

HEALTH AND SAFETY POLICY

**Effingham Schools Trust Health & Safety Policy
January 2023 Version 9.0**

1.0 RATIONALE

At Effingham Schools Trust (EST) we believe that excellence in the management of health and safety (H&S) is an essential aspect of school life. We believe that our pupils, staff and visitors are the most important asset of our Trust and therefore we aim to create an environment where pupils, staff and visitors are safe at all times. This is achieved by following procedures to minimise risk and teaching good habits so that individuals are able to take care of themselves and each other, recognizing that some activities have an element of risk and acting to reduce this to an acceptable level.

2.0 AIMS

Through our Health and Safety policy we aim to:

- promote the safety and welfare of all members of the EST community;
- promote good safety procedures, alertness and control and instil concern and consideration for the safety of others;
- teach sensible safety habits within the whole curriculum either in standalone instruction or embedded through lessons;
- encourage pupils to develop beneficial habits through good health and hygiene routines;
- teach safety as part of pupils' duties where appropriate;
- provide and maintain adequate welfare facilities as appropriate;
- formulate effective procedures for use in case of a fire or evacuating the school premises;
- Make arrangements for ensuring safety and the reduction of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to help all employees and pupils to avoid hazards and contribute positively to their own health and safety, as well as access to health and safety training as appropriate or as and when provided;
- ensure safe use of information technology at every level;
- maintain all areas within the school in a condition that is safe and with minimal risk to health;
- ensure access to and egress from both St Teresa's School and Cranmore School, in a condition that is safe and with minimal exposure to risk.

3.0 ORGANISATION OF HEALTH AND SAFETY

There is one H&S Policy for the EST with two separate H&S Committees responsible for the delivery of H&S at Cranmore and St Teresa's. Membership of the committees are as follows:

St Teresa's H&S Committee

Executive Director
Director of Operations (H&S Manager & Chair)
H&S Governor – Maureen Wilkinson
Facilities & Estates Manager (Deputy H&S Manager)
Head Senior School
Head Prep School
IT Manager
Deputy Heads
School Nurse
Catering Manager
Head of Boarding
Director of Sport
Science Department representative
Transport Manager
Cleaning Manager
Equestrian Director
School Groundsman
Caretaker

Cranmore H&S Committee

Executive Director
Director of Operations (H&S Manager & Chair)
H&S Governors - Michael Agius
Facilities and Maintenance Supervisor
Deputy F& M (Deputy H&S Manager)
Headmaster
Deputy Head
Head Lower Prep
Facilities Manager
IT Support
School Nurse
Catering Manager
Director of Sport
Head of Science
Transport Supervisor
Cleaning Manager
Caretaker
Head of IT
Head of DT

4.0 RESPONSIBILITIES

4.1 Governors and Executive Head Responsibilities

Governors and the Executive Head are responsible for implementing this policy within the EST. They will:

- a) monitor the effectiveness of the H&S policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- b) prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place and for the results of these to be recorded; prepare a lock-down procedure and arrange for practice drills;
- c) make arrangements to draw the attention of all staff employed within the EST to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by relevant authorities;
- d) make arrangements for the implementation of accident reporting procedures and draw this to the attention of all staff at the school as necessary;
- e) make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed;
- f) ensure that appropriate health and safety inspections are undertaken for work and school activities;

4.2 Duties of the Person Delegated to assist in the Management of Health and Safety (known as the H&S Manager)

This will be the Director of Operations. The H&S Manager will:

- a) assist the Heads in the implementation, monitoring and development of the H&S policy within the EST;
- b) monitor general advice on safety matters given by relevant bodies and advise on its application to the schools;
- c) co-ordinate arrangements for the design and implementation of safe working practices within the schools;
- d) investigate any specific health and safety problem identified within the EST and take or recommend (as appropriate) remedial action;
- e) order that a method of working ceases, on health and safety grounds, if deemed unsafe;
- f) assist in carrying out regular safety inspections of the schools and its activities and make recommendations on methods of resolving any problems identified;
- g) ensure that staff with control of resources (both financial and other) give due regard to safety;
- h) co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- i) arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- j) report to the insurers any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. Make arrangements for a slips and trips register;
- k) monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- l) identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist Governors and the Heads in the management of health and safety within the EST. Such delegated responsibility must be defined as appropriate;

4.3 Duties and Responsibilities of the Cranmore and St Teresa's Deputy H&S Manager

The Cranmore Deputy Facilities Supervisor is the Cranmore Deputy H&S Manager. The St Teresa's Facilities & Estates Manager is the St Teresa's Deputy H&S Manager.

The Deputy H&S Manager will:

- a) maintain the premises and repair any minor health and safety issues;
- b) identify and arrange for any larger issues to be remedied by outside contractors;
- c) train staff in health and safety in consultation with the H&S Manager;
- d) conduct annual risk assessments in consultation with the H&S Manager;
- e) conduct fire drills and update records accordingly;
- f) ensure security of the buildings during and outside school hours;
- g) deputise for the H&S Manager as required;
- h) organise and train staff in health and safety.
- i) ensure that heavy machinery or plant movement is controlled and supervised;

- j) oversee the management of asbestos and maintain the asbestos register and follow the Control of Asbestos Regulations 2012 and Managing and Working with Asbestos 2013.
- k) arrange annual maintenance and safety checks on all electrical, gas, water and plant equipment appropriate to meet or exceed industry standards;
- l) ensure that all glazing is safe and any breakages made secure and repaired as quickly as practicable.
- m) ensure the fire risk assessment is updated by external organisation at least every three years.

4.4 Responsibilities of Staff

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

- a) exercise effective supervision over all those for whom they are responsible;
- b) be aware of and implement safe working practices and to set a good example personally;
- c) identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- d) ensure that any equipment or tools used are appropriate for that use and meet accepted safety standards;
- e) provide job instructions, warning notices and signs as appropriate;
- f) provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- g) minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- h) evaluate promptly and, where appropriate, take action on disagreement of health and safety arrangements;
- i) provide the opportunity for discussion of health and safety arrangements;
- j) investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- k) provide for adequate instruction, information and training in safe working methods and recommend suitable training;
- l) ensure entry/exit are kept clear for emergency vehicles at all times;
- m) ensure pupils are supervised by staff (break duties);
- n) ensure smoking is not allowed on the school premises;
- o) complete risk assessments, where necessary, for any activity.

4.5 Responsibilities of All Employees

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE EXECUTIVE DIRECTOR, DIRECTOR OF OPERATIONS OR DEPUTY H&S MANAGER

All Employees have a responsibility to:

- a) take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- b) co-operate with the Governors, Heads and others in meeting statutory requirements;
- c) not interfere with or misuse anything provided in the interests of health, safety and welfare;
- d) make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their line managers or the delegated person responsible for health and safety;
- e) ensure that tools and equipment are in good condition and report any defects to the H&S Manager; use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- f) ensure that offices and general accommodation are kept tidy;
- g) ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the H&S Manager in the first instance who is to inform the Executive Director and Heads.

Please note the following:

- a) it must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety policies and procedures are drawn to their attention at an early stage;
- b) whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and if possible, seek help or guidance from a person familiar with the environment and specific hazards;
- c) all volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees;
- d) all new members of staff will be trained in health and safety as soon as possible within their scheduled new starter induction training.

4.6 Responsibilities of Pupils

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

- a) co-operate with teachers and school staff on health and safety matters;
- b) not interfere with anything provided to safeguard their own health and safety;
- c) take reasonable care of their own health and safety, and;
- d) report all health and safety concerns to a teacher.

The Heads and teachers will endeavour to make pupils (and where appropriate parents/guardians and carers) aware of these responsibilities through direct instruction and also recorded in the Pupils' Behaviour Policy and PHSE programme. In addition information is given to all pupils in their student diary and are a key part of the annual induction programme.

4.7 All Other Persons on the School Property Responsibilities

All other persons on the school property will:

- a) observe the health and safety rules and the instructions given by persons enforcing the H&S policy;
- b) not work on the premises until the relevant rules are read, understood and accepted;

- c) not work on the premises until covered by insurance against risk;
- d) keep fire and emergency exits clear at all times.

4.8 Responsibilities of the Health and Safety Committee

The H&S Committee will be responsible for:

- a) coordinating the implementation of the H&S Policy and will keep under review measures taken to ensure the health and safety of employees, pupils and staff;
- b) meet regularly, and at least once a term, to discuss matters concerning health and safety;
- c) ensure an inspection of the school is carried out once every term;
- d) where necessary, review and update any risk assessments;
- e) discuss training requirements;
- f) review the H&S policy at least annually and update it where necessary.

4.9 Heads of Department

Heads of Department will:

- a) ensure staff and any other supervising adults are aware of any matters pertaining to health and safety in their particular curriculum area;
- b) make the H&S Manager and Deputy H&S Manager aware of any concerns they may have within their areas of responsibility.

4.10 Radiation Protection Supervisor (St Teresa's Senior Only)

The Radiation Protection Supervisor will:

- a) Ensure that the procedures for handling radioactive material is known to all that use it. This will be within the Science department handbook and approved annually by the Health and Safety Manager.
- b) Make sure that the procedures are checked annually by an external auditor.
- c) Make the H&S Manager and Deputy H&S Manager aware of any concerns they may have within their areas of responsibility.

Further details of the role can be found in Section 8 of the Science handbook.

5.0 HEALTH AND SAFETY METHODS AND PROCEDURE STATEMENTS

5.1 Code of Safe Conduct

Stakeholders – staff, pupils, contractors and other users - are to:

- a) conform to the H&S policy, all health and safety rules and signs, fire precautions and emergency procedures;
- b) ensure that they understand and follow the safe operation of their duties; ask if they do not understand any aspect of these;
- c) report all accidents, near misses, potential hazards and damage immediately;
- d) in the event that personal protective equipment or clothing is provided, it must be used and properly looked after;

- e) not interfere with or misuse anything provided for the health and safety of employees;
- f) not act in a way that could endanger themselves or others;
- g) not run, especially on stairs or steps. Use handrails and never read while walking;
- h) keep their work area tidy and clear of obstructions; do not leave things lying around;
- i) clean up any spilt liquids, tracked in rain etc. immediately;
- j) in the event of being called upon to handle bulky or heavy objects, only lift or move what is easily manageable; follow guidance and procedures for manual handling. If in doubt assistance or advice should be sought;
- k) electrical equipment is visually inspected, but:
 - i. never touch electrical equipment with wet hands;
 - ii. always disconnect electrical equipment before moving it;
 - iii. never attempt electrical repairs unless authorized;
 - iv. always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc;
 - v. always switch off equipment if not in use;
 - vi. RCD to be used for external use.

6.0 ARRANGEMENTS FOR HEALTH AND SAFETY WITHIN THE TRUST

6.1 Specific Hazards and Precautions

Information on any specific hazards and precautions (e.g. COSHH, fire) will be issued as appropriate and is available from the delegated person responsible for health and safety. Training in dealing with hazards will be conducted as appropriate.

6.2 Medical and First Aid

6.2a First Aid Procedures

Both schools have a medical centre but operate slightly differently. Most staff hold basic certificates in first aid and attend an annual refresher course and renew their training every three years. There will be a number of staff who hold a full First Aid at Work (FAAW), Paediatric First Aid, Activity First Aid courses and AED training, suitable for their environment and role such as Equestrian First Aid.

Refer to: First Aid Procedures for each school.

St Teresa's School

The Medical Centre is staffed by a school nurse between 8.15 and 5.00pm and Boarding Staff during out of hours. A significant number of staff are qualified first aiders. Arrangements for first aid for sports are the responsibility of the supervising staff. In the Medical Centre and throughout the school there are first aid boxes which are checked regularly by the school nurses and first aid kits are taken to every sporting activity/trip. Should any pupil require first aid they should be taken to the Medical Centre.

Cranmore

The medical centre is staffed between 8.00am and 5.00pm. All accidents and cases of work-related ill health are to be recorded in an accident book. The book is kept in the medical room and the contents are reviewed by the H&S committee.

Refer to: General Medical Policy, First Aid Policy

6.2b Administration of Medicines

EST staff should not administer any medicines unless trained by a School Nurse. In all cases appropriate parental/guardian/carer authority is required before trained staff will administer any medication. All medicines will be kept in a locked cabinet and administered as directed.

The schools run different methods for administration of medicines. Details can be found within the Administration of Medicines Policy.

The medical and illness forms at Cranmore will be completed by non-medical staff detailing what has been given to whom, when and why for the iSAMS record. Medical staff enter all details directly to the iSams medical system.

St Teresa's School enter the data onto Patient Tracker. All medical information is collated by the School Nurse.

Should there be a pupil who suffers from a chronic condition, such as epilepsy, ADD/ADHD, trained staff are authorized to administer this medication. However, parental/guardians or carer consent is required before staff can administer prescribed medications. Emergency medication should be given by non-trained staff if the situation requires it eg. auto injectors.

Photographs and names of pupils with allergies are filed in the kitchen so catering staff know which pupils have dietary requirements. The required staff will have a list detailing all pupils who have any allergies, dietary requirements and medical needs.

Refer to: First Aid Policy, medicines policy, general medical policy, specific conditions protocols.

6.2c Acute Wide Spread Infections including COVID 19

EST will follow Public Health England (PHE)/NHS, DFE policies and guidance. Risk assessments will be updated every half term when there is an outbreak and updated when there are changes in government guidance.

If staff are required to work from home during lockdown periods, the H&S Executive working from home workstation information will be sent to staff. In addition, staff will be able to borrow equipment from School to ensure their working from home environment is appropriate.

Refer to: General Medical Policy, specific condition protocols, Infectious disease Protocol, and Risk Assessment.

6.3 Accident Recording, Reporting and Investigation

All accidents will be recorded in the accident book by the person reporting the accident and this can be the injured party, the School Nurse or teacher/member of staff attending. Accident books are held in the St Teresa's School Reception, Equestrian, Prep School Reception and in the Operations Department. At Cranmore they are kept in the Medical Centre. Originals of the accident form must be forwarded to the H&S Manager for investigation and comment. The H&S Manager will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence. The lead school nurse at St Teresa's and the Senior nurse at Cranmore will be responsible for monitoring patterns of injury.

The Committee will oversee and comment on actions identified by the appropriate school nurse or the H&S Manager.

6.4 Asbestos

The EST will, so far as is reasonably practical, protect all their employees and others e.g. contractors, students and visitors from risk of exposure to airborne asbestos fibres. The EST will meet the statutory obligations under the Control of Asbestos Regulations 2012.

The EST will conduct a site survey to identify any materials in the premises likely to contain asbestos. When material is identified as containing asbestos fibres, its type and extent will

be recorded in the asbestos register and kept on file. Cranmore and St Teresa's most recent Asbestos survey was started in December 2020.

All maintenance staff, contractors and any other persons likely to be at risk, will be issued with a site plan with asbestos locations marked upon it. They will also be issued with written instructions outlining what to do if asked to work in these areas. This would usually require them to report to the Facilities Supervisor who may set up a safe system of work or bring in a specialist contractor depending on the level of risk.

When removing or demolishing buildings and materials containing asbestos, a specialised licensed contractor will be commissioned when required.

All areas where asbestos may be present will be inspected as part of the regular fabric audit to ensure that it is still in good condition and has not become unstable or damaged.

6.5 Catering

At St Teresa's and Cranmore catering is carried out by an external contractor – currently Harrisons. They are responsible for risk assessments, environmental health and other health and safety requirements necessary for these activities.

6.6 Classrooms and General Areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The school endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector. Any maintenance problems are reported to the site specific Facilities and Estates Supervisor. The Facilities and Estates Supervisor also conducts regular monthly inspections of the site to monitor the fabric and grounds for any slips, trips and hazards which are recorded in a log which he maintains and holds.

Academic staff are asked annually to complete a risk inventory of their rooms. This highlights any user identified hazards which are then examined by the Deputy H&S manager.

6.7 Cleaning

At St Teresa's and Cranmore catering is carried out by an external contractor – currently EcoGenie Cleaning. They are responsible for risk assessments, environmental health and other health and safety requirements necessary for these activities.

6.8 Consultation with Employees

The EST is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) any changes which substantially affect their health and safety at work, changes in procedures, equipment or ways of working etc;
- b) arrangements for using 'competent people' to assist in complying with Health and Safety legislation;

- c) information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks;
- d) the planning of health and safety training;
- e) the health and safety consequences of introducing new technology.

The EST adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the schools may consult by way of the H&S Committee if deemed appropriate.

6.9 Control of Contractors

Contractors are required to report to Reception where they sign in and are issued with a visitor's badge. If appropriate checks have been made, contractors can move around by themselves. If not they are unable to proceed beyond Reception unless accompanied by a member of staff and should be accompanied at all times. They are given copies of the contractor's code of conduct and the emergency evacuation procedures. They are required to provide proof of public liability insurance.

6.10 Control of Vehicles

The EST use minibuses and coaches to transport pupils to and from school, sports fixtures and educational visits. Shuttle buses operate between both sites including a dedicated toddler bus fitted with age appropriate safety seats. The driver of the toddler bus is accompanied by a teaching assistant who acts as the supervisory member of staff. Transport arrangements at both schools are site specific as follows:

6.10a St Teresa's School

Pupils are dropped off by school buses in the morning. Pupils are picked up and dropped off by contractor buses for school trips along the raised footpath at the front of the school. The coaches taking pupils home in the afternoon park up and wait on the road immediately outside John Bosco House in a designated safe area and outside the Chapel in the designated bay.

6.10b Cranmore

School buses drop pupils off in the bus drop off lane in the main carpark. At end of the day pupils board buses by the Bus stop.

6.10c Speed Calming

St Teresa's and Cranmore roads have a high level of use at drop off and pick up times. Speed calming measures have been put in place and raised footpaths created to provide safe walking routes. At peak times traffic sentries are stationed at higher risk locations such as crossing points.

A speed limit of 15 mph is in force within the school grounds and must be strictly observed in the interests of the protection of all road users and pedestrians. The speed limit reduces to 10 mph for the car parks and bus loading and unloading areas and must be strictly observed in the interests of the protection of all road users and pedestrians. Movement of deliveries, fuel tankers and other HGV vehicles should be accompanied by a walking escort.

6.10d Coach and Minibus Drivers – Staff and Contractors

The Schools Transport Supervisors maintain a list of all directly employed minibus drivers along with details of their driving licenses and DBS clearances in accordance with Safer Recruitment policies and procedures. The EST also maintains a list of contracted-in coach company drivers along with their DBS numbers, and a copy of their company insurance policies. Contracted in bus companies will be required to provide advance warning and details of any new drivers attending school for the first time and these new drivers will be required to provide photographic ID upon their first visit to any representative of the school. Should there be any issues with the coaches the Transport Supervisor/Director of Operations should be informed. The School Transport Supervisor reports to the Bursar.

6.10e Use of own vehicle

Staff may only use their own vehicle to transport pupils in an emergency or exceptional circumstance provided the vehicle is taxed, insured and has an MOT.

Reference: Transport Policy

6.11 Display Screen Equipment (DSE)

The EST in line with The Display Screen Equipment (DSE) Regulations 1992 carries out the following procedure where equipment is used that comes under the regulations:

- a) assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations;
- b) if there is a 'user', carry out an analysis of the work station to assess risks to health and safety - work station includes display screen equipment, ancillaries, chairs, desks and immediate surrounding environment;
- c) implement any requirements established in b);
- d) plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.

Refer to: DSE Policy

6.11a Eye testing:

The EST will be responsible for the provision of eye tests for designated staff. Employees must specify to the optician that this test is to comply with the DSE regulations.

If an employee has an eyesight condition which requires special spectacles for DSE use only, the EST will pay £50.00 + vat towards these.

6.12 Electrical Safety

The EST have in place a programme of planned preventative maintenance and regular portable appliance testing (PAT) that is carried out on all electrical equipment.

- a) the electrical safety program requires an inspection of all fixed wiring in all buildings every 5 years. This inspection will be documented and a programme put in place to perform any remedial works as required from the inspection;
- b) the swimming pool area at both schools has a safety inspection annually. Any remedial works will be rectified as required;
- c) lightning protection is tested annually, with any remedial works will be rectified as required;
- d) all electrical equipment in classrooms e.g. computers, projectors, printers etc and in the kitchen and workshops should be switched off at the end of the day where practical.

6.13 Fire and Emergency Evacuation Procedures

Each school has a full Fire Emergency Evacuation Procedure in place. All fire exits are clearly labelled and fire routes and exits are kept clear. Fire drills are carried out each term and evacuation times are recorded, with action points. The logbook for the recording and evaluation of practice drills is kept by the Deputy H&S Managers. A fire alarm system is in place with most areas covered by automatic detectors to ensure early warning at all times. A Fire Risk Assessment (FRA) exists for each school in line with the Regulatory Reform (Fire Safety) Order 2005. St Teresa's FRA was conducted in 2021 and Cranmore's FRA in 2021 and are reviewed annually by the Fire Manager and the Health and Safety Manager. They are redone every three years by a professionally qualified risk assessor. Boarding National Minimum Standards require EST to carry out an additional out of hours drill per term, carried out during night time/early morning.

6.14 Fire Prevention Equipment

The EST maintains an annual pre-planned service and maintenance regime for all fire prevention, firefighting equipment and emergency lighting. This information is kept by the site Deputy H&S Manager.

Refer to: Fire Safety Policy for each school.

6.15 Hazardous Substances

Where the EST academic and support staff use substances deemed necessary for the COSHH register, the department together with the H&S Manager will ensure those staff have been trained in COSHH.

Catering and cleaning are carried out by external contractors that the EST appoint to deliver these support services. These contractors are responsible for ensuring that any products that they use have a written COSHH assessment. Copies of these assessments are kept in the Health and Safety file held in the Deputy H&S Managers Office.

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH), the procedures are as follows:

- a) listing of substances being used to establish whether they come under COSHH Regulations;
- b) carry out COSHH Assessment having regard to the following points:
 - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance - but if this is not possible, control.
 - 2) Control measures to be adopted.
 - 3) Maintenance of the control measures.
 - 4) Monitor the situation to establish that the measures are effective.
 - 5) Undertake health surveillance where relevant.
 - 6) Carry out instruction and training to ensure the following are understood:
 - i.) Use of the substances, their handling, storage and disposal
 - ii.) Emergency procedures
 - iii.) Methods of control
 - iv.) Use of Personal Protective Equipment (PPE).

- c) Record all information on relevant assessment forms.

This type of assessment would be carried out by the delegated person responsible for health and safety with assistance from other personnel as required.

6.16 Hot Drinks

Staff should only carry hot drinks around the school if they are held in a sealed container to prevent hot drinks being spilled causing burns. There should be no uncovered hot drinks in the classroom when pupils are present.

6.17 Legionella

The EST is committed to reducing, so far as is reasonably practicable, the reasonably foreseeable risks of exposure of any person to legionella bacteria. The EST will aim to achieve this policy commitment by following the principles set out in the publication Legionnaires' disease.

Refer to: Legionella Assessments.

6.18 Machinery and Plant

Maintenance of all school equipment is carried out on a regular basis to ensure that the EST complies with its obligations under section 2 of The Health and Safety at Work Act 1974.

Refer to: Machinery and Plant Policy, Workshop Risk Assessment.

6.19 Manual Handling

The EST is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process;
- b) where activities involving risk cannot be avoided they will be subject to an assessment;
- c) the risk of injury will be reduced as far as reasonably possible by:
 - i.) assistance from other personnel;
 - ii.) use of sack barrows or other similar equipment etc;
 - iii.) splitting the load.

All personnel are required to exercise discretion and common sense when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object. The Deputy H&S Manager maintains a record of all staff who are trained in manual handling.

Refer to: Manual Handling Risk Assessment

6.20 Movement around School

Pupils should walk around the school and stand in single file when waiting. When walking up and down the stairs pupils should keep to their left, holding the handrail where possible. Pupils and staff should always use the raised safe walking pathways where provided and when moving around the School to avoid traffic. At Cranmore pupils aged 8 and below must be escorted by an adult in the car park.

6.21 Noise

Noise levels can cause permanent damage to hearing. The policy of the EST is to take steps to reduce any excessive noise levels in the workplace. In order to comply with The Noise at Work Regulations 2005 the EST will endeavour to reduce noise levels where they reach a level of 80 decibels or above and try to ensure that an average maximum exposure of 87 decibels is not exceeded.

- a) Excessive noise will be eliminated at source wherever possible, otherwise the EST will try to reduce noise levels and the exposure of employees to them;
- b) This is particularly important in design and technology workshops, maintenance workshops and kitchens. Where it is not possible to eliminate or reduce noise levels, appropriate hearing protection will be provided;
- c) Where noise levels have reached 80 decibels or above staff will be informed if a risk to hearing exists;
- d) They will also be provided with instructions and safe systems of work for working in these areas;
- e) If an employee is regularly exposed to noise levels of 85 decibels or above the EST will provide hearing checks on a regular basis.

6.22 Occupational Health

The policy of the EST is to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- a) developing occupational health procedures and ensuring that policies are current and relate to the EST needs;
- b) establishing and maintaining appropriate standards for health and hygiene relevant to each employee;
- c) identifying possible health hazards within the working environment;
- d) advising on the prevention of occupationally induced health problems with a view to improving employee health and performance;
- e) providing an efficient first aid service;
- f) ensuring that occupational health provisions are within, and assist, EST H&S policies and that they comply with all relevant legal and statutory obligations.

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and their National Health Service/General Practitioner.

6.23 Off-site Activities and Educational Visits

For educational visits the following procedure will be observed:

- a) careful planning of trips with a prior visit made by the organiser if necessary and a risk assessment (in writing);

- b) adequate evaluation of all health and safety factors involved with special attention for skiing, rowing, horse riding and adventurous training conducted by a third party;
- c) adequate notice given to parents of all aspects of the trip.

The schools always considers the ratio of adults to pupils very carefully. Ratios are used which, in the EST's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken and associated risks.

For all off site activities the following points will be taken into consideration:

- a) any hazardous pursuits that are to be undertaken;
- b) any safety or additional insurance requirements;
- c) the expertise of staff accompanying the trip;
- d) accident and emergency procedures.

Refer to: Educational Visits Policy

6.24 Other Areas

The EST keeps all areas under review to establish whether any action is required to ensure that safe conditions are maintained.

6.25 Personal Protective Equipment (PPE)

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Should PPE be required for an activity then the EST will provide it. Staff members will be required to wear PPE appropriate to the duties and responsibilities being undertaken e.g. lab technicians, maintenance staff and drivers. Under the Personal Protective Equipment at Work Regulations 1992 the EST will request contractors to bring their own PPE e.g catering, cleaning, maintenance and construction.

6.26 Pregnant Workers and Nursing Mothers

A risk assessment will be carried out and appropriate action will be taken to ensure pregnant staff and nursing mothers are not exposed to any significant risks, when necessary. This will be reviewed every trimester/three months and undertaken by a school nurse.

6.27 Procedures for handling Material which are Radioactive

The appointed Radiation Protection Supervisor is the Head of Physics, James Garlic. The school follows CLEAPSS guide L93.

Refer to the Science Department Handbook Section 8

6.28 Reporting Procedures to RIDDOR

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive (HSE). Only the H&S Manager is to report any such accidents as required by the regulations.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places a legal duty on employers to notify and report some work related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity. Should an accident be reportable to RIDDOR this can be done via the RIDDOR Incident Contact Centre (ICC) by the H&S Manager. Before this stage Law at Work will have been contacted for advice.

RIDDOR Duty Officer: 0345-300 9923

The following must be reported:

- Death;
- Major injuries lasting more than seven days;
- An accident causing injury to pupils, members of the public, or other people not employed at St Teresa's or Cranmore;
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have done;
- Any work induced illness.

Any reports to HSE or RIDDOR are the responsibility of the Operations Director as the H&S Manager and must be authorised by the Operations Director or Executive Head before submission by a member of staff.

6.29 Risk Assessments

Risk assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999. The assessment will establish the following:

- a) The hazards associated with a particular activity.
- b) The potential frequency and severity of an accident.
- c) The control measures being employed to minimise the risk of an accident occurring.
- d) Any further action to be taken to adequately control the hazard.

The risk assessments will be carried out by the person responsible for health and safety or school staff as appropriate and will be reviewed annually.

Refer to: Written Risk Assessment Policy.

6.30 Security of Site

St Teresa's

St Teresa's is a large rural site and there are two roads, front and rear, providing vehicular access to the estate. The site is open and has limited capability to deter or prevent pedestrian or vehicle access. CCTV measures were installed in 2016 to cover the equestrian, main drive and rear entrance. All boarding accommodation access points are key pad protected for the security of the boarders and staff.

Visitors are required to contact Reception via intercom to identify themselves before being permitted to gain access to the school. A visitor's badge system is in operation to enable authorised visitors to be easily recognised and staff are required to challenge people who they

do not recognise to establish whether or not they should be on the premises. All visitors are required to sign in on entering the building and sign out on leaving.

The signing in books are located at St Teresa's School Reception, Prep Reception and Equestrian and during School holidays in the Operations Office. In addition governors are signed in through Reception and given badges on appointment which should be worn when on school premises.

Cranmore

Cranmore is located adjacent to residential areas and the A246. It has a main entrance for parents and visitors and a staff entrance for staff and deliveries. It is surrounded by fences which would deter but not defeat unauthorised access in addition there is extensive CCTV coverage of the site and buildings. All visitors are required to report to Reception where an electronic access system records their photograph and security pass. Access to external doors is controlled by an electronic swipe key. The Henderson playing fields are accessed across the A246 foot bridge and are more open. There is a residential caretaker and the school is locked down at night and holidays.

6.31 Smoking

St Teresa's and Cranmore are non-smoking sites. Smoking, (including e-cigarettes/vapes), constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues and sets a very bad example to students. Smoking on the premises is against the code of conduct and illegal within the workplace buildings and will result in disciplinary action being taken.

6.31 Sport

At St Teresa's and Cranmore all sporting activities are organised with the health and safety of the pupils as a priority. This, in conjunction with Schemes of Work and Risk Assessments, ensures that all sport activities are organised and controlled correctly. All pupils are expected to do sport unless they have brought in a note or their parents/carers have communicated with the school nurses or the pupil's form teacher to state otherwise.

In the event of injury during sport activities, other than minor scrapes and bumps, the pupils will be sent to the school nurse. If the injury is serious then an ambulance may need to be called. The accident book must be completed for all sport injuries.

If the staff identify an area of the sports facility/field that has become unsafe, it should be placed out of bounds, reported and monitored to ensure that it is not used until it is declared safe, following remedial work.

Equestrian

St Teresa's has an Equestrian centre run by the Equestrian Centre Manager. The St Teresa's Equestrian (STE) facilities are checked daily and the H&S Manager or Head will close the facility if it is felt that the staff, students or horses are in any danger. Specific risk assessments have been completed for the equestrian facilities and activities.

Swimming Pool

St Teresa's and Cranmore each have a swimming pool. The Deputy H&S Manager is responsible for checking the safety of the water levels and temperature - the tests are conducted by the Caretaker or other members of the Maintenance Team. Students are not allowed pool side without a teacher. If the teacher deems it unsafe to swim the risk is reported to the Deputy H&S Manager and the pool closed until the problem is rectified. Risk assessments need to be followed when all staff and pupils are using the facility in accordance with the swimming pool normal and emergency action procedures.

6.33 Stress

The EST is aware of the potential for stress to affect staff and has a policy to address this issue. This can be found in the staff handbook.

As part of a proactive approach, the policy has the following sections:

- a) General Position
- b) Recognizing Stress
- c) Causes of Stress
- d) Strategy for dealing with Stress

The policy considers the effects of stress on staff and ways of ameliorating the situation.

6.34 Training

All members of staff are given training in H&S at their induction. On joining the EST, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them. Health and Safety are both regarded as being of paramount importance and all staff will be required to read the EST's Health and Safety Policy.

Additional training and guidance as to specific requirements will be given either by reference to this H&S policy or by other means as deemed appropriate. Where necessary external catering and cleaning contractors provide specific to task training as required. It may be necessary at times for contract staff to attend training provided by the EST such as safeguarding or induction training. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged. Equestrian staff are trained by the Equestrian Director, Yard Manager, Chief Instructor and the Equestrian team.

All employees will be informed about and trained in health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate.

All pupils will be trained in the fire evacuation procedures through their teacher and also through regular practices.

6.35 Violence to Staff

The EST is aware of its responsibilities with respect to protecting its staff from acts of violence either from pupils, parents or any other visitor on the school's premises and have provided teachers and boarding staff with de-escalation of conflict training.

6.36 Waste Disposal

The disposal of non-hazardous waste and cardboard, business and domestic waste is contracted out to Guildford Borough Council (GBC). Where there is a requirement to dispose of chemicals, sanitary and clinic waste, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 2001 will be taken and specialist contractors are employed.

6.37 Working at Height

The EST is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005. The regulations apply to all work at height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment. In order to ensure that the EST complies with these regulations, the following will be taken into account:

- a) working at height will be properly planned and organised;
- b) those involved in working at height will be properly trained and competent;
- c) a risk assessment will be carried out to establish the correct access equipment;
- d) equipment for work at height will be properly inspected and maintained. In addition, risks due to work on or near fragile surfaces will be properly controlled.

The EST will further comply with the Work at Height Regulations by taking account of the following:

- a) avoiding working at height if reasonable to do so;
- b) using work equipment or other measures to prevent falls where work at height cannot be avoided;
- c) where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

7.0 DEALING WITH A HEALTH AND SAFETY EMERGENCY

The EST is aware that an unexpected health and safety emergency can cause major disruption to its activities and can also affect the EST's image and standing within the community if the situation is not handled in an appropriate way. In order to meet this potential eventuality and to ensure that the school and its staff are as prepared as it is possible to be, the EST has devised crisis management and emergency evacuation procedures. These detail actions that various members of staff need to take, to ensure that the emergency is dealt with in an appropriate and professional way, in order to allow the school to return to normal as soon as possible.

Refer to: Critical Incident Management policy

8.0 EXTERNAL HEALTH AND SAFETY ADVISORS

The EST uses external consultants to monitor certain areas of health and safety compliance within the school covering:

- structural surveyors are retained to give advice on the external fabric of the school;
- engineers monitor and service the school's plant and equipment;
- all gym and playground equipment, where necessary, is serviced;
- the Local Authority Environmental Health Officer inspects the catering and cleaning of the premises. This is organised by the Catering Manager;
- pest control companies will inspect and organise pest control within the schools through a programme of planned preventative checks and measures;
- professional fire safety assessment is undertaken annually.
- Profession tree survey carried out on a rolling basis
- in addition to weekly fire alarm tests, the alarm system, together with smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor;
- Bi-annual legionella risk assessments are carried out by an external company. These are controlled and maintained through a programme of in-house planned preventative maintenance and checks;
- the school maintains an asbestos register and the Facilities and Estates Manager is responsible for ensuring this is kept up to date. An asbestos check is carried out before any major work takes place. A refurbishment and demolition survey will be performed on any specific location where refurbishment and development is planned;
- qualified electrical engineers will inspect and maintain electrical installations within the school. NICEIC qualified electrical engineers are used to maintain and inspect electrical installations all of which are RCB protected and meet the requirements of BS 7671 IEE wiring regulations. There are current electrical test certificates for all areas of the school;
- all work on school boilers and appliances are carried out by registered Gas Safe or Oil specific engineers;
- all lightning protection and earthing conforms to BS 6651-1999 or BS EN 62305. It is tested annually by a specialist contractor;
- a qualified Planning Supervisor is used in order to ensure compliance with the Construction Design Management (CDM) Regulations 1994 whenever major work is undertaken;
- the Equestrian facility is Approved formally annually by the British Horse Society (BHS), the Association of British Riding Schools (ABRS) and the Pony Club. It also has its annual Riding School License check from Guildford Borough Council. All four organisations undertake regular on-site inspections, which between them cover a broad range of aspects of health and safety in significant detail.

9.0 MONITORING POLICY

The H&S policy will be monitored on an ongoing basis by the Director of Operations and by the H&S Committees. The policy is reviewed annually and is signed off by the Co-Chairs of Governors at the AGM in March each year.

HEALTH AND SAFETY POLICY STATEMENT FOR EMPLOYEES

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of
Effingham Schools Trust

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities, to protect our stakeholders (pupils, staff, parents, contractors and other visitors) using our buildings who may be affected by our activities;
- to consult with our stakeholders on matters affecting their health and safety, to provide and maintain safe plant and equipment, to ensure safe handling and use of substances, to provide information, instruction and supervision for our stakeholders, to ensure all stakeholders are competent to do their tasks and to give them adequate training to prevent accidents and cases of work-related ill health, to maintain safe and healthy working conditions, to review and revise this policy as necessary at regular intervals.

(signed) (Chair of Governors)

Date

Review date

RESPONSIBILITIES

Overall and final responsibility for health and safety is that of:

- The Co-Chairs of Governors

Day to day responsibility for ensuring this policy is put into practice is delegated to:

- The Executive Head and the Heads of Cranmore and St Teresa's Senior and Prep Schools

HEALTH AND SAFETY RISKS

Risk assessments will be undertaken by:

- H&S Manager

The findings of the risk assessments will be reported to:

- The Head and the Health and Safety Committee

Action required to remove/control risks will be approved by the H&S Manager who will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed by:

- H&S Committee meetings

CONSULTATION WITH EMPLOYEES

Employee representatives are members of the H&S Committee who:

- review recent risk assessments
- review the actions taken to remedy any identified risks

Consultation with employees will take place:

- annually at an appropriate staff meeting

SAFE PLANT AND EQUIPMENT

The responsibility for identifying all equipment/plant needing maintenance is.

- Facilities and Estates Manager St Teresa's (Deputy H&S Manager) or Facilities Supervisor Cranmore (Deputy H&S Manager).

The responsibility for ensuring that all identified maintenance is implemented is:

- Facilities and Estates Manager St Teresa's (Deputy H&S Manager) or Facilities Supervisor Cranmore (Deputy H&S Manager)

Portable electrical equipment is tested annually by:

- External contractors

Any problems found with plant/equipment should be reported to:

- Facilities and Estates Manager St Teresa's (Deputy H&S Manager) or Facilities Supervisor Cranmore (Deputy H&S Manager)

SAFE HANDLING AND USE OF SUBSTANCES

- H&S Manager/Facilities and Estates Manager St Teresa's (Deputy H&S Manager) or Facilities Supervisor Cranmore (Deputy H&S Manager) /Cleaning Supervisor/Science Department Representative/Heads of Department will be responsible for identifying all substances which need a COSHH assessment.
- The H&S Manager/Facilities and Estates Manager St Teresa's (Deputy H&S Manager) or Facilities Supervisor Cranmore (Deputy H&S Manager) will be responsible for undertaking COSHH assessments and for ensuring that all actions identified in the assessments are implemented.

Note: the risks must be assessed from all substances hazardous to health, including cleaning materials, laboratory chemicals, paints, adhesives etc.

INFORMATION AND INSTRUCTION

A health and safety poster is displayed on the staffroom noticeboard. Health and safety information for new staff will be arranged by the Heads & Director of Operations who will, as required, arrange for appropriate training to take place.

All accidents and cases of work-related ill health are to be recorded in an accident book. The book is kept by the Facilities and Estates Manager (Deputy H&S Manager) St Teresa's or This is kept in the medical room at Cranmore (School Nurses) . The Deputy H&S Manager is responsible for reporting all accidents to the H&S Committee termly.

MONITORING

The Health and Safety Committees will:

- check working conditions and systems of work as necessary
- investigate any accidents or work-related sickness absences
- evaluate systems in place

EMERGENCY PROCEDURES - FIRE AND EVACUATION

The H&S Manager is responsible for ensuring the fire risk assessment is undertaken and implemented and the Heads are responsible for ensuring that there is at least one fire practice a term.

Maintenance of fire alarm systems, emergency lighting and firefighting equipment takes place annually by FireCare Ltd at St Teresa's School and FireCare at Cranmore School organised by the Deputy H&S Manager for each school.

Update and accepted: VLO RMO January 2023

Health and Safety Committee Cranmore 27 January 2023, St Teresa's 1 February 2023.

Approved: F&GP Committee 8 February 2023

Endorsed and Accepted: Full Governors AGM 15 March 2023