

WHOLE SCHOOL HEALTH & SAFETY GENERAL POLICY STATEMENT

This policy was revised in September 2011 in line with the School's Policy Review Schedule which ensures all policies are kept up to date and replaces that updated in 2010.

The Whole School refers to all staff and students at Lavant House in the junior and senior school which includes: the Early Years/Foundation Stage (EYFS), Pre-Prep School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).

Introduction

The School attaches the utmost importance to the safety, health and welfare of its employees. The School will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives.

The School Governors provide leadership and delegate day to day responsibilities to the Headmistress and Bursar. The management team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the School operations can work. The management team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees with regards to health and safety issues and will provide safety devices and protective clothing when necessary.

Focus

The School's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances.
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- the provision of a safe and healthy place of work, including access

and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.

- consideration of the safety of pupils, parents, contractors and any others accessing the premises including those who hire them or undertake leisure activities.
- inclusion in departmental handbooks of Health and Safety considerations.

Co-operation

All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc.

To achieve this, employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices, specified by the School's risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their department head or the Bursar all hazards, potential hazards defects in equipment and any shortcomings in the School's work systems or procedures.

Employees should not be in any doubt that the School will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and for those who may become involved in them.

If appropriate, the School will consider the risk to safety involved in:

- dealing with hazards, such as asbestos in the school building, machinery safety and the use of radioactive material;
- contractors in School;
- vehicle movements within the School grounds;
- workplace arrangements, including housekeeping;

- School trips;
- centres licensed by the Adventure Activity Licensing Authority;
- work experience arrangements;
- violence to staff;
- School security;
- stress management;
- letting of School premises to outside bodies;
- use of School premises by non-school persons;
- pupils with special needs.

Policy Review

This policy will be reviewed annually at the School's Health & Safety Committee Meeting, and revised as necessary. In conducting the policy reviews, due regard will be given to the following:

Planning - The minimising of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

Organisation - A review of the School's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control - Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review - Job specifications, where appropriate, will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out. These will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved. & Health & Safety Policy

Health & Safety Management

The School Governors have overall responsibility for setting and monitoring the policy and will ensure that sufficient financial provision is made available to support the policy.

In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the School's management team during management and board meetings.

A copy of the policy will be kept up to date in the Staff Handbook and drawn to the attention of all employees when they join the School. When changes have been made to the policy, these changes will be brought to the attention of all employees.

Annex A

Annex A forms part of this policy and lays out departmental and other specific responsibilities and requirements.

Annex To Statement Of Health & Safety Policy

Organisation For Implementing The Policy

1. Catering and Household

The Catering Manager appointed by the catering contractors, is responsible for all aspects of health and safety within the kitchen and ancillary rooms, and will issue appropriate instructions to all members of the catering staff. Particular attention will be paid to the following equipment and fixtures:

- (a) Kitchen ovens, fryer, grill and water heater operated by calor gas
- (b) Steamer
- (c) Dishwashing machine
- (d) Can opener
- (e) Meat slicing machine
- (f) Food mixer

Apart from ensuring the equipment is regularly serviced, the Catering Manager will ensure that all members of the kitchen staff are briefed on how to operate equipment safely. Any problems such as gas escapes or electrical faults will be referred immediately to the Bursar, and the relevant equipment put out of use until a qualified tradesman has agreed that it is in order to continue using the equipment.

The Domestic Bursar is responsible on a daily basis for all aspects of health and safety in all other domestic areas. Care must be taken in the use of cleaning materials. All products are labelled between irritant and very toxic, and are, therefore, substances hazardous to health as defined. Before use, risk assessments must be carried out. In making the assessments, reference should be made to manufacturers' product data sheets and advisory literature, and to practical experience. Particular care must be observed when using hazardous materials such as wooden floor sealers and strippers marked 'toxic' and 'very toxic'. Where possible, product substitution may be practicable and used as an alternative.

2. Maintenance – Buildings and Equipment

The school's Maintenance Manager is responsible on a daily basis for the health and safety of staff working in the maintenance department and on maintenance tasks throughout the school, including any sub contractors on site, and for carrying out risk assessments. Particular care must be taken when using power tools/machinery of any type and the operator must ensure that appropriate guards are in position before starting up and using machinery. Newly installed machinery must be checked for safety before use, and adequate guards fitted. Masks are to be worn when using toxic paints or other similar coverings.

The Maintenance Manager is responsible for regularly checking the safety of junior school outdoor play equipment.

The Bursar must ensure that the appropriate regulations covering electrical safety in schools are complied with.

3. Grounds

The Garden and Grounds staff are responsible for their own health and safety and particular care must be taken of the following:

(a) Pesticides and Herbicides

It is essential to identify those chemical treatments which are of concern, i.e. those to which the COSHH Regulations apply. Any staff operating spray equipment must ensure that they wear the necessary protective clothing.

(b) Machinery

Whilst most machinery is generally safe, the following exceptions require particular vigilance:

Drive systems with belt or chain operation.

The operator must ensure that guards are in position before starting up the machinery.

Petrol – not more than 2 gallon containers must be used. Each container should be kept in a separate building.

All items of machinery must be regularly serviced and maintained.

4. Science Department

Science Department

Science teaching staff must be responsible for the health and safety of themselves and the pupils in areas they control. There are risk assessments in place for all areas of the department, and for specific situations when this is appropriate.

Health and Safety issues are assessed using the most recent edition of the CLEAPPSS 'School Science Service Laboratory Handbook'. This is on the latest CLEAPPSS Science Publications CD-ROM, kept in the Science Preparation Room and available to all science staff for reference. It has largely superseded the DfE's document 'Safety in Science Education', though this is also available for reference when necessary.

5. Art Department

All Art teaching staff are responsible for health and safety within the Art Department.

- (a) Kilns –
 - (i) Kiln operating instructions should be clearly displayed near each kiln.
 - (ii) Kilns in open areas should be protected by a lockable cage or preferably by a separate room with half hour resisting firewalls and doors.
 - (iii) Kilns should not be opened if the temperature is above 250°C.
 - (iv) Kilns should not be unloaded until the contents have completely cooled.
 - (v) Care should be taken when looking through the 'spy hole'.
 - (vi) No flammable or combustible materials should be stored on or near the kiln.
 - (vii) A suitable fire extinguisher should be readily available near the kiln.
 - (viii) A programmable temperature controller should be fitted to the kiln.
 - (ix) Overnight firing should be avoided.
 - (x) The kiln should be inspected annually by a competent person.
 - (xi) The kiln door should be fitted with interlock to prevent the door being opened when electricity supply is switched on.
 - (xii) Some kilns contain asbestos in the door and/or wall panels. Asbestos must be sealed. Damaged asbestos must be dealt with immediately.
 - (xiii) The condition of any asbestos should be included in the annual kiln inspection.
 - (xiv) Some kilns contain man-made mineral fibre as a door seal. This is only hazardous if damaged. It should be included in the kiln inspection.

- (b) Pottery Wheels –
 - (i) All moving parts on wheels must be guarded.
 - (ii) The wheel must be stable and the seat in good condition.
 - (iii) There must be sufficient space around the wheel to allow it to be operated safely.
 - (iv) All electric wheels should be properly earthed.
 - (v) Sealed units should be fitted on electric wheels.

- (c) Clay Dust and Glazes – Clay dust and glazes contain silica which is hazardous to health:
 - (i) Only lead free glazes and enamels should be used.
 - (ii) Wherever possible glazes should be purchased in liquid form.
 - (iii) Dust masks should be worn if glazes have to be made up from powders, and during all cleaning operations.
 - (iv) Hands should be washed after using clay.
 - (v) All work surfaces should be wet cleaned.
 - (vi) Floors must be [cleaned by a vacuum cleaner fitted with a hazardous dust filter] and wet cleaned to reduce the risk of breathing in the harmful particles.

6. IT Department

The Head of IT is responsible for supervising the use of the computer room. All staff supervising pupil use of the facility must be familiar with the guidelines laid down for pupil internet use.

7. Junior Department

- (i) All Junior School staff are responsible for health and safety within the Junior School, and should also observe the following:
 - (a) Furniture, equipment (including outdoor play equipment) and toys to be regularly checked for safety and cleanliness and equipment boxes to be stacked safely
 - (b) Toilet areas to be monitored regularly
 - (c) Children to be encouraged to wash hands and maintain personal hygiene
 - (d) Cold/wet weather play – all children to change into boots and waterproof trousers if appropriate, and wear school fleeces
 - (e) Children to be supervised in play area at all times
 - (f) In icy conditions, the outside play area to be checked for slippery surfaces by staff before children go outside and any concerns to be reported to the Bursar
 - (g) At lunch – children to be encouraged to try new foods and eat healthily
 - (h) Ensure children carry scissors correctly, particularly when tidying up

- (i) Parents to be notified of any minor accidents at the end of the day and School Nurse to be informed if appropriate
- (ii) In addition, Foundation Class staff should observe the following:
 - (a) Ensure that electrical sockets are not accessible to the children and are covered if not in use
 - (b) Children to be supervised by staff within the secure free-flow indoor classroom/outdoor play area
 - (c) Children to be supervised at all times while on outdoor play equipment
 - (d) Children to be supervised walking to and from lunch and at all times in the school dining room
 - (e) Children must not be allowed back into their classroom without adult supervision or permission

 - (f) All children are handed over to a member of staff on arrival, and must remain in the classroom at the end of the day until handed over personally to a parent or other delegated adult by member of staff

8. Games, Outings and Other Outdoor Activities

Teachers in charge of games, outings or other outdoor activities, such as Duke of Edinburgh expeditions, must ensure that all sensible precautions are taken to protect the health and safety of their pupils. The School's Risk Assessment procedure must be followed in advance of any excursion or activity and a pre-visit inspection undertaken if appropriate.

Further guidance can be obtained from reading the West Sussex County Council 'Regulations and Notes of Guidance for Off-Site Activities', a copy of which is available in the Headmistress's Study.

Use of the outdoor play equipment in the junior department must be controlled, with a supervisor present at all times.

9. Boarding House

The Boarding House staff are responsible for the health and safety of all pupils in their care and control. Regular assessments should be made of the risks to the safety of the boarders and any concerns must be brought to the attention of the Headmistress or Bursar immediately.

10. Fire Precautions

The Bursar will be responsible for making sure that the fire equipment and the fire alarm and detection system are regularly serviced and maintained and that fire drills are carried out at reasonable intervals, to ensure both staff and pupils are aware of the procedure and able to vacate the buildings as quickly as possible.

11. Working at Height

Practical guidance on working at height in all areas of the school is contained within the Staff Handbook.

12. Health & Safety Risk Assessment Procedure

The Bursar will ensure that as part of the annual review process each department carries out its own Risk Assessment exercise.

13. Security Risk Assessment

The school's Security Risk Assessment procedure to be reviewed annually by the Headmistress, Bursar and Senior Housemistress.

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Review September 2012

PRACTICAL GUIDANCE ON WORKING AT HEIGHT

This guidance recognises that there are hazards associated with using ladders, stepladders and tower scaffolds for accessing; cleaning and maintenance work in schools.

It is recommended that any persons in an education establishment who regularly or occasionally uses kick stools, stepladders, ladders and tower scaffolds should follow the best practice guidance detailed below.

ACTUAL SITUATIONS LEADING TO PRACTICAL SOLUTIONS

ACTION – PUTTING UP DISPLAYS

What could go wrong?

- Wrong equipment (table/desk/chair/books) gives way when person stands on it
- Person using ladder/step ladder over reaches causing ladder to topple over
- Person walks into ladder causing it to topple over
- Person drops display onto a teaching assistant
- Person falls off step ladder whilst attempting to put up a large awkward display

Best Practice

- Install washing line style assembly, using pulleys which can be raised and lowered from ground level
- Restrict displays to head height
- Consider room layout to ensure that display boards are easily accessible
- Displays are prepared as far as possible before putting them up
- Staff and persons instructed not to climb on chairs/tables or other furniture to access display boards
- Arrangements for safety are discussed and agreed with staff, and recorded as part of staff meeting/briefings
- Provide equipment which is suitable for users to enable safe access to display areas (e.g. kick step type stools and properly designed low steps with hand rails)
- Areas where ladders or other access equipment is to be used is clearly defined by use of signs and barriers used if deemed necessary
- All access equipment is suitable for purpose, checked before use and readily available
- Frequent documented checks take place to ensure the safe working condition of access equipment
- Procedures are in place for damaged access equipment to be removed and further use prohibited
- The use of ladders and other access equipment is restricted to those trained and competent in its safe use
- Where persons have pre-existing medical conditions or other factors which may affect their ability to use such equipment a separate risk assessment is in place
- Encourage staff to wear appropriate footwear (heel-less or low heeled shoes with non-slip soles)
- Consider the weight, shape or size of a display when working from step ladders

ACTION – PLACING OR RETRIEVING ITEMS STORED ABOVE HEAD HEIGHT

What could go wrong?

- Teacher knocked on head by falling items when replacing trays on high shelf
- Shelf collapses causing items to fall on person
- Wrong equipment (table/desk/chair/books) gives way when teacher stands on it whilst retrieving items from shelf

Best practice

- Implement a 'heavy box low shelf' policy
- Shelving to be placed at an appropriate height to eliminate the need for ladders, steps or similar access equipment
- Review storage so that frequently needed items are easily accessible
- Loose items must not be stored in high places
- Display HSE leaflets and posters on working at height in staff rooms
- Provide proper equipment for the task i.e. step ladders with handrails
- Train people in the safe use of equipment
- Consider best practices from putting up displays

ACTION – OPENING AND CLOSING WINDOWS

What could go wrong?

- Person falls off ledge whilst opening window
- Pupil falls from unprotected window.
- Poorly maintained window falls out of frame striking person standing beneath
- Person falls off desk whilst opening window

Best practice

- Install remote means of opening high windows (or mechanical openers)
- Use long handled window poles
- Fit window opening limiters to all windows above ground floor
- Ensure windows and doors are maintained in a safe condition

ACTION – FALL FROM HEIGHT DURING DRAMA LESSON

What could go wrong?

- Person falls from mobile tower scaffold when changing stage lights
- Item falls from gantry area onto audience
- Stage light falls during adjusting and strikes another person
- Person climbs up outside of tower scaffold which overturns and injures them
- Scaffold collapses during use due to unsafe erection
- Fall from stage during production

Best practice

- Pupils should not change stage lights

- Consideration of installing lighting rigs which can be lowered to ground level to reduce the need for working at height
- Teaching staff & volunteers trained in safe use of access equipment through recognised training providers
- Cascade training for all people involved on hazard recognition and risk
- Code of conduct for staff & pupil behaviour in the drama studio/theatre adopted and published to all who may be involved
- Drama department has health and safety policy detailing safe arrangements for adjusting lights and other related activities
- Provide equipment which is suitable to the users to enable safe access to theatre/studio areas (e.g. mobile tower access scaffold, stepladders, ladders and mobile elevated working platforms)
- All access equipment is suitable for purpose, checked before use and readily available
- Frequent documented checks take place to ensure the safe working condition of access equipment
- Procedures are in place for damaged access equipment to be removed and further use prohibited
- Access equipment is restricted to those competent in its safe use.
- Where staff, persons or others have pre-existing medical conditions/other factors which may affect their ability to use such equipment a separate risk assessment is in place
- Access to backstage and other areas are restricted at all times and especially when stage is set for production
- Scaffolds etc have appropriate edge protection and handrails which are subject to frequent documented checks
- Create an exclusion zone where necessary beneath areas where work is taking place

ACTION – PHYSICAL EDUCATION LESSON

What could go wrong?

- Injury to a teacher when retrieving items from high girders/nets and other structures
- Vaulting horse used as platform to remove ball caught in high net
- Person falls off climbing wall when inexperienced 'buddy' fails to arrest fall
- Pupils gain unauthorised access to high level gym equipment during break time
- Pupil injured while using gym exercise equipment

Best practice

- Staff are competent to supervise activities and act in accordance with AfPE and national governing body guidance
- Use lightweight telescopic pole to remove items from high ledges
- Provide equipment which is suitable to the users to enable safe access to high areas (e.g. mobile access tower, mobile elevated working platform)

- All access equipment/PE equipment is suitable for purpose and checked before use
- Frequent documented checks take place to ensure the safe working condition of equipment
- Procedures are in place for damaged equipment to be removed and further use prohibited
- All equipment is restricted to those competent in its safe use
- Where persons have pre-existing medical conditions or other factors which may affect their ability to use such equipment a separate risk assessment is in place
- Items trapped at high level (e.g. shuttlecocks) are retrieved periodically (e.g. once per term) during planned maintenance
- Code of conduct is in place for behaviour in the gym/PE department
- PE department has health and safety policy detailing safe arrangements
- All fixed and movable equipment is subject to regular recorded maintenance and testing

ACTION – CLEANING

What could go wrong?

- Cleaner falls from desk when standing on it to access light diffuser
- Cleaner falls from the workbench whilst cleaning air vents
- Cleaner falls from bed during spring clean
- Cleaner falls from ladders, steps or similar access equipment while cleaning windows

Best practice

- Management to undertake a detailed risk assessment prior to any work at height
- Staff to follow safe system of work or method statement
- Use of high level cleaning equipment e.g. extension poles angled mops-brushes
- Use of specialist contract cleaners to carry out annual deep clean, high level cleaning
- Cleaning staff are trained in the use of ladders, steps or similar access equipment

ACTION – SITE MANAGEMENT AND CARETAKING DUTIES

What could go wrong?

Maintenance operative

- falls when standing on wheelie bin to access guttering
- overreaches and falls off a ladder which is not footed or tied during use
- is blown off edge of flat roof when retrieving football
- falls through roof void when walking on joists
- falls from desk when standing on it to access light diffuser
- drops a hammer whilst fixing a loose gutter striking a person below
- falls from ladder which slips, having been placed on uneven ground
- falls from ladder when carrying a tin of paint to first storey
- falls through fragile roof

- falls from ladder when rung breaks
- is electrocuted when fixing window from an aluminum ladder when he came into contact with overhead power cable

Best practice

- Staff to undertake a detailed risk assessment prior to any work at height
 - Consider weather conditions before planning any outside work
 - Staff instructed not to climb on furniture, meter cupboards, bins or other inappropriate fixed or mobile structures
 - Check for environmental hazards e.g. overhead cables, uneven surfaces, wet ground
 - Arrangements for safety are discussed and agreed
 - Provide equipment which is suitable to the individual users to enable safe access
 - All access equipment is suitable for purpose, checked before use and readily available
 - Consideration should be given to hiring suitable equipment for specific jobs (e.g. mobile elevated work platforms, mobile access tower scaffolds) with staff trained in safe use by equipment supplier
 - Frequent documented checks take place to ensure the safe working condition of access equipment
 - Procedures are in place for damaged access equipment to be removed and further use prohibited
 - Access equipment is restricted to those competent in its safe use.
 - Consider use of fall arrest systems depending on nature of task, equipment and duration
 - Where persons have pre-existing medical conditions or other factors which may affect their ability to use such equipment a separate risk assessment is in place
 - Adequate and appropriate signs are in place to warn of hazards below work area
 - Ground level area where access route is located is cordoned off to prevent contact with any persons who may be on the premises
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- Work scheduled to take place when persons/others are not in immediate area
 - Maintenance operatives are aware of site specific risks including fragile roofs
 - All fragile roof areas are clearly labeled
 - Access equipment is removed and secured when not in use to prevent unauthorised use
 - Appropriate footwear is worn
 - Accompanying tools and equipment carried on person are in tool belts or secured appropriately
 - Items are lifted using the appropriate equipment (e.g. pulleys) and appropriate safe system of work
 - Use only battery powered tools when working at height
 - When working on roof, maintenance operatives to maintain safe distance from roof edge

ACTION – MAINTENANCE AND REPAIRS

What could go wrong?

- Contractor falls when working on a ladder which is not secured
- Person gains access to scaffold and falls from height
- Items fall from roof repair work onto persons below
- Incorrectly assembled scaffold collapses injuring contractors, teaching staff and persons
- Contractor killed when he falls from edge of roof
- Contractor electrocuted when he damages overhead cables when working on ladder
- Hot bitumen spills from roof onto persons below during roof repair work
- Contractor falls through fragile roof onto persons below
- Contractor overbalances on ceiling joist and falls through roof
- Young person injured following access to unsecured scaffold

Best practice

- Pre selection vetting of contractors by school to include Health & Safety procedures, training, qualifications and competence
- Contractors work is planned before/after school or during holiday periods where possible
- School to check contractor method statements to ensure appropriate arrangements are in place for safety including personal protective equipment, fall arrest systems and how the job will be undertaken
- Issue site specific guidance e.g. location of fragile roofs, overhead cables/other site hazards to contractor and require signature for receipt of information
- School to put into place arrangements with contractor for communication, site access, safe segregation, signage, security and other related issues
- Senior management to observe safe working practices of contractor
- Communicate any changes in safety arrangements to school staff e.g. changes in access routes
- School to seek further advice from technical experts where they have concerns regarding contractor safety issues
- Access equipment including ladders to be secured when not in use

ACTION – IT IN LESSONS

What could go wrong?

- Staff member or technician overreaches and falls off a ladder which is not footed or tied during use
- Staff member or technician falls off table while changing projector lamps
- While adjusting ceiling projector a staff member or technician falls while using steps of an unsuitable height
- Pupil could get a burn from having a laptop on their lap

Best practice

- Staff to undertake a suitable risk assessment prior to any work at height
- Staff and pupils to follow agreed safe systems of work
- Access equipment is restricted to those competent in its safe use

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Review September 2012