



## Health and Safety Policy

### Diversity, Equality & Inclusivity Statement:

The commitment to diversity, equality, and inclusivity is at the heart of our values at Austin Friars. Equality means creating an environment where pupils have the chance to achieve their full potential, free from barriers, prejudice, and discrimination. Inclusion is about recognising that each pupil is unique and that their needs can be met in different ways. Diversity means recognising, respecting, and celebrating the added value that differences bring. Our unwavering dedication to our school values – Truth, Love and Unity - is how we fulfil our mission at Austin Friars. It is through our commitment to diversity, equality, and inclusivity that our pupils are empowered to be authentic and succeed.

This policy is the responsibility of the Board of Trustees, (executed through the Bursar), and will be reviewed annually.

### Introduction

As a responsible employer of an educational establishment, the Board of Trustees of Austin Friars (the Trustees) seek to carry out its statutory duty under the Health and Safety at Work Act 1974 to prepare and keep revised a written statement of Health and Safety Policy and to bring this to the notice of the School's staff.

Although the Trustees, and through delegation the Headmaster, carry the accountability of policy and its implementation, there is also a duty placed on each member of staff whilst at work to take reasonable care of the health and safety of all and to co-operate with the School to meet its statutory duties and obligations.

The Statement of Health and Safety Policy will be subject to regular revision, at least annually, in accordance with any changes in the School's organisational structures, duties and responsibilities, processes and practices, systems of work and any other aspects of the School's activities to which this statement refers.

Austin Friars recognises that this policy statement is the key to regulating health and safety activity and will be directly related to other forms of health and safety documentation, such as departmental policy statements and other local safety rules.

All members of staff, including those employed in EYFS, are expected to be familiar with the Austin Friars Health and Safety Policy. If in any doubt about the policy or its implementation members of staff should refer to their department head.

The Health and Safety Officer:

The Headmaster

The Health and Safety Committee comprises:

Trustee with responsibility for Health and Safety  
Bursar  
Deputy Head (Pastoral)  
Head of Junior School  
Pre-School teacher  
Health and Well-being coordinator  
Catering Manager

Head of Science  
Head of DT  
Site Manager  
Head of ICT  
Director of Sport  
ICT Systems Manager

The Committee meets once per term and meetings are chaired by the Bursar. Meeting minutes are distributed to all members of staff and are stored on a central area of the School network.

The role of the committee is to:

- Discuss matters concerning health and safety including any changes to regulations;
- Monitor the effectiveness of health and safety within the School;
- Encourage suggestions and reporting of defects by all members of staff

## **HEALTH AND SAFETY MANAGEMENT**

Austin Friars is committed to achieving and maintaining the successful management of health and safety by controlling risks. The key elements of health and safety management are:

### **Health and Safety Policy**

The School's Health and Safety Policy will influence all that the School does including the selection of equipment and other physical resources for use by staff and pupils, the operation of safe systems of work, the delivery of services and the control and disposal of waste.

### **Organisation**

Austin Friars will endeavour to promote an organisational culture which has regard for the health and safety of all people who might be affected by its activities. The School will do this by effectively communicating to all staff, and thereby pupils, what it expects of them and by developing health and safety awareness and competence.

The School, led by the Trustees and the Senior Management Team (SMT) will encourage all staff to set a positive example and to encourage the maintenance of good standards and practices.

### **Plan**

The School's Health and Safety policy will be implemented in a systematic way, the School will consider where it is now and where it needs to be with regards to any specific legal requirements. The School will communicate with staff what it wants to achieve, who will be responsible and how it expects to achieve the aims. Fire and other emergencies will be considered and plans will be put in place to deal with incidents.

### **Do**

Action will be taken to assess and identify risks, which of the School's stakeholders may be at risk and how risks can be eliminated or, where elimination is not possible, minimised through the provision of work systems and equipment.

The School will communicate effectively with staff to ensure everyone is clear on what is needed to implement the policy and issues can be discussed as well as ensuring staff receive training and instruction to carry out tasks in a safe manner.

### **Check**

Action taken to reduce risk will be monitored to ensure systems that have been put in place are being followed. Any accident, incident or near miss will be thoroughly investigated to determine whether a failure of control measures or human failure is responsible. Where corrective action is required, this will be implemented and assessed to ensure risks are being controlled/monitored. Periodic monitoring will be by the Deputy Head/Bursar

### **Act**

The School's progress towards a healthier and safer working environment will be monitored by analysing internal data and learning from ill health data, errors, accidents, incidents and near misses. Plans, policy documents and risk assessments will be revisited and reviewed to see if updates are required. Internal inspections and external audits will be undertaken where necessary and action will be taken on the results of these where appropriate.

## **HEALTH AND SAFETY DUTIES**

### **Board of Trustees**

The Trustees have overall collective responsibility for health and safety within the School. They ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They ensure that adequate resources are available, so far as is reasonably practicable to enable legal obligations in respect of health and safety to be met. Where appropriate advice from a competent person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

### **Headmaster**

The Headmaster has delegated responsibility from the Trustees for the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

### **Bursar**

Reporting to the Trustees, the Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, health and safety arrangements are in place for all aspects of the safety management in School. The Bursar is also responsible for

- Advising the Headmaster on maintenance requirements;
- Co-ordinating advice from specialist safety advisors and producing associated plans;
- Monitoring Health and Safety within the School and raising concerns with the Headmaster;
- Complying with all relevant health and safety legislation;
- Chairing the School's termly Health and Safety meetings.

### **Site Manager**

The Site Manager will assist the Bursar with the implementation of all identified health and safety arrangements and will arrange, where, appropriate for external consultants to advise and/or inspect with regard to matters of health and safety, for example gym equipment inspections, fire safety, legionella testing.

### **Health and Well-Being Co-ordinator**

The H&WBCo is responsible for maintaining an accident book and reporting notifiable incidents to the Bursar for them to report to the HSE. If the situation arises they arrange for pupils to be escorted to hospital and parents contacted as well as ensuring that all first aid boxes are replenished and complete.

### School Mental Health Nurse

The School Mental Health Nurse is available to support staff and pupils. All referrals for pupils will be made through the DSL.

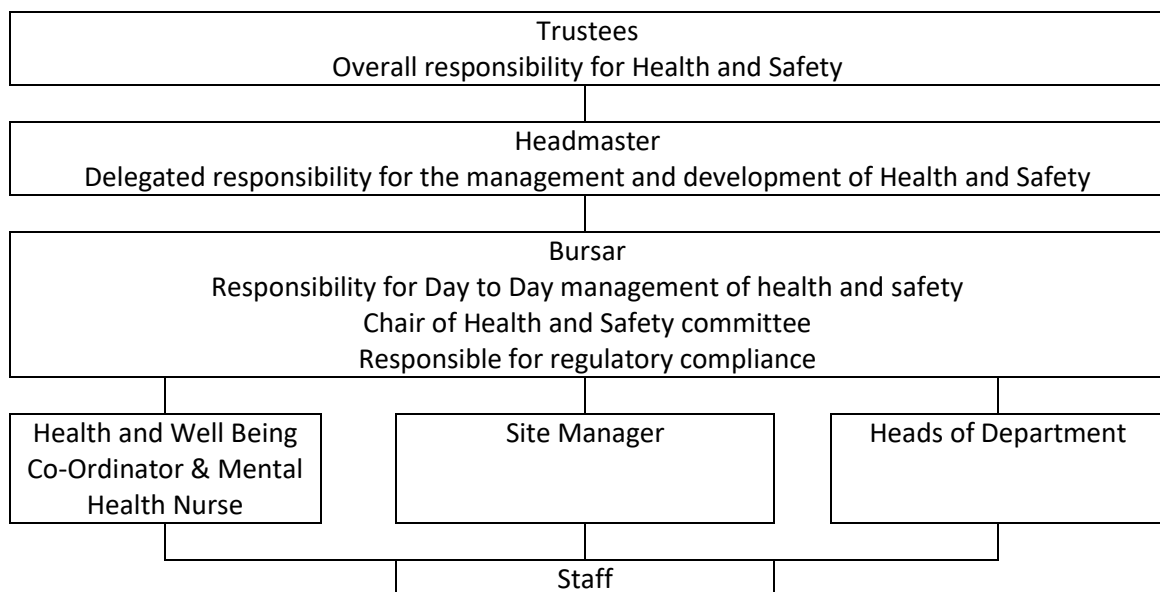
### Heads of Department

The Heads of Department and subject co-ordinators will ensure, so far as is reasonably practicable, the Health and Safety of those affected by activities under their control and will be responsible for maintaining up to date risk assessments for areas under their control.

### Staff

The co-operation of staff is essential to the success of health and safety within the School and as such all staff are required to

- Follow the training they receive when using any work items issued by the School. Staff will be made aware of what is expected of them in relation to the department in which they work. Departmental procedures and practices will be clearly defined, with adequate instructions, information and supervision. Staff are expected to attend any training that is required of or made available to them.
- Taking reasonable care of their own and other people’s health and safety to achieve and maintain a healthy and safe workplace.
- Co-operating fully with the School on all aspects of health and safety to allow the School to carry out its duty with regards to health and safety law. This includes being aware of, and familiar with, the contents of the Austin Friars Health and Safety Policy Statement and this Policy, and all relevant documents relating to health and safety in the School.
- Reporting (to their line manager, Site Manager or the Bursar) any work or inadequate precautions that they feel are putting anyone’s health and safety at risk. In the case of an emergency a report must be made immediately to the Headmaster, Deputy Head, Bursar or Site Manager, and for all other issues the defect report on the School’s intranet should be used.
- Keep the School fully informed in relation to personal health issues, both long term and affecting ability to perform their duties. The School will then liaise with medical professionals and Occupational Health Service providers as appropriate to each case.
- Exercise a zero-tolerance level regarding violence towards themselves or colleagues. Sanctions will be as detailed in the Junior and Senior School Behaviour and Discipline Policies



**Pupils**

Members of staff will use their best endeavours to ensure that pupils are made aware of what is expected of them in relation to health and safety on the School premises and on School activities away from the School.

Bursar  
September 2025

Appendix:

1. Health & Safety Arrangements

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Reviewed and endorsed by Full Trustees Meeting on: 7 November 2025

Next Review by Trustees: Michaelmas Term 2026

## HEALTH AND SAFETY ARRANGEMENTS

All members of staff are required to observe the Health and Safety Rules set out in paragraphs 8 to 22 below.

### 1. Accidents and Incidents

As detailed in First Aid (Health) Policy

<http://www.austinfriars.apptree.co.uk/i/docs/05092018firstaidpolicy/doc.pdf>

### 2. Asbestos

Austin Friars will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. Neither, staff or contractors will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the management of asbestos-containing materials in school premises by the following arrangements:

- The premises will be surveyed to determine whether asbestos-containing materials are present.
- The amount and condition of the asbestos-containing materials will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
- A written register that sets out the location of the asbestos-containing materials and how the risk from this material will be managed is in place and steps will be taken to put the plan into action.
- Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres.
- The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing materials will be reassessed and repaired or removed as appropriate.
- Employees who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.
- Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems).

#### *Arrangements for controlling work on Asbestos*

- Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.
- Work with or removal of asbestos-containing materials, is to be carried out by a licensed contractor.
- Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.
- Where an employee raises a health and safety issue related to work with asbestos, the school will:
  - take all necessary steps to investigate the circumstances
  - take corrective measures where appropriate
  - advise the employee of actions taken

- Where a problem arises relating to the condition of, or during work on, asbestos-containing materials, the employee/contractor must inform the Site Manager and in the case of an accident or emergency, respond quickly to ensure effective treatment.
- The Site Manager holds copies of all asbestos reports and documentation, which is located in the Site Manager office or can be found here:  
Z:\Health and Safety Management\6 Inspection records (External)\Asbestos file

### 3. Hazardous Substances (COSHH) –

The School ensures potentially dangerous chemicals and other substances are used and stored safely so that staff and pupils are not placed at risk. Numerous substances are potentially hazardous. When in doubt, members of staff should seek clarification.

Hazardous substances used in schools that are covered by COSHH include:

- Chemicals used in Science laboratories and in cleaning and grounds maintenance.
- Biological agents from food waste, dead birds or pests.
- Adhesives, paints, cleaning agents and acrylics.

The manufacturers' Safety Data Sheets identify the product, composition, hazardous ingredients, control measures, first aid treatment and handling, storage and disposal. The effects of hazardous substances will vary depending upon whether the product is classified as Toxic/Very Toxic (serious health risk/death), corrosive (burns/destruction of living tissue), harmful (limited health risk) or as an irritant (Inflammation and irritation).

#### *Training*

All relevant staff are trained in COSHH procedures.

#### *Risk assessments of Hazardous Substances*

No substance can be used before a full risk assessment has been carried out.

The following members of staff are responsible for obtaining the relevant Safety Data Sheets and ensuring that risk assessments are carried out on all substances used or generated in their respective departments:

- Heads of Science, DT and Art
- The Catering Manager
- The Site Manager (cleaning & maintenance)

#### *Risk assessments cover:*

- The identification and labelling of products.
- Arrangements for safe use and storage.
- Protective equipment to be worn.
- First Aid treatment.
- COSHH Manual guidance
- Emergency evacuation procedures.
- Controlling fumes/Air quality monitoring (where fumes are generated).
- Regular checks on mechanical ventilation equipment.
- Dust control.
- Training in safe usage.
- Restricting pupils' unsupervised access to these areas
- Storage of pupil's bulky possessions in the labs, studios and workshop areas.

#### **4. Contractors**

Prior to the start of work, all contractors are required to sign in at Reception (SS or JS) on arrival at which point, the identity of any people working on site will be checked and/or they will be met by a member of school staff if they need to be accompanied during their visit.

When working on school premises it is considered that contractors are joint occupiers for that period and therefore the School and the Contractor have joint liabilities in “common areas”, accordingly, the Site Manager will ensure that prior to engaging any contractor, they are competent and that any works are carried out safely.

The following factors will need to be considered as part of the School’s procedures for vetting contractors. It will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

- Sight of the contractors own safety policy, risk assessments, method statements, permits to work, etc. as applicable.
- Clarification of the responsibility for provision of first aid and fire extinguishing equipment.
- Details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal.
- Clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury.
- Confirmation that all workers are suitably vetted, qualified and competent for the work.
- Evidence showing that appropriate Employers and Public Liability Insurance is in place.

Similarly, the School has a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

The contractor will be required to stop working immediately if their work appears unsafe. Staff should report any concerns to the Site Manager immediately.

If contractors will be working on site whilst pupils are present, only contractors who have been suitably vetted with regard to Safer Recruitment regulations applicable at the time, may carry out work on the site. Employers will be asked to confirm in writing - detailing the names of employees - that a current updated DBS is held for all staff working on site when pupils are present. Any person on site who has not been subject to any checks by the School (or to the School’s knowledge by their employer) will be accompanied at all times during school hours.

Contractors will read, understand and sign a Contractors safety Information Sheet prior to commencing work, which outlines the Schools H&S, Fire and Safeguarding procedures.

Where the scale of works is such that they are covered by the Construction, Design & Management Regulations (CDM) 2015 the school will ensure that the requirements of the regulations are followed.

#### **5. Display Screen Equipment (DSE)**

All reasonable steps will be taken by the school to ensure the health and safety of employees and pupils who work with display screen equipment (DSE). This policy is aimed at those who regularly use DSE:

- For continuous periods of more than one hour.

- For more than 2.5 hours per day

DSE users will complete a self-assessment questionnaire and be provided with guidance on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen. If the member of staff is uncomfortable or experiencing physical difficulties, they should contact the Bursar. If necessary, the School will provide:

- Suitable chairs
- Foot/Wrist rests
- Anti-glare screens

## 6. Dust

Where dust is 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 thorough examination and testing by a competent person and additional dust monitoring undertaken to ensure effectiveness. The Site Manager holds copies of all inspection reports and documents. Which is located in the Site Manager office or can be found here:

Z:\Health and Safety Management\6 Inspection records (External)\LVE Testing

Where dusts cannot be controlled by mechanical controls (for example in building maintenance, grounds maintenance, etc.) an individual risk assessments shall be carried out and suitable controls applied. As a final resort suitable respiratory protective equipment (RPE) is to be used by any persons who may be at risk.

## 7. Electricity and Electrical Equipment

### *Electrical Safety*

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

- The School holds current electrical test certificates for all of its buildings.
- Only NICEIC accredited, qualified Electrical Engineers are employed to inspect, install and maintain electrical installations.
- The School Site Staff have been trained in isolating the fuse boxes in the school.
- A member of staff who has been trained in shutting off the school's boilers is always either on duty or on-call.
- Members of staff working in Science, DT, Drama and Catering are trained to operate the emergency electrical (and gas) shut off switches that are located in their normal working areas.
- Members of staff are required to undertake visual checks of electrical appliances, the safety of cables and their surrounding area, prior to use by them or by pupils under their control. These visual checks are designed to identify defects caused through wear and tear before the equipment can cause a shock, burn or electrical fire. If any defects are identified, the equipment is switched off and unplugged until the fault has been rectified. Concerns are to be reported to the Site Manager as soon as they are spotted.

### *Electrical Testing - Fixed Installations and Wiring.*

The Site Manager will maintain the fixed wiring installation in a safe condition by arranging for a qualified contractor to carry out routine safety tests. (This consists of a rolling 5-year programme of different areas of the School.) Copies of all test certificates are retained.

### *Electric Equipment – Portable*

All items of portable electrical equipment must be regularly (annually) tested for electrical safety and documentation kept. The responsibility for ensuring the PAT programme is completed rests with the Site Manager. The principles of the programme are as follows:

- A schedule of all portable appliances owned by the school is to be maintained. The appliances are to be categorised by risk assessment as to the periodic testing interval.
- All testing will be carried out by an appropriate PAT Contractor.
- Testing is to take place on a rolling programme in each academic year. Items are to be marked with a standard PAT label showing an identity number, month and year, next test due and the initials of the tester.

The existence of the programme does not absolve users of portable appliances from carrying out regular visual checks to ensure that potential problems are identified and remedied at an early stage.

## 8. Fire

[As detailed in the Fire Risk prevention Policy and the Fire Evacuation procedure](#)

<Z:\Admin\Compliance\Master Copy of all Policies\12 Fire Safety\12A Fire Risk Prevention Policy 2018-19.docx>

## 9. First Aid

*As detailed in First Aid (Health) Policy*

<http://www.austinfriars.apptree.co.uk/i/docs/05092018firstaidpolicy/doc.pdf>,

*EYFS Accident and Illness Policy*

<http://www.austinfriars.apptree.co.uk/i/docs/14112018ccidentandillness/doc.pdf>

*and EYFS Administration of Medicine Policy*

<http://www.austinfriars.apptree.co.uk/i/docs/07092018eyfsadministrationofmedicinepolicy/doc.pdf>

## 10. Ladders and Work Platforms

The school will take all reasonable steps to ensure all work at height activities are undertaken safely. The school will ensure that:

- All work activities that involve work at height are identified, risk assessed and properly planned.
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so.
- All employees required to use stepladders or ladders are competent.
- Regular inspections of all ladders and stepladders are undertaken, recorded and equipment labelled with last inspection date.
- Ladders and stepladders are secured to prevent unauthorised use.
- Ladders, steps and any other access equipment will comply with the relevant duty ratings and / or standards.
- Any contractors on school property comply with this policy.

## 11. Machine Guarding

All plant, machinery and equipment will be maintained and serviced regularly according to the manufacturer's instructions. Staff may make adjustments to machinery to ensure that it functions effectively e.g. mower blade height adjustment, but maintenance must be carried out by appropriately experienced external contractors. Effective measures should be in place to prevent access to dangerous parts of machinery. This will normally be by fixed guarding but where routine access is needed, interlocked guards (sometimes with guard locking) may be needed to stop the movement of dangerous parts before a person can reach the danger zone. Where this is not possible – such as with the blade of a circular saw – it must be protected as far as possible and a safe system of work used as laid down in [PUWER regulation 11\(2\)](#) and the [PUWER Approved Code of Practice and guidance](#). Equipment must never be used if the safety guards have been removed.

## 12. Health of Employees

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](#). Well-

equipped sanitary and washing facilities are provided in sufficient numbers for staff and pupils. As well as facilities to obtain drinking water.

Staff are able to rest and eat food in a variety of areas around the School and facilities are also provided to staff for heating water and food.

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.

#### **Add Food Hygiene for Cookery Club and Forest School**

### **13. Manual Handling**

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

Typical manual handling tasks in school are:

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

Adequate information and training will be provided to persons carrying out manual handling activities and where relevant, employees undertaking manual handling activities will be suitably screened for reasons of health and safety, before doing the work.

#### *Moving and Handling People*

There are occasions when a pupil with medical needs requires assistance in moving. Clear instructions covering each activity should be provided so that all members of staff who are involved in the task understand how to move the person safely. Ancillary equipment such as hoists, sliding boards, swivel plates, etc. may be used but staff must have received appropriate training in the use of the equipment and it must be used correctly. The expert advice of external medical professionals should be considered where complex moving and handling problems of pupils are presented.

### **14. New and Expectant Mothers**

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

To implement effective measures for new and expectant mothers the School will ensure that:

- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.
- Where relevant, a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm

If a risk cannot be removed employers must take the following actions:

- **Action 1** - Temporarily adjust her working conditions and/or hours of work; or if that is not possible
- **Action 2** - Offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible;
- **Action 3** - Suspend her from work on paid leave for as long as is necessary, to protect her health and safety, and that of her child.

## 15. Office (General)

All members of staff and are expected to comply with the following rules:

- Trailing leads or cables across gangways can create trip or electrical hazards. If cables cannot be sited without creating a hazard contact the Bursar or ICT Systems Manager for advice.
- No equipment may be used if the mains cable, plug or socket is damaged and any defects should be reported immediately via the defects section of the Intranet.
- Equipment should be switched off when not in use for long periods or outside normal working hours.
- Broken or worn flooring, and light failures should be reported immediately to the Site Manager.
- The storage of empty cardboard boxes should be kept to an absolute minimum. Do not leave loose papers lying around.
- Filing cabinets should be loaded from the bottom up to maintain stability. Never leave more than one drawer out. Close drawers when not in use as the corners are sharp and unpleasant to walk into.
- Do not overload shelves. Avoid storing heavy items on higher shelves as they may fall from it.
- Never stand on chairs or desks when reaching for height. Always use a step stool or an appropriate stepladder.
- Ensure that you have completed a DSE/Workstation self-assessment form and return it to the Bursar
- Do not carry loads such that the weight may be dangerous or vision obscured.
- If hazardous substances e.g. solvents or solvent-based glues are used within the office a COSHH risk assessment must be carried out.

## 16. Personal Protective Equipment (PPE)

The School acknowledges its responsibilities to provide personal protective equipment (PPE), School employees are supplied, without charge, any PPE identified as a required risk control measure within risk assessments.

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. An assessment is made to ensure that PPE 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 provided;
- that suitable storage is provided to prevent damage
- 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 it will give protection against, 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 Site manager. With exception of disposable PPE associated with the ongoing pandemic, PPE issues to members of staff to be recorded and signed for by the employee at the point of issue

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/Heads of Department and replacements are available on request in between inspections.

**17. Risk Assessment and Safe Systems of Work**

*As detailed in the Risk assessment policy*

<Z:\Admin\Compliance\Master Copy of all Policies\16 Risk Assessment\16a Risk Assessment Policy 201819.docx>

**18. Occupational Diseases**

Under *the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* the School must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by an employees current work: These diseases include

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

All cases of the above should be reported to the Bursar who will complete the online form <https://notifications.hse.gov.uk/riddorforms/Disease>

**19. Working at Height** - Contained in in the Site Maintenance Code of Practice

If it is necessary to gain access to heights which cannot be reached from the ground, proper access equipment, e.g. kick stools, step ladders, ladders and tower scaffolds, must be used. It is NOT acceptable to use chairs as a means of access. All such equipment must comply with the appropriate British Standard.

The hazards associated with working at height are:

- Falling from height;
- Falling through roofs;
- Falling objects;
- Unsafe or unstable equipment.

Many people are injured each year whilst using ladders, steps or trestles, some fatally. Most of these accidents involve tasks of half an hour or less and are mainly due to the ladder not being fixed securely, climbing with loads, over-reaching and over-balancing. This suggests that in addition to providing a means of access, ladders are often used as working platforms when other equipment could have been more suitable.

**20. Vibration (Hand, Arm and Whole Body) and Noise**

Workers whose hands are regularly exposed to high vibration, e.g. in industries where vibratory tools and machines are used, may suffer from impaired blood circulation and damage to the nerves in the hand and arm; the disease is known as 'hand-arm vibration syndrome'. Other names used in industry include vibration white finger, dead finger, dead hand and white finger. Typically, workplace risks are associated with the use of hand-held vibrating power tools, such as percussive drills and hammers, rotary grinders and sanders, chainsaws etc. Risks are also associated with holding materials which vibrate while being processed by powered machinery such as pedestal grinders, riveting machines, rotary polishers etc.

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

The School will ensure where practicable that noise and vibration levels will be maintained below the Lower Exposure Action / Daily Exposure Limits and 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 the 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.

## **21. Extreme Weather**

Staff exposed to prolonged spells of sunshine (e.g. when supervising outdoor sporting events & PE lessons) may be at risk of sunburn unless suitable preventative measures are taken. In the short term, even mild reddening of the skin from sun exposure is a sign of damage. Sunburn can blister the skin and make it peel.

Longer term problems can arise with repeated exposure. Too much sun speeds up ageing of the skin, making it leathery, mottled and wrinkled. The most serious effect is an increased chance of developing skin cancer. You should take particular care if you have:

- fair or freckled skin that doesn't tan, or goes red or burns before it tans;
- red or fair hair and light coloured eyes
- a large number of moles.

School staff are recommended to take the following common-sense precautions and to encourage pupils to do the same:

- Wear a hat with a brim or a flap that covers the ears and the back of the neck.
- Stay in the shade whenever possible, during your breaks and especially at lunch time.
- Use a high factor sunscreen on any exposed skin.
- Check your skin regularly for any unusual moles or spots. See a doctor promptly if you find anything that is changing in shape, size or colour, itching or bleeding.

Those attending or using the Forest School or Low ropes course or sports fields need to pay particular attention. a

## **22. Occupational Driving**

A minibus is a motor vehicle with between 9 and 16 passenger seats, it is described as a category D1 vehicle by the Driving Vehicle Licencing Authority.

There are, certain circumstances when a driver can drive a minibus **within the UK** when they hold a car (category B) licence. These arrangements only apply when driving the minibus in the UK not if driving abroad. If a member of staff passed their category B (car) driving test before 1 January 1997, they can drive a minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement

This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750kg.

If staff passed their category B driving test on or after 1 January 1997, then a separate PCV driving test must be taken to gain the D1 entitlement. In these cases staff will not be able to tow a trailer.

The School holds Section 19 permits for both its minibuses. Section 19 Permits are issued to bodies to enable them to provide transport for their own members or other people whom the organisation exists to help.

All staff wishing to drive a School minibus must provide a DVLA check code to allow the School to see their licence categories and any endorsements before being able to drive a school minibus. They must also complete a driver risk assessment which will be reviewed by the Bursar/Site Manager. A familiarisation drive is recommended prior to carrying passengers for the first time and this should be arranged with the Site Manager.

### **23. Use of Machinery**

No machine may be used or work undertaken unless the staff member-in-charge is satisfied that the person has received relevant training and is capable of doing so safely.

Service records of all machine tools, plant and equipment must be kept. They must list the date of any service/repair and name of the person responsible for carrying out that service/repair. Faults which cannot be repaired immediately should be reported to the Site Manager and a note should be attached to the machine where it is clearly visible indicating that the equipment is out of order.

No welding may be undertaken unless the staff member-in-charge is satisfied that the person is capable of doing so safely. During any welding operation the fume extraction system must be used.

When using woodworking machines the dust extractor and suitable respiratory protective equipment must be used. Equipment must be cleaned after use. Any materials, tools or equipment used must be tidied away. Precision measuring equipment, drills, etc. must be replaced in their appropriate cabinets after each working day.

Tools and equipment must not be removed from the area they are sited.

### **24. Workshop practices and PPE**

Eating and drinking in the mechanical workshop areas are strictly prohibited.

When working with machine tools or other equipment with rotating spindles, jewellery, loose clothing etc. are prohibited and long hair must be completely covered.

Personal Protective Equipment (PPE) is supplied and must be used where necessary. Barrier cream, lab coats/overalls, eye and hearing protection, dust masks and safety shoes must be used as the work/risk assessment dictates.

Lab coats/overalls and safety boots must be worn by staff member-in-charge operating the machines.

The gangway through the workshop must be kept clear. Any spillage, grease etc. must be cleaned up immediately.

### **25. Measuring Health and Safety Performance**

Measuring health and safety is not easy and there are no simple answers but there are key questions which the most senior managers in an organisation should be asking themselves:

*‘..what information is available to assure me that throughout the organisation arrangements are in place to control health and safety risks, do they comply with the law as a minimum and operate effectively?’*

The primary purpose of measuring health and safety performance is to provide information on the progress and current status of the strategies, processes and activities used by an organisation to control risks to health and safety. Measurement information sustains the operation and development of the health and safety management system, and so the control of risk, by:

- providing information on how the system operates in practice;
- identifying areas where remedial action is required;
- providing a basis for continual improvement; and
- providing feedback and motivation.

Health and safety performance measurement should seek to answer such questions as:

- Where are we now relative to our overall health and safety aims and objectives?
- Where are we now in controlling hazards and risks?
- How do we compare with others?
- Why are we where we are?
- Are we getting better or worse over time?
- Is our management of health and safety effective (doing the right things)?
- Is our management of health and safety reliable (doing things right consistently)?
- Is our management of health and safety proportionate to our hazards and risks?
- Is our management of health and safety efficient?
- Is an effective health and safety management system in place across all parts of the School?
- Is our culture supportive of health and safety, particularly in the face of competing demands?

These questions should be asked not only by the Trustees and SMT but also across the School at department level. The aim should be to provide a complete picture of the School's health and safety performance to assist in deciding:

- where the School is relative to where it wants to be
- what progress is necessary and reasonable in the circumstances
- how that progress might be achieved against particular restraints (e.g. resources or time);
- the way progress might be achieved; and
- priorities and effective use of resources

## **26. Auditing Activities**

### *Reviewing Health and Safety Performance*

The School's Health & Safety policy is reviewed annually and updated on a regular basis.

To monitor the effectiveness of the health and safety policy Inspections (Safety Audits) of the School take place at using an external advisor from IRM Safety. These inspections are carried out across the year, focussing on different areas in the School. A written record of each inspection and subsequent remedial action is kept in the Safety File and is available for scrutiny.

Additionally, informal checks of the workplace are undertaken on a regular basis by the Site Manager and Bursar, including checking of means of escape, fire doors, fire extinguishers and safety notice boards.

Formal and informal inspections as well as checks of high risk areas such as workshops should be carried out regularly by the Heads of Departments to ensure that all working procedures detailed in the guidelines and risk assessments are followed e.g. the use of guards on the machines, the use of personal protective equipment.

Systematic inspections of plant and equipment take place at appropriate intervals to ensure the effective operation of workplace precautions. Examples of these inspections include: engineering examinations of lifting equipment Inspections of LEV equipment, PAT Tests, formal and informal inspections of ladders.

Periodic examination of documents such as risk assessments and training records are carried out on a regular basis to ensure they are kept up to date and that training requirements and needs are properly addressed.

Fire Risk Assessments are carried out annually by BPW Fire Safety Ltd to examine the fire safety procedures and measures required in the buildings. The full evacuation procedure of the whole school is rehearsed termly in the form of a fire drill in order to identify any weakness in the evacuation strategy.

The adverse findings of any inspections and / or audits of the premises and activities must be reported to the Board of Trustees by the Bursar.

## 27. Consultation with Employees

Consulting staff about health and safety can result in:

- a healthier and safer workplace – your employees can help you to identify hazards, assess risks and develop ways to control or remove risks;
- better decisions about health and safety – they are based on the input and experience of a range of people, including employees who have extensive knowledge about their own job and the business;
- a stronger commitment to implementing decisions or actions – as employees have been actively involved in reaching these decisions;
- greater co-operation and trust – employers and employees who talk to each other and listen to each other, gain a better understanding of each other's views; and
- joint problem-solving.

The School is required to consult with staff (or their representatives) about the following:

- the introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work;
- arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law);
- the information you must give your employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and
- the health and safety consequences of introducing new technology.

School staff should receive information necessary to allow them to participate fully and effectively in any consultation. This should include any risks arising from employee work activities, the measures in place or proposals to control these risks, and what they should do if they are exposed to a risk, (including emergency procedures).

## 28. In Vehicle Technology

In vehicle technology is equipment such as;

- Mobile phones / Smart Watches
- Satellite Navigation (Sat Nav's) / Mapping Systems
- Laptops / Tablets
- Music Players
- Any Hand-Held Device

The following rules **must always** be adhered to by drivers.

- The Highway Code requires that you **must exercise proper control of your vehicle at all times** (see rules 149 to 150 <https://www.gov.uk/guidance/the-highway-code>).
- Never use any of the above devices whilst in control of a vehicle.

- As the use of hands free equipment (for example a mobile telephone through the vehicles speakers using Bluetooth) may distract your attention, it is, recommended that you do not use any type of mobile phone while driving, use of an answerphone service is preferable.
- You should stop in a **safe** place (NOT on a motorway slip road or hard shoulder) before using any hand-held device / electronics, inside a vehicle.
- If you break down on a motorway you should, wherever possible use the motorway emergency phones rather than a mobile phone to call for assistance.
- If reporting an accident on a motorway using a mobile phone, do not use it close to possible fuel spills or vehicles carrying flammable loads.
- Avoid looking at Satellite Navigation / Mapping Systems for long periods of time as this takes your attention off the road. If you need to check a route or programme the device you should stop in a **safe** place.
- Music players must only be used when parked in a safe place, you should not use the device when driving a vehicle. Drivers must ensure the volume is not excessive as it could distract the driver or reduce concentration.
- Do not take unnecessary risks. If you absolutely need to use any piece of in vehicle technology, stop in a safe place, turn your engine off and remove the key.

### 29. Lone Working

Many roles in School can involve working alone, for example, members of the site team and cleaning staff carrying out opening or locking up duties. Such regular activities shall have a risk assessment completed and this must include consideration of the individuals undertaking the work. The risk assessments must be signed off by line manager. For others conducting infrequent lone working, they must sign in, or, if out of hours, get SMT approval beforehand.

If outside working hours, the following procedures must be followed:

- Sign in at reception
- If the School is 'closed' ie main School reception/office closed, prior agreement must be gained from an SMT member who will also confirm procedures for accounting for an individual on arrival and departure.
- Let people know where you are going and when you will be back. This will involve signing in if the main School is open, and if not open, messaging the duty site team member to get access. Alternatively, if an individual has access in their own right, they must message the site team when entering and leaving site. **The Site Team must be made aware if someone is on site and working alone.**
- Line managers/supervisors may wish to periodically visit people working alone.

There are certain activities that must **NOT** be undertaken when lone working. These include:

- working at heights;
- hazardous manual handling activities i.e. where two persons would be required or the risk assessment indicates the need for a second person;
- use of substances recognised as hazardous and requiring a risk assessment;
- work on or with certain electrical equipment which are recognised as hazardous and requiring a risk assessment;
- Any work requiring a Permit to Work for example entry into confined spaces or hot works

### 30. Vehicles on Site

Austin Friars is spread over nine buildings and has a number of designated car parking areas:

The speed limit on-site is 5mph.

All staff are to be aware of the dangers posed by moving vehicles around pupils and staff: key risk areas are:

- The School drive and area between the Senior School building and the refectories
- The car park adjacent to the Pre-School
- The car park leading from Belah Road to the junior school entrance
- The area outside the refectories used for catering deliveries

There is restricted egress at the top of the drive due to its layout for HGV's and full size coaches, where possible these should not be allowed on site. Any HGV on site should be supervised by the site team when moving.

Any works/deliveries being arranged where HGV/LGV's are involved must ensure that peak times are avoided, i.e. at the start and the end of the School day.

School minibuses should be parked in the designated bays at all times and visiting minibuses for the start and end of day transport should only park in the area outside the refectories.

Parents are asked to only park in designated parking areas and to avoid parking on zig zags, double yellow lines and in disabled parking bays without displaying a disabled badge.

### **31. Legionella**

The monitoring of Legionnaires Disease is currently done by Clearwater solutions all reasonable steps should be taken to identify potential Legionella hazards and to prevent or minimise the risk of exposure. The School with help from Clearwater solutions will:

- Carry out a Legionella Risk Assessment
- Prepare a written scheme/plan for preventing or controlling the risk of Legionella
- Implement and manage the scheme/plan
- Keep records for a minimum of 5 years.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Site Manager.

### **32. Site Security** - Contained in the Site Maintenance Code of Practice

Only SMT and Site staff are key holders for external doors in School, the Site Manager (with the assistance of his team) has particular responsibility for site security especially where evening lettings and weekends or holiday periods are concerned.

The main aim of keeping the school site secure is to prevent unauthorised entry, to detect unauthorised entry, to protect property and to prevent the spread of fire. Control measures that can be put in place to maintain site security are: patrolling the school premises, making use of safes, locks, intruder alarms and secure stores.

The whole school site, doors, windows and perimeter fence should be locked at the end of the day. If any lettings or functions take place during the evening all unused areas should be kept locked. It should however be possible for anyone in the school after normal working hours to easily escape in the event of a fire, so for example, final exits should not be locked with the use of a key – alternative locking mechanisms should be installed such as 'push bar to open' handles or thumb turn locks.

Formalised maintenance procedures are in place to ensure that the fences, doors, windows etc. are kept in good working order. A checking and locking procedure at the end of the day is enforced, this is usually carried out by the Site Manager or a member of his team, who should ensure that other persons, e.g. cleaners, are not left to lock up.

### **33. Reporting of defects**

The School has its own 'in house' team of maintenance staff, available to carry out routine maintenance, emergency repairs and a pre-set programme of improvements to the fabric of the School. In addition, the School has contracts with specialist companies for specific maintenance requirements.

Maintenance requests should be reported to the Site Manager by completing an online 'ticket'. Urgent tasks will be dealt with immediately; the remainder, after prioritising, should be actioned. The ticketing system is available on the school intranet.

Out of hours emergencies should be reported to the Bursar, or Site Manager, who will call in the appropriate agency to deal with the emergency. Staff are requested to ensure that the emergency is either life/property threatening or likely to cause severe discomfort to pupils. In the event that the Bursar or Site Manager is not available, then the matter should be reported to another member of the SMT, who should refer to the emergency call out list.

### **34. Waste**

In the interest of the health and safety of the School community, parents and visitors, as well as the School's moral and legal obligations to preserve the environment, all waste generated on the School site must be disposed of in accordance with The Environmental Protection Act 1990, The Controlled Waste (England & Wales) Regulations 2012, The Hazardous Waste Regulations 2005, The Waste Electrical Equipment Directive 2006, The Ionising Radiation Regulations 1999 and other such regulations.

Staff should:

- Take all necessary protective measures to prevent pollution to the environment, e.g. by preventing chemicals entering sewers and water courses.
- Leave waste materials and substances at the stipulated disposal point, in accordance with the School's waste management policy.
- Clean up any spillages without delay, following the correct procedure.

The School holds contracts, currently with Cumbria Waste and Brampton Skips, for the collection of all its refuse and recycling.