



# **Health and Safety Policy**

**November 2024**

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## **MISSION**

Eversfield offers an outstanding, broad education within a safe, caring, happy, family atmosphere where the talents of every child are valued and nurtured. We achieve excellent results in a school where the Christian principles of mutual care, respect and encouragement underpin everything that we do.

## **AIMS**

- To promote high moral standards through clear and relevant Christian teaching.
- To provide a wide breadth of experiences and opportunities for all our children to discover and develop their individual talents.
- To support our children in becoming valued members of society so that they may develop self-confidence, ask questions, seek new experiences, not be afraid to make mistakes, express themselves confidently and modestly and develop team and leadership skills.
- To provide a safe, supportive, healthy educational environment, with buildings, facilities and staff that enable our children to learn and develop.
- To ensure that our children receive excellent pastoral care.

## **INTRODUCTION**

This manual defines and establishes the schools General Policy for Health and Safety as required by the Health and Safety at work etc Act 1974 and associated legislation, it provides details of the arrangements and emergency procedures currently in operation.

This policy sets down the direction for Health and Safety by setting down a framework for management activity and relationships which will deliver and maintain the control of health and safety

What the law says:

### **Duties as an employer**

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks; and
- ensure that adequate training is given to employees on health and safety matters.

Schools must set out health and safety arrangements in a written health and safety policy. The HSE's website contains useful information and a simple two-page template that any employer can use to create a health and safety policy.

Although employers retain responsibility for health and safety, they can delegate tasks to headteachers or other school staff.

## **Duties as an employee**

The law requires employees to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with their employers on health and safety matters;
- do their work in accordance with training and instructions; and
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. Usually the headteacher will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate.

## **POLICY AIMS**

Our Health and Safety policy sets out the general policy for protecting the health and welfare of our employees at work, volunteers, work experience students, pupils and others who may be affected by our undertaking. It describes the organisation and arrangements for ensuring a safe and healthy environment at our school.

We recognise the following:

Under section 2 (3) of the Health and Safety at Work Act 1974 the written statement:: States our general policy on health and safety

- Describes the organisation and arrangements for carrying out our policy
- Will be brought to the attention of our employees
- Will be monitored, reviewed and revised whenever appropriate.

## **OUR POLICY CONSISTS OF THREE MAIN SECTIONS**

### **Statement of Intent**

This describes our general aims and philosophy with regards to our employees and pupils' health, safety and welfare.

### **Organisation for carrying out the policy**

This involves allocating duties and responsibilities to key personnel to implement the policy effectively. Whilst the overall responsibilities for health and safety rests at the highest management level, it is recognised that all individuals will have to accept degrees of responsibility for carrying out our policy.

### **Arrangements for health and safety**

This section includes the systems and procedures in place, generally covering all the main aspects of health and safety in our school and the monitoring and review measures needed to meet satisfactory health and safety standards.

Each subject or item within the 'arrangements' section includes guidance for assistance and information on either the legislation which governs it or just general advice/information on the topic from which safe working procedures can be drawn up. Where appropriate and necessary, notification facilities are included in the relevant section, for example, fire precautions, accident/first aid arrangements, hazard notification records etc.

### **COMMUNICATING TO EMPLOYEES**

A Staff Guidebook is provided for all employees to read. It contains essential information from this policy and should be kept available. A form is provided for all employees to sign to acknowledge they have received and read the Guidebook. All staff are requested to read this policy and follow its guidelines. HSE Health & Safety at Work posters are displayed prominently in several areas of the work place.

### **MONITORING AND REVIEWING**

Monitoring of health and safety policy is essential to assess how effectively the school is controlling risks.

Improvements can be made to the management of health and safety by learning from experience and establishing review systems.

### **UPDATING OF POLICY**

Updating of this policy is required when:

- There is a change in the management structure of the school
- Changes are made to any of the safety arrangements
- The activities or procedures of the school change significantly
- There are significant changes to H&S legislation.

### **HEALTH AND SAFETY - POLICY STATEMENT OF INTENT**

Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace

Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work

Engage and consult with employees on day-to-day health and safety conditions

Implement emergency procedures – evacuation in case of fire; lockdown for armed intruders or other significant incidents.

Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

SIGNATURE :



POSITION : Headmaster

DATE: November 2024

## **ENVIRONMENTAL POLICY STATEMENT**

Our objective is to create a climate of excellence for our staff and pupils, persons affected by our activities and the environment. In order to achieve this, the following policy has been established.

We will manage our activities to minimise wherever practicable their effect on the environment. In this we are committed at all levels and within all functions of the school to continual improvement. We recognise that this will only be achieved through regular monitoring of our committed management system.

Our environmental policy (which includes Health and Safety) commits the school at all levels to ensure compliance with the following:

- 1) Identification of the risk of pollution arising from any of our activities, which shall then be either eliminated or effectively controlled and where practicable to meet or exceed all regulatory requirements relating to environmental matters and the adoption of safe and environmentally acceptable standards where none exist.
- 2) Reduce to minimise unnecessary use of materials, resources and energy.
- 3) The reduction of waste to the lowest practicable level and ensure responsible disposal of waste created and received and to undertake environmental audits and measure the results against established targets.
- 4) Advocate staff and pupil involvement in all environmental matters and the provision of suitable training and support to all staff with regard to this environmental policy and to recommend other organisations to follow our approach and policy.
- 5) Ensure that any persons working on our behalf are made aware, and agree to comply with this policy.
- 6) Seek to ensure that products and/or services supplied or provided by third parties can be used, handled, stored, and disposed of in a manner which safeguards the environment and the health and safety of all.
- 7) Undertake a review of this policy in the light of any new knowledge, changing legislation or public concerns.

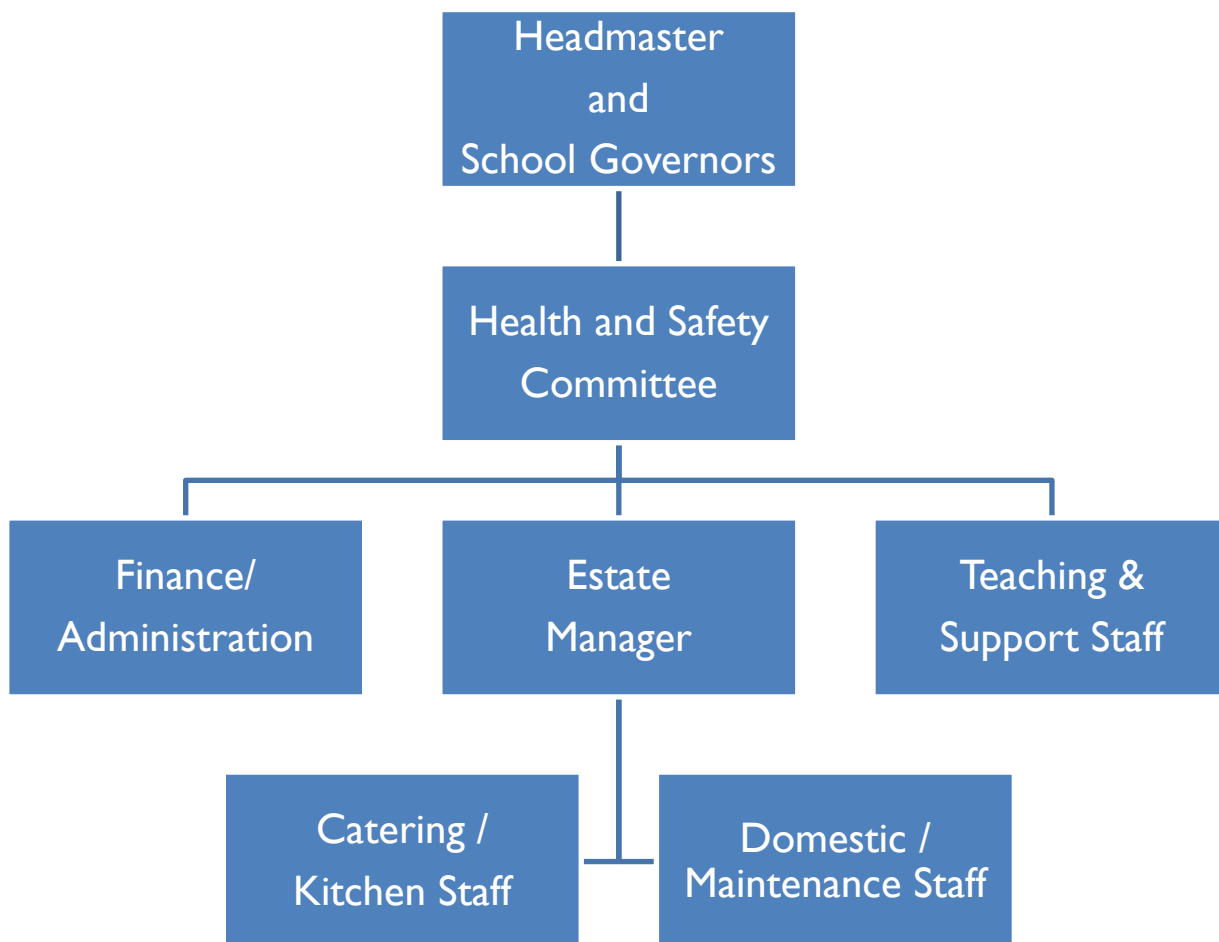
SIGNATURE :



POSITION : Headmaster

DATE: November 2024

**MANAGEMENT STRUCTURE FOR THE IMPLEMENTATION OF HEALTH & SAFETY**



## **HEALTH & SAFETY RESPONSIBILITIES**

### **Responsible Persons**

The following persons have been allocated with key areas of responsibility which we have determined are important to promoting a positive health and safety culture:

**THE GOVERNING BODY (TRUSTEES)** have overall responsibility for Health & Safety in the School.

The person responsible for implementing and communicating the Health and Safety Policy to employees is:

**MR R A YATES**  
Headmaster

The person responsible for ensuring the monitoring and reviewing of the Health and Safety Policy is:

**HEALTH & SAFETY COMMITTEE**

The person responsible for health and safety training is:

**MR T PHILLIPS**  
Estates Manager

The person responsible for ensuring that all required risk assessment duties are undertaken is:

**MR T PHILLIPS**  
Estates Manager

The person responsible for dealing with reportable accidents/ incidents is:

**MRS D MIAN**  
School Nurse

The person responsible for monitoring first aid supplies is:

**MRS D MIAN**  
School Nurse

The person responsible for fire safety is:

**MR T PHILLIPS**  
Estates Manager

The person responsible for electrical matters is:

**MR T PHILLIPS**  
Estates Manager

The people responsible for monitoring and reporting to the Board of Governors are:

**HEALTH & SAFETY COMMITTEE**

The **Health & Safety Committee** members are:

|               |   |
|---------------|---|
| Mr T Phillips | Estate Manager  |
| Mr R Yates    | Headmaster  |
| Mrs D Tudor   | Finance Business Partner                                |
| Mrs D Mian    | School Nurse  |
| Mrs S Sliney  | Director of Pastoral Care and Subject Leader of Science |
| Mrs M Eades   | Kindergarten teacher                                    |

## **RESPONSIBILITIES OF KEY PERSONNEL**

### **The Headmaster and the Board of Governors (Trustees)**

- 1) Will be directly responsible for the implementation of the School's General Policy on Health and Safety.
- 2) Will provide the support and leadership necessary to those responsible for implementing the policy.
- 3) Will ensure that sufficient funds are made available as appropriate to the requirements of maintaining a safe workplace.
- 4) Will set Safety Action Plans and targets for those responsible, and conduct periodic reviews of performance towards achieving the objectives within the prescribed time scale.
- 5) Will have good understanding of the Health and Safety legislation that applies to the school's activities, and effect 'best practise' in ensuring that safe systems of work are followed.
- 6) Will ensure that staff and management are able to communicate on all matters concerning health and safety.

### **The Health & Safety Committee**

- 1) Will meet at least once every term to receive and review reports from designated persons responsible for health and safety matters.
- 2) Review the implementation of the Health & Safety policy across the school.
- 3) Report each term to the Commercial Committee of the board of Governors.
- 4) Make recommendations to improve Health & Safety in the school.

### **Mr T Phillips - Estate Manager**

- 1) Will have delegated responsibility for implementing this policy within the activities that are under direct control.
- 2) Will provide commitment and support to those responsible for implementing this policy.
- 3) Will assess areas of risk in the school and compile risk assessments to mitigate hazards.
- 4) Will maintain and make available to all necessary staff risk assessments, reviewing practice and policies appropriately.
- 5) Will be directly involved in the development of the Safety Action Plans, and in monitoring and reviewing the progress towards meeting their aims and objectives.
- 6) Will ensure that staff and management communicate on all matters concerning health and safety.
- 7) Will ensure that fire safety precautions and procedures are maintained and communicated to everyone that may be affected.
- 8) Will ensure that arrangements for first aid treatment are appropriate to the hazards identified with the activities of the school.
- 9) Will ensure that all accidents are recorded and reported to the School Nurse.
- 10) Will identify staff health and safety training needs and ensure that suitable training takes place, and is recorded.
- 11) Will ensure that use of contractors and sub-contractors is controlled and monitored.
- 12) Will ensure that all activities are covered by a safe system of work, periodically checking and reviewing that these remain current and are being practised.
- 13) Will ensure that personal protective equipment is provided to staff, and that records of equipment used are maintained.
- 14) Will ensure that the proper maintenance of buildings, facilities, office equipment and furniture is carried out.
- 15) Will maintain records of the manufacturer's Material Safety Data Sheets for all substances that are handled and used.
- 16) Is responsible for the safe handling and storage of substances hazardous to health.

- 17) Will ensure that the required standards for housekeeping are achieved and maintained.
- 18) Will ensure that the arrangements for preserving the health and safety of persons using the gymnasium, swimming pool, sports facilities are suitably effective for the activities carried out, are maintained.
- 19) Will have delegated direct responsibility for implementing this policy within the activities that are under direct control.
- 20) Will provide commitment and support to those responsible for implementing this policy.
- 21) Will ensure that regular inspection and testing of all portable and transportable electrical appliances (PAT testing) is carried out and maintain suitable records.
- 22) Is responsible for the inspection, maintenance and repair of school's vehicles, plant and equipment.
- 23) Will ensure that the statutory examinations of plant and equipment are carried out.
- 24) Will ensure that "users" of Display Screen Equipment, pregnant or lone workers have been identified and that any actions resulting from the risk assessments have been taken.

### **Mrs D Mian – School Nurse**

- 1) All matters of first aid for children and employees.
- 2) Arrange all first aid training for employees including use of epipens and actions for dealing with specific pupils presenting known symptoms.
- 3) Recording and reporting reportable injuries and diseases (RIDDOR) to HSE

### **Mr K Melville – Catering Manager**

- 1) Will have delegated direct responsibility for implementing this policy within the activities that are under direct control.
- 2) Will provide commitment and support to those responsible for implementing this policy.
- 3) Will ensure that fire safety precautions and procedures in the kitchen are maintained and communicated to everyone who might be affected.
- 4) Will in consultation and under direction of Accent Catering identify kitchen staff health and safety training needs and ensure that suitable training takes place, and is recorded.
- 5) Will in consultation and under direction of Accent Catering ensure that kitchen/dining room activities are covered by a safe system of work, periodically checking and reviewing that these remain current and are being practised. Will ensure that Personal Protective Equipment provided to staff is being used as appropriate.
- 6) Will ensure all accidents at work involving kitchen staff are reported and recorded.
- 7) Is responsible for the safe handling and storage of substances hazardous to health and safety in the kitchen.
- 8) Will in consultation with Accent Catering ensure that all risk assessments for the kitchen are written and adhered to by all personnel.
- 9) Will ensure that all food storage and preparation activities are made in accordance with the Food Safety Act 1990, and the Food Safety & Hygiene (England) Regulations 2013.

### **RESPONSIBILITIES OF ALL EMPLOYEES**

All our employees must:

- 1) Comply with the Health and Safety Policy.
- 2) Fully observe the Safety Rules.
- 3) Report any safety hazard within their work area or malfunction of any item or plant or equipment to management
- 4) Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of the pupils and others.
- 5) Dress sensibly and safely for their particular working environment or school/activity
- 6) Conduct themselves in an orderly manner in school and refrain from any form of horseplay
- 7) Use all safety equipment and/or protective clothing as may be provided.

- 8) Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and to the safety of pupils and others.
- 9) Maintain all implements and equipment in good condition and report any defects to management when they occur.
- 10) Report all accidents to management whether injury is sustained or not.
- 11) Attend as requested any training course designed to further the needs of health and safety.
- 12) Observe all laid down procedures concerning processes, materials and substances used.
- 13) Observe the fire evacuation procedure and the position of all fire equipment and exit routes.

In addition to the above responsibilities, the Health and Safety at Work etc. Act 1974, places legal duties on all our employees.

These are:

Section 7 – “Health and Safety at Work Act 1974”

- a. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions at work.
- b. To co-operate with management to enable the employer to carry out his legal duties or any requirements as may be imposed.

Section 8 – “Health and Safety at Work Act 1974”

No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of health, safety and welfare.

Regulation 14 of the management of Health and Safety at Work Regulations 1999 further extends the duties of employees in the following manner:

- 1) Every employee must only use machines, equipment, dangerous substances, transport equipment, means of production or safety device provided by the employer, in accordance with the training and instructions received ( whether this be written or verbal ).
- 2) Every employee must inform the employer or any other employee with specific health and safety responsibilities for fellow employees:
  - a. Of any work situation where it is considered that the training and instruction received by them or a fellow employee, could represent a serious and imminent danger to their health and safety.
  - b. Of any matter where it considered that the training and instruction received by them or a fellow employee, could present a failure in the employers’ protection arrangements for their health and safety, even where no immediate danger exists.

## **HEALTH & SAFETY RULES**

This section of our Health and Safety Policy specifies the safety rules in operation which employees should adhere to. These rules are prepared in accordance with legal requirements and acknowledge safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

It is also borne in mind that a breach of health and safety legislation by an employee is a criminal offence and an Enforcing Officer could take action against an individual.

We recognise that it is not possible to prepare in written form every possible safety rule as circumstances may vary depending upon the nature of work, however, our employees are expected to act in a sensible manner and adhere to written or verbal instruction given by management.

### **Working Practices**

- 1) Employees must not operate any item of plant or equipment unless they have been trained and authorised to do so.
- 2) Employees must make full and proper use of equipment guarding.
- 3) Employees must report to management immediately any fault, damage, defect, malfunction in any item of plant, equipment, implement or utensil.
- 4) Employees must not clean any moving item of plant or equipment.
- 5) Employees must not leave any item of plant or machinery in motion whilst unattended unless authorised to do so.
- 6) Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- 7) Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- 8) Employees must return all substances, chemicals, liquids etc. to their designated safe storage area when not in use and at the end of the working period.
- 9) Employees use all substances, chemicals, liquids, etc, in accordance with all written instruction.
- 10) Employees must observe all pedestrian and vehicle controls in force on the premises.

### **Hazard / warning signs and notices**

- 1) Employees must comply with all hazard/warning signs and notices displayed on the premises.
- 2) Any potential hazards including possible areas for slips and trips or where these occur should be reported to the Estates Manager for investigation and remedy.
- 3) Slippery surface signage should be used where mopping or spillage has occurred or where there is a danger of slipping.
- 4) Any areas that cause trips should either be removed, repaired or blocked off.

### **Working Conditions / Environment**

- 1) Employees must make proper use of all equipment and facilities provided to control working conditions/environment
- 2) Employees must keep stairways, passageways and work areas clear and in clean and tidy condition.
- 3) Employees must dispose of all rubbish, scrap and waste within the working area, using the facilities provided.
- 4) Employees must use the correct methods when removing any articles of waste for disposal.
- 5) Employees must clear up spillages or liquids within the work area in the prescribed manner.



- 6) Employees must deposit all waste chemicals and other substances at the correct disposal points and in the prescribed manner.
- 7) Employees must not pollute watercourses, sewers or drains with chemicals, or substances.
- 8) A full asbestos management survey has been carried out and can be found with the Health & Safety files (see Estate Manager). No construction work is to be carried out in the school without reference to this survey document.

### **Protective Clothing & Equipment**

- 1) Employees must use all items of protective clothing/equipment provided as instructed.
- 2) Employees must store and maintain protective clothing/equipment in the approved manner.
- 3) Employees must report any use of fire fighting equipment to their supervisor.

### **Fire Precautions**

- 1) Employees must comply with all laid down emergency procedures.
- 2) Employees must not obstruct any fire escape route, fire equipment or fire doors.
- 3) Employees must report any use of fire fighting equipment to their supervisor.

### **School Vehicles / Vehicles on-site**

- 1) Employees must hold a current driving licence applicable to the class of vehicle they will drive.
- 2) Employees driving school vehicles are required to complete an annual declaration of their fitness to drive including confirmation that they hold a valid driving licence and of the requirement to inform the School immediately of any changes, i.e. disqualification or points on driving licence.
- 3) Before driving school vehicles, employees will undergo 1-2 hours individual induction training followed by an assessment of fitness to drive. In addition, refresher training will be undertaken annually.
- 4) Driving licences of employees who may drive such vehicles must be produced for examination upon request.
- 5) Employees who drive school vehicles must carry out checks of the vehicles in conjunction with the laid down procedure.
- 6) Employees must not carry unauthorised passengers or unauthorised loads.
- 7) Employees must not drive whilst suffering from a medical condition, effects of prescribed drugs or illness that may affect their driving ability.
- 8) Employees must not drive whilst under the influence of alcohol.
- 9) Drivers of any vehicle must ensure that there are no persons near to the vehicle before they move off and must not drive onto a playground in use at any time. There is a restriction to drive the school mini-bus using the clutch only when on the school grounds so that speeds are kept to under 5 mph. All other vehicles must also keep their speed to 5mph or less.
- 10) Staff vehicles arriving / leaving down Manor Road driveway must ensure there are no pedestrians using the driveway and must stop if they appear, to let them walk past first.

### **Accidents / Emergencies**

- 1) Employees must seek medical treatment for any injury they may receive, no matter how slight it may seem to be. Upon returning from treatment they must report the incident to the School nurse.
- 2) Employees must report all accidents and dangerous occurrences to the Headmaster or the Estate Manager as soon as it is practicable. The School will follow all HSE guidelines on reporting serious injuries through RIDDOR. Further guidance can be found in the School's First Aid and Medical Policy.
- 3) Employees must notify the Headmaster or the Estate Manager of any incident in which damage is caused to property.
- 4) Any Health & Safety emergency must be reported immediately to the Estates Manager Mr Tony Phillips who is also Health & Safety Officer. After an assessment of the emergency he will set a course of action



and report this to the Headmaster. Near misses or potential hazards as well as poor practice should also be deemed emergencies.

### **Health**

- 1) Employees must report to the Headmaster any medical condition which could affect the safety of themselves or others.
- 2) Employees must co-operate with the Finance Business Partner on the implementation of the medical occupational health provisions.
- 3) Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- 4) Misuse of any item of equipment, utensil, fitting/fixture, vehicle, or electrical equipment.

### **HEALTH AND SAFETY TRAINING**

All employees will need to know about:

- the health and safety policy
- the structure and system for delivering this policy

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

Managers and supervisor training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements
- fire marshal training

All our employees training needs will include:

- health and safety principles
- the health and safety arrangements relevant to them
- communication lines to enable problem solving

Furthermore all employees will receive induction training. Such training will cover:

- Fire procedures
- warning systems and actions to be taken on receiving warning,
- locations of exits/escape routes,
- evacuation and assembly procedures
- first aid/injury reporting procedures
- names of first aiders/appointed persons
- instruction on any prohibited areas
- issue of protective clothing/equipment and its use
- instruction under COSHH
- compulsory protection areas through instruction applicable to their particular duties at work all where appropriate to their job in School.

Training needs will be reviewed as a result of job changes, promotion and as a result of performance appraisal.



Records of training will be kept for all employees.

## **MONITORING HEALTH & SAFETY**

### **Safety Action Plans**

We are aware that safety action plans must be developed from the results of risk assessments, with the risks being prioritised in order of importance. The actions must be properly implemented in a structured manner i.e. by setting target dates for each action. Risk assessment is concerned with adequate control of exposure and not just with accurate assessment of risk.

### **Monitoring to Measure Performance**

We are aware that measuring of performance is an important means of checking on the effectiveness of the control measures identified in the risk assessments and in the implementation of the Health and Safety Policy to provide information for future review.

There are two approaches to monitoring:

Proactive Monitoring means checking on the condition of plant, machinery, equipment and the adequacy of supervision, instruction, training and safe systems of work etc.

Reactive Monitoring relates to identifying and measuring failures i.e. accident figures and near misses, investigations etc.

It is our policy to establish procedures to allow us to collect the information to adequately value health and safety performance through regular checks and risk assessment reviews and data collection of accidents.

We are committed to a programme of reviews to examine the operation and maintenance of safe working procedures, management systems and policy implementation.

Review should lead to a constant feedback of new information, leading to progressive improvement.

## **MONITORING RESPONSIBILITIES OF KEY PERSONNEL**

### **Governors**

- 1) The Health & Safety Policy is adequate and implemented by the Headmaster.
- 2) The effectiveness of the policy is monitored and that it is evaluated and updated regularly and in the light of any recommendations, changes in law, buildings, personnel or through risk assessments.
- 3) That there is adequate funding provided to support the health and safety matters of the school.

### **Mr R A Yates – Headmaster**

- 1) That the health and safety policy of the organisation has been accepted by the School's governing body and implemented as intended, that its objectives are known and understood by all employees, and that safety targets are being set and achieved.
- 2) The safety performance of those who have been delegated with the direct responsibility for implementing the policy.
- 3) That statutory regulations affecting the organisation are known and are being adhered to.
- 4) The effectiveness of the safety management system.
- 5) That progressive improvement is being attained and maintained.

### **Health & Safety Committee**

- 1) Hold meetings every term to monitor the effectiveness of Health & Safety within the school.

- 2) Set objectives and actions to achieve these, with time limits in order to improve health & safety practice in the school.
- 3) Monitor the progression of set actions and objectives and determine the effects of these upon the health & safety within the school.
- 4) Report their actions and findings to the board of governors.
- 5) Prepare a report to governors on accidents and near misses each term.

#### **Mr T Phillips – Estate Manager**

- 1) That the objectives of the policy are compatible with the activities of the school and that they are achievable.
- 2) Progress towards completion of the safety action programme and that progressive improvement is taking place.
- 3) That the safety philosophy and culture being promoted is reaching all areas and staff, as intended.
- 4) Compliance with legislative changes affecting the school.
- 5) That staff health and safety training is identified, arranged and delivered, and that training records are maintained.
- 6) That all risk assessments have been carried out and any required improvements have been prioritised for action.
- 7) That all actions resulting from the risk assessment programme have, or will be, completed. Reviewing and monitoring progress at regular intervals.
- 8) That the employment and control of contractors and subcontractors is being maintained to the standards required, periodically carrying out on-site spot checks to ensure that compliance with the school's policies is being maintained.
- 9) The safe systems of work, periodically reviewing them to ensure that they remain safe.
- 10) That the full use is made of control measures, including Personal Protective Equipment.
- 11) The safe handling, storage and use of substances hazardous to health.
- 12) That the channels of communication provided for employees are effective.
- 13) The suitability of the fire precautions and first aid arrangements.
- 14) That the findings of accident and dangerous occurrence investigations have resulted in remedial action being taken as appropriate.
- 15) That the electrical installation and portable equipment examinations and testing is carried out, and that suitable records are maintained.
- 16) The maintenance of the property, services and facilities.
- 17) That the statutory examinations of plant and equipment, is carried out by a competent person.
- 18) That the arrangements for preserving the health and safety of persons using the gymnasium, swimming pool and sports facilities are effective for the activities carried out, and are maintained.
- 19) That the standard of housekeeping in all departments is maintained to the highest standards.

#### **Mr K Melville / Accent Catering**

- 1) Progress towards completion of the safety action programme and that progressive improvement is taking place.
- 2) That kitchen staff health and safety training is identified, arranged and delivered, and that training records are maintained.
- 3) That the actions delegated from the risk assessment programme have, or will be, completed. Reviewing and monitoring progress at regular intervals.
- 4) The safe systems of work in the kitchen, periodically reviewing them to ensure that they remain safe.
- 5) That full use is made of control measures, including Personal Protective Equipment.
- 6) The safe handling, storage and use of substances hazardous to health in the kitchen.
- 7) The safe use of kitchen equipment.

- 8) That the channels of communication provided for domestic staff are effective.
- 9) That safe systems of work in the kitchen are followed, and periodically reviewed.
- 10) The suitability of the fire precautions and first aid arrangements in the kitchen.
- 11) That the findings of accident and dangerous occurrence investigations have resulted in remedial action being taken as appropriate.
- 12) That the arrangements for all food storage and preparation activities are made in accordance with the Food Safety Act 1990, and the Food Safety (General Food Hygiene) Regulations 1995.
- 13) That the standard of housekeeping in the kitchen and dining room are maintained to the highest standards.

### **EQUAL OPPORTUNITIES**

We are committed to the principle of equal opportunity for all pupils irrespective of race, religion, gender, language, disability or family background, and to the active support of initiatives designed to further this principle.

We believe that equal opportunity is at the heart of good educational practice. All pupils are of equal value and deserve equal access to every aspect of school life. They have an equal opportunity to learn and work towards their highest possible levels of achievement. The 'Vision and Values' which we uphold as a school help to emphasize equal opportunities for all staff and pupils at all times. All personnel are responsible for ensuring that we implement this policy.

### **ANNEXES**

The annexes form a vital part of the Health & Safety Policy and should be read in conjunction with the policy in order for health and safety to be effective across the school. These policies have their own review dates.

- Annex 1: Fire Policy & Procedure
- Annex 2: First Aid & Medical Policy
- Annex 3: Risk Assessment & Safe Working Policy
- Annex 4: Swimming Pool Safety
- Annex 5: Child Protection and Safeguarding

This policy will be reviewed in November 2024 or before if changes to risk, procedure or legislation occur.

*R A Yates, Headmaster, reviewed November 2024*



## **Fire Safety Policy**

### **MISSION**

Eversfield offers an outstanding, broad education within a safe, caring, happy, family atmosphere where the talents of every child are valued and nurtured. We achieve excellent results in a school where the Christian principles of mutual care, respect and encouragement underpin everything that we do.

### **AIMS**

- To promote high moral standards through clear and relevant Christian teaching.
- To provide a wide breadth of experiences and opportunities for all our children to discover and develop their individual talents.
- To support our children in becoming valued members of society so that they may develop self-confidence, ask questions, seek new experiences, not be afraid to make mistakes, express themselves confidently and modestly and develop team and leadership skills.
- To provide a safe, supportive, healthy educational environment, with buildings, facilities and staff that enable our children to learn and develop.
- To ensure that our children receive excellent pastoral care.

### **INTRODUCTION**

This Fire Policy Statement reflects the importance which Eversfield Preparatory School attaches to the safety of its staff, pupils, visitors and other persons who may be affected by its activities and its property.

Eversfield Preparatory School takes all reasonable and practicable steps to achieve the objectives and measures outlined below, in the manner that this statement sets out.

### **THE POLICY**

- 1) The School will comply with the Regulatory Reform (Fire Safety) Order 2005 and all other applicable fire safety legislation and standards. Where the School could be granted exemptions from specific regulations, it is the School's policy that fire precaution standards and arrangements will be, so far as possible, at least equivalent to those which are set out in the Government Fire Safety Risk Assessment Guidelines.
- 2) Overall responsibilities for fire precautions are exercised through the executive members of the Health & Safety Committee. The Health & Safety Officer and SLT delegate to teachers and staff the proper application of the Fire Action Plan and procedures in their areas of responsibility.
- 3) All members of staff, students, contractors and visitors are required to follow the standing instructions and fire procedures approved by the Health & Safety Committee and issued through the SLT. In particular, in the event of a fire alarm sounding in a school facility, occupants must evacuate the building and only re-enter upon the instruction of the designated Fire Marshal, the Health & Safety Officer or the Fire Brigade.



## **OBJECTIVES**

- 1) The Objectives of Fire Risk Management are to:
  - a) Safeguard all personnel in Eversfield Preparatory School occupied property, including visitors, from death or injury in the event of a fire or associated explosion.
  - b) Reduce fire incidences.
  - c) Minimise the potential for fire to occur and disrupt the work of the School and cause damage to property and the environment.
- 2) In respect of all facilities, which it owns, or leases, Eversfield Preparatory School will:
  - a) Provide appropriate means of escape in case of fire
  - b) Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times.
  - c) Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.
  - d) Provide and maintain in working order the alarm system or the means of giving warning in case of fire.
  - e) Provide and maintain in working order all fire fighting appliances and devices.
  - f) Provide appropriate instruction and training for all school staff on the actions to be taken when dealing with a fire.
  - g) Provide safety plans stating the precautions to be observed and steps to be taken to protect people and property.
  - h) Ensure that measures which are commensurate with the risks and the significance of consequential losses are taken to protect buildings, installations and equipment from fire.

## **MANAGEMENT AND STAFF RESPONSIBILITIES**

### **RESPONSIBLE PERSONS**

**The Governing Body (Trustees)** have overall responsibility for Fire Safety in the School.

The person responsible for implementing and communicating the Fire Safety Policy to employees is:

**Mr R Yates - Headmaster**

The people responsible for ensuring the implementation, monitoring and reviewing Fire safety is:

**The Health & Safety Committee (Fire Safety Team)**

The person responsible for producing and managing fire risk assessment, fire officer duties, maintaining the fire early warning systems and fire safety training is:

**Mr T Phillips - Estates Manager**

Individual responsibilities and legal duties in respect of fire safety for all of School staff and students are contained in the Fire Emergency Action Plans. These Instructions also specify the responsibilities of managers, staff and students in respect of fire safety.

All staff are to ensure that designated fire doors are not obstructed or held open other than by an authorised device connected to the fire alarm system, or interfered with in any way.

## **STANDARDS AND MONITORING**

- 1) The Health & Safety Committee are responsible for the promulgation of the School Fire Policy, Fire Risk Assessment, Fire Action Plan, Fire Emergency Action Plan, standards and procedures. These are designed to reflect the statutory obligations and particular Fire Risk Management needs of Eversfield Preparatory School.



- 2) The Health & Safety Committee is to appoint a Fire Safety Team (TP, RY, DM) who will be required to audit the effectiveness of the Schools Fire Policy's and Fire Action Plan and report annually to the Health & Safety Committee and full governing body.
- 3) The Health & Safety Committee will monitor the application of these arrangements within all areas of the school and will notify the Fire Safety Team if, in its opinion, further measures are required to meet all legislative and other requirements.
- 4) This policy statement will be reviewed by the Fire Safety Team annually or at more frequent intervals if there are relevant legislative changes.

### **FIRE RISK ASSESSMENT**

A fire risk assessment will be undertaken annually by the Fire Officer, Mr Tony Phillips, who has undertaken NEBOSH Fire Safety & Risk Management training.

The results of this assessment will be published on the school network Z:\Staff\Health and Safety\Fire Risk Assessment.

Any actions necessary to reduce risk following the assessment shall be drawn up in an Action Plan to complete remedial or preventative work in order to reduce the risk to an acceptable level.

### **FIRE EMERGENCY ACTION PLANS**

At conspicuous positions, in all parts of the building, printed notices will be exhibited stating in concise terms, the action to be taken upon discovering a fire and on hearing the fire alarm.

- All employees will receive instruction and training in the procedures to be followed in the event of a fire.
- All employees shall be given suitable instruction in basic fire prevention measures.
- As part of the fire arrangements, persons have been nominated who are responsible for fire safety planning/fire precautions, evacuation drills, fire appliance checks, fire alarm test, call point tests, risk assessment, record keeping etc.

The person responsible for fire arrangements (Fire officer) is:

**Mr T Phillips Estate Manager**

The warning sound of the fire alarm is:

**Bell, Siren**

The location to assemble in the event of a fire is:

**Upper School – Tennis Courts**

**Middle School – Tennis Courts**

**Lower School – South playground (Assembly point B)**

In the event that none of these assembly points are suitably safe and for out of school hours activities, then an alternative site will be designated by the fire officer.

**North playground (Assembly point A)**

### **EQUAL OPPORTUNITIES**

We are committed to the principle of equal opportunity for all pupils irrespective of race, religion, gender, language, disability or family background, and to the active support of initiatives designed to further this principle.



We believe that equal opportunity is at the heart of good educational practice. All pupils are of equal value and deserve equal access to every aspect of school life. They have an equal opportunity to learn and work towards their highest possible levels of achievement. The 'Vision and Values' which we uphold as a school help to emphasize equal opportunities for all staff and pupils at all times. All personnel are responsible for ensuring that we implement this policy.

This policy will be reviewed in November 2025 or before if changes to risk, procedure or legislation occur.

*R A Yates, Headmaster, reviewed November 2024*



# **Risk Assessment and Safe Working Policy**

**November 2024**

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## **MISSION**

Eversfield offers an outstanding, broad education within a safe, caring, happy, family atmosphere where the talents of every child are valued and nurtured. We achieve excellent results in a school where the Christian principles of mutual care, respect and encouragement underpin everything that we do.

## **AIMS**

- To promote high moral standards through clear and relevant Christian teaching.
- To provide a wide breadth of experiences and opportunities for all our children to discover and develop their individual talents.
- To support our children in becoming valued members of society so that they may develop self-confidence, ask questions, seek new experiences, not be afraid to make mistakes, express themselves confidently and modestly and develop team and leadership skills.
- To provide a safe, supportive, healthy educational environment, with buildings, facilities and staff that enable our children to learn and develop.
- To ensure that our children receive excellent pastoral care.

## **A SAFE ENVIRONMENT**

Eversfield Preparatory School is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Our highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

Through implementing this policy the School complies with the Independent Schools Inspectorate regulatory requirements (September 2019) paragraph 16:

- a) The welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and*
- b) Appropriate action is taken to reduce risks that are identified.*

## **SAFE SYSTEMS OF WORK**

Section 2 (2a) of the Health and Safety at Work Act 1974, requires that as an employer, we provide systems of work that are safe without risk to health, so far as is reasonably practicable.

The purpose of this section of policy is to provide safe working guidance notes generally applicable to the various activities within our organisation. Staff with health and safety responsibilities should make themselves aware of this guidance and review the procedures within their area of control and consider the need for change in order to improve performance.

More detailed and specific safe systems of work may be required for specific undertakings, processes, use of equipment and so on and these will be developed by Mr T Phillips and Mr R Yates when appropriate.

## **AIMS OF THE POLICY**

It is our aim to ensure, so far as is reasonably practicable, that all required tasks can be carried out with the minimum of risk to our employees, pupils and others who may be affected by our activities.

Where it is highlighted, either by a formal risk assessment or by other means, that some unacceptable residual risk remains and can only be further controlled by the use of a safe system of work, such a system of work

will be devised and all affected employees will be instructed in its application. All employees are required to follow the relevant safe system of work.

A safe system of work may be communicated as follows, or by any combination of the following:

- simple verbal instructions by a supervisor or manager
- use of technical manuals
- detailed written instructions
- formal documented 'Permit to Work' systems

### **DEVELOPMENT OF A SAFE SYSTEM OF WORK**

When developing a safe system of work, some or all of the following points may need to be considered.

- a) A clear understanding of the hazards and risks, which are present or are reasonably foreseeable when carrying out the required work. A formal risk assessment of the task should be made.
- b) There is a clear understanding by management and staff of their responsibilities.
- c) The scope and intention of the safe system of work.
- d) Safe access and egress for the people involved.
- e) The correct tools and equipment are available. Where necessary serviced, calibrated and tested etc.
- f) Ensuring the plant and equipment is safe to work on i.e. guarded/isolated at the correct positions etc. All persons understand the isolation 'lock off' procedure, if this is required.
- g) The persons involved are sufficiently trained, experienced and competent – including in the specific system of work.
- h) The environment is safe e.g. adequate lighting, hazardous substances are controlled etc.
- i) Adequate emergency arrangements are in place e.g. fire, rescue, alternative plans if the task does not go according to plan.
- j) A realistic amount of time has been allowed to enable the task to be completed safely.
- k) There is an adequate means of handling equipment or goods etc.
- l) Adequate and suitable personal protective equipment is available.
- m) Any relevant documentation/written procedures are to hand, which may be needed while drawing up the system of work or requires when actually implementing the safe system of work.
- n) There is a means of controlling access for the non-authorized personnel.
- o) Adequate controls are in place to control the risks to others in the adjacent area – this could be other employees or if outside, members of the public.
- p) If contractors are being used, they have been selected and are being controlled.
- q) Where contractors are being used, sufficient information has been passed between all interested parties, regarding the job and each parties requirements. This normally involves the compilation of risk assessments and method statements, so that each party can then develop their own safe systems of work.
- r) Relevant safety signs are displayed.
- s) At the completion of work, especially in maintenance situations, all relevant paper work is completed e.g. Permits to Work cleared, maintenance log books updated etc. The procedure for 'handing over' the completed work is clear to all departments.
- t) The arrangements for reviewing and auditing the safe system of work, to ensure that it remains valid.

### **Work Experience Students**

From time to time the school will accept students of school age to work on the premises for work experience. In doing so the school recognises that it has the same responsibilities for their health, safety and welfare as they do for all other employees.

Under the Management of Health and Safety at Work Regulations (1999) the school is required to assess the risks to all young people **before** they commence work or placement, ensuring that the assessment takes account of their psychological or physical immaturity, inexperience and lack of awareness of potential risks.

Any significant findings of the assessment and control measures identified should be reported to the minor's parents before the student starts work placement.

### **RISK ASSESSMENT**

We are aware that the Management of Health and Safety at Work Regulations 1999, Regulation 3 (1) requires that a formalised risk assessment be carried out to determine the risks associated with our working operations and in the provision for a safe working environment for all pupils, employees and visitors to the site. We acknowledge that the assessment will need to identify risks both to employees, pupils and to any other person who may be affected.

This covers the general duties (ss.2-9) in the Health and Safety at Work etc. Act 1974 and more specific duties in the various Acts and Regulations associated with the Health and Safety at Work etc. 1974.

We acknowledge that Regulation 3(3) of the Management of Health and Safety at Work Regulations 1999 require that risk assessments are kept up to date, which means any significant change which affects risk (e.g. a new employee, machine, facilities, activity or work practice) should lead to re-assessment of risk.

Assessments are also required to be made under the following:

- Control of Lead at Work Regulations 1998
- Ionising Radiations Regulations 1999
- Control of Asbestos at Work (Amendment) Regulations 1998
- Control of Substances Hazardous to Health Regulations 1999
- Noise at Work Regulations 1989
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Workplace Health, Safety and Welfare Regulations 1992

The school is aware that the Management of Health and Safety at Work Regulations 1999, require employees to assess the risks to the health and safety of pregnant workers, those who have recently given birth and those who are breast feeding, ensuring that the health and safety of these employees is not put at risk.

### **What is a Risk Assessment?**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

A hazard is something with the potential to cause harm (e.g. fire).

A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).

A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).



Risk assessments are reviewed and updated regularly (annually in EYFS) and whenever there are changes to buildings or practice.

## **ROLES AND RESPONSIBILITIES**

### **Governors**

Governors have overall responsibility over the safety of all employees, pupils and visitors of the School, in ensuring that all risks are assessed and any accidents or breaches of health & safety guidelines are dealt with immediately.

The Commercial Committee will receive feedback from the Health & Safety Committee and Headmaster on the effectiveness of risk assessments in the School each term and when there is a major incident.

### **Health & Safety Committee**

The committee is made up of members of staff from different areas of the School and will meet termly before the Commercial Committee meeting. As part of the agenda, the effectiveness of the School's risk assessments will be discussed, along with any major incidents. Updates and new risk assessments will be noted. Analysis of all minor accidents requiring treatment and reportable injuries will be added to the minutes for scrutiny by the Commercial Committee.

### **Headmaster (Mr Robert Yates)**

The Headmaster is responsible for ensuring that all risk assessments are completed and updated and that staff members and pupils take note and apply any safety measures that are recommended. His role also involves the induction of volunteers or newly appointed staff in knowing the contents of this policy and the requirements to pay due care when undertaking any activity in the school by following the recommendations in the School's risk assessments and normal due diligence.

Any action plans that are necessary as a result of a risk assessment will be drawn up in consultation with the Estates manager.

The Headmaster will chair the H&S Committee and ensure that risk assessments remain a topic on the agenda.

### **Estate Manager (Mr Tony Phillips)**

The Estate Manager is responsible for writing, reviewing and updating the risk assessments or ensuring that the appropriate professional writes them according to their area of expertise. Any appropriate actions, improvements or changes of practice must be approved by the estate manager in the light of risks involved. He is also responsible for making them available on the School network and accessible for the staff.

Any action plans that are necessary as a result of a risk assessment will be drawn up in consultation with the Headmaster.

### **Educational Visits Co-ordinator (EVC) (Mr Marc Sliney)**

Although not a legal requirement for all trips, Eversfield has appointed an EVC. Mr Marc Sliney is responsible for co-ordinating the risk assessments prepared for any trips that take place outside of school. These assessments are, either generic and already written (eg. walking into Solihull) or written specifically for the trip by the teacher in charge who will then ensure that all accompanying staff follow the recommendations in the assessment report. He will ensure that lead staff taking pupils on trips will have completed all necessary checks, received risk assessments from the venues and written their own risk assessments appropriate for the trip. These will be shared with all supervising trip staff.

A file of risk assessments is maintained by the Estates Manager and the Educational Visits Co-ordinator on the school intranet for staff to refer to and use for themselves. The Headmaster's PA is responsible for keeping records of staff training.

### **Employees / members of staff**

All staff members are given briefings on the school's arrangements for risk assessment and health and safety as part of their induction. They are also given updates on specific areas of risk or new risks. It is the duty of all members of staff to have due regard to the risk assessments posted on the School's network and follow any recommended actions to mitigate risks. They are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are also responsible for reporting any risks or defects to the Estate manager.

### **Pupils/visitors**

Pupils and visitors are responsible for adhering to any signs or notices or verbal instructions that are there to manage risk and prevent accidents or injury. Pupils must follow School rules and those given by staff or helpers to keep them safe. Pupils are taught about following safety rules and guidelines from staff and personal safety and risks through PSHE and assemblies (F6 visit the Safe-side Centre).

Pupils are supervised at all times in areas of risk (eg. Science lab, playtimes, when using equipment or apparatus that poses a risk, in the swimming pool, games lessons, during class lessons).

Areas that pose serious dangers are not accessible to children (eg. Cleaners' cupboards, maintenance stores, swimming pool, Science equipment cupboards etc.)

Younger pupils are supervised at all time, whereas older, more responsible children are allowed some freedom to move about the school unaccompanied, providing they follow the School's rules on sensible behaviour.

Pupils must not leave the premises unaccompanied or let anyone into the school grounds without permission from a member of staff.

All visitors during the school day must enter school through the main entrance, be signed-in and signed-out by the office and are subject to safeguarding procedures identified in the Child protection and Safeguarding Policy. Identification badges must then be worn at all times.

## **AREAS ACTIVITIES REQUIRING RISK ASSESSMENTS**

There are many specific activities that require risk assessments both through employees, curriculum and extra-curriculum.

All rooms and open areas are also assessed for risk.

Access to the storage of dangerous equipment, chemicals and tools is controlled through safe storage, lockable rooms and cupboards, with limited access. Eg. Grounds garages, lockups, cellar workroom, cleaning cupboards, Science equipment cupboards.

The kitchen, catering equipment and food preparation all have risk assessments prepared by the catering company and overseen by the School to minimise the risk of injury and sickness.

Hygiene and food quality is also checked through regular visits from the local Environmental Health Service. The kitchen has been awarded a 5 star rating in this area.

There are several key issues that need specific risk assessments and should be reviewed annually:

- Fire Safety
- Swimming Pool
- Asbestos
- Legionella
- Gas safety
- Electrical safety

The latter four are undertaken by specialists from whom the School receives written reports in order to determine any necessary remedial or developmental actions. Fire Safety is undertaken by the Estate Manager who has NEBOSH NVQ level 3 in Fire Safety and Risk Management. Swimming pool safety is overseen by the Estate Manager in conjunction with the school's qualified swimming and swimming safety instructors.

### **CHILD PROTECTION (SEE CHILD PROTECTION POLICY)**

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to Governors, volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

### **TRAINING**

It is important that there is at least one member of staff who is trained to write risk assessments.

Mr Tony Phillips (Estate Manager) has NEBOSH training in this discipline. All teaching staff have been trained and practised writing risk assessments (INSET).

All staff are made aware of risk assessments and where the assessments can be found:

**Z:\Staff\Health and Safety\Risk Assessments**

Training for individual staff in particular areas of risk is expected and organised. Staff have been on training for Educational trips and visits, heavy manual lifting, use of power tools, scaffold erection, first aid, first aid at work, fire fighting, fire procedures and emergency evacuation, pool management, use of specialised equipment. A list of all the training is kept by the Headmaster's PA and forms part of the Governors' termly reports.

Any specialised tools or equipment that poses a risk of injury or death should not be used before receiving training on safe use. This includes tasks that require protection which must then be used at all times when carrying out such task.

All practices that may involve dangers to personnel should not be undertaken without a full review of the risks involved and such risks being minimised or mitigated completely. If a task is seen to be of a high category of risk it should not be undertaken.

### **AUDIT COMPLIANCE STATEMENT**

An annual Company compliance risk assessment is presented by the Head to the Governors to approve as Trustees of the Charity at the same time that they review the audited accounts. This report analyses:

The financial procedures and controls and the major risks to the school, including:

- Strategic risk
- Loss of fee income
- Damage to reputation
- Risk of a child protection issue
- Conflicts of interest
- Employment disputes
- Major health and safety issues
- Possible data loss
- Risk of fire, flood and land slip
- Poor cash flow management
- Fraud
- Loss through inappropriate investments
- Areas of potential risk

The measures taken to protect the school against such risks, including:

- Safer recruitment of staff, Governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- Insurance
- Strong financial controls
- Use of professional advice from lawyers, accountants, architects, etc as needed

Governors continue to keep the School's activities and risk management under review and this is recorded in the annual accounts.

### **HAZARD RECORDS**

Hazard notification can be made through the network using the Maintenance Ticket Notification system. These are recorded, acknowledged and acted upon by the Estate Manager.

### **CONTRACTORS ON SITE**

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in "common areas". In order to meet our legal obligations with regard to contractors, we will ensure that, prior to engaging any contractor, we will ensure they are competent and that, for the duration of the works, this is carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- Sight of the contractor's own documented safety policy (where there are five or more employees – a requirement under s.2 of the Health and Safety at Work etc. Act 1974), 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 onto our premises, including any arrangements for safe transportation, handling, use, storage or disposal.
- Details of plant equipment to be brought onto our premises, including arrangements for storage, use maintenance and inspection.



- 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 qualified and competent for the work (including a requirement for sight of evidence where relevant).

The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, as the main occupier of the premises, we have 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.

For large contracts, in order to exercise a greater degree of control, we will require our contractors to read and confirm in writing their acknowledgement of the “Safety Rules for Contractors” guidebook.

### **RISK ASSESSMENT & SAFE SYSTEMS OF WORK APPENDICES:**

- Fire Risk Assessment
- General Risk Assessments
- Kitchen Risk Assessments
- COSHH Assessments
- Manual Handling Policy
- Display Screen Equipment (DSE) Policy
- Smoke-free Policy
- Laptop Health and Safety Policy
- Lone Worker Policy
- Use of Chemicals at Work Policy
- and many more to be found on the School network:  
**Z:\Staff\Health and Safety\Risk Assessment**

### **EQUAL OPPORTUNITIES**

We are committed to the principle of equal opportunity for all pupils irrespective of race, religion, gender, language, disability or family background, and to the active support of initiatives designed to further this principle.

We believe that equal opportunity is at the heart of good educational practice. All pupils are of equal value and deserve equal access to every aspect of school life. They have an equal opportunity to learn and work towards their highest possible levels of achievement. The ‘Vision and Values’ which we uphold as a school help to emphasize equal opportunities for all staff and pupils at all times. All personnel are responsible for ensuring that we implement this policy.

### **REVIEW**

This policy will be reviewed in November 2023 or before then if changes to risk, procedure or legislation occur.

*R A Yates, Headmaster, November 2024*

## **MANUAL HANDLING POLICY**

### **General Statement**

Eversfield School will take all steps to avoid hazardous manual handling tasks where this is practical and reasonable. Where this is not possible, we will assess who might be harmed from carting out manual handling tasks with the aim of reducing the risks where they are identified.

For the purpose of this policy manual handling is defined as the transporting or supporting of a load, by one or more workers including lifting, pushing, pulling, and carrying or moving of a load by hand or body force.

This policy sets out what measures we will take to ensure safe manual handling in our workplace and the role and responsibilities we all share. The person who will have overall responsibility for the implementation of this policy is Rob Yates.

### **Risk Assessment**

Tony Philips has been nominated as the person who will oversee the carrying out manual handling risk assessments in our workplace. This person has undergone training in manual handling risk assessment techniques.

Our manual handling risk assessments will be reviewed on a regular basis. Reviews will occur if there is a change in the work we carry out, or some aspect makes our risk assessment invalid. We will retain good and accurate records of all our manual handling risk assessments.

### **Implementing improvements**

Tony Philips has been nominated as the person who has overall responsibility for dealing with problems arising from manual handling tasks. We recognise that the process of undertaking risk assessments may require us to implement reasonable improvements. We are committed to doing this. You play an important role in helping to identify problems and are responsible for raising any concerns. If you do this we will:

- Take all necessary steps to investigate the matter
- Implement any reasonable and practical improvements that might be required
- Keep all employees informed of the improvements

The aim of our risk assessments will be to avoid or reduce the manual handling work by:

- Rearranging the task so that it does not involve handling loads where this is practical
- Avoiding unnecessary handling by improved organisation of work where this is practical
- Introducing automated systems where possible where this is practical
- Introducing mechanical aids where this is practical
- Improving the ergonomic design of work tasks to reduce strain on those undertaking handling tasks

### **Information and training**

Tony Philips has been nominated as the person who will oversee the delivery of manual handling training in our workplace. This person has undergone training in providing health and safety training. Where necessary he will appoint additional competent persons to assist in carrying out manual handling training.

If you are required to perform manual handling tasks you will be provided with information and training so that you can carry out this work safely. This training will include:

- The nature of manual handling hazards (i.e. situation that might cause injury or damage health) and associated risks (i.e. factors that increase the probability of something going wrong)
- The principles of safe lifting and handling
- An understanding of how to assess risks and decide the best way to carry out manual handling tasks
- Practical measures you can take during manual handling tasks that will help reduce the risks



- How to use any mechanical aids that have been provided to reduce the risks
- An understanding of any systems of work that we have implemented to ensure your health and safety during manual handling tasks
- An understanding of the requirement to report any problems relating to manual handling to a responsible person so that corrective measures can be taken. This includes the nature of the problems you might encounter and who you should report to.

### **Managing health problems**

Tony Phillips has been nominated as the person who has overall responsibility for monitoring health problems that might be associated with manual handling tasks. This person has undergone training in managing sickness absence in general and sickness absence related to back pain in particular. If you suffer a health problem which you think might be related to undertaking manual handling tasks at work we have in place specific procedures to help manage such problems and assist a rapid recovery.

### **Procedures for dealing with problems**

Tony Phillips has been nominated as the person who has overall responsibility for dealing with problems arising from manual handling tasks. All employees share a responsibility for participating in risk reduction exercises, such as risk assessments, and to report any concerns or problems as they arise. If you raise a health and safety matter related to manual handling, the company will:

- Take all necessary steps to investigate the matter
- Implement any reasonable and practical improvements that might be required
- Keep all employees informed of the improvements

## **DISPLAY SCREEN EQUIPMENT (DSE) POLICY**

### **General Statement**

It is our policy that all computer users (display screen users) will be assessed once they commence employment with us. This will help us determine whether or not they can be classified as “users” for the purposes of current legal requirements. This assessment will be carried out by completing a self administered Display Screen Equipment (DSE) questionnaire. This will then determine whether or not any further action is required. If so, a further assessment will be carried out by Tony Phillips.

### **Legal Position**

The law relating to the use of DSE, such as computers, is covered by the **Health and Safety (Display Screen Equipment) Regulations 1992** (the DSE Regulation). These regulations set down a series of minimum standards for the workstations used by DES users. This includes seating, lighting levels and workstation layout. We have also incorporated the amendments made to these regulation in 2002.

### **Definition of “user”**

The Guidance of the DSE regulations defines a “user” as someone who uses a computer for “continuous spells of an hour or more at a time” on a “more or less daily” basis. Taking this into consideration, we have decided that the following jobs will qualify as users under these regulations: Office, Admin, Clerical, Financial and Registrar. If your job does not appear here, then you are not considered to be a user.

### **Procedures**

In order to comply with the DSE regulations, we have introduced some procedures which are to be followed by all staff. These are as follows:

- All new employees who are required to use computers as part of their job role will be given a self-assessment DSE questionnaire to complete within 1 month of starting work with us. It is the duty of the Heads PA to provide this to all new starters.
- All existing employees should have completed a questionnaire
- However, should a member of staff change workstations or become a DSE user for the first time, then another one should be completed. This should be done shortly after the change in location or job role. Whilst care has been taken to ensure that the questionnaire is self-explanatory any queries can be referred to your manager.
- Where the questionnaire identifies problems, such as glare, it is the responsibility of the individual’s manager to ensure that these are rectified.
- Staff are actively encouraged to rotate their job tasks in order to spend at least ten minutes in every hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the individual’s manager.
- Where necessary, staff will be provided with training and information in order to help them set up their workstations correctly.

### **Employee Duties**

Employees are expected to complete the self-assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with work stations, employees should bring this to the attention of their manager as soon as possible.

### **Eye Tests**

All employees have access to free eye tests paid for by the school. This will be organised through an optician of the employer’s choice. However, it is the employee’s responsibility to make arrangements to have the eye test carried out. Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician.



## **Laptop Users**

Some of our staff may use laptops instead of, or in addition to, desktop computers. If so, this policy should be read in conjunction with our **Laptop Health and Safety Policy** which contains guidelines on the safe use of laptops whilst being used in less than ideal conditions, such as cars.



## **SMOKE-FREE POLICY**

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist with the smoke-free legislation made under the **Health Act 2006**.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

### **General statement**

It is the policy of Eversfield School that all our workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is therefore prohibited anywhere on site.

This also includes company vehicles used by more than one person, even if they are used at different times.

This policy applies to all employees, consultants, contractors, customers, or members of the public and visitors.

### **Implementation**

Overall responsibility for policy implementation and review rests with the Head. However, all staff are obliged to adhere to, and support the implementation of this policy. The person named above shall inform all existing employees, consultants, contractors and visitors of this policy and their role in the implementation and monitoring of this policy. They will also give all new staff members a copy of the policy on recruitment/induction.

### **Non-compliance**

Local disciplinary procedures will be followed if a member of staff does not comply with this policy.

Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## **LAPTOP HEALTH AND SAFETY POLICY**

As a responsible employer, we recognise our duties under the **Health and Safety (Display Screen Equipment) Regulations 1992** (as Amended). Therefore, we have introduced a policy that applies to all users of laptop computers within the company. It should be read in conjunction with the **Display Screen Equipment Policy**.

### **Health and safety issues**

The smaller the size of and design of the laptop computers means that, if used wrongly, users can experience discomfort. This is because the smaller screen and keyboard encourages users to bend over, causing shoulder and neck problems. As a result, it is company policy that laptops will be used according to the following guidelines:

- Laptops are only to be used where no desktop computer or docking station is available.
- Wherever possible, keep the use of laptops in stationary cars to a minimum. This is to prevent the additional stress on the spine and the increased likelihood of injury that could arise from unsuitable seating and limited space.
- Do not overload your laptop bag. Distribute weight as evenly as possible.
- Wherever possible the laptop should be positioned on a firm surface, which is the right height for its use.
- You are advised to angle the computer screen to minimise reflections.
- Ensure that you have enough space in front of your laptop to rest your wrists and forearms whilst working.
- Take regular breaks, at least ten minutes in every hour.
- If any discomfort is experienced whilst using a laptop, it must be reported immediately.

## **LONE WORKER POLICY**

### **General Statement**

Eversfield recognises that there may be an increased risk to the health and safety of its employees whilst working alone. For this reason, we have devised a policy that sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy, should be addressed to Tony Phillips.

### **Definition**

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur; (1) during normal working hours at an isolated location within the normal workplace; (2) at a client's premises; (3) travelling to and from a client's premises on business, and; (4) when working outside normal business hours. These are deemed to be from between 0800 and 1800.

### **Legal Position**

Our duty to both assess and control any risks from lone working is governed by the **Health and Safety at Work etc Act 1974** (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other worker, such as agency temps under S.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999** (as amended), and taking into account any special needs, such as pregnancy and young workers.

### **Risk Assessment**

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- *Risk of violence.* All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.
- *Plant and equipment.* The plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- *Work at height.* If work at height is involved, both the work and the means of access and egress will be assessed.
- *Chemicals.* Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- *The worker.* The medical fitness of each worker to continue working alone will also be assessed. Any concerns will be referred to their GP.
- *Access and egress.* Some lone working may require access to locations which are difficult to access or exit. Where this is the case, an assessment will consider whether this type of task is suitable to be carried out by only one person.
- *Manual handling.* If lone working requires the lifting or transporting of loads, a manual handling assessment will be carried out so as to ensure that the task is safe for a person working alone.
- *Holiday access for teachers.*

### **Control measures**

In order to manage the risks identified, we have introduced the following control measures:

- *Communication.* Checks of site-based workers will be made every break time. Off-site staff will be expected to call in at the end of each job.
- *First aid.* Those staff whose lone working activities occur off-site will be provided with a personal first-aid kit. It is the responsibility of each individual to ensure that it remains adequately stocked. Replacement contents can be obtained from Debbie Mian, School Nurse. For those working on our premises, first aid kits can be found at the following nearby locations: medical room, every department staffroom.
- *Emergency procedures.* In the event that a lone worker falls ill, or into difficulties, they are to use the mobile phone. The main point of contact with those allocated phones is Tony Phillips.

### **Unacceptable lone working**

The following activities are not to be carried out by lone workers under any circumstances:  
Tower erecting, chainsaw use.

### **Training**

Where necessary, all lone workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors.

### **Line Managers**

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone. If the nature of the tasks change in any way, the manager must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

### **Lone worker duties**

All lone workers are expected to co-operate fully with any instructions given by their managers. They are also expected to follow the Company's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence.

## **USE OF CHEMICALS AT WORK POLICY**

### **General Statement**

It is our policy to ensure that the risks associated with the use of chemicals on-site is minimised at all times. This will be achieved by implementing a series of risk control measures. Our starting point will be to eliminate the use of hazardous chemicals wherever possible. If this can't be done then we will take all reasonable steps to find less hazardous chemicals. In the event that hazardous chemicals will need to be used, control systems such as local exhaust ventilation will be introduced. Personal protective equipment (PPE) will only be issued where hazards cannot be effectively managed by other means. The use of new chemicals will be assessed prior to use and where this expertise is not available in-house, it will be brought in from suitably qualified third parties.

### **The legal position**

The use of chemicals in the workplace is governed by the **Control of Substances Hazardous to Health Regulations 2002** (COSHH) and the **Control of Substances Hazardous to Health (Amendment) Regulations 2004**. They require us to minimise the risks from using chemicals at work and to introduce control measures to manage those which may remain. COSHH also required us to train employees in the safe use of chemicals and to monitor the effectiveness of any control measures. In certain circumstances, we are required to conduct health surveillance. This will occur if any employee is exposed to hazardous substance which is known or is likely to cause disease or be detrimental to health. COSHH also requires us to store chemicals safely in order to avoid the risks of fire, explosion or environmental damage.

### **Procedure**

It is our policy that this procedure will be followed by all staff with responsibilities for the procurement and safe use of chemicals whilst on our premises.

### **Ordering chemicals**

Adequate information on each chemical must be obtained prior to its use. This will take the form of a Material Safety Data Sheet (MSDS), which should be provided by the supplier of the chemical. If the intention is to use the chemical for the first time, then the relevant MSDS needs to be obtained before the chemical is ordered. Where necessary, further information will be obtained from the chemical supplier and other resources, such as the Health & Safety Executive website (<http://www.hse.gov.uk>).

### **Use of chemicals on-site**

The use of all chemicals on-site will be assessed. For those which have relatively low-hazard properties, this process will be straightforward. In these cases, it will be assumed that implementation of controls in line with the MSDS will be sufficient. In the event that we have high-hazard substances, such as potential cancer-causing agents are used, managers are expected to try and source less hazardous substitutes. Where this is not possible good controls will be required. If chemicals will need to be mixed with other materials, each must be assessed in order to ensure that no adverse reaction will occur. The MSDS will provide information on incompatible chemicals. The importance of this procedure must not be overlooked as even everyday cleaning agents can cause a serious reaction if mixed.

### **Storage**

We will provide appropriate storage according to the properties of each chemical. The type of storage necessary will be determined by reference to the MSDS. Special consideration will be given to flammable liquids, environmentally hazardous chemicals and oxidising agents (due to the risks of explosion). The suitability of all chemical storage will be reviewed as necessary by Tony Phillips.

### **Employee duties**

All employees will be expected to co-operate with us in respect of any controls which have been introduced, to ensure the safe use and storage of chemicals on site. Where PPE has been deemed to be necessary, employees will be expected to wear and maintain it in line with the manufacturer's recommendations. We also expect all employees to report any concerns to their line manager or supervisor. These will be dealt with promptly. Should any further action be required, then the employee raising the concern will be informed as to what form it will take.

### **Employee training**

All employees will receive information, instruction and training on how to use chemicals safely. This will be repeated as necessary, e.g. on the introduction of new chemicals or processes. Training will be provided in a practical form in which the hazards and controls are clearly understood, e.g. training on operating procedures.

### **Monitoring**

This policy will be monitored by managers through the carrying out of periodic safety audits. These will cover the following:

- Use of chemicals
- Maintenance of control systems
- Adherence to safe working practices
- Provision of information to employees
- Storage of chemicals

Where contractors are engaged on site, they will be monitored to ensure that they do not pose a hazard to employees, visitors or themselves.