

S. ANSELM'S SCHOOL HEALTH AND SAFETY POLICY



1888

S. Anselm's

Monitoring:	Site Manager
Named Person Responsible:	R Newton
Reviewed:	15 th June 2020
Policy Review Date:	15 th June 2021

Other H&S school Policies:

Safeguarding Policy
Educational Visits Policy
Supervision Policy
Admission policy
Anti-Bullying Policy
Recording and Reporting Policy
Behavior Management Policy
Boarding Policy
Complaints Policy
Curriculum Policy
Drugs and Alcohol Policy
Equal opportunities Policy
E Safety Policy
Fire Policy
Minibus Policy
Risky Areas Policy
Site Security Policy
Supervision Policy
Transgender Policy
Anti-Bribery Policy
Disciplinary Policy
Grievance Policy
Whistle blowing Policy
Security Policy
Medical Policy
Recruitment Policy

A GENERAL STATEMENT OF HEALTH & SAFETY POLICY

It is the policy of the Governors of S. Anselm's School to provide and maintain safe working conditions, equipment and systems of work for all employees of the School, and to provide such information, training and supervision as is necessary for this purpose. The Governors also accept responsibility for the Health and Safety of pupils, visiting parents and other people who may be affected by the School's activities.

The policy requires the co-operation of all employees.

The allocation of responsibilities and the organisation for Health and Safety matters is set out in Part B. The arrangements and procedures for implementing the policy are detailed in Part C. This policy will be kept up to date. To ensure this, the policy and the way it operates will be reviewed in May 2020 and revised as necessary.

B ORGANISATION OF HEALTH & SAFETY MATTERS

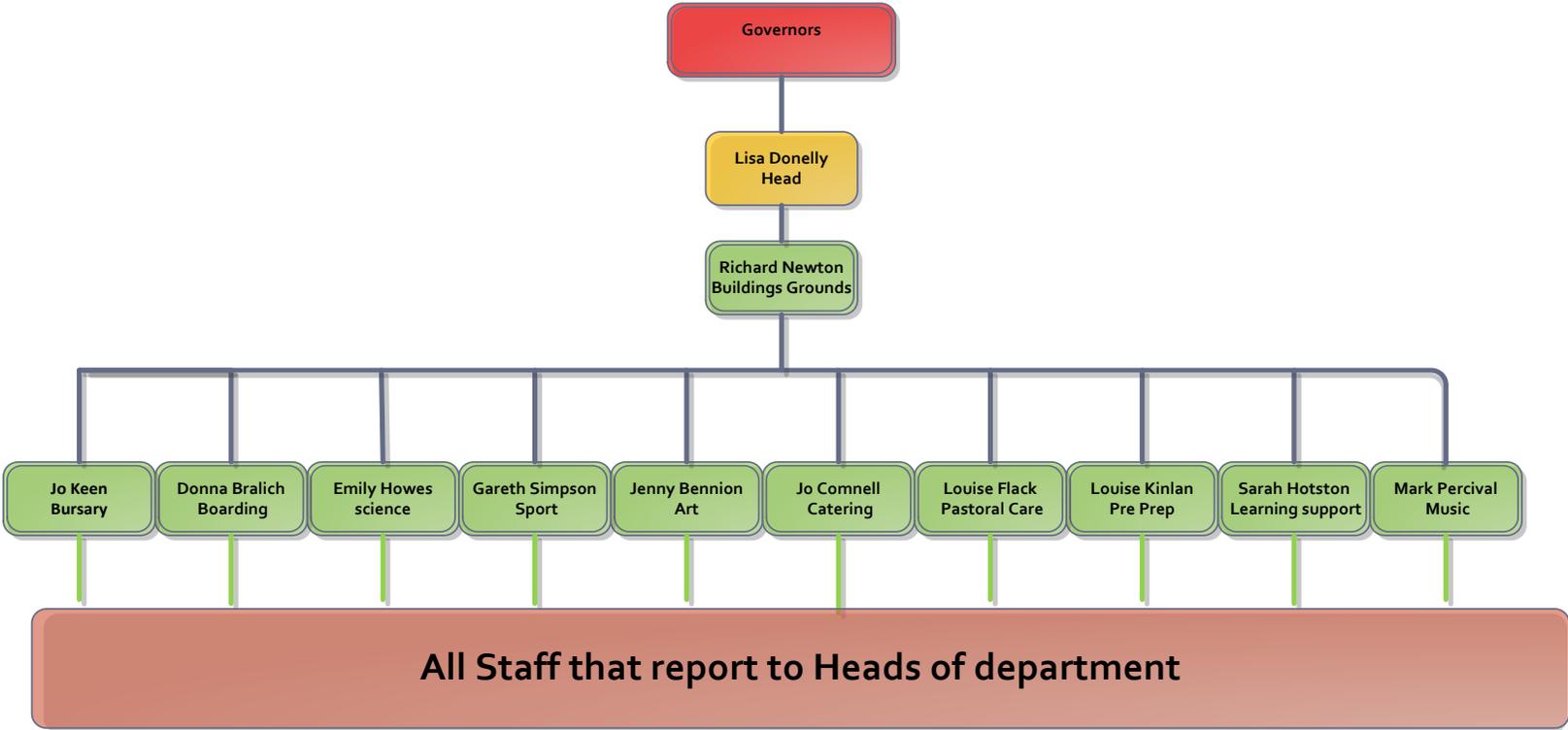
Aims

The School's Health & Safety organisation has the following aims:

- (a) To establish and maintain a safe and healthy environment throughout the School.
- (b) To establish and maintain safe working procedures among School staff.
- (c) To safeguard all pupils and maintain a safe and healthy environment and safety during their activities.
- (d) To ensure the provision of sufficient information, instruction and supervision to enable all staff to avoid hazards and contribute positively to their own health and safety at work. To ensure that they have access to relevant training and instruction as and when provided.
- (e) To maintain a safe and healthy place of work and safe access and egress when evacuating school premises.
- (f) To lay down procedures to be followed in case of an accident.
- (g) To provide and maintain adequate welfare facilities.

Responsibilities

**Health and safety
Chain of responsibility**



- (a) **School Governors** – the governing body has overall and final responsibility for Health & Safety at S. Anselm's.
- (b) **Head** - the Head is responsible to the Governors for ensuring the implementation of the School's Health and Safety policy for the School.
- (c) **Health and Safety Officer** – All health and safety issues and accident reports are passed by the Head and H&S officer and to the Governor in charge of Health and Safety. These items will be raised and minuted at the next appropriate Governors meeting.
- (d) **Heads of Department / Managers** – Heads and managers are responsible for the safety of staff and pupils within their areas.
- (e) **Fire safety**- Head of Boarding. Fire Equipment maintenance Head of Facilities.
- (f) **Control of Asbestos** – Head of Facilities.
- (g) **Legionella management** –Head of Facilities.
- (h) **Structure of all buildings, all heating and electrical installations, maintenance equipment, fire alarms and school vehicles** – Head of Facilities.

Teaching and non-teaching staff have the following Health and Safety responsibilities:

- Exercise general responsibility for the application of the School's Health and Safety Policy.
- Establish and maintain safe working procedures.
- Resolve, where possible, Health and Safety problems or report them to the Head and Health and Safety Officer.
- Carry out regular safety inspections.
- Issue, as appropriate, safety policy instructions and guidance, e.g. in workshops and laboratories.
- Remain up to date with Health and Safety legislation and implement all necessary procedures to conform to the legislation.
- Provide, as far as is reasonably practicable, sufficient information, instruction, training and supervision to enable other members of staff to contribute positively to their own Health and Safety.
- Staff must keep accident records up to date.
- Staff must ensure that play structures are safe to use and inform maintenance if any damage is found, and place the equipment out of use until repairs can be made.
- Staff must take regular registers to ensure all children are accounted for.
- Staff must supervise outside areas at break times, being aware of any blind spots.
- Staff must ensure that First aid kits are readily available and well stocked.
- Staff must be familiar with Fire evacuation procedures and their role in the event of fire.
- Staff must be familiar with out of bounds areas.
- Undergo annual fire training. (This is logged with the Bursary)

- Ensure that a written assessment is in place before a trip. (These are filed with the Head's PA.)
- Ensure that at least one person has had First aid training.
- Staff must take out a mobile telephone on all trips and outings. Staff must also take as necessary: First aid equipment, inhalers/Epi Pens etc.
- Comply with the requirements of the safety policy and other safety legislation, as instructed by the Head and Health and Safety Officer.
- Take reasonable care for health and safety of themselves and of other people who may be affected by his/her actions or omissions at work.
- Ensure health and safety regulations, rules, routines and procedures are being applied.
- Ensure that all the plant and machinery is adequately guarded.
- See that all plant, machinery and equipment are in good working order.
- Use and ensure that others over whom they are in charge use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- Report any defects they observe to the Health and safety officer.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, sorted labelled and are aware of the relevant COSHH regulations. Report all accidents

Responsibilities for safety in particular areas:

- **Head** - Overall responsibility for ensuring the effective implementation of the School's policies, in particular the welfare of pupils and staff.
- **Director of Sport** - Sports facilities, equipment, activities and events

- **Head of Science** – laboratories, equipment, chemicals, substances and other materials.
- **Houseparent's** – their boarding houses and the equipment and furnishings within them, and the activities of their boarders.
- **School Nurse** – All medical matters relating to pupils, first aid and safeguarding.
- **Head of Boarding** – all aspects of boarding activities, dormitories and boys boarding accommodation and fire evacuation and safety.
- **Catering Manager** – kitchen equipment, dining facilities and food safety hygiene.
- **Head Groundsman** – Grounds and grounds machinery.
- **Teachers** - the safety of pupils in the classrooms, laboratories, halls, swimming pool, and those engaged in games and extracurricular activities, is the immediate responsibility of class teachers or teachers in charge of the lessons, games and activities.

C ADMINISTRATION

(1) Dissemination of Information

The health & safety officer is responsible for communicating aspects of the health & safety policy to all employees.

(2) Reporting Procedure

If an employee becomes aware of a potential health & safety risk which he/she is unable to resolve, he/she should report the matter to the Head of Department who should in turn report it up to the health & safety officer. The health & safety officer can then report this to the Governors as a resolved problem or as an unresolved risk.

(3) Accident Reports

After reporting any accident to the employee's Head of Department, any injury must then be reported to the School Nurse and an Accident Report Form should be completed. A copy of this report is then circulated to the health & safety officer and Head. Serious accidents warrant the completion of a RIDDOR form which is sent to the HSE.

(4) Training

Staff training is arranged through the heads of department and a record of this training is kept by the Bursary. Training will be given by appropriately qualified members of school staff or external training providers.

(5) Contractors

All outside contractors are required to abide by all safe working practices and relevant health & safety legislation.

a, The school has a preferred contractor list and will carry out appropriate clearances and background checks. Certificates of compliance and competence to be supplied by the contractor as required by the Bursary dept.

b, Contractors must read and complete the Guidance for building contractors/hot works permit before commencing work on the school site. A signed copy will be filed by the Facilities manager.

c, Hot works Permit: Hot works must be kept to a minimum to reduce the risk of fire, however when necessary they must be carried out as agreed in the permit and on timings agreed with the Facilities Manager.

d, Contractors must sign in at reception and have a visitors badge displayed at all times. Please refer to the security policy.

e, Asbestos register and briefing to be given by the Facilities manager before any work commences.

(6) Risk Assessments

The objective of completing risk assessments is to ensure that for any school activity or facility, risks to health and safety are considered, and precautions taken to minimise those risks.

All risk assessments will take into account:

(A) Hazard - something with the potential to cause harm.

- (B) Risk - the likelihood of a hazard causing harm.
- (C) Risk rating - assessment and severity of the outcome of an event.
- (D) Control measures - procedures put in place to mitigate the risk.

The risk assessment process will consist of the following steps:

- A, what could go wrong.
- B, who may be harmed.
- C, how likely is it to go wrong.
- D, how serious would it be if it did.
- E, how to prevent it

Risk assessments will be reviewed annually, and:

- A, when changes are made to activities.
- B, after a near miss or accident.
- C, when changes are made to the activity.
- D, when there are legislative changes.
- E, when any other relevant factor arises.

Site Risk Assessment (SRA) see appendix a

An SRA is produced for every area annually by the Facilities department, all building's within the school site are assessed to highlight any potential risks and to give them a risk rating based on likelihood and severity. These are reviewed annually and collated by the health & safety officer who maintains a central record of actions needed and supervises the completion of these action points.

b) Activity Risk Assessment (ARA) see appendix b

Risk assessments are also required for all other activities at the school including sports and extras activities as well as child supervision outside the classroom.

(7) Other Arrangements

Detailed arrangements and procedures are also set out in the following school policy documents:

First Aid Policy
Medical Policy
Fire Policy
Minibus Policy
Educational visits policy

Accident/Incident reporting

Definition of an Incident

2 sub categories

1. A near miss that has the potential to cause harm, or damage to property (internal reportable incident to be investigated)
2. Dangerous occurrence which should be reportable to RIDDOR.

Definition of an accident

An unexpected occurrence where personal injury has taken place.

3. Legal Duty.

The Employer has a legal duty to:

1. Provide for the safety, health and welfare at work for all its children and employees.
2. Provide a safe environment for any persons who uses its services and premises.
3. Ensure all relevant incidents are reported to the Health and safety executive.

All accidents, employees, pupils and members of the public must be entered into the minor accident book.

Pupil accidents (including visiting pupils) are recorded on the green accident form which is then passed securely to the school Nurse. The copied form is then passed to parents,

Facilities manager and a copy placed in the pupils file. An accident file is also kept in the Bursary.

Staff and visitor accidents are recorded in the accident book kept in the following areas.

1. Surgery – Book 1
2. Kitchen – Book 2
3. Facilities office – Book 3

It is recommended that staff are encouraged to report near misses, in the same way as accidents. Recording and reviewing near misses can identify hazards/dangerous circumstances and enable them to be addressed before an accident/injury occurs.

Investigation

An investigation must be carried out to:

- Explore the reasons why it occurred.
- Identify the immediate and underlying causes.
- Highlight recommendations that prevent or limit the likelihood of reoccurrence.
- Provide feedback to those affected; and
- Improve overall health, safety and welfare performance.

An investigation should:

1. Be carried out in accordance with the guidance.
2. Commence at the earliest opportunity and in any case within 24 hours of the occurrence.

An investigation will always take place where:

1. The incident highlights a risk not previously assessed.
2. The incident highlights shortcomings in an existing risk assessment.
3. The incident is reportable to the HSE.
4. Those affected by the incident reasonably requests it.

Who will carry out the investigation;

????????????????

RIDDOR reporting.

RIDDOR puts duties on employers, the self-employed and people in control of work premises (The responsible person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses)

RIDDOR specifies that the following work related accidents to employees or contractors working on the premises should be reported.

- . Immediately - accidents which result in death or major injury.
- . Within 10 days - accidents which prevent the injured person from continuing their normal work duties for more than 7 days.

Who should report.

- a. An employer or in control of the premises.
- b. Employee, injured person or their representative.
- c. The responsible person.

What must be reported.

- a. Death and injuries caused by workplace accidents.
- b. Occupational diseases.
- c. Carcinogens mutagens and biological agents.
- d. Specified injuries to workers.
- e. Dangerous occurrences.
- f. Gas incidents.

Sports.

The Physical Education Departments policy on Health and Safety is in addition to the general school document and should be seen as an addition to the agreed general principles of the whole school. The manual "Safe Practice in Physical Education" provided through BAALPE, the Departments daily implementation of safe practice must reflect our own unique school.

Each member of the teaching staff is responsible for the Health and Safety of the pupils and fellow colleagues.

Report all concerns and incidents to your direct line manager as soon as possible.

Sports Equipment

All major indoor and outdoor equipment has an annual inspection by Sports Safe U.K. From this report we action any recommendations in consultation with the maintenance, grounds and bursarial team. Copies of the Inspection reports can be found:

<S:\Staff\Subjects\Games\Admin\Health and Safety\Equipment Inspections>

If you believe there to be any defects in any equipment. Report it as soon as possible.

Risk assessments

Our teachers deliver a rich curriculum and teachers and pupils should be aware of individual activity risks and manage them appropriately. If at any time anyone feels a RA should be amended they have a responsibility to raise it verbally to their line manager or in departmental/staff meetings. There are occasions where situations outside of those expected. Colleagues should be prepared to apply the principles of a RA dynamically as they would do in written form and report this modification when necessary or appropriate. Each Risk Assessment (RA) is reviewed annually or earlier if required and any changes informed to the department. The RA can be found:

<S:\Staff\Subjects\Games\Admin\Health and Safety\Risk Assessment>

8) Security (Please refer to the Security Policy – Appendix C)

The school is protected by a 13 camera CCTV system covering all external doors, swimming pool and fire escapes.

Doors and windows are locked by the duty staff during term time and by the Facilities team during school holidays.

(11) High Risk Areas (please refer to the Risky areas Policy – Appendix D)

a, Science and Pottery Rooms.

All science labs and pottery room are to be kept locked at all times when staff are not in attendance. In addition children will be told to wait outside until a member of staff admits them.

b, Swimming pool:

All entrances to the swimming pool will be kept locked when staff are not in attendance. When children are within the pool area a lifeguard trained member of staff must be poolside at all times.

c, Grounds:

Children must be made aware of the potential danger of vehicles and machinery moving around the school site and to be vigilant. Drivers of all vehicles must adhere to the 5 mph speed limit at all times when moving around the school site.

d, Ground And Facilities Stores Workshops and plant rooms.

To be locked when staff are not around.

e, Tools and machinery must be kept securely locked away and not left unsecured or available to children.

(9) Smoking

The school does not allow smoking within the buildings or on school premises. Any smoker must do so offsite.

(10) Cleaning

Cleaning of the school premises is carried out by the in house cleaning team under direction of the cleaning supervisor and the facilities team ensuring the efficiency and effectiveness. Rooms and areas within the school are deep cleaned during holiday periods.

Cleaning cupboards are kept safely locked when not in use.

Carpets and furniture are cleaned by contractors during holiday periods.

(11) COSH

COSH documents are kept in the cleaning store cupboards and in the Facilities office.

Asbestos management.

The Facilities manager will be responsible for the completion of a full site Asbestos risk assessment which will be updated as required or before planned building alteration works begin. An asbestos management plan and register will be kept by the facilities manager and made available to contractors and school staff before any work begins.

Training will be given to all school staff who are likely to encounter or disturb Asbestos during their work.

Vehicle movement and pedestrian safety.

The school will make every effort to ensure that children are safe while moving around the site and especially on the car parks and drop off areas. Sleeping policemen have been installed in strategic positions to slow vehicle speed as well as parking bump stops to protect walkways across the main school car park. The school will continue to improve the car park safety and have plans which will include marking out zebra crossings, car park position markings and directional arrows signage.

The Minibus drop off/collection area is located by the swimming pool entrance to provide a barrier protected footpath from the car park to the school.

A maximum speed limit has been set at 5Mph for all vehicles entering or exiting the site, all school vehicles including the grounds machinery will adhere to this speed limit and will where possible avoid traveling across the site during school break times.

Winter conditions.

The Facilities manager has implemented an adverse weather procedure (which can be found on the school's S drive) this document includes procedures for treating the site during adverse weather conditions including snow, Ice and flooding.

Work equipment and machinery.

The upkeep and care of the school's machinery will be the responsibility of the Head groundsman. He will ensure that the equipment is maintained and serviced as per the manufacturer's instructions, and will keep a log of servicing record and of regular maintenance.

Noise/Vibration

A risk assessment has been completed on the vibration/noise levels of the ground machinery. Calculations of machinery from a typical working week will be checked against the HSE guidelines to calculate a maximum safe period of use. This information will then be included in the machinery risk assessments.

Electrical safety.

It is the responsibility of the Facilities manager to ensure that the 5 year fixed wiring, and PAT testing checks are kept up to date. This work will be completed by both contractors and by the schools on site electrician. Records of both the results and of rectification work will be kept on the S drive including scanned documents of completion certs.

Lone working.

Both facilities and grounds teams are equipped with walkie talkies to communicate with other staff across the site. Lone workers must ensure that they carry this vital equipment at all times for their own protection.

The use of power tools and equipment/task must be risk assessed for lone workers before the work begins and the equipment/machinery/task must be deemed safe to use.

Confined working for lone workers is not permitted (please see the confined spaces policy)

Working at height.

Scaffolding and ladders will be inspected for condition, tagged and recorded in the ladder log which will be carried out on a six monthly basis. Any defects found will result in the destruction and disposal of the defective equipment.(ladder log located in the Facilities office)

Ladders and scaffolding must be inspected before use and be in good working condition. Manufacturer's instructions must be followed in the construction of scaffold towers, and only a PASMA trained person can erect and scaff tag the tower as being safe to use.

PPE must be used when carrying out work at height, eyewear, helmets and safety footwear as a minimum and fall arresting harnesses where appropriate (not on tower scaffolding).

Staff working at height must be trained in the safe working practices and have completed the working at height safety training course.

Workplace environment.

The school will ensure that the buildings and grounds are kept in good order and that the fabric of the building and all equipment within are checked at least annually for condition, defective or worn items will be reported back to the facilities manager.

Building checks will include; fire safety equipment, water systems, electrical fixed wiring, PAT testing of electrical items, furniture and soft fabrics, windows, doors, and illumination.

Should anyone find a defect in or around the school it is their duty to report the defect to the Facilities department to the Facilities Manager.

Legionnaire's disease.

The school's facilities team will carry out tests as indicated in the legionnaire management control scheme (S Drive) the checks and temperatures will be recorded on the appropriate record form, copies of which can be found in the Facilities office. Annual descaling, and cleansing of the tanks and hot water cylinders will be carried out by a specialist contractor.

Glazing

All windows at height throughout the school have window opening restrictors fitted in place, restricting the opening to approximately 100mm. Glazing at low level will be fitted with BS approved (kite marked) laminated or toughened glazing to prevent serious injury should a person fall against it. In areas such as the dining room a safety anti shatter film has been fitted to the original glass.

(12) Repairs and Maintenance Reporting.

It is the duty of all staff to report any potential safety hazards or maintenance issues. This must be done by reporting the issue in the maintenance book located in the staff room or by telephone or email to the maintenance department.

(13) Scheduled Maintenance (statutory/ mandatory)

- Heating plant and Gas Appliances: contracted annual servicing and maintenance.
- Portable Electrical Appliances: annual in house testing and bi annual testing of fixed appliances. Including items brought into school on a temporary basis.
- Air conditioning and plant: contracted service checked annually.
- CCTV checked and repaired as required in house by the IT department.
- Fire alarms: contracted maintenance and tests every 6 months including emergency lighting.
- Firefighting Appliances: contracted annually serviced.
- Gymnasium and associated equipment plus outdoor playground equipment: annual safety inspection by specialist contractor.
- Playground equipment. Monthly inspection by the in house facilities team.
- Electrical installation Testing: All electrical installations to be checked, by an approved contractor at least every 5 years. A certificate of testing, and details of any remedial work is to be filed on the facilities electrical database.

- Asbestos Management: school buildings have been professionally surveyed for the presence of asbestos and identified on the asbestos register.
- Water Bourne bacteria incl Legionella: To facilitate the early detection of bacteria traces including Legionella annual waster system cleaning schedule is carried out annually. In addition hot water temperature tests are carried out by the maintenance department and appropriate records kept. (Please refer to the Legionnaire's Disease Policy – Appendix E).
- Drinking water Dispensers: under contract, filters changed and cleaned every 4 months.
- Shower heads: thoroughly cleaned by the maintenance staff every 3 months.
- Water storage tanks: under contract cleaned and discaled annually.
- Twice yearly service of all pool plant equipment.

(14) Preventative Maintenance:

The Facilities manager will operate a rolling preventative maintenance schedule. With regard to Health and Safety, the schedule must contain regular actions to.

- Prevent the risk of injury from falling roof tiles, through the annual inspection of roofing areas.

- Condition of floorcoverings are monitored and replaced as necessary.
- Test and record fire call points on a weekly basis. In house maintenance team.
- Check the condition of fire extinguishers on a monthly basis.
- Check the operation of emergency lighting on a monthly basis and record any faults.
- Check the operation of fire doors on a monthly basis.
- Check fire door closers for correct operation.
- Check the grounds and play equipment and record any findings on a Monthly basis.
- Weekly check minibuses for fluids and tyre condition and report any defects.
- 12 weekly minibus safety inspections. Contracted to the lease company.
- Ensure rooms are kept to a high standard by means of an annual building assessment, and by staff reporting building/room issues in the staff maintenance book.
- Prevent injury from broken glass by ensuring all low level glass is replaced with safety film or glazing.
- Test pool water samples for bacteria on a monthly basis. Contracted.
- Twice daily test the pool chemical levels and pool safe operation.
- Ensure doors and windows can be secured and that security systems are well maintained.

(15) Personal Protective Equipment (PPE)

a, Grounds and maintenance staff: The school provides all PPE needed for their work such as safety footwear, masks, and ear defenders. Failure to wear the supplied equipment may be treated as a disciplinary issue.

Staff are responsible for the care and upkeep of PPE equipment and in replacing items as necessary.

b, The school ensures that children and Teaching staff wear the recommended PPE in both curriculum and sports activities. Anyone without the appropriate protection should be excluded from taking part.

Appendix a

SCHOOL BUILDINGS – RISK ASSESSMENT

Room		Location	
Floor		Type	

Risk Assessment

	Hazard?	Comments
Windows		
Plug sockets		
Light fittings		
Heaters		
Locks		
Fire exit		
Flooring		
PAT testing		

Any other comments:

A. Hazard Rating	0	<u>Action</u>
------------------	---	---------------

		By: _____ Date: _____
B. Likelihood Rating	0	
Risk Rating (A x B)	0	

	NAME	DATE
Completed by:		
Reviewed by:		
Action Reviewed:		

S. ANSELM'S PREP SCHOOL
GENERAL RISK ASSESSMENT FORM

Risk Rating

Hazard Severity Rating (A)		Likelihood of Occurrence Rating (B)		Risk Rating Priority	
3	Major (death, major injury, major damage or loss to property or equipment)	3	High (extremely likely to occur)	9	Unacceptable (must receive immediate attention to reduce risk, same day)

2	Serious (over 3 day injury, or significant damage to property or equipment)	2	Medium (frequent, often or likely to occur)	6	High (urgent, must receive attention as soon as possible to reduce risk)
1	Slight (minor injury or minor damage to property or equipment)	1	Low (slight chance of occurring)	4	Medium (must receive attention to verify if risk can be reduced within 1 week)
				3	Significant (should receive attention to verify if risk can be reduced, within 6 months)
				2	Low (should receive attention to verify if risk can be reduced, within one year)
				1	Lowest priority



S. Anselm's

RISK ASSESSMENT 2019-20

EVENT/ACTIVITY NAME					
DATE		LOCATION		TRANSPORT	
TIME DEPART		ACTIVITIES		CONTACT TEL	
TIME RETURN		STAFFING		LEADER NAME	
A TRIP MOBILE MUST BE TAKEN AND KEPT SWITCHED ON			TRIP MOBILE TELEPHONE		
Useful numbers: School Office: 01629 812734			Minibus breakdown: 08706 004499 (Arval driver assistance helpline)		
PUPIL NAMES		ADDITIONAL INFORMATION		MEDICAL/DIET	
		Child / Adult Ratio:			

Who might be harmed	How might people be harmed?	Existing risk control measures	Risk rating Low/Medium/High			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
			L	M	H		L	M	H		
TRIP DETAILS					<input type="checkbox"/>	KEYS	<input type="checkbox"/>	MOBILE	<input type="checkbox"/>	FIRST AID KIT	<input type="checkbox"/>
PETROL CARD					<input type="checkbox"/>	PACKED LUNCHES	<input type="checkbox"/>	INHALERS	<input type="checkbox"/>	EPI PENS	<input type="checkbox"/>
Trip Organiser	Name					Office Copy Received	<input type="checkbox"/>	Deputy Head			
	Signature							Signature			
	Date							Date	Date		