



## **Altrincham Preparatory School**

# **HEALTH AND SAFETY POLICY AND MANUAL**

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Responsible Person:	Mr Nick Vernon – Headmaster
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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 Alan Hurst

Dated: 30 January 2025

## **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.

## **3. RESPONSIBILITIES**

The Governing Body have overall responsibility for health, safety and welfare responsibilities within the School and will ensure that this policy is implemented, monitored and reviewed, in accordance with the relevant statutory provisions.

The Governing Body also have specific responsibility for:

- insurance and employee liability
- office health, safety and welfare, fire prevention and security
- licenses, notifications, certification and statutory records
- day to day co-ordination on health and safety
- liaison with clients and fellow contractors
- accident investigation
- safety of work equipment
- prescribed notices and safety signs
- workplace health, safety and welfare, fire prevention and security
- reporting accidents etc. to Health & Safety Executive
- over check, monitor statutory inspections
- method statements and risk assessments
- waste disposal operations, control of discharges
- environmental pollution, noise and nuisance
- recruitment, health and safety induction and employee training
- stores control, issue of protective clothing
- control and maintenance of transport
- competent corporate and construction H&S advice
- assess competence of contractors

The Governing Body may delegate a duty listed above to a responsible person within the School but the accountability remains with them.

### **Employee responsibilities**

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

All employees must:

- Co-operate with the Governors, Headmaster and others on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and consider that of others.
- Report any health and safety concerns to the Business Operations Manager.

- Use Personal Protective Equipment/clothing where it is provided and ensure that these are kept in good condition.
- Report immediately to a manager any unsafe acts or omissions.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their line manager.
- Ensure that tools and equipment are appropriate for use, are in good condition and report any defects to the Business Operations Manager.
- Ensure that offices and general work areas
- Ensure that any accidents, whether or not injury occurs, and potential hazards are reported to the Business Operations Manager.
- Ensure fire equipment, fire doors and fire exits are clear and accessible and are not being misused.
- Complete risk assessments, where necessary.

### **Pupil responsibilities**

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

- Co-operate with teachers and school staff on health and safety matters.
- Not interfere with anything provided to safeguard their own health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to a teacher.

### **Responsibilities of all other persons on the School premises**

All other persons on the school premises will:

- Observe the health and safety rules and the instructions given by persons enforcing the Health and Safety policy.
- Not work on the premises until the relevant rules are read, understood and accepted.
- Not work on the premises until covered by insurance against risk.
- Keep fire and emergency exits clear at all times.
- Report all health and safety concerns to a member of staff.

## **4. THE MANAGEMENT OF HEALTH AND SAFETY**

### **4.1. Information, instruction and supervision**

The School is committed to active participation of all employees in promoting good health and safety practices. Use is made of all means of communication to empower the employees with the necessary information and instruction to work safely.

The Health and Safety Law posters are displayed in the staff rooms on each site. The certificate of employers' liability insurance is displayed in the Marlborough Road entrance, finance office and each School's staff rooms.

Health and Safety advice is available from the Business Operations Manager.

Supervision of young workers/trainees will be monitored by the line manager with which they will be working with.

### **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 24<sup>th</sup> 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.

## **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.

## **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.

# **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 be 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 Safety (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 users 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.