also discharge the Governors' overall duty as the employer. The discharge of these duties will be through line managers.

The Principal chairs the Health and Safety Committee, and is the senior member of staff with the responsibility for co-ordinating Health and Safety.

The Principal will be responsible, in particular, for ensuring that:

- this Policy Statement and its arrangements are brought to the attention of all employees
- appropriate policy standards and arrangements are available for each work activity carried out in the School and that a copy of each is kept in the Principal's PA's office, that other copies are distributed to relevant departments and employees as required and a record of distribution is maintained, updated and reviewed annually
- other health, safety and welfare information is communicated to relevant employees as required
- adequate first aid procedures exist (including the provision of a sufficient numbers of trained first aiders and appointed persons) and that all employees are aware of those procedures and arrangements. This will also include educational visits and occasions on which pupils are present outside normal School hours
- accidents are reported using the established School procedures including where necessary reporting to the Health and Safety Executive (HSE) under the RIDDOR regulations
- employee Safety Representatives can carry out their functions; and, where appropriate, that consultation takes place with those representatives. Where they require additional information about, for example, procedures, arrangements will be made for communicating such additional information. The existence of School policies, standards and other health, safety and welfare information will be drawn to the attention of representatives and access provided on request
- reports from external consultants are dealt with in a suitable manner and within suitable time scales
- a fire risk assessment has been completed, fire drills are carried out termly including a night time boarding evacuation drill and a fire register is maintained

- Health and Safety training needs for all employees are identified and appropriate arrangements made for the provision thereof
- risk assessments are undertaken of all risks to health, safety and welfare as required by the Management of Health, Safety and Welfare at Work Regulations and other legislation and that those with significant findings are recorded and appropriate control measures put in place to reduce the risk to an acceptable level
- new employees receive appropriate Induction in health, safety and welfare information including details of the safety policy, School standards, fire drill procedures, first aid arrangements and other safety related procedures
- the overall procedures for security and safety are monitored and reported annually to the governing body
- A copy of the Summary Information document is completed and updated at regular intervals.
- Health, safety and welfare matters that cannot be resolved appropriately are raised with the Governing Body within a suitable time frame.

The Finance Director (Health and Safety Officer)

The Finance Director (FD) will act as the School Health, Safety and Welfare Officer. Specific duties include:

- Act as Fire Officer
- the dissemination of health, safety and welfare information to all School employees
- ensuring the school has appropriate first aid arrangements in place with the support of the Deputy Head (Pastoral)
- ensuring that accident reporting is carried out using the school accident report form
- ensuring that appropriate emergency evacuation procedures are in place for the School
- ensuring accidents and incidents are properly investigated with the support of the Deputy Head (Pastoral)
- ensuring health, safety and welfare matters raised by employees are dealt with in an appropriate time scale
- co-ordinating all aspects of the Health, Safety and Welfare Policy
- ensuring premises defects (which affect health, safety and welfare) and other health, safety and welfare matters are dealt with or, if this is not possible, for ensuring they are raised with the Director of Estates ensuring that the implementation of this policy is carried out and monitored with the support of the Senior Deputy Head (Pastoral) and Heads of Department
- liaison with the Deputy Head of the Preparatory School to ensure all appropriate safety information has been made available
- Liaise with the EVC reference the administration of school trips and visits.

Health and Safety Committee

The purpose of the Health and Safety Committee is to achieve and maintain a safe and healthy workplace for staff, pupils and those not in the employ of the school. In addition, the committee has the following responsibilities:

- to meet on a regular basis to identify any concerns regarding health and safety to discuss safety inspection reports
- to monitor the implementation of policy
- the committee will consist of:
 - The Principal, who will chair the meetings,
 - The Health and Safety Officer (FD),
 - The Deputy Head (Pastoral),
 - The Site Manager,
 - Head of Science and
 - Director of Sport.

Site Manager

The Site Manager reports to both the Principal and Finance Director and is directly responsible for supervising the following areas and activities:

- Caretaking
- Gardening
- Maintenance
- Grounds maintenance.

In addition, he is responsible for:

- providing liaison with contractors and in particular for:
 - ensuring that all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation with the School
 - ensuring that contractors are aware of any special risks to pupils, which might arise out of their work
 - drawing the Principal's and the FD's attention to premises defects, which may present a health and safety hazard or risk
 - carrying out the necessary repairs as designated
 - carrying out Premises Risk Assessments, as necessary, or as designated by the FD
 - carrying out routine testing of the fire alarm system and keeping a record of the results of the test (The record should be available for inspection by the Health and Safety Committee)
 - maintenance of the asbestos register and ensuring this is brought to the attention of any contractors or staff that may disturb the fabric of the building during the course of their work
 - ensuring appropriate measures are in place for the control of Legionella.

The Site Manager is responsible for ensuring the School's health, safety and welfare procedures are implemented within the Site Team and that appropriate standards of health and safety are maintained. Specific areas within the maintenance department include:

- supervising maintenance staff and monitoring health and safety standards in their area of activity, including the workshop area
- ensuring adequate arrangements are in place with regards to fire management ensuring adequate arrangements are in place with regards to First Aid
- liaising with contractors and monitoring their compliance with appropriate standards and that they follow the School health, safety and welfare arrangements
- identifying premises defects and dealing with them as appropriate (where they cannot be dealt with, ensuring the area is made safe and the defect is reported to the Site Manager immediately)
- supervising the Site Team working area and ensuring it is maintained in a suitable manner.

The Deputy Head (Academic)

Specific responsibilities include:

- liaising with the Deputy Head (Pastoral)/Health and Safety Officer in order to ensure compliance with statutory regulations
- liaising with the Health and Safety Officer regarding arrangements for INSET of staff in Health and Safety.

Heads of Department

Heads of Department are responsible, so far as is reasonably practicable, for the implementation of the Health, Safety and Welfare policy within their areas of responsibility.

Heads of Department can, if they so wish, produce department specific Health and Safety arrangements and procedures in order to clarify departmental matters derived from the School policy. Although this is not mandatory, the Health and Safety Officer may require particular departments to produce departmental arrangements and procedures.

In particular they are responsible for ensuring that:

- the activities under their control are carried out, so far as is reasonably practical, safely and without risk to health
- the implementation of the Health, Safety and Welfare Policy is properly monitored in their area of responsibility by carrying out inspections of the workplace and equipment
- individual employees within their department are made aware of their responsibilities for health, safety and welfare
- suitable arrangements are made for consultation with the Health and Safety Committee

- employees under their control are adequately trained, informed, instructed and supervised
- School policies and arrangements appropriate to their areas of responsibility are brought to the attention of all employees within that area
- School policies and arrangements are complied with and where required appropriate safety signs or notices are displayed.
- relevant health, safety and welfare information is communicated to employees School First Aid procedures and arrangements are complied with
- all accidents occurring in the department are reported and an accident report form is completed
- training needs of employees within the department are identified and prioritised appropriately in consultation with the Deputy Head (Academic)
- employees are aware of fire procedures and where required have received appropriate training from the Health and Safety Officer (FD)
- as part of the School's induction process all new employees receive appropriate health, safety and welfare information and training including departmental safety procedures and arrangements.
- assessments are undertaken of risks and hazards to health, safety and welfare as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded, and appropriate control measures put in place to reduce those risks to an acceptable level
- departmental policies and arrangements take account of health, safety and welfare issues within their departments and that all reasonable steps are taken to reduce any residual risks to an acceptable level that teaching staff are adequately assessing risks and hazards where there are no existing risk assessments and, if required, adapting generic risk assessments to take into account local circumstances (e.g. pupil behaviour)
- where technician staff work within the department they follow CLEAPSS procedures and arrangements where appropriate (this will only apply to Technology, science and Art).

Teaching Staff

The first priority of all teachers is the safety and well-being of all pupils in their charge. This also applies to student teachers who must be made aware of their responsibilities by their School mentor.

Teaching Staff must:

- know the School emergency procedures for both fire and first-aid and the special safety measures to be adopted in their own teaching areas and ensure that they are applied as required by the School
- exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area
- give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not considered enough)
- ensure that pupils' coats, bags, cases etc. do not obstruct exits/gangways etc.

- integrate all relevant aspects of health and safety into the teaching process and if necessary give special lessons on health and safety
- follow the School's safe working procedures personally
- ensure that personal protective clothing, guards, special safe working procedures etc are used when necessary and or required by risk assessments
- make recommendations on health and safety matters to the head of department
- be familiar with the Mount House School policies and arrangements appropriate to the work area be familiar with Risk Assessments appropriate to the work activity.

Catering Manager

The Catering Manager is responsible for ensuring the School's health, safety and welfare procedures are implemented by catering staff and that appropriate standards of health and safety are maintained. Specific responsibilities include:

- supervising catering staff and monitoring health and safety standards in their area of activity ensuring adequate arrangements are in place with regards to fire management
- ensuring adequate arrangements are in place with regards to First Aid all food hygiene issues within the catering area
- ensuring that suitable risk assessments are carried out for the catering department.

Duty Staff

Staff who are responsible for the supervision of pupils during the morning and lunch breaks must exercise effective supervision of pupils and know the procedures and arrangements in respect of fire evacuation and first aid.

Responsibilities of staff towards pupils and others in their care

All staff are responsible for the health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils.
2. Be aware of and implement safe working practices and to set a good example personally.
3. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
4. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
5. Provide written job instructions, warning notices and signs as appropriate.
6. Provide appropriate protective clothing and safety equipment and ensure that these are used as required.
7. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.

8. Evaluate promptly and, where appropriate, act on criticism of health and safety arrangements.
9. Provide the opportunity for discussion of health and safety arrangements.
10. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
11. Provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training.

Responsibilities of all employees

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Not to interfere with or misuse anything provided in the interests of health and safety and welfare.
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head.
4. Ensure that tools and equipment are in good condition and report any defects to the Site Manager.
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
6. Ensure that offices, general accommodation and the school minibus are kept tidy.
7. Ensure that all accidents are recorded in the accident book.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements they must draw these to the attention of the Health and Safety committee.

Please note the following: -

It must be realised that newly appointed staff could be particularly vulnerable to any risk and it must be that all relevant health and safety matters are drawn to their attention at an early stage.

Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers will be expected, as far as reasonably possible, to meet the same exacting standards required of employees.

Responsibilities of pupils

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe standards of dress consistent with safety and or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
3. Observe all safety rules of the School and in particular the instructions of the teaching staff in the event of an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Physical and Emotional wellbeing

The governing body of Mount House School has a duty to protect the health and safety of its staff and a duty of care in relation to their physical and emotional well-being. Mount House School believes that violence, threatening behaviour and abuse against school staff is unacceptable and should not be tolerated. All school staff have a right to expect that their school is a safe place in which to work and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats or violence by parents and other adults on the school premises. Mount House School will take all reasonable and appropriate action in support of the school and its staff.

External Consultants (Health, Safety and Welfare advice)

The Governors will provide for effective joint consultation on health, safety and welfare matters. This function will be provided through the Health and Safety Officer. A number of external consultants have been appointed to provide assistance as required and will be used to conduct audits in relation to this Policy and its arrangements.

General Arrangements for Health, Safety and Welfare

Accident Reporting:

Employees are reminded that all accidents and incidents, within Mount House school and its estate must be recorded on an accident form so that accidents and incidents can be monitored, and action taken to prevent reoccurrence.

General Arrangements:

The Summary Document in this policy indicates general arrangements for implementing this Health, Safety and Welfare Policy.

Risk Assessment:

Under the Management of Health, Safety and Welfare at Work Regulations 1999 there is a requirement for all risks to health, safety and welfare to be assessed and for significant findings to be recorded. For most existing activities Mount House policies and

arrangements indicate the 'preventive and protective' measures required. Where present arrangements do not cover the specific issue it will be necessary for individual risk assessments to be completed.

Health and Safety Monitoring:

On-going monitoring of health, safety and welfare matters will take place through the following procedures:

- Inspections for health, safety and welfare defects will be carried out as required but at least on a termly basis by the Director of Estates with the Health and Safety Officer. Inspections may be of departmental areas, or of the whole School as directed by the Health and Safety Officer. This will provide an overview of the how the School is managing health, safety and welfare
- An internal review of health, safety and welfare arrangements and procedures will be carried out annually by the health and safety officer. A report will be made to the Governing Body.
- All accidents will be investigated as appropriate to identify any failures in the management of health, safety and welfare. Where necessary reports will be submitted to the Governing Body through the Health and Safety Committee.
- Accident and incident records will be presented to the Health and Safety Committee at each meeting. All accidents which are not explained to the satisfaction of the Committee will be investigated further. Where necessary a report will be submitted to the full Governing Body.
- An annual first aid box audit will be conducted and reported to the Health and Safety Committee. Routine inspections are to be carried out by a specialist on the following equipment:
 - PE equipment
 - fire extinguishers
 - portable electrical equipment fire alarms
 - emergency lighting lightning conductors heating appliances
 - science and technology equipment external play equipment
 - hot and cold water systems
 - kiln

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

Fire Wardens

The school has appointed a number of Fire Wardens. Mr C Heaney; Ms R MacDonald; Mr J Boonzaier and Mr C McCormick.

Hot Work Permit System

Mount House has a Hot Work Permit System for all operations which involve the application of heat. This is in force when gas or electric welding, soldering or paint stripping using hot air guns in being carried out on site by external contractors (this work is not carried out by our own staff). Copies of permits are kept by the site manager.

First Aid and Accident Procedures

1. First Aid is available in the Reception area with an additional first aid box in the cookery room, Main Office, Science laboratories and the PE department.
2. The First aiders are Mrs E Rayner; Mrs S Lamsley; Miss P Smyth; Mrs A Swynnerton; Mrs B Rodgers; Miss E Mariottini; Miss Q Wang; Ms S Akhtar; Miss L Fairweather; Ms R MacDonald; Mrs R Stern; Mr D Webster.
3. The accident book is located in the Reception area.
4. The arrangements for the first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.
5. A register of pupils with medical conditions is maintained in the K drive in STAFF area and STUDENT information with a copy at reception.
6. Details of how to use EPI pens are held at Reception.

Summary Document

Mount House School Health Safety and Welfare arrangements

1.	Name of Senior Member of staff with Responsibility for Co-ordinating Health and Safety	The Principal
2.	Location of Files on Health and Safety Guidance and policies for staff:	Headmaster's PA Staff Handbook Online K Drive / School Website
3.	Location of Fire Register:	Within the Health and Safety Officer (FD) Office
4.	Location of School Fire Management File:	Within the Health and Safety Officer (FD) Office
5.	Location of Accident Book:	RIDDOR with Reception Accident and Near Miss register held by the Health and Safety Officer (FD)
6.	Location of central file of Health, safety and welfare Information Bulletins	Health and Safety Officer (FD) All Health and Safety Notice Boards
7.	Designated member of staff responsible for recording accidents and contacting HSE (RIDDOR):	Health and Safety Officer (FD)
8.	School's Health and Safety Committee	Principal – Chair Health & Safety Officer (FD) Deputy Head (Pastoral) Site Manager Head of Science Director of Sport

PART 3 General arrangements

Introduction

This part of the Health and Safety Policy confirms the general arrangements for the management of health and safety on a day to day basis. It also provides guidance to those responsible for formulating specific instructions whether in Faculty or other areas of the School. The following sections provide the information required to enable all staff to successfully implement the required health and safety standards in their respective workplace.

Information and instruction

Information relating to relevant health and safety matters will be provided in various workplaces. This will include:

- Health and Safety Policy Statement: Main School, ELS and Maintenance areas
- Health and Safety Law Poster: Common Rooms, Maintenance Areas
- Fire safety instructions: Main areas, all buildings.
- Names of Fire Wardens and First Aiders: Main areas, all buildings.
- Any other safety instructions relevant to that workplace: as appropriate

Where a specific issue needs to be raised to all or certain members of staff, a Safety Notice will be prepared to confirm the School's position on a matter as well as to highlight clearly any action. required by those affected.

Training and competence

All members of staff receive appropriate health and safety training to allow them to carry out their responsibilities safely and without risk. Well trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury. Training requirements for all staff are confirmed on the Training Matrix, administered by the Finance Director.

Training will include the following:

Induction Training	Each new member of staff will be given formal training to highlight the key risks associated with School operations and the need to work in a safe manner. A copy of the key information relating to health and safety may be given in the form of a handout. Additional reference will be made to various Faculty publications including school Standing Orders and specific Faculty procedures etc., as well as general arrangements for dealing with emergencies, fire and road safety.
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Refresher Training	Additional refresher training will be given to all staff on at least an annual basis (at the start of each academic year for Academic staff), which will reiterate the health and safety standards required and update as necessary. This type of training also includes updates due to employees being exposed to new or increased risks or through changes in responsibilities, the introduction of new equipment or new work methods.
Task / Operation Specific Training	Where specific training is required in a certain task or operation, this will be arranged by the Head of Faculty and / or Finance Director. Training of this nature can be brief, in the form of a tool box talk or specific briefing on a given subject, or more in depth where hazards are more complex.
Statutory Training	In certain disciplines, the School will comply with legislative requirements for training, including first aid and food hygiene. This will often involve members of staff attending external courses to obtain initial, refresher or other specialist training.

Supervision

Whilst information, instruction and training are essential to ensure staff are able to deal with the risks they face in their working environment, management and supervisory staff must primarily ensure that all employees under their control have the appropriate training and experience levels to undertake their allocated tasks.

Depending on the level of risk, appropriate supervision will be given by Line Managers to ensure workers do not deviate from safe working practices. Records of all training provided will be maintained by the Finance Director.

Consultation with employees

The School is committed to involving all employees in risk management. In particular the School will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work or the introduction of new technology
- the arrangements for competent advice on health and safety matters
- the information to be given to employees about risks to health and safety and preventative measures
- the planning and organising of health and safety training.

The School consults directly with staff on health and safety matters through Faculty Meetings to a set agenda. All members of staff can raise issues through their Line Manager and all matters raised are recorded, as are all relevant actions.

Risk assessment and control

Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety to ensure hazards are eliminated or reduced so far as is reasonably practicable, by implementing appropriate control measures and safe systems of work.

All those required to undertake risk assessments will be suitably trained and competent. The level of competence will be set by the Finance Director.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work. A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of briefings by Heads of Faculty to ensure those undertaking the activity understand what they have to do and the control measures to be implemented. These briefings will be recorded for future reference.

Various types of risk assessment are undertaken on a regular basis, including:

1. General Workplace Assessments – carried out by Heads of Faculty or the Health & Safety Manager.
2. Fire Risk Assessments – carried out by the Health & Safety Manager for each building.
3. Activity Risk Assessments – carried out by the Activity Manager or the Health & Safety Manager for activities on School premises.
4. Event Risk Assessments – carried out by 'Event Managers' for each event on School premises.
5. Trip and Excursion Risk Assessments – carried out by Trip Activity Leaders detailing the risks associated with each trip of excursion.
6. Safeguarding Risk Assessments – carried out by Finance Director, Deputy Head.
Risk controls will be undertaken using the hierarchy of controls, namely:
 - a. Elimination of risks altogether.
 - b. Substitution of hazardous equipment or tasks.
 - c. Engineering Controls to reduce potential exposure to hazards.
 - d. Providing Warnings, Signage and Barriers to prevent access to hazards
 - e. Personal Protective Equipment to reduce the risk of injury, as a last resort.

All risk assessments will be monitored and reviewed at least annually but will be specifically reviewed after an incident, when working practices or equipment change, or when best practice or legislative requirements are amended.

Inspection and audit

All areas and Faculties of the School will be subject to regular formal inspection to ensure hazards are detected and recorded and to confirm that compliance levels are acceptable. (This is in addition to the random weekly walkabout inspections).

Inspections will be undertaken by the Site Manager, according to the following schedule:

- Major / Complex Academic Buildings and Faculties (including Science, D&T, Music and Art) - Annual
- Other School Buildings – every 1 to 2 years

Inspections are carried out according to an agreed format in order to ensure any required actions are captured accurately. The reports are then circulated to the relevant Faculty Head and the Deputy Head.

Outstanding actions from recent inspections are discussed at the Health and Safety Committee Meetings (held at least termly). The analysis of any trends that may be apparent are also discussed in order for progress to be monitored and any future policy changes discussed and agreed.

Faculty Audits are also undertaken on a regular basis, depending on the risk level. Audits will involve a full and thorough review of all procedures and operations, as well as an in depth review of compliance levels.

An external health and safety consultant will also undertake a compliance audit of the School on an annual basis and will report progress directly to the Finance Director.

Management of major incidents

The School will prepare a detailed Major Incident Management Plan (MIMP) for dealing with major incidents and emergencies. There are several events or incidents that may require the School to instigate the procedures, as these may generate a large number of casualties or may place a significant burden on the School's ability to deliver normal day to day services. In the event of a major incident being suspected, the Principal (or other appointed Deputy) will take responsibility for initiating the Major Incident Management procedures.

Examples of major incidents that could initiate these procedures include:

- Fire on School premises
- Serious accident to staff or pupil(s)
- Power outage
- Flooding
- Serious adverse weather
- Missing Pupil(s)
- Road traffic accident (near the School)
- Road Traffic accident on a trip or school excursion
- Allegations of malpractice

Specialist assistance can also be sought in the event of an unusual incident, e.g. chemical spill, environmental incident, etc.

The Major Incident MIMP procedures involve a number of key members of staff who are drilled regularly, at least annually, to ensure ongoing familiarity in dealing with an emergency situation.

Incident reporting and investigation

All employees, contractors and visitors are required to report accidents resulting in injury to any person to their Line Manager. Near miss incidents, where an incident had the potential to cause harm, injury or damage should also be reported. The goal of all incident management is to allow investigation into the circumstances which may result in measures being taken to prevent a recurrence.

Accident Books are held in the Reception area and with the Finance Director. The following incidents must be recorded:

- All accidents involving injuries
- All incidents which, although not involving injury, could have resulted in injury
- All near-misses

Accident records are given sequential numbers by the Reception or the Finance Director.

Where an accident report is completed in the Accident Book, the First Aider on duty is responsible for ensuring that a copy of the accident report is sent immediately to the Finance Director's Office.

All reportable incidents will be investigated by the School's Health & Safety Manager (or a duly appointed independent health and safety consultant if this is deemed more appropriate). The purpose of the investigation will be to ensure that protective and preventive measures are reviewed and procedures amended or improved as required.

Senior management are required to report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Finance Director will ensure all necessary accident notifications are made when required.

All line managers are required to complete an 'Accident Follow-up Form' as soon as is practicable after an incident and to forward it to the Health & Safety Manager. If the follow-up form indicates that actions are necessary to prevent a re-occurrence, then immediate arrangements will be made to initiate the necessary corrective action. This may be a physical change to buildings or facilities, or it could be a change of procedures in an area of the school, academic Faculties or extra-curricular activities.

The Chair of the Health and Safety Committee will review accident reports, statistics and investigations at each meeting, drawing the Committee's attention to any specific issues requiring action or discussion.

Child protection

School responsibilities for child protection

All adults working at Mount House should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physically and emotionally, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. All staff will be made aware of the requirements of the School's Safeguarding Policy, which are in line with the Faculty of Education's (DfE) practice and procedures.

The School's Safeguarding policy can be found on the Intranet and Website. The Designated Safeguarding Lead (DSL) is the school's appointed person.

The purpose of this Act is to ensure the health, happiness and proper physical, intellectual, emotional, social and behavioural development of the child as well as protecting the child against the risk of suffering significant harm or neglect. Children living away from their own home need to experience care which substitutes for the loss of attention and security they should otherwise receive through the direct care of their parents or guardians.

The DSL will ensure that all staff are given a formal induction into Child Protection Procedures when they take up their appointment. New teaching staff will receive additional advice and assistance from the Senior Leadership Team concerning the conduct of their classes and the management of co-curricular activities. Heads of House are responsible for instructing tutors of the appropriate course of action if they become concerned about a pupil. Matrons should give appropriate advice to their cleaning staff and other support staff will be briefed by the appropriate Head of Faculty.

All members of the teaching staff are expected to be vigilant in ensuring that instances of bullying are dealt with as soon as they are witnessed or reported. All those who have contact with children have a duty to act in accordance with the provisions of the Children Act, which gives paramount importance to the welfare of the child. While there may be little or no physical bullying, staff should be aware that verbal intimidation, ostracism, sexist or racist behaviour is just as distressing to the victim. Normally, it is for the member of staff witnessing such behaviour to deal with it directly by explaining why it is unacceptable, and appealing to reason and good sense. In all cases, such incidents should be reported by teaching staff to the Deputy Head immediately. The School Anti-Bullying Policy is available for all staff to access on the School Intranet.

It is important that child abuse is taken seriously as a possibility, and that suspicions are acknowledged and investigated immediately. If a physical injury is reported the child must be seen by a doctor as soon as possible and at least within 24 hours. The investigation of child sexual abuse will follow the procedure as agreed by Barnet Social Services; the DSL and Principal will advise as necessary. The School Child Protection Policy is also published on the School's Website.

All employees of the School receive annual training on child protection issues, delivered by the DSL. A register of all such training is retained by the DSL.

Safety of visitors

School responsibilities

The School has a responsibility to ensure the health, safety and welfare of all visitors to the School and to provide key information on the risks that may be present during their visit.

General visitors

For safety and security reasons, all visitors, other than pupils, staff and parents from visiting schools, are required to pre-arrange their visit with the representative from the School whom they are visiting wherever possible. All visitors are required to report to Reception (located in Main School) to sign in and to be issued with a visitor's badge. Information on the action to be taken in the event of an emergency is published; the escort will also ensure the visitor is familiar with the procedures for each respective building in the event of an emergency or an evacuation.

Visiting contractors

Contractors are required to sign in at Reception, where the Site Manager will be informed. They too will be issued with a visitor's badge and health and safety instructions relevant to their work and location. Should a contractor be required to work at the School for a longer period or to work unaccompanied, Disclosure and Barring Service (DBS) checks must be undertaken prior to this work taking place in accordance with the School's Safeguarding Policy.

All visitors should avoid straying into areas they are not authorised to enter or leaving their escort.

In the event of an emergency, any visitors will be led to the Emergency Point by their escort and accounted for by checking off details against the visitor records held by Reception.

All staff are advised to challenge persons who do not appear to be familiar with the site, especially if no visitors badge is visible. The Site Manager should be contacted immediately if any concerns are raised about a person's presence or authority to be on site. Details of contact will be posted on main notice boards.

Fire safety

School responsibilities

The School takes the risk of fire very seriously. It is School policy to comply with the Regulatory Reform (Fire Safety) Order 2005 (the Order) and other associated guidance. The School will take reasonable steps to reduce the risk of a fire occurring and so far as is reasonably practicable, make sure that everyone can escape safely to a place of safety in the event of a fire.

Procedures

The primary goal of the School's fire safety strategy is to ensure the safety of pupil, staff and visitors. In case of fire, the first priority is always to:

- raise the alarm and
- evacuate safely

If staff are in any doubt, they should concentrate on evacuation and the fire service message of 'get out, stay out and call the fire brigade out' rather than attempting to tackle a fire.

Good management of fire safety is essential to ensure that the risk of fire is minimal at all times. However, in the event of a fire occurring, arrangements will be implemented to ensure it can be controlled or contained quickly, effectively and safely. If a fire grows beyond the size that can be contained, everyone in the premises must be able to escape to a place of total safety easily and quickly.

Fire risk assessment

Fire risk assessments are carried out by the Site Manager and/or an external fire specialist where appropriate.

If there is reason to suspect that a fire risk assessment is no longer valid or there has been a significant change in the premises that has affected fire precautions, the fire risk assessment will be reviewed and, if necessary, revised. In the absence of other circumstances prompting a review, fire risk assessments will in any event be reviewed annually.

All employees are required to closely co-operate with all instructions given to ensure the workplace is safe from fire and its effects and to avoid doing anything that will place themselves or others at risk. All fire hazards should be reported immediately, especially in the event of a change in circumstances that may increase the risk of a fire, even for a short period of time. A good example should also be set by all staff as this will contribute to pupils behaving in a safe manner.

Staff are instructed that they should only attempt firefighting actions if they have been trained and are confident to do so safely and it is appropriate in the circumstances they face, or if it is absolutely necessary to facilitate the escape of themselves or others. Whether a member of staff attempts to fight a fire is left to their own judgement of the actual situation. Staff who have not been trained are not to attempt to fight a fire.

In all cases, ***no-one may place themselves or others at risk.***

Emergency plan

A fire and emergency plan has been prepared for each independent building, detailing the action to be taken in the event of an emergency and the location of the Assembly Point. All such information is published within each building.

In the event of an emergency occurring which would prevent re-entry into the building or result in an evacuation of several buildings, all staff and pupils will assemble at the Assembly Point for their building. The arrangements for dealing with a major incident would then be initiated.

Information, instruction and training

All staff are given information and instruction as soon as possible after they are appointed and regularly thereafter about the action to be taken in the event of a fire. Appropriate information is also provided to the employers of other people working in the School, such as contractors as well as to pupils.

Appropriate basic fire safety training is provided to staff to enable them to act correctly in the event of a fire.

Educational visits

The School believes that learning outside the classroom is an essential component of the curriculum. It gives pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend knowledge of the world. The common factor is that they all make an essential contribution to pupil development and education.

School responsibilities

The School as an employer will ensure that appropriate safety measures are in place and that all staff involved in the preparation and management of an educational visit are competent to do so.

The Finance Director is delegated the responsibility for ensuring all risks associated with off-site activities are assessed and the Educational Visits Co-ordinator (EVC), along with the Head of Adventurous Activities assist in ensuring this is done with care and accuracy.

The Deputy Head will be approving visits, ensuring that they are spread through the different age groups, and the school year (although there is inevitably a concentration during the last part of the summer term, when exams have finished, and the weather is at its best). The DSL also assists staff involved with organising tours, with checking parental consent forms and keeps records of all previous visits. All new staff have a session on planning school visits as part of their induction training.

The Relevant Trip Organiser has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the on-going health and safety of the group. The Trip Organiser is responsible for seeking approval and advice from the EVC, assessing the risk levels of the trip and making the necessary safety arrangements.

Planning and co-ordination

A careful and methodical analysis of the trip will be carried out by competent staff in good time before the trip and external parties will be engaged to give specific advice on particular risks and activities.

Specific risk assessments are prepared for all aspects of the excursion and all are approved prior to the trip being authorised by the DSL.

In the event of an incident during a trip that may jeopardise the normal running, contact will immediately be made with the School and consideration given to whether the Major Incident Management procedures are initiated. The Principal and Deputy Head would consider a number of potential support options including sending a delegation to assist with an incident, providing telephone support or making arrangements to assist the trip to return or continue under revised arrangements, with the goal of ensuring the health, safety and welfare of all involved.

For further information, please see the School's Educational Trips Policy on the website.

Use of school vehicles

School responsibilities

The School recognises the risks associated where employees undertake driving activities. Appropriate procedures and policies will be implemented to reduce risks, so far as is reasonably practicable.

Procedures

Risk assessments of driving activities will be carried out as part of the management of all work activities, trips and excursions; all relevant employees will be consulted as appropriate during this process.

Risk Assessments will take into account:

- The Driver: competency, experience, training and health;
- The Vehicle: suitability, condition, safety features, essential safety maintenance and ergonomic considerations;
- The Journey: routes and scheduling.

Employees

All employees who drive on behalf of the School, either in private or School-owned vehicles will have a valid driving license suitable for the class and type of the vehicle they drive – including, for example, cars, minibuses, light goods vehicles, and grounds machinery.

Wherever possible, situations will be avoided that put employees under time constraints or other pressures.

Employees are instructed to drive within the national speed limits at all times and pay due regard to weather conditions. Work schedules will be arranged to allow adequate travel time between sites to drive safely and within legal limits. Adequate time is allowed to complete the business journey in compliance with the speed limits for the roads used allowing for regular breaks.

Employees must not use hand held mobile phones to make or receive calls or send text messages whilst driving. Further, even if they have a hands-free kit, it is preferable not to make calls. Calls are not made to employees' mobile phones whilst it is known they are

driving, except in an emergency.

Employees are made aware that they must not drive without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs or if suffering from any illness or taking any medication that may affect their ability to drive safely.

Additional training will be given to School vehicle drivers where necessary, subject to the risk assessment. Training will be prioritised, for example, drivers who drive certain vehicles, have a high accident record or have higher mileage will be considered as higher priority.

Vehicles

All vehicles will have a valid MOT, tax and insurance and records will be retained to demonstrate this. Where employees' private vehicles are used for company business, checks will be carried out to ensure that insurance covers business use and that a valid MOT is available for vehicles over three years old.

School vehicles will be subject to maintenance and servicing in accordance with manufacturer's instructions. Additionally, regular checks are carried out on the roadworthiness of all School vehicles (e.g. tire pressure and condition (including spare); correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen).

Electrical safety

School responsibilities

The School acknowledges its responsibilities to ensure risks from electrical work, both in fixed and portable equipment are assessed and reduced to the lowest practicable level.

Procedures

The School has undertaken risk assessments of all work activities and adopted safe systems of work based on regulatory compliance and best practice. All work on electrical equipment and installations is carried out by qualified electricians. Other staff are clearly instructed that they are not permitted to undertake any electrical repairs.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations and the current Building Regulations).

It is the School's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment.

The School's installations, including all educational and domestic premises, will be tested and inspected at least every five years by a competent electrician and improvements implemented as necessary for safety.

Electrical work

Any electrical works requiring wiring or the changing of light fittings and plug sockets must be overseen and signed off by a competent person (certificated to BS7671 latest edition).

No electrical alterations to any property can be made without authorisation from the Site Manager and in order to protect staff from injury from electricity, all high risk contract work will be subject to the Site Manager issuing a permit to work.

Portable electrical appliances and apparatus

It is School policy that all portable electrical appliances and apparatus, regardless of operating voltage should be subject to at least a visual inspection before use.

Parents are responsible for ensuring that electrical appliances supplied for use within the School are in good condition. Domestic staff have responsibility for being alert to the presence of electrical equipment that may be in need of repair or that is being used without authorisation. Random Portable Appliance Tests of equipment will be carried out and the data recorded and analysed. Where trends appear to be developing, additional testing may be initiated as required. Records of these random tests are to be retained by the Site Manager.

All other items in the School are subject to regular checks as arranged by the Site Manager and visual checks as arranged by Faculties and Houses. Items found to require repair or disposal must be handed-over to the Site Manager so that the necessary action can be taken.

Testing of residual current detectors (RCDs)

The Site Manager is responsible for maintaining all RCDs fitted to School installations and for instigating regular tests. Any remedial actions necessary following the monthly tests should be completed as a matter of urgency by a suitably qualified person.

Control of contractors

Responsibilities

The School recognises that when contractors are engaged to work on School premises, there is a clear obligation to plan, monitor and control work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is School policy to work together with contractors to ensure that the workplace remains safe and without risk to health.

Some contract work will fall within the definition of 'construction work' (as defined under the Construction (Design and Management) Regulations 2015 (CDM)) and as a client the School recognises the responsibilities under these regulations for:

- Nominating and engaging a Principal Designer (PD).
- Providing pre-construction information to designers and contractors.
- Assist with the preparation of the Construction Phase Plan (CPP).
- Appoint a Principal Contractor (PC) and verify the competence of all external contractors.
- Ensuring suitable management arrangements for the project including the provision of welfare facilities for use by contractors / staff.
- Allowing sufficient time and resources for all stages of the project.
- Ensuring the PD and PC carry out their duties.

Procedures

As of October 2015 **all** work involving contractors come under the CDM regulations. When planning this work a single person or group of people may be appointed to take over the role of PD and will have responsibility for planning and co-ordinating the work. This may fall to the Site Manager or Finance Director who will undertake a thorough evaluation of the work required. All work carried out by contractors is monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

Competence assessment

Our assessment process involves a review of requested information from the contractor including:

- Track record of experience in similar contracts.
- Membership of reputable trade bodies or approved contractor schemes.
- Legally required registrations (e.g. Gas Safe Register).
- Health and safety policies and practices.
- Recent health and safety performance (number of accidents, etc.).
- Qualifications, training and skills of their staff and manager.
- Selection procedures for sub-contractors.
- Example safety method statements and risk assessments for similar work.
- Supervision arrangements.
- Arrangements for consulting their workforce.
- References from previous clients.

An approved suppliers register will be held with the Site Manager.

Legionnaire's disease

Responsibilities

The School acknowledges its responsibilities to ensure water systems are managed suitably so as to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'.

Procedures

The arrangements for managing the risks associated with Legionella Bacteria include:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- Appointment of the Site Manager as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment. An external specialist has been engaged to carry out physical testing under this arrangement
- The maintenance of records of all applicable maintenance and testing which are held in the Site Manager's office and on the School Intranet together with a copy of the risk assessment and details of the competent person who conducted it
- Monitoring by the School Health & Safety Manager to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the external consultant reports this immediately to the Site Manager and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

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

Asbestos

Responsibilities

The School acknowledges its responsibilities to ensure the location, type, quantity and condition of all asbestos containing materials (ACMs) are known in order to ensure safe management within all buildings.

Procedures

The School has many buildings that were constructed or refurbished during the periods when ACMs were used commonly. All School buildings have been subject to a Management Survey and the records of surveys retained in the School's Asbestos Management Plan.

Where work is to be undertaken where disturbance of ACMs may be possible which have not been inspected as part of a survey due to being previously concealed, the School will ensure that the materials are examined and where materials are suspected of containing asbestos, or are of unknown construction, samples will be collected and tested by a UKAS accredited surveyor. Before any refurbishment or demolition work is undertaken a refurbishment or demolition survey will be undertaken to detect any potentially inaccessible asbestos before such works take place.

The condition of all asbestos-containing materials is reviewed through ongoing vigilance of the Maintenance team and also formally, on an annual basis by the Site Manager.

The asbestos management plan is reviewed at least annually and updated when there are changes in the matters to which they relate.

Any person, whose work may disturb the ACMs, is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity. Adhesive labels are applied to all materials where asbestos is known to be present.

Work on ACMs is only carried out by licensed contractors. All of the School's internal Maintenance Staff and regular contractors have received annual asbestos awareness training and specific familiarisation with the ACMs in School buildings.

Emergencies

In the event that asbestos materials are discovered or accidentally disturbed, work in the area will cease immediately and arrangements made to make the area safe, before additional surveying, sampling and cleaning works are carried out.

Training

All operatives who could reasonably be affected by ACMs as part of their daily activities will receive annual refresher training to ensure familiarity with correct procedures. All training records will be retained by the Finance Director and HR.

Hazardous substances (COSHH)

Responsibilities

The School acknowledges its responsibilities under statutory requirements of the Control of Substances Hazardous to Health to ensure all substances that could potentially cause harm are suitably assessed, controlled or eliminated. School activities involve the use of many potentially hazardous and dangerous substances including cleaning substances, paints, lubricants, glues, sealants and chemicals, for maintenance purposes and in educational capacities. The School also undertakes activities which generate hazardous or dangerous substances such as welding and wood preparations producing dusts.

Procedures

All products in use that contain hazardous or dangerous substances are listed on a COSHH register and a current manufacturer's safety data sheet (MSD) is obtained from the supplier. Heads of Faculty undertake risk assessments of the use of each substance and exposure to any hazardous by-products and are responsible for applying the recommended risk control measures.

When storing hazardous and dangerous substances, Heads of Faculty are responsible for ensuring that storage areas are suitable and that only compatible substances are stored together. Where required, substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire-resistant flammables store.

Where dusts are produced through an activity and the assessment indicates the need for additional controls, local exhaust ventilation (LEV) will be installed as close to the source as is practicable. All LEV systems will be subject to regular inspection by a competent person and additional dust monitoring undertaken to ensure effectiveness.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

Substances that become surplus to requirements are disposed of via licensed waste contractors. Spillage and emergency procedures are determined as part of the risk assessment process.

Records of risk assessments for hazardous and dangerous substances are held by the Head of Faculty and records of training are held by Human Resources.

Training

All members of staff who are regularly exposed to substances with the potential to cause harm will receive training to ensure they are familiar with the safe systems of work for these substances.

Work at height

Responsibilities

The School acknowledges its responsibilities defined under various statutory requirements to manage work at height as this remains a key hazard in the workplace. Whilst the School aims to avoid work at height, there are many features within the buildings where work at height remains necessary, due in part to the historic nature of the buildings.

Procedures

Where work at height is required, a risk assessment will be carried out in order to identify the risk control measures needed to minimise the risks, so far as reasonably practicable. The risk assessment process takes into consideration the hierarchy of controls as set out within the Work at Height Regulations, the effects of weather conditions and covers the risk of falling objects in addition to the risks of falling. Where applicable, risk control measures include arrangements for rescue.

The hierarchy of controls which will be applied to all work at height are as follows:

1. Avoid work at height where it is reasonably practicable to do so;
2. Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
3. Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The School will endeavour to:

- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.

Equipment

Ladders and step ladders are permitted for work at height where the risk is low, the work is of short duration and the nature of the work also enables three points of contact to be maintained throughout.

Where work involves difficult access or work at height where work cannot be carried out safely from ladders or steps, special access arrangements will be made which may include the use of access equipment or mobile scaffold towers.

All ladders and stepladders used by School employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150kg and are inspected on at least an annual basis. Steps used for heavy industrial applications will always have a maximum static load capacity of 175kg. All work at height equipment including kick stools, step ladders and ladders, are subject to regular inspections in addition to pre-use inspection by the employee.

Several buildings have serviceable attics and loft spaces. Access to these areas will be via a suitable access ladder, secured or footed to avoid movement.

The School also has several buildings with fragile roofs and skylights; clear warning signs are displayed on all sides of the respective buildings. In the event that repairs are required or access is needed for any other reason, this is undertaken by competent roofing contractors using safety equipment and applying a safe system of work. Such work is only permitted after the Health & Safety Manager has approved a risk assessment and method statement submitted in advance. The work is also subject to a permit to work.

Should work be necessary on a flat roof, the access route and the work area will be suitably protected with perimeter edge protection.

Training

All operatives who are regularly involved in work at height will receive appropriate training to ensure they remain aware of the hazards associated with work at height and the precautions required. Where specialised equipment is used, training may be carried out by an external, suitably accredited body.

Lone working

Responsibilities

The School acknowledges its responsibilities to ensure the health, safety and welfare of all those who need to work alone as part of their activities.

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.' The School has identified the following lone working situations:

- Grounds Staff working on secluded areas of Grounds.
- Cleaners working in School buildings late at night or during quiet periods.
- Workers on School business away from School without a companion.
- Maintenance staff working in isolated buildings or properties.
- Security staff.
- Reception staff.

Procedures

The School has undertaken risk assessments of these lone working activities and put in place risk control measures including:

- Manager awareness and monitoring – ensuring all members of staff who work alone inform their manager and a means of contact is established.
- Use of Radios.
- Working in teams / pairs.
- Personal Alarms – to alert management and the emergency services to an incident where a person is threatened or taken ill.
- Security messages – for those who may need to discreetly raise the alarm.

The School will continue to inform staff when tasks may not be undertaken as a lone worker. Should any member of staff feel uncomfortable about a situation they find themselves in, they must immediately leave and return to a place of safety and / or raise the alarm. Such action has the support of management.

Training

Where the risks associated with lone working are high risk, training in the procedures required to mitigate risks will be carried out to ensure familiarity with the required procedures.

Pressure systems

Responsibilities

The School acknowledges the responsibilities to ensure this equipment is well maintained and regularly assessed to ensure hazards contained within pressurised equipment are not realised. The School has several items of plant and equipment which fall within the requirements of the Pressure System Safety Regulations 2000.

Procedures

A written scheme of examination has been prepared for each piece of equipment and that written scheme is held in a location readily accessible to the plant. Examination and testing is carried out by a competent person in accordance with the written scheme.

The Maintenance Faculty and various Heads of Faculty and Technicians operate the pressure systems on a day-to-day basis. This includes undertaking regular checks and the planned preventative maintenance schedule. All maintenance on pressure systems is deemed to be specialist so will only be undertaken by competent contractor.

Appropriate emergency response procedures will be prepared to take into account the additional risks posed by pressurised equipment, as advised by specialist contractors.

Records are retained of all inspections, testing, examinations and maintenance which takes place and of any other correspondence or report relating to the system. The Maintenance Faculty also record any abnormal operating conditions and these records are made available to the competent person during the next examination.

Lifting operations and equipment

Responsibilities

The School acknowledges the responsibilities to ensure all lifting equipment is duly assessed and adequately maintained in accordance with statutory requirements. The School's activities may involve the use of hired in lifting equipment including passenger and goods lifts and hydraulic working platforms (MEWPS).

Procedures

All school owned lifting equipment and accessories is identified on a schedule which is used to ensure that each item has received the statutory maintenance and inspection required.

Pre-use inspections are carried out by operators of lifting equipment and the results recorded for hired in equipment. Defective equipment will be taken out of service and returned to the hirer.

Lifting equipment is clearly marked with its 'safe working load' (SWL) and where appropriate, restrictions for the carriage of persons which it is designed to carry. Hired equipment will not be stored on site but returned to the hirer as soon as possible.

Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators must also be trained and competent and authorised to use the equipment.

Training

Where specialised training is required to operate equipment involved in lifting operations, records of training will be held by the Site Manager and also the Finance Director.

Work equipment

Responsibilities

It is the intention of Mount House that all machinery, whether static or mobile, academic or maintenance, will be operated, maintained, guarded according to the relevant assessed risks, in accordance with the Provision and Use of Work Equipment Regulations (PUWER).

Procedures

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.

Assessment of equipment commences at procurement stage and the School will endeavour to procure equipment with the lowest potential hazard to the user or operator. Research will be undertaken by those responsible for procurement to ensure the equipment specified complies with all current legislation and does not expose employees to unnecessary risk, so far as is reasonably practicable.

Equipment

All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or competent engineer.

Records of the inspections, service and maintenance including statutory inspections will be maintained in accordance with current legislation. Where deficiencies have been identified, the relevant Manager is responsible for ensuring that remedial actions are completed within reasonable timescales according to the level of risk.

Isolation measures will be made clear on all machinery and equipment and will be the subject of a specific briefing before use of new equipment. Key control will be of particular importance in isolating machinery, especially where harm could be sustained through unsupervised use. All ignition keys will be removed from vehicles and equipment and securely stored so as to deny access.

Training

Training will be given to staff who use equipment where risks are present to ensure familiarity with the required safe systems of work. Records of training will be retained by the Site Manager and also the Finance Director.

Manual handling

Responsibilities

Mount House will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health caused by manual handling.

Procedures

Equipment is provided where possible to minimise or simplify handling of heavier objects and Line Managers will ensure that two persons are available where the risk assessment identifies the need.

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

Specific manual handling risk assessments are undertaken by Heads of Faculty and by the School Health & Safety Manager to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to relevant employees.

Safety footwear and suitable gloves are supplied to all staff who require them and will ensure that it is used. When specifying protective clothing or uniform, the need to allow unrestricted movement for manual handling activities has been taken into account.

Training

Where the School has specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the safe system of work. Records of training are retained by Human Resources.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories has duties, which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

Records of manual handling assessments are retained for at least five years and master copies are retained by relevant Heads of Faculty and by the School Health & Safety Manager.

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

Display screen equipment

Responsibilities

The School acknowledges its responsibilities to ensure all workers have sufficient space and a workstation that is not detrimental to health, as well as a generally safe environment.

Procedures

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

Office environments have been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting and taking into account the age and nature of the buildings.

All DSE users are able to take regular breaks away from desks.

Workstation assessments conducted by the School Health & Safety Manager to identify any particular improvements required to individual workstations. The outcome of assessments is shared with each user.

Mobile equipment is also used by members of staff who do not have a permanent workstation or who need to work in several locations.

Workstation assessments are reviewed regularly or whenever there has been a change to the workstation. Records of workstation assessments are retained for at least five years and master copies are retained by Human Resources.

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

Employees who are designated users are provided with training in the hazards of display screen use. This training is provided on a regular basis and employees are encouraged to promptly report any problems including health concerns, to the School Health & Safety Manager who is responsible for arranging a reassessment of the workstation and any corrective action required. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

Welfare and hygiene

Responsibilities

The School acknowledges its responsibilities to ensure all staff are provided with a workplace and associated facilities in order to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

Procedures

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff and pupils. Facilities are also provided for staff to obtain drinking water.

The School has also considered the needs of new and expectant mothers and will ensure rest rooms and other facilities deemed necessary will be provided when required.

All facilities are inspected on a regular basis to ensure they remain sanitary and in good working order.

All welfare facilities are ventilated, well-lit and designed so as to be easily cleaned. All welfare facilities are cleaned daily.

Personal protective equipment

Responsibilities

The School acknowledges its responsibilities to provide personal protective equipment (PPE) without charge to its employees. The School also recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly.

Procedures

School employees are supplied, without charge, any PPE identified as a required risk control measure within risk assessments. An assessment is made to ensure PPE is suitable that it is suitable, i.e. it reduces the identified risk as intended, is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, and that suitable storage is provided to prevent damage and that instructions are provided in its correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements. Training records are retained by the Finance Director.

Employees are expected to comply with the requirements to wear PPE and to ensure it is used as designed and not misused in any way.

PPE is checked regularly by line managers and Heads of Faculty and replacements are available on request in between inspections.

Safety signs and signals

Responsibilities

The School acknowledges its responsibilities to assess areas where signage is required and to install signage that complies with all statutory requirements.

Procedures

Statutory health and safety notices are displayed around the School including no smoking signs & Health and Safety Law posters.

Signage is displayed to indicate fire escape routes, fire actions, fire extinguisher locations, first aid details and traffic safety instructions. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions and communicate mandatory safety rules.

Signs comply with the colour way and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations. Signage is checked regularly by means of workplace inspections to each building.

Audible signals including fire alarms and intruder alarms are tested regularly to ensure that they are clearly audible, and that staff are familiar with the sound.

Disabled and temporarily disabled

Introduction

The School welcomes pupils and staff from all sectors of society and endeavours to accommodate the needs of each individual, so far as is reasonably practicable. The law requires that responsible bodies anticipate the requirements of staff, visitors or pupils with disabilities and to make reasonable adjustments to the workplace and to management arrangements to ensure their well-being.

The location, physical characteristics and topography of the School presents some challenges to those with impaired mobility; however, an assessment will be made in each individual case to establish whether reasonable adjustments can be made to allow practical use of the facilities.

This Policy sets out the School's commitment to disabled pupils, staff and visitors and provides a framework to ensure the School offers a supportive environment for all members of the School community.

Responsibilities

On an ongoing basis the School is committed to identifying the impact of disabilities on the structural, organisational and physical barriers that often hinder disabled people from achieving equality and inclusion within the workplace. The Site Manager is responsible for ongoing assessment of any areas where access improvements can be made, where reasonably practicable and all new projects are designed in compliance with current legislation to ensure adequate disabled access is incorporated within new buildings.

The School ensures that the needs of disabled staff are taken into account within risk assessments for general activities. Where necessary an individual risk assessment for the work of the particular employee will be undertaken, taking into account abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as a fire or evacuation.

Should an employee become disabled during employment, either permanently or temporarily, an assessment will be made to establish the effects of their impairment and to confirm any reasonable adjustments that may be required.

Procedures

The School is subject to an internal Disability Access Audit every two years, in order to identify and confirm any areas where improvements can be made. This audit also highlights and records where circumstances may have changed during the period, for instance, due to deterioration, change of use or refurbishment. The audit results form the basis of an Action Plan for improvement, which includes targets for improvement over a defined period and is subject to regular review.

When required, the School will prepare a Personal Emergency Evacuation Plan (PEEP) to cover areas where mobility may be potentially difficult in the event of an emergency without assistance.

Where the School employs persons with disabilities, or where existing employees become disabled, reasonable steps will be taken to ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from a workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice. Relevant risk assessments will be reviewed regularly or when there is a change in the person's health condition.

Noise and vibration

Responsibilities

The School acknowledges the duties placed upon it to reduce the exposure to noise and vibration to their employees.

The School will to make a suitable and sufficient risk assessment and introduce control measures to, in the first instance, eliminate noise and vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

Procedures

The School will ensure where practicable that noise and vibration levels will be maintained below the Lower Exposure Action / Daily Exposure Limits will undertake a suitable and sufficient risk assessment for all activities where there is a risk of employees being exposed above these levels.

The School will ensure all employees, contractors and visitors obey any instructions and warning notices with regard to wearing of hearing protection in designated areas and will ensure plant and equipment is selected and maintained to minimise noise and vibration levels. All employees will be instructed in the use of all equipment that may produce noise and vibration to excessive levels.

Suitable PPE will be provided where this will reduce exposure but only as a last resort.