



Health and Safety Policy

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Health and Safety Policy

General Statement of Intent

This Health and Safety Statement, in accordance with the Health and Safety at Work etc. Act 1974, outlines the policy of Wishford Schools' group in relation to the management of health and safety at work.

The management of health and safety will be integral to and equal with any other business function. This value is shared throughout the Wishford Group. This enables the group to meet its objective of managing and conducting its work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of its employees and others who may be affected by its business activities.

This will be achieved by the provision of:

- a. Safe plant, equipment and systems of work.
- b. Arrangements for the use, handling, storage and transport of articles and substances.
- c. Any required Information, instruction, training and supervision
- d. A safe place of work, including safe access and egress.
- e. A safe work environment with adequate welfare facilities.

The detailed arrangements for achieving these objectives are set out in the body of this policy. All employees will be made aware of this statement and have access to the full Health and Safety Policy when requested.

Wishford Schools are committed to upholding and continuously improving the standards outlined in this statement, and to meeting or exceeding legislative requirements and associated codes of practice. Sufficient authority and resources, both financial and otherwise, will be made available to enable employees to carry out their responsibilities in a reasonable and efficient manner.

The Health and Safety Policy will be reviewed in the light of experience and on a regular basis. That is, at least every year, or more frequently should there be a significant incident or any major changes to legislation, operations or personnel.

The Executive Chairman has overall responsibility for health, safety and welfare. Day to day management of health, safety and welfare is the responsibility of the Operations Manager.

Employees share a responsibility to co-operate with management, and in accordance with section 7 of the Health and Safety at Work etc. Act 1974 are:

- Take reasonable care of themselves and others who may be affected by their acts or omissions at work.
- To co-operate with their employer to enable him to comply with the law.

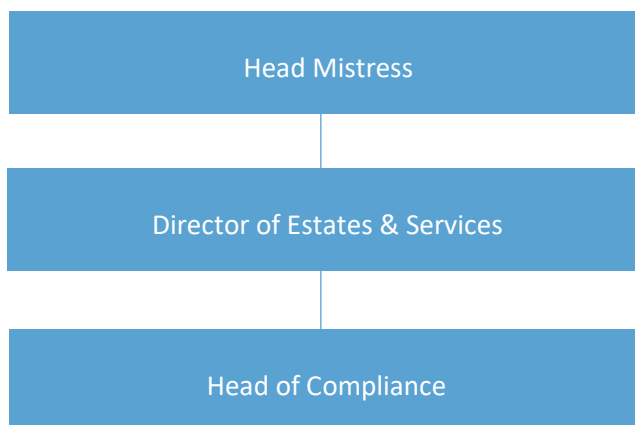
Executive Chairman:



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Organisational Chart for Health & Safety Responsibilities:



Head of School Accountability

The Head of School is accountable for Health and Safety and as such is deemed to be the responsible person. However, they can delegate the day to day responsibility for all Health and Safety matters to the Director of Estates and Services.

Director of Estates and Services (DES) Responsibilities

The Director of Estates and Services has specific responsibilities to:

- Monitor and take reasonably practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the Health, Safety & Welfare of all staff, visitors, contractors and any other person using the premises.
- Monitor the provisions for first aid and welfare and the effectiveness of the safety management communication structure.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times.
- Encourage all staff and others to promote Health and Safety and to suggest and implement practice and procedures which reduce risks and discipline those who consistently fail to consider their own Health, Safety and Welfare or that of others.
- Ensure the periodic reviews and audits of the school Health and Safety policy and procedures.
- Act on reports received from staff.
- Lead by example.
- Assign clear safety functions as required.
- Arrange for staff and others under their management to receive appropriate information and training regarding Health, Safety and Welfare.

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Head Master / Mistress on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training
- monitoring health and safety within the School and raising concerns with the Head Master / Mistress;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee.
- Investigating accidents and incidents and recording the same.

Heads of Department (teaching)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Head of PE
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Design & Technology – Head of Design & Technology
- Outdoor lessons – Deputy Head Academic
- Trips and visits – Compliance Officer
- Catering and cleaning functions – Head of Home Economics / Food Technology
- Ammunition and firearms – Combined Cadet Force Commanding Officer

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

Head of Estates

The Head of Estates, with the assistance of the Head of Maintenance and Head Groundsman, will assist the DES with the implementation of the following:

- Site security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Maintenance of School grounds vehicles.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds and maintenance activities.
- Appropriate pest control around the site.

Compliance Officer

The Compliance Officer will assist the DES with the implementation of the following:

- Building security.
- Registration and control of visitors and management of contractors.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.

Operations Manager

The Operations Manager, with the assistance of the Operations Coordinator, will assist the DES with the implementation of the following:

- Building security.
- Site security.
- Site traffic movement.
- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.

Head of Housekeeping

The Head of Housekeeping will assist the DES with the implementation of the following:

- Building security.
- Control of hazardous substances for housekeeping activities.

Head of Transport

- The Head of Transport will assist the DES with the implementation of the following:
- Site traffic movements.
- Maintenance of School vehicles.

Catering Company

The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. The Catering Company (Holroyd Howe) will assist the DES with the implementation of the following:

- H&S of all catering operations.
- Control of hazardous substances for catering activities.
- Appropriate maintenance of catering equipment and facilities.
- An independent hygiene and safety audit of food storage, meal preparation and food serving areas.
- The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year.

External Health and Safety Advisors

The DES will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school [annually].
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Compliance Officer is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), [head of physics] is responsible for liaison with the radiation protection advisor of Cotswold District Council for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

Visitors

All visitors, contractors and members of the public have specific responsibilities to:

- Take reasonable care for the own Health and Safety of themselves and others.
- Co-operate with the Health and Safety arrangements put in place by the Director of Estates and Services, to protect them while using the premises.
- Observe the Health and Safety rules of the school and in particular the instructions of staff given in an emergency.

School Health and Safety Committee

The Committee will meet once a term, and will be chaired by the Wishford Head of H&S. The other members of the Committee will be:

- Operations officer, who also acts as secretary
- head of D&T
- head of science
- head of art
- head of PE
- the EVO
- [the officer commanding the Combined Cadet Force]
- the head groundsman / caretaker
- the maintenance engineer/clerk of works
- the head caretaker
- the school nurse
- the catering manager
- [the head of drama or theatre technician]
- the head technicians from: science, art, [drama] and DT
- the IT director
- [a representative from the common room]

The role of the Committee is to:

- Discuss matters concerning health and safety, including any changes to regulations;
- Monitor the effectiveness of health and safety within the school;
- Review accidents and near misses, and discuss preventative measures;
- Review and update risk assessments;
- Discuss training requirements;
- Monitor the implementation of professional advice;
- Review the safety policy guidance and updating it;
- Assist in the development of safety rules and safe systems of work;
- Monitor communication and publicity relating to health and safety in the work place;

- Encourage suggestions and reporting of defects by all members of staff.

School Nurse

The School Nurse will be responsible for:

- Reporting all accidents to the Operations Officer.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.

Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / Compliance Officer of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- Take reasonable care for their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work.
- Practice, maintain and develop working practices, procedures and conditions which ensure the health, safety and welfare of other staff, visitors and any other person in their charge.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Ensure safe procedures are followed by all, including contractors and visitors.
- Ensure the correct equipment/tool is used for the job and protective equipment/safety devices are used by staff.
- Co-operate with the DES in matters concerning Health and Safety.
- Not interfere with or misuse anything provided for their health, safety and welfare.
- Not make unauthorised or improper use of plant, machinery or equipment.
- Report all accidents and near misses using the established accident reporting procedure.
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks.
- Report hazards or defects in the premises, plant, equipment or facilities to the Estates Manager.

Health and Safety Arrangements

Accident Records and Notification

All accidents involving injuries to staff, pupils, visitors and contractors should be reported to the Operations Coordinator within 12 hours. Accident forms are completed by the member of staff supervising. This log is reviewed during the Health and Safety Committee Meeting that is held each term, and trends are assessed and remedial measures put in place. The Operations Coordinator is responsible for reporting all notifiable accidents to the Health and Safety Executive (HSE).

These forms must be kept for 4 years for staff, visitors and contractors. In the event of an accident involving a child, forms must be kept until the child has reached the age of 21.

The DES will report any accidents causing death or major injury, certain industry related diseases and dangerous occurrences as soon as possible.

An investigation will be carried out as soon as possible after any accident occurs so that problem areas or procedures are identified and remedial action taken if necessary.

Definitions of Major Injury accidents:

- Fracture of the skull, spine or pelvis.
- Fracture of any bone in the arm, wrist (but not a bone in the hand) or in the leg or ankle (but not in a bone in the foot).
- Amputation of a hand, foot or finger, thumb or toe, or where any part of the joint or bone is completely severed.
- The loss of sight of an eye, a penetrating injury to an eye, or chemical or hot metal burns to an eye.
- An injury (including burns) requiring immediate medical treatment or an injury resulting in loss of consciousness, resulting in either case from an electrical shock from any electrical circuit or equipment, whether or not due to direct contact.
- Loss of consciousness resulting from lack of oxygen.
- Acute illness requiring medical attention, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

Auditing of Health and Safety Arrangements

The school's arrangements to monitor, establish and review Health & Safety standards in accordance with this policy include, but are not limited to, the following activities and measures:

- All staff are responsible for reporting Health & Safety concerns and emailing maintenance requests to the Maintenance Manager.
- Accident Records (including slips and trips) are reviewed termly by the Operations Coordinator and presented to the Health and Safety Committee, along with any evident trends. Measures to resolve and an action date will be recorded in the minutes of the Health and Safety Committee meeting, with completion (or otherwise) reviewed in subsequent meetings.
- The Health & Safety Policy is reviewed annually by the Director of Estates and Services, Estates Manager and the Compliance Officer, to be ratified by the Head.

Contractors, and Contractor Management

Where contractors are engaged the Health Safety at Work Act 1974 places similar duties on both the employer and the contractor to protect the Health and Safety of employees and other people who may be affected by the work.

When a formal contract is used, it can play a useful role in defining the responsibilities of each party and is vital when agreeing contracts that adequate time and money is allowed for properly addressing Health and Safety.

Contractors will be informed of:

- The school's Health and Safety policy arrangements and any local rules so that they can comply as necessary.
- Items identified as necessary for Health and Safety.
- All relevant hazards known to the school (such as the extent of areas where asbestos, flammable liquids, chemicals are present) and, where necessary for clarification, technical documentation and diagrams should be provided to the contractor.
- Arrangements for matters such as site demarcation, site access, and use of permanently installed plant, the control of equipment and the control of exposure to hazardous substances will always be clarified.

All contractors are required produce relevant information relating to their subcontractors, and the methods to be employed to control the Health and Safety performance of these subcontractors in the form of Risk Assessments and Method Statements and as requested by the school

Director of Estates and Services, Estates Manager, Compliance Officer and Maintenance Manager can issue a permit to work where necessary which advises:

- Work to be done.
- Location of work.
- Hazards present before commencement of work.
- Precautions to be taken.
- Personal protective equipment required.
- Permit number Issue and acceptance box.

Contractors issued with a permit to work have to read and signed the document and signed off at the end of a job.

The Director of Estates and Services, Estates Manager, Compliance Officer and Maintenance Manager will liaise with the contractors and monitor those working methods, which have been designed to control risks.

The Contractors are expected to liaise with stakeholders regarding all known hazards which might affect each other and relevant changes to plans or systems of work in a continual way. There will be regular site meetings between the contractor and stakeholders to ensure that good communications are maintained.

The contractor will be expected to regularly monitor their own Health and Safety performance.

The school operates a Contactor Management Policy. See **Annex B**.

Contractor Information

The contractor should ensure that his employees and any sub-contractors are informed of the rules for safe working, the local hazards and necessary precautions. All involved should be clear about the delineation of the contractor's area of work and any restricted areas. There should be no confusion over the procedures for contractor's employees during an emergency e.g. when the fire alarm sounds.

Asbestos

The Compliance Officer holds records of all recorded asbestos on site. This should be checked prior to any work commencing. If necessary, a Removal and Disposal Survey may be required before work can commence. Refer to Asbestos Policy for further detail.

Control of Substances Hazardous to Health (COSHH)

The School will provide relevant information on any hazardous substance to be used on site which might present a risk to the Health and Safety of the Estate. Matters to be considered include storage, restrictions on the use of buildings and open access areas, restrictions in working hours by the contractor etc. Contractors must ensure all COSHH information is provided.

Refer to Annex A for further information.

Display Screen Equipment Regulations 1992

These Regulations only apply to employers whose workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.

For DSE users, the school will:

- Analyse workstations to assess and reduce risks.
- Make sure controls are in place.
- Provide information and training.
- Provide eye and eyesight tests on request by a registered Ophthalmic Optician.
- Review the assessment when the user or DSE changes.
- Assessment of User's Workstations.

A display screen assessment will be carried out for users each year. The assessment will not only cover the workstation itself (DSE plus furniture), but the environment (lighting, space, noise, humidity etc) and the interface between the computer and user. Assessments are to be carried out by the individual users, under the control of heads of department. Where any assessment indicates the need for remedial action this will be taken.

Electricity at Work Regulations 1989

Westonbirt Schools recognises the Electricity at Work Regulations, as listed on the HSE website (<https://www.hse.gov.uk/pubns/priced/hsr25.pdf>) and undertakes to comply with them in all respects.

Additional Internal Requirements:

- The School will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.
- Where privately owned electrical appliances are introduced to the school, such items must be submitted to testing prior to use. Portable Appliance Testing (PAT), will be carried out by a competent person. Inspection includes a visual examination for defects and a check on the suitability of any fuse fitted. Tests are for earth continuity and insulation resistance. Portable electrical items are clearly and uniquely identified i.e. by marking or labelling with an identifying number. The date of the last inspection/test is kept in a register or indicated on the appliance label.
- The School will ensure that rooms covered by Entertainment, Wedding, or Drinks Licences are inspected by a competent person annually. This includes stage electrical installations.
- Staff and pupils are instructed never to use defective equipment or allow it to be used. Such equipment will be removed from general circulation for repair, which must be carried out before the equipment is allowed back into use.

- All portable electric tools used (including those belonging to and used by contractors) will, wherever practicable, be operated at 110 volts.
- Residual Current Devices will be provided and fitted progressively and are to be tested in accordance with the manufacturer's instructions.

Emergency Procedure

In the event of an emergency, dial 999 and be ready to give the following information:

- School address (note that the emergency call centre may assume a different address, due to the configuration of the telephone system).
- Your name.
- A brief description of the situation.
- Inform the emergency services of the best entrance to the area of the school.
- Notify the Director of Estates and Services of the situation and the action taken.

Fire Prevention

Refer to Fire Prevention Policy.

First Aid

Refer to First Aid Policy.

Gas (Installation and Use) Regulations 1998

There is no mains gas supply to the site. The Science Laboratories and Main House Kitchen use tank fed LPG Gas supply. The tanks have isolator switches that can be closed when the gas is not in use. This meets the requirements for safe storage. The Compliance Officer will arrange for a Gas Safety Inspection each year by registered Gas Safe engineers and retain records of such checks.

Information, instruction and training

The provision of health and safety information, instruction and training (followed by appropriate supervision) is essential to any safe system of work. The school will provide staff with the following information, instruction and training:

All staff, whether permanent or temporary, will receive a briefing from the School Business Manager as part of their induction. This will be repeated annually during health and safety refresher training.

Lone working

When working alone, staff must:

- Not undertaken any work until the task has been risk assessed, reviewed by the lone worker and prior to work commencing
- Not undertake work for which they are not trained/qualified.
- Take reasonable care of their own health and safety
- Not do anything to put themselves in danger.
- Know and follow relevant safe working procedures and guidelines including operating machinery and using hazardous substances.
- Stop for regular breaks.
- Inform the appropriate personnel of any relevant medical conditions.

The School will:

- Provide opportunities for meetings and support.

- Assess the risks to all lone workers and communicate the findings.
- Consider alternative work methods where possible to reduce exposure to the hazard.
- Provide appropriate training, resources, or equipment.

Where possible outside of normal working hours, staff should arrange to be in school with others. Staff should inform the Estates Manager, Director of Estates & Services or resident staff member when they are on the premises and when they are leaving. It is also advisable that staff inform someone from home that they are working in school outside school hours.

Manual Handling Operations Regulations 1992 (MHOR)

The Regulations define manual handling as:

"...any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force".

The load can be variable in nature.

The MHOR 1992 set out a clear ranking of measures for dealing with risks from manual handling, these are:

- **first:** avoid hazardous manual handling operations so far as is reasonably practicable;
- **second:** assess any hazardous manual handling operations that cannot be avoided; and
- **third:** reduce the risk of injury so far as is reasonably practicable.

The regulations require The School to manage the risks to their employees and as such it will:

- So far as is reasonably practicable, avoid the need for his employees to undertake any manual handling operations at work which involve a risk of their being injured.

Where it is not feasible, the School will make a suitable and sufficient assessment of all such manual handling operations to be undertaken by them, having regard to the factors which are specified in column 1 of Schedule 1 to these Regulations and considering the questions which are specified in the corresponding entry in column 2 of that Schedule;

- take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking any such manual handling operations to the lowest level reasonably practicable; and
- take appropriate steps to provide any of those employees who are undertaking any such manual handling operations with general indications and, where it is reasonably practicable to do so, precise information on:
 - the weight of each load, and
 - the heaviest side of any load whose centre of gravity is not positioned centrally.

Employee responsibilities

Each employee, while at work, shall make full and proper use of any system of work provided for his use by his employer in compliance with regulation 4(1)(b)(ii) of these Regulations. Under section 7 of the HASAWA 1974 you must:

- Take reasonable care for their own health and safety and that of others who may be affected by their activities;
- Co-operate with you to enable you to comply with your health and safety duties.

In addition, the Management Regulations require employees generally to make use of appropriate equipment provided for them, in accordance with their training and the instructions you have given them. Such equipment will include machinery and other aids provided for the safe handling of loads.

Regulation 5 of the Manual Handling Operations Regulations supplements these general duties in the case of manual handling. It requires employees to follow appropriate systems of work established by you to promote safety during the handling of loads. Manual Handling Regulations can be found at <https://www.hse.gov.uk/pubns/indg143.pdf>.

Legionella prevention

Westonbirt School is aware of, and has assessed the risks associated with water systems and potential legionella proliferation and the following general precautionary measures must be taken to minimise the risk of exposure to legionella:

- External specialist contractors perform the following:
 - Monthly. Checks of the hot and cold-water systems and report any issues. This includes temperature checking of outlets, calorifiers and point of use heaters.
 - Quarterly. Descaling of shower heads, and service the thermostatic mixer valves.
 - Annually. Clean out the cold-water storage tanks
- Taps and water fountains are cleaned and disinfected daily as part of routine housekeeping activities.

New and Expectant Mothers

Management of Health and Safety at Work Regulations 1999 (MHSW) and Workplace (Health, Safety and Welfare) Regulations 1992 (the Workplace Regulations) and Equality Act 2010 require the school to take particular account of risks to new and expectant mothers when assessing the risks in the work activities.

A "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or who is breast-feeding. When a staff member becomes an expectant mother, they are requested to inform the School Business Manager as early as possible in order that their safety, and that of their unborn child, can be protected. This will be kept entirely confidential if the staff member has yet to announce their pregnancy.

Risks include those to the unborn child or child of a woman, who is still breast-feeding, not just risks to the mother herself. A risk assessment, and a personal emergency evacuation plan, where appropriate will be completed for all staff to whom this applies. If a significant risk to the Health and Safety of a new or expectant mother is identified, the following actions will be considered in the order given:

- Removal of the hazard.
- Prevention of exposure to the risk.
- Control of exposure to the risk.

In the unlikely event of a significant risk still remaining then the following steps to remove the employee from the risk will be taken:

- Step 1. Temporarily adjust her working conditions and / or hours of work; if it is not unreasonable to do so and if this would avoid the risk,
- Step 2. Offer her suitable alternative work if any is available; or, if that is not feasible,
- Step 3. Suspend her from work (with paid leave) for as long as necessary to protect her safety or health or that of her child.

Before offering alternative employment or paid leave, or if there is doubt, professional advice will be sought on what the risks are and whether they arise from work. The risks will be kept under review as they may change; for example, as pregnancy progresses.

A Personal Emergency Evacuation Plan (PEEP) may be required for the individual. This is to be completed by the line manager of the staff member and submitted to the Compliance Officer for review.

Oversight

Health and Safety Committee Meetings will be held each term, the minutes of which will be accessible to all staff on the school's SharePoint homepage. The committee composition and meeting agenda is at **Appendix 1**.

The estates department hold a monthly summery review of health and safety. The Executive Committee, and the Health and Safety Committee will receive meeting minutes.

Premises

The Workplace Health, Safety and Welfare Regulations 1992 determine basic workplace conditions. These Regulations should be observed and include the following requirements:

- **Ventilation.** Workplaces to be sufficiently well ventilated with air which is, as far as possible, free of impurity.
- **Temperature.** During working hours, the temperature should be "reasonable" (normally to be at least 16 degrees Celsius).
- **Lighting.** To be suitable and sufficient to enable people to work without risks to Health and Safety.
- **Cleanliness.** Floors and indoor traffic routes to be cleaned at least once per week.
- **Room Dimensions and Space.** A minimum workspace of 11 cubic metres per person is specified, but this does not apply to rooms used for interviews/meetings.
- **Workstations and Seating.** To be suitable, safe and comfortable. (The requirements for users of display screens are covered separately).
- **Conditions of Floors and Traffic Routes.** These to be kept in a safe condition and have nonslip qualities. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access.
- **Windows, doors, gates and walls.** To be of a safety material or protected against breakage. To be appropriately marked or incorporate features to make it appropriate.
- **Maintenance of the Workplace and of Equipment, Devices and Systems.** There is a statutory requirement to maintain these in an efficient state, in efficient working order and in good repair.
- **Sanitary Provisions.** Suitable and sufficient sanitary conveniences shall be provided at readily accessible places.
- **Facilities.** The regulations require that facilities for rest and eating meals should be provided.

A high standard of housekeeping must be maintained throughout the school premises. THIS IS EVERY STAFF MEMBERS' RESPONSIBILITY; staff must not walk past rubbish on the floor and leave it until housekeeping staff are in school to clean up. Not only does this present a health and safety risk, but it also reflects poorly on the school to current and prospective parents.

Risk Assessments

Refer to Risk Assessment Policy

Security

The school recognises the need for proper security arrangements for the protection of pupils, staff, visitors, contractors and property both during and outside working hours. The following general security measures are in place:

- External doors remain locked during the day with an access control system, the codes known only to staff. Pupils know the code to the Yeomans Archway door, but the outer door is secured at night. The front door is open during pick-up and drop-off, but staff members are present.
- Visitors are required to sign in at the office on arrival. Their visitor ID badge will either have red “escorted” or green “unescorted” lanyard, depending on the level of checks that have been completed on them. Should an “escorted” visitor be found to be unescorted, they are to be taken to the school office. Any visitors who refuse to comply with this direction will be asked to leave the site, and the police will be called if required.
- Teachers and housekeeping staff will ensure internal doors and external windows are closed each evening.
- The Heads and Boarding House Parents live on site, and check the security of the premises each evening.
- Parts of the boarding house are alarmed in the evening, which will alert duty staff to any ingress or egress from the boarding accommodation.
- Out of bounds areas are signposted, kept locked with fencing around them to prevent unauthorised access.
- All security issues or concerns are to be raised with the DES.

Slips/Trips & Falls

The school recognises the main cause of accidents is slips, trips and falls and will ensure, so far as is reasonably practicable, that slip and trip risks are controlled to ensure staff, visitors and contractors do not slip, trip or fall. It is the responsibility of all employees to ensure that their working area is kept clear of trip hazards. The Site Manager and housekeeping staff will ensure regular inspection of communal areas ensuring that floors are suitable, kept in good condition and free from obstructions allowing everyone to move around safely.

All hazards, obstructions, spillages, defects or maintenance requirements must be reported to the Site Manager or housekeeping staff as appropriate.

Staff Well-being/Stress management

It is recognised that stress can be a significant component of sickness and absence rates within a workplace and it can arise from home or work-related circumstances or a combination of the two. The school will endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

The Heads of the Senior and Prep Schools will consider the HSE management standards when looking at workplace management/ These are:

- Demands, including workload, work patterns and the work environment
- Control, regarding how much say the individual has in the way they do their work
- Support, including encouragement and resources provided by the organisation
- Relationships, and the promotion of positive working together with dealing with unacceptable behaviour
- Role, so that people understand their place and purpose within the organisation.
- Change, and the way in which communication is undertaken.

Where issues of stress are identified:

- Raise awareness of support mechanisms available
- Put an action plan in place to address any issues identified
- For return to work instances, monitor any phased return and allow the individual to provide feedback
- Records relating to any identified stress issues will be retained by the Executive Chairman and treated as confidential.

Employees should report any issues of concern to their Line Manager in the first instance and should co-operate with any remedial issues that are put into place.

A free and confidential service is available to all staff to help deal with personal issues such as bereavement, divorce, and issues at work.

Telephone number: 0117 934 0105
 Policy number: 100583344CCI
 Insured name: Wishford Schools Limited

Statutory Notices

"Health and Safety Information for Employees" posters are displayed in the staff room. A current certificate of Employers' liability insurance is displayed on notice boards around the school.

Traffic Movement on Site

This guidance applies to all traffic movements undertaken on school premises in order to:

- Ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner.
- Ensure that vehicles and traffic routes are separated wherever possible.
- Ensure that traffic routes are suitably signed and controlled.

The DES will have responsibility for the implementation of this guidance with support from the Operations Manager and other support staff as appropriate.

- Signage is in place to designate speed limits, one-way circuit, prohibited areas and parking facilities.
- The Operations Manager is responsible for liaison with the police, highways authority, insurers etc with regard to any traffic movement around the site above and beyond the usual daily movements.
- Parking arrangements:
 - Staff can park on Piccadilly between the hours of 0830 – 1530 and after 1800. They may also park on the prep and senior meadows and in the car parks by the 6th Form and minibus courtyard archways.
 - Senior pupils should park by the 6th Form Archway.
 - Visitors should park in Piccadilly, but be told the timings by their host or on entering reception.
 - Parents should use pick-up and drop-off areas where possible. Parents of younger children may park in the designated bays at Prep school in order to drop off their children.
 - Major events will be parked in Piccadilly, Senior meadow or prep meadow depending on the nature of the event.

- Contractors should be directed to park on the site by their host.
- Construction deliveries will only be permitted during the hours specified and vehicles are only allowed to parking in designated bays. Deliveries should be arranged in advance with the site manager.
- Construction traffic, school traffic and pedestrians will be kept separate at all times by the use of pre-agreed timings and barriers. Plant will only move through the school site whilst under the control of a banksman.
- The school will be given adequate warning of any large or prolonged plant movement around the school site.
- School deliveries should enter through the front gate and deliver to the parcel box on Piccadilly. Large deliveries should be planned to arrive outside of pick-up and drop-off times and the Operations Manager should be warned in advance.
- School buses transport pupils to and from the school at agreed times. The Transport Manager will supervise the arrival and departure of the buses. Safe areas are available for all pupils waiting to embark.
- All use of school minibuses must be arranged via the Transport Manager. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements and with gate opening times.
- Cyclists should be aware of pedestrians once they are on site. Parking for cycles is provided.

Violence to Staff

Westonbirt School recognises that all staff have a right to expect a safe place in which to work and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats or violence by colleagues, visitors or contractors.

Staff must report any incident of aggression or violence directed to themselves to their Line Manager immediately. All reported incidents must be recorded and reasonable and appropriate action taken to support the member of staff.

PPE

See PPE Policy

Summary

Whilst the Head is accountable for health and safety and the Director of Estates & Services has responsibility for ensuring that the school is a safe place for staff, pupils and visitors, **ALL STAFF ARE RESPONSIBLE FOR HEALTH AND SAFETY IN THE SCHOOL.**

APPENDIX 1: HEALTH AND SAFETY COMMITTEE MEETING

Attendance

Termly Meeting

- Head of Senior School/Preparatory School
- Director of Estates & Services
- Compliance Officer
- Estates Manager
- Maintenance Manager
- Wishford Schools Head of Compliance

Monthly Meeting

- Director of Estates & Services
- Compliance Officer
- Operations Coordinator
- Estates Manager
- Maintenance Manager
- Head of Grounds
- Housekeeping Manager
- Events Manager
- Representative from science
- Representative from PE
- Representative from art/DT

Standing agenda items

1. Apologies.
2. Matters arising from previous minutes.
3. Review of H&S since the last meeting.
4. COVID risk assessment (a temporary agenda item during the COVID19 pandemic).
5. Facilities and cyclic documentation review.
6. Patterns and trend analysis and records.
7. Fire Safety.
8. Training since last meeting.
9. Risk assessment for off-site visits and residential visits.
10. Site risk assessments.
11. Staff issues.
12. Managing asbestos.
13. COSHH registers.
14. SENDA (Accessibility plan).
15. H&S on external roads.
16. Maintenance schedule.
17. Outdoor space maintenance of equipment.
18. Further points from the Wishford Schools Director of Compliance.
19. Any other business.
20. Date of next meeting.

CARE OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

1 Scope

This guidance is applicable to all employees of, workers for, and pupils of the school when using substances hazardous to health.

2 Objectives

2.1 To ensure that foreseeable work activities using / generating hazardous substances are identified.

2.2 To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.

2.3 To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the school.

3 Guidance

3.1 Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility.

3.2 Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant and corrosive
- Biological agents connected with work with micro-organisms
- Substantial quantities of any dust
- Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive
- Radioactive substances
- Any other comparable substance e.g. pesticides

3.3 Westonbirt School holds the following substances:

- Chemical usage in science laboratories, cleaning, maintenance, grounds and the swimming pool.
- Biological agents, such as bacteria and micro-organisms
- Adhesives, paints, cleaning agents etc used in Art, D&T, drama, maintenance, cleaning and catering activities
- Fumes from soldering and welding in D&T, workshops & maintenance
- Wood dust from D&T, workshop and maintenance
- Pesticides in grounds maintenance, pest control
- Exposure to radioactive substances

3.4 Heads of Department will ensure that:

- Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken and any required control measures will be implemented. An example template for use by departments is given at appendix 1.
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained

- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
 - Those using hazardous substances are competent to do so and in particular where there are designated standards, e.g. use of pesticides
 - Appropriate personal protective equipment will be available
 - Hazard signs will be displayed at locations where substances are stored
 - That pupils using hazardous substances are supervised at all times
 - Any health surveillance requirements are identified and appropriate surveillance implemented
 - Appropriate information, instruction and training, together with the keeping of records takes place
 - Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken
- 3.5 Maintenance, examination and testing of control measures will be the responsibility of the Head of Department. Such arrangements will cover:
- Fume cupboards
 - Other local exhaust ventilation
 - Respiratory protective equipment
 - Other personal protective equipment, e.g. gloves, aprons, eye protection
- 3.6 Records will be kept by the Compliance Officer or Head of Department and will include:
- Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years
 - Records of inspection of respiratory protective equipment for a period of 5 years
 - Records of health surveillance and monitoring for 40 years in relation to individuals
- 3.7 The Head of Science is the School Radiation Protection Supervisor (RPS). They will:
- Have attended an appropriate course in radiological protection
 - Prepare risk assessments on each activity that involves the use of ionising radiation
 - Prepare rules for working with radioactive substances
 - Notify the Health & Safety Executive that the School is a "user"
 - Ensure that practical work is limited to
 - Sealed sources
 - Specified Open source for half life demonstration
 - Geological specimens
 - Ensure that apparatus capable of generating x-rays operating at 5 kilowatts or more) other than cathode ray oscilloscopes, television receiving sets or visual display units) are not used
 - Ensure that experiments on radiological sources are only undertaken by year 12 and 13 pupils under supervision
 - Ensure that younger pupils are limited to watching teacher demonstrations
 - Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
 - Ensure that a user log is kept for removal and return of substances
 - Ensure that any staff have received appropriate training
 - Ensure that emergency procedures include arrangements for dealing with radioactive materials

Legal Requirements & Education Standards

References:

- A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)
- B: COSHH and Radiation home pages (www.hse.gov.uk)
- C: ["Health and Safety at Work" Section H of the ISBA Model Staff Handbook](#),
- D: ["Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide](#)
- E: ["Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd](#)
- F: Guidelines for Environmental Design in Schools" DCSF Guidance (www.gov.uk/dfes)
- G: CLEAPSS (www.cleapss.org.uk), including hazards, training and "Managing Ionising Radiations and Radioactive Substances in Schools"
- H: Pesticides home page (www.pesticides.gov.uk)


Recommended review period: Annual

Review by: DES

Date reviewed: 14 Sep 23

Appendix 1: Model COSHH Assessment Sheet

Substance	
Manufacturer/Supplier	
Hazardous Ingredient(s)	
How is the substance Hazardous?	
Where is the substance stored?	
How is the substance stored?	
Where is the substance used?	
What precautions should be taken?	

Emergency Procedures/ First Aid 	
Telephone number of School Nurse	

To be completed by all staff who use this product:

I have been trained in the safe use of this product. I understand that I can obtain further information from my line manager.

NAME	SIGNATURE	DATE