Altrincham Preparatory School

HEALTH AND SAFETY POLICY AND MANUAL

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Responsible Person:	Mr Nick Vernon – Headmaster
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Date of next review:	October 2027

This policy applies to Altrincham Preparatory School, including the EYFS. It is available to current and prospective parents upon request and is published on the School's website.

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1. POLICY STATEMENT

It is the policy of Altrincham Preparatory School to recognise, accept and implement our management responsibilities as an employer to prevent injury and ensure a healthy, safe working environment for all our employees. The School also accepts its statutory duties to conduct its undertaking in such a way so as to ensure those persons not in our employment and who may be affected by our work activities, are not exposed to risks to their health and safety.

We strive to provide the safest and healthiest working conditions possible. So far as is reasonably practical we will:

a. provide and maintain plant and systems of work which are safe and without risk to health;
b. provide a safe place of work with safe access and egress;
c. provide a safe working environment that is without risk to health;
d. ensure safety, and absence or control of risks in use, handling, storage and transport of articles and substances;
e. provide adequate welfare facilities and arrangements for welfare of work;
f. provide adequate supervision as is necessary to ensure the health and safety of employees;
g. provide adequate instruction and training as necessary to ensure the health and safety of employees;
h. provide adequate information including information on legal requirements to ensure the health and safety of employees;
i. ensure, so far as is reasonably practicable, that the conduct of the School's activities do not endanger persons not in our employment but who may be affected by operations under our control e.g. sub-contractors, visitors and the public;
j. ensure our employees are aware of their responsibilities:
    1) to exercise reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work, and
    2) to co-operate with the School, as far as may be necessary, to enable them to carry out their Health and Safety obligations.

The School expects employees to conform to this policy and to comply with the relevant legislation applicable to health, safety and welfare at work. They should exercise all reasonable care for their own health and safety and that of others who may be affected by their acts and omissions.

The School will give full backing to this policy and will support all those who endeavour to carry it out.

This policy is reviewed annually or as required.

Signed:



signed on behalf of the Board of Governors

Name: Mr Michael Furness
Dated: 27 October 2026

2. REVIEW

The School's Health and Safety policy and procedures will be reviewed as necessary and not less than annually. These reviews will take account of the results from monitoring activities, both active and reactive, and where necessary policy and procedures will be revised.

Where work significantly alters and new hazards are introduced, the risk assessments, method statements and, where necessary, the health and safety policy will be revised to ensure all necessary controls are in place to safeguard the health and safety of the School's employees and others affected by our work activities.

If any amendments to current practices and procedures are made and/or any new work equipment introduced, those employees affected will be consulted in a timely and efficient manner.

Revision Control

Compliance Education		Sophie McKenzie	Advisor Signature: S Mckenzie
School Approval		Michael Furness	
Version Number	**Date**	**Summary Details**	**By Whom**
1	September 2025	Health & Safety Policy	School
2	February 2026	Health & Safety Policy reviewed and updated by Compliance Education	S McKenzie
3	October 2026	Updated Governor with responsibility for Health and Safety	D Barber

3. RESPONSIBILITIES

Headmaster and Governing Body

The Headmaster and The Governing Body have ultimate responsibility for ensuring that the School fulfils its legal responsibilities that Policy objectives are achieved, and that effective management is in place for the achievement of the policies concerned with health, safety and welfare. The Headmaster will also ensure that School's policies are reviewed as appropriate, in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient Health and Safety arrangements.

Senior Leadership Team / Business Operations Manager

The personnel appointed to these job roles are responsible for implementing this Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting the School in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties. A summary of their duties is as follows:

- Ensure that necessary consideration is given at all times to the requirements of this Health and Safety Policy and, in particular, to the following:
    - Safe methods of working
    - Induction training including Health and Safety matters
    - Welfare facilities
    - Fire precautions
    - Hazards arising from work activity
    - Carrying out workplace inspections and advising, as and where necessary, on how to improve methods of working
    - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence
    - Advising and assisting with safety training of personnel

- They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for.
- All accidents, incidents, near misses and dangerous occurrences are fully investigated and preventative actions are recommended in close liaison with the Health and Safety Advisor.
- Documented safe systems of work are implemented and are adhered to.
- They are aware of, and implement, all safe working practices and procedures.
- Ensuring that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- Ensuring that all relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by School employees will not create a risk or hazard to anyone (either employees or non-employees).
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that, where Health and Safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all School procedures are adhered to at all times.

Health and Safety Advisor

The School has appointed Compliance Education as their Competent Person and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the Business Operations Manager and Senior Leadership Team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring the School is aware of statutory obligations and recommended Codes of Practice.
- Advising the Business Operations Manager and Senior Leadership Team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the Business Operations Manager, Senior Leadership Team and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the School.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

Staff

All staff of the School will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They co-operate with the School in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.
- All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to their Line Manager or Business Operations Manager.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to their Line Manager or Business Operations Manager.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their Line Manager or Business Operations Manager verbally, by telephone or e-mail.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:

    - Arranged, provided and/or otherwise approved by the School.
    - Provided by the Client or Contractor with specific authorisation that they may be used by employees of the School.
    - Provided for unrestricted use by members of the general public.

The School's Appointed Contractors/Consultants

The School may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities which School employees are unable to undertake. All Contractors/Consultants appointed by the School must be able to provide auditable evidence of their competency.
A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.

- Where a Contractor/Consultant is bringing 10 persons or more onto the School premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the Business Operations Manager, Site Team and/or Compliance Education to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the School's Health and Safety Policy.
- Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.
- They must ensure that the School is provided with any information available that may affect Health and Safety on site.
- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the School prior to commencing work.
- All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the School. Where weekly inspections are required, copies of documentation must be provided to the School.
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the School with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the School in order to ensure that adequate steps are taken to reduce exposure to School employees and students.
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the School and that they co-operate fully with the Senior Leadership Team.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the School that this has taken place.

Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy review	Headmaster, Business Operations Manager
Health and Safety administration	Business Operations Manager, Senior Leadership Team
Facility administration	Business Operations Manager, Senior Leadership Team
Health and Safety training	Business Operations Manager, Senior Leadership Team
Premises risk assessments	Business Operations Manager, Senior Leadership Team, Employees, (supported by Compliance Education)
Work activity risk assessments	Business Operations Manager, Senior Leadership Team, Employees, (supported by Compliance Education)
Display screen equipment assessments	Business Operations Manager, Senior Leadership Team, Employees, (supported by Compliance Education)
Manual handling assessments	Business Operations Manager, Senior Leadership Team, Employees, (supported by Compliance Education)
COSHH assessments	Business Operations Manager, Senior Leadership Team, Employees, (supported by Compliance Education)
Fire risk assessments	Business Operations Manager, Senior Leadership Team, Employees, (supported by Compliance Education)
Expectant/New mother risk assessments	Business Operations Manager, Senior Leadership Team, Employees, (supported by Compliance Education)
Young Person risk assessments	Business Operations Manager, Senior Leadership Team, Employees, (supported by Compliance Education)
First Aid	Business Operations Manager, Senior Leadership Team
Emergency Planning	Business Operations Manager, Senior Leadership Team, Employees, (supported by Compliance Education)
Vetting Contractor/Consultants	Business Operations Manager, Senior Leadership Team, (supported by Compliance Education)
Monitoring of Health and Safety in the workplace	Business Operations Manager, Senior Leadership Team, Employees, (supported by Compliance Education)
Site inspections	Business Operations Manager, Senior Leadership Team, (supported by Compliance Education)
Audits	Business Operations Manager, Senior Leadership Team, (supported by Compliance Education)
Accident, Incident and Near Miss investigations	Business Operations Manager, Senior Leadership Team, (supported by Compliance Education)

4. THE MANAGEMENT OF HEALTH AND SAFETY

4.1. Our School Environment

The Governing Body ensures that the School premises meet the health, safety and welfare needs of all its employees, students, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

The School has appointed Compliance Education as their source for Health and Safety assistance and competent advice.

Compliance Education will conduct regular site visits to the School. The site visit will be used to monitor performance and ensure that all employees are aware of, and implementing, the standards which have been set and are required. The appointed Health and Safety Advisor will compile a report following each visit, detailing topics discussed, and any actions required for completion.

The Health and Safety Advisor will undertake an annual audit of safety standards following a standard set of questions established to ascertain the level of legislative compliance of the School. The Business Operations Manager or a member of the Senior Leadership Team will participate in the audit process and provide answers and documentary evidence on behalf of the School.

4.2. Risk assessments

The Management of Health and Safety at Work Regulations 1999 place a duty on the School to carry out risk assessments on its premises, tasks and hazardous substances.

The School will undertake an examination of its activities to identify hazards (anything with the potential to cause harms to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operation. hazards associated with a particular activity. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.

Please refer to the separate Risk Assessment Policy.

4.3. Competency and training

The School carries out training to ensure the competence of staff in respect of health and safety at work. The training requirements for staff will depend upon their health and safety responsibilities. Training records are kept by the Business Operations Manager relating to health and safety induction and specific site training e.g. operators, etc.

4.3.1. Health and Safety induction

All new staff will be provided with relevant health and safety information and a copy of this health and safety policy for which they must acknowledge receipt. Induction training will be provided for all new employees by the Business Operations Manager.

4.5.2. First Aid

Staff appointed as first aiders will be provided with a suitable first aid training course recognised by the Health and Safety Executive. Training will be identified, arranged and monitored by the Business Operations Manager.

4.4. Consultation and communication

4.4.1. Consultation

The School will pro-actively involve its employees in all issues relating to health and safety in the workplace. The School will consult on decisions affecting or involving:

- Any changes which may substantially affect their health and safety at work, for example changes in procedures, equipment or working methods.

- The School's arrangements for getting competent persons to help satisfy health and safety laws.
- Information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger.
- The planning of health and safety training.
- The health and safety consequences of introducing new technology.

All employees are encouraged to submit suggestions for better health, safety and welfare to their line manager or the Business Operations Manager.

4.4.2. Informal lines of communication

An open-door policy is encouraged, and all employee comments relating to health and safety are welcomed by the School and if an employee does not want to discuss an issue with their line manager they can contact the Business Operations Manager or Headmaster.

4.4.3. Formal lines of communication

Employees may refer health, safety and welfare matters to their immediate line manager. Wherever possible, the line managers will rectify unsatisfactory conditions, eliminate hazards or otherwise will resolve problems referred to them by the Business Operations Manager.

In instances where necessary action is beyond the resources of the line manager or where the action taken or proposed is unacceptable to the Business Operations Manager, the matter will be referred to the Headmaster.

In the event that the resolution of a problem is beyond the resources of the Headmaster or in instances where proposed action cannot be agreed, advice will be sought from an external Health and Safety Advisory Service.

In all instances, employees will be informed of the action taken in respect of the matters they raise and if no action is to be taken they will be informed of this, together with the reasons. Where necessary action involves some delay, the employee will be given the details and kept informed of progress.

Staff will be fully expected to co-operate with this Health and Safety policy to ensure successful implementation.

5. FIRST AID

5.1. Nominated first aiders

The Business Operations Manager will ensure that adequately trained first aiders are available on site.

The Business Operations Manager is responsible for maintaining suitable first aid facilities. First aid containers are kept at appropriate locations. First aiders are responsible for ensuring that their local first aid boxes are checked on a regular basis and replenished as necessary.

5.2. The reporting and recording of accidents

The School is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and/or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Business Operations Manager is responsible for reporting any incidents under RIDDOR.

Any accidents/injuries, near misses or dangerous occurrences must be reported as soon as possible after the incident to the Business Operations Manager who will ensure accidents are recorded and investigated in order to identify the cause and to plan and implement measures to prevent a recurrence.

All accident records are retained for a minimum period of ten years with the exception of the following:

- Where the accident or incident involves a pupil or anyone else under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday.

- The accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and/or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.

Refer to the First Aid Policy for further information.

5.3 Supporting Pupils at School with Medical Conditions (Supporting Pupils at School with Medical Conditions DfE Guide 2015 and The Equality Act 2010)

All medication will be administered to students in accordance with the DfE document https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

All staff in the School have a duty to maintain professional standards of care and to ensure that our students are safe. It is expected good practice that our School will review cases individually and administer medicines in order to meet the all-round needs of the child. Therefore, at the beginning of the academic year a pupil's parent/carer is requested to fill in a medical form. Where necessary, an individual medical plan is drawn up, which underlies the medical condition(s) which require ongoing or emergency medication and is tailored to their needs

The Headmaster will ensure that all staff are sufficiently trained to administer medication, deal with children who fall within the parameters of an Educational Health Care Plan and are aware of the School's planned emergency procedures.

Further information can be found within our:
- Administration of Medicines Policy

6. FIRE AND EMERGENCY PROCEDURES

All fire exits are clearly labelled and fire routes and exits are kept clear. Fire drills are carried out termly and evacuation times are recorded along with any action points. Fire drill records are kept by the Business Operations Manager.

A fire risk assessment is carried out annually and is reviewed by the Business Operations Manager and the Governing Body.

The School will train site fire wardens who are subsequently allocated on a site-by-site basis. If they are unavailable then they will nominate a suitable responsible employee to deputise. These wardens are responsible for checking escape routes.

In addition to the School's procedures regarding fire, the School will ensure that an emergency plan is prepared to cover all foreseeable major incident which could put staff, pupils and other users of the School premises at risk and will ensure that staff and pupils are trained in what to do in an emergency evacuation.

6.1. Raising and hearing the alarm

All staff must raise the alarm immediately if:

- fire is discovered;
- flammable/toxic gas build up is suspected or
- a major accident/incident occurs.

Upon hearing the alarm, all persons are to evacuate the building/site immediately and congregate at nominated assembly points. The Fire Warden will contact the emergency services while class teachers take a register of their class to ensure that everybody is accounted for. Persons not accounted for are to be reported to the fire warden. Under no

circumstances are rescue attempts to be made, or a return to the site allowed until the emergency services has given the all clear.

The fire alarm is tested weekly by the Site Manager.

6.2. Firefighting equipment

Employees should ensure that they are aware of the location of the nearest firefighting equipment. Fire extinguishers must not be interfered with by any person. All firefighting equipment will be maintained every 12 months and visually inspected by the Site Manager every month. Any fire extinguisher not in working order must be reported to the Business Operations Manager who will immediately take it out of service and arrange for it to be replaced with a working fire extinguisher.

6.3. Lockdown

Our School is generally a safe place for all our students and staff. However, we cannot control what happens outside our School. Therefore, we have created a lockdown procedure which accompanies our lockdown policy detailing what action(s) the School will take in order to ensure the safety of all our students and staff.

The instruction to 'Lockdown' may come from an external source (Police, Fire Brigade) or the alarm may be activated by a member of staff based on what they have seen or heard.

It will be used in response to an internal or external incident which is deemed as a threat to the safety of staff and students in the School.

- A reported incident, disturbance in the local community
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the School
- The proximity of a dangerous dog roaming nearby.
- An intruder on the site
- Unauthorised visitors

7. HEALTH

7.1. Stress

The School recognises the negative effects that stress may have on employees, and will provide suitable support mechanisms for employees suffering from the negative effects of stress. The School acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- job design and lack of control of workload;
- working environment;
- relationships with others at work, and
- communication arrangements.

The School also recognises that there may be problems outside the workplace that will cause an employee to suffer from the negative effects of stress, and that these may affect their health and performance within work. The School will:

- ensure, as far as possible, that excessive stress is eliminated from the work environment;
- provide suitable support mechanisms for employees suffering from the negative effects of stress;
- encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach their managers in confidence, in order that necessary support mechanisms can be put into place;
- encourage a culture where stress is not seen as a sign of weakness or incompetence;

- provide suitable training and guidance for line managers to recognise symptoms of negative stress in their staff and themselves;
- provide suitable training and guidance to managers and supervisors to undertake the necessary risk assessment in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate;
- provide information to employees in general on the effects of stress at work; and
- undertake general health promotion activities within the workplace.

Where employees are suffering from excessive stress, the School will provide the necessary mechanisms to promote a return to full health as quickly as possible. Employees are encouraged to refer themselves to their line manager, wellbeing representative, an occupational health specialist or an independent employee counseling service.

7.2. Safe handling of hazardous substances (i.e. COSHH)

The School has in place appropriate procedures in place to ensure that exposure to hazardous substances is minimised.

All hazardous chemicals have a safety data sheet to ensure that employees have the necessary information to effectively control any associated hazards. The Site Manager, Catering Manager and Business Operations Manager are responsible for ensuring COSHH assessments are undertaken. All relevant employees shall be informed about the assessments and training will be given.

All staff will ensure that hazardous substances are locked away in suitable storage units after use.

7.2.1. Dermatitis

Occupational dermatitis is caused by the skin coming into contact with certain substances at work. To prevent and control dermatitis the School will:

- Wherever possible, avoid using chemicals, etc. which cause dermatitis and use a safer alternative.
- encourage employees to keep hands clean, wear gloves and other PPE.
- encourage employees to regularly inspect their hands and report any concerns to their line manager.

7.3. Manual Handling

The School seeks to avoid the need to carry out manual handling which creates risk of injury. Where there is a possibility of injury being caused, the following action will be taken:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanized process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible by:
    - Assistance from other personnel
    - Use of sack barrows or other similar equipment
    - Splitting the load

All employees 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 Business Operations Manager keeps a record of staff who are trained in manual handling.

7.4. Noise

Noise levels can cause permanent damage to hearing. The School will take steps to reduce any excessive noise levels in the workplace especially when noise levels reach 80 decibels or above. Wherever possible the School will use low noise tools and equipment.

Excessive noise will be eliminated at source wherever possible, otherwise the School will try to reduce noise levels and the exposure of employees to them. Where it is not possible to eliminate or reduce noise levels, appropriate hearing protection will be provided. Where noise levels have reached 80 decibels or above, staff will be informed if a risk to hearing exists. They will also be provided with instructions and safe systems of work for working in these areas. If an employee is regularly exposed to noise levels of 85 decibels or above the School will provide hearing checks on a regular basis.

7.5. Welfare facilities

Welfare facilities for all employees meet the requirements of Workplace (Health, Safety and Welfare) Regulations 1992. These include the provision of:

- clean rest areas, including facilities to heat up food, make hot drinks;
- fresh drinking water;
- toilet facilities acceptable for the number of employees with washing facilities incorporating hot and cold running water, soap and paper towels.

Any problems with welfare or hygiene on site should be reported to the Business Operations Manager.

7.6 Asbestos management

The School will, so far as is reasonably practical, protect all their employees and others from risk of exposure to airborne asbestos fibres. The School will comply with the Control of Asbestos Regulations 2012 by:

- Ensuring that the School complies with its duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate.
- Preparing and keeping an up-to-date record of the location and condition of asbestos containing materials (ACM) or presumed ACMs.
- Carrying out a written assessment of the risk presented by ACMs and presumed ACMs.
- Preparing and implementing a written plan of action for managing risks posed by ACM or presumed ACMs known as an Asbestos Management Plan.
- Regular inspections, reviews and/or monitoring, as appropriate.
- Ensuring that adequate records are kept in relation to non-licensed work done on ACMs presumed ACMs at the School.
- Ensuring that all employees that may come into contact with ACMs or presumed ACMs are adequately trained.
- Ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency.
- Ensuring that ACMs or presumed ACMs is not to be disturbed unless prior agreement has been given by the Business Operations manager and there are appropriate control measures in place to ensure that staff, pupils or any other of the School premises are not exposed to ACMs.
- Ensuring that only authorized staff and/or fully licensed contractors are permitted to carry out any work in relation to ACMs or presumed ACMs.

See Asbestos Policy for further information.

7.7 Legionella

The School is committed to reducing, so far as reasonably practicable, the reasonably foreseeable risks of exposure of any person to legionella bacteria. The School carries out its responsibilities in accordance with The Approved Code of Practice Legionnaire's disease: the control of legionella bacteria in water systems.

7.8 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.

7.9 Smoking

Smoking and the use of electronic cigarettes is prohibited across all School premises.

7.10 Public Health (Control of Disease) (Public Health (Control of Disease) Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020)

The School recognises that staff and pupils will suffer from various types of illness and infections. However, no-one knows exactly when the School will be faced with having to deal with a potentially contagious illness amongst its community and therefore, will work closely with The Health Protection Team (HPT) who have operational autonomy and provide government, local government, the NHS, Parliament, industry and public with evidence-based professional, scientific and delivery expertise and support.

In order to maintain a clean and hygienic School the following health and safety arrangements are in place.

- A cleaning rota has been established for all areas of the School.
- A cleaning rota has been established for all School equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of pupils.
- All premises are to be cleaned and tidied before pupils arrive.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Outside sand pits are covered and cleaned/changed regularly.
- Dressing up clothes, display drapes, table ware and blankets are regularly washed.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- The School office holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

The School promotes good personal hygiene practices.

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils are encouraged to use the toilets correctly.
- Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.
- Pupils are encouraged to place their hands over their mouths when they cough or sneeze.
- Pupils are taught to respect cultural differences that influence people's different attitudes to hygiene.
- Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.
- No dogs are allowed on School premises, including the carpark and pedestrian walkways.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

8. SAFETY

8.1 Access

Clear, safe access should be maintained at all times. Materials must not be placed in gangways and any holes in the floor or loose carpeting or problems with machinery and equipment must be reported to the Business Operations Manager.

8.2 Ventilation

Adequate ventilation is provided across the School. Most windows can be opened and fans are provided when needed.

8.3 Temperature

A reasonable temperature will be maintained in office environments during working hours i.e. a temperature of at least 16°C after the first hour of work.

8.4 Lighting

Suitable and sufficient lighting will provided across the School sites including passages, stairs, entrances, exits etc. Lighting will be from natural light wherever possible.

8.5 Housekeeping/slips & trips

Cleaning at the School is carried out by in-house staff who are supported by the Site Manager. The Site Manager is responsible for risk assessments, COSHH and other health and safety requirements necessary for these activities.

Rubbish should not be allowed to accumulate across the School. All litter bins are emptied each night. Floors, corridors, stairs etc. must be kept clear at all times.

8.6 Visual Display Units (VDU's) and display screen equipment

The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment in accordance with their duties under the Health and Safet (Display Screen Equipment) regulations 1992.

Staff who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more) will be required to carry out a self-assessment. The Business Operations Manager will record the findings of the self-assessment and will address any concerns.

Upon request, the School will provide employees with an eye and eyesight test and will provide some financial assistance towards glasses if they are needed for VDU use.

Any aches and pains suffered or general discomfort at workstations should be reported as soon as possible to the Business Operations Manager.

8.7 Electrical and gas safety

The School has in place a programme of planned preventative maintenance and regular portable appliance testing (PAT) that is carried out on all electrical equipment. 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 carry out any remedial works as required from the inspection.

Annual gas safety checks are carried out by a competent and appropriately qualified person.

The Business Operations Manager keeps a record of all electrical and gas safety checks.

8.8 Personal protective clothing and equipment

The School is obliged by law to provide, without charge, personal protective equipment to their employees where they are exposed to a risk to their health and safety. At the same time, employees are required by law to wear such clothing and equipment where the circumstances demand it, not to cause it damage or treat it with neglect.

8.9 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.

8.10 Catering

The School has an in-house catering provision supported by external catering consultants. They are responsible for risk assessments, environmental health and other health and safety requirements necessary for these activities.

8.11 Control of Contractors

Contractors are required to report to either the School Office or Finance Office on arrival where they will be signed in and issued with a contractor pass. The Business Operations Manager is responsible for ensuring that all necessary documentation has been obtained prior to the contractor's visit.

8.12 Vehicle Safety

The School will ensure that there is adequate segregation of pedestrians and vehicular traffic on the School site where possible.

The Business Operations Manager will ensure that all School vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.

The Business Operations Manager is responsible for ensuring that the School vehicles are properly taxed, licensed and insured.

The Business Operations Manager will ensure that the drivers of School vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so.

8.13 Safe plant and equipment

The Business Operations Manager and Site Manager will be responsible for identifying and implementing maintenance for all equipment/plant equipment as appropriate. Any defects should be reported to the Business Operations Manager and the plant/equipment immediately taken out of use until it has been made safe.

8.14 Security

The School aims to provide a safe and secure environment for all staff, pupils and other visitors to the School premises. The School has a policy of restricting access to the School buildings to members of the public in order to ensure the safety and security of employees, pupils and other visits to the School premises and takes all reasonable measures to deter unauthorised public access to the premises.

The School will take appropriate steps to ensure that there are adequate security arrangements for the School premises by ensuring that:

- There are sufficient security arrangements in place to protect the security of the premises and persons on it.
- Security assessments are conducted and reviewed regularly.
- Visitors to the premises are properly identified by using ID badges with coloured lanyards.
- There are adequate supervision arrangements in place.
- All security breaches are reported to the Headmaster/Business Operations Manager and/or to the police or other emergency services as appropriate.

8.15 Violence

The School will not tolerate any act of violence or harassment in which an employee or pupil or any other person to the School site is abused, threatened or assaulted, or placed in fear of their own safety.

In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard themselves and others and contact the Headmaster and/or the police as appropriate.

Violence or harassment by employees will constitute gross misconduct and will be dealt with under the School's disciplinary policy.

8.16 Working at height

The School 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 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 School complies with these regulations, the following will be taken into account:

- Working at height will be properly planned and organized.
- Those involved in working at height will be properly trained and competent.
- A risk assessment will be carried out to establish the correct access equipment.
- 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 School will further comply by taking into account the following:

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

8.17 Workplace safety

The School will ensure that the School premises are safe and in good repair and are kept free of reasonably safety hazards.

The School will take all reasonable steps to ensure that the School premises are maintained in such a way to reduce the risk of slips and trips to employees, pupils and other uses of School premises and that it complies with its obligations under the Workplace (Health, safety and Welfare) Regulations 1992.

The School will promote effective infection control by ensuring that the School premises are kept clean and tidy.

The Business Operations Manager and Site Manager will arrange regular site checks and the maintenance and repair of School premises.

8.18 Educational Visits (Health & Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and The Department of Education (DfE) statutory guidance for Educational Visits).

The School aims to provide a broad and balanced curriculum and believe that School trips are an essential resource for learning and a key component of the curriculum.

Each educational visit will start with a clear identification of the educational objectives. Once identified these objectives set the agenda for a detailed plan depending on whether they fall within Category 1, 2 or 3.

- ✓ Category 1 (Standard) – Headmaster / Educational Visit Coordinator approval includes visits within the School day or extended School day which does not involve travel outside of the local area and does not involve adventurous activities.

  This is intended to cover swimming and sports fixtures and regular or routine visits to local establishments and facilities that both visiting staff and pupils are familiar with. Any particular hazards are addressed in the standard operating procedures.

  As part of our educational visit's procedure, a blanket approval and parent consent will be obtained at the beginning of each academic year with parents being provided with information nearer to the time, as to the nature of these off-site visits (sports fixtures, visits to other educational establishments and libraries, etc.) Consent must be obtained for each educational visit for children in the Early Years setting.

  If parents withhold their consent, then the pupil will not be taken on the visit but alternative arrangements for delivering the educational objectives of the visit will be made if possible.

- ✓ Category 2 (Enhanced) – Headmaster / Educational Visit Coordinator approval includes visits within the School day or extended School day which involve traveling within or outside the local area and does not involve an overnight stay, travel by sea or air or adventurous activities.

  This includes trips to unfamiliar facilities, to facilities the School does not visit regularly, or the School have chosen to take part in a different activity whilst visiting a 'standard' establishment

  A blanket approval and parent consent will be obtained at the beginning of each academic year with parents being provided with information nearer to the time, as to the nature of these off-site visits. Consent must be obtained for each educational visit for children in the Early Years setting.

  If parents withhold their consent, then the pupil will not be taken on the visit but alternative arrangements for delivering the educational objectives of the visit will be made if possible.

- ✓ Category 3 (High Risk) Headmaster / Educational Visits Coordinator / Compliance Education approval includes all residential visits, overseas visits and visits involving adventurous activities.

  An individual educational visit parent consent form will be sent out to each child's parent/guardian. If parents withhold their consent, then the pupil will not be taken on the visit but alternative arrangements for delivering the educational objectives of the visit will be made if possible.

All School trips are planned in advance and risk assessed in accordance with regulations and guidance.

Transport

As part of our visit planning, we look at ways in which we can safely transport our pupils and staff to and from the School, based on a number of factors.

- Travel distance and route to the location (motorway travel, busy roads, highly populated areas, or remote locations)
- Number of staff and students.
- Do any of the staff or students attending have mobility issues.
- The anticipated amount of luggage and equipment that will need to accompany us on our trip.

When considering what mode of transport will be best to use, we will conduct the following assessments:

- If we intend to hire a Coach or Minibus with driver
- In order to safeguard our pupils when travelling by hired coach/minibus, we will only employ authentic, reputable companies that can provide written assurances that suitable safety management systems are in place, and that appropriate operating procedures are followed.
- *(Note: Coaches must be fitted with seatbelts by law, but it is not the responsibility of the driver to ensure that they are worn unless the seats are in line with or in front of the driver. Staff should actively encourage pupils to keep their seatbelts fastened throughout the journey)*
- If we intend to hire a Minibus or use our own School Minibus which will be driven by a member(s) of our staff, we will ensure the nominated staff hold the correct 'Driving Category Entitlement' and that they are confident and experienced in driving larger vehicles.

- If we intend to use Public Transport or Walk or a mixture of, we will compile a risk assessment which will highlight the risks surrounding our chosen mode of transport.

8.19 Protection of Young Persons on Work related placement.

The School will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme, i.e. work placement, then the placement organisation must be involved in the assessment process

8.20 Lone Working

The School endeavours to avoid lone working whenever possible. However, the Senior Leadership Team are aware that employees may be required to work alone at either the School premises or when visiting/working at a child's home. The School recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between them and their appointed member of the Senior Leadership Team.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- Notify their appointed member of the Senior Leadership Team to inform them that they have left their location and they are okay (or otherwise), if not returning to the School at the end of their offsite visit.

8.21 Occupational Health

The School will arrange for occupational health to conduct a pre-employment medical assessment appropriate to the job requirements when necessary.

Health risks are included within the School risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.