



HOE BRIDGE SCHOOL

Health & Safety Policy

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Statement

The Governors of Hoe Bridge School recognise and accept their responsibility under the Health & Safety at Work etc. Act 1974 (HSWA) as employers for providing, as far as is reasonably possible, safe and healthy work places and equipment for all school employees, pupils and others who may be affected by the school's activities. We regard the management of health and safety as an integral part of our business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure, as far as is reasonably practical, the health, safety and welfare of our employees, pupils and others who may be affected by our activities. The prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. This policy is drawn up with due regard to the DfE Guidance *Health and Safety DfE Advice on Legal Duties and Powers (2014)* and *sensible health and safety management in schools*. The aim of the Board of Governors is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

We are committed to ensuring, as far as it is reasonably practical that:

- All staff and pupils are safeguarded fully in respect of health, safety and welfare whilst on the school premises.
- Members of the public including parents, visitors and contractor's employees are not exposed to any health and safety risks during the course of their business on school premises.
- Access to expert advice is made available if required, to support the school in the assessment of risks to health and safety and the measures to be taken to reduce or eliminate those risks.
- No work is carried out by the school or by contractors that is liable to expose staff, pupils or members of the public to hazards of health, unless suitable and sufficient assessments of the risk have been made and necessary measures to prevent and control the risk have been introduced.
- All contractors are able to demonstrate that they have suitable arrangements for proper health and safety, including, where necessary, a written statement of policy.

Hoe Bridge School seeks to:

- Provide safe and healthy working conditions for all staff and pupils, ensuring that a regular cycle of risk assessment is conducted to enable hazards and risks to be identified and standards of safety to be enforced.

- Ensure that plant and equipment is maintained properly and that none will be used knowingly if it presents any risk to the safety of staff, pupils or public.
- Provide safe means of access and egress.
- Make available information, instruction, training and supervision to ensure, as far as is reasonably practicable, the health and safety at work of all staff and pupils.
- Maintain a Health & Safety Policy that has regard for Department for Education advice on Health & Safety and is subject to regular review by management at all levels.
- Ensure safe arrangements for the storage and handling of articles and substances
- Ensure the maintenance of up-to-date fire risk assessments, procedures and documents; making sure that all staff and pupils are familiar with these.
- Ensure that there is “No Smoking” within the vicinity of the EYFS and in the proximity of any of the school’s pupils.

Hoe Bridge School seeks to implement this policy through adherence to the procedures outlined below. The policy applies to all members of the school community, including those in our EYFS setting. Hoe Bridge School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School’s Equal Opportunity Policy document.

This document is available to all interested parties, including existing parents and parents of prospective pupils, on request from the School Office. It should be read in conjunction with the following documents:

Accessibility Policy
Educational Visits Policy
Equal Opportunities Policy
Fire Policy
First Aid Policy
Major Incidents Policy
Minibus Policy
Risk

This document is reviewed annually by the Health & Safety Committee, or as events or legislation change requires. The next scheduled date for review is April 2019.

Procedures

Part 1 - Health & Safety Manual

This manual is approved by the Board of Governors of Hoe Bridge School and authorised for use throughout the School. It is based on the requirements laid down in the Health & Safety At Work Act 1974 (HASAW) advice in Health and Safety Advice on Legal Duties and Powers (2014) and reflects, by amendment, such health and safety policy changes which may from time to time be required.

Prime responsibility for maintaining and updating this manual lies with the Bursar, in the capacity as School Health & Safety Officer (SHSO). However, as detailed in subsequent pages, all school employees have some degree of responsibility for health and safety, including the requirement to contribute to the accuracy, effectiveness and usefulness of this manual. Any proposals for amendments to, or expansion of, the manual are welcomed; these should be submitted directly to the SHSO in writing, for editing and formal promulgation to all staff. Unauthorised changes to the manual are not permitted.

This manual comprises 4 sections:

Part 1 Introduction and School Health & Safety Policy Statement
Part 2 Responsibilities for Health & Safety
Part 3 Arrangements for the implementation of the School’s Health & Safety Policy
Part 4 Health & Safety Policies

1.2 Location of Health & Safety Manuals

The Health & Safety Manual is available to all staff on the staff intranet (Shared area staff/Policies & Procedures/H&S).

Hard copies of the Manual are kept in:

- Bursar's office
- Staff Common Room
- Mm office

Part 2 - Responsibilities for Health & Safety

All members of staff are responsible for taking reasonable care of their own safety, together with that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Headmaster and Head of Pre Prep, the Bursar and other members of the Senior Management Team (SMT) in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

All employees are briefed on where copies of this statement can be obtained. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy can be found in Parts 2 and 3 of this document.

2.1 Health & Safety Duties of the Board of Governors

The Board of Governors, in consultation with the Headmaster, Head of Pre Prep and Bursar will:

- a) Make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other Health & Safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health & Safety at Work Regulations 1999 (S1 1999 No. 3242) and Health and Safety Advice on Legal Duties and Powers (2014).
- b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- d) Identify and evaluate all risks relating to:
 - i. Accidents
 - ii. Health
 - iii. School sponsored activities (including work experience)
- e) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
- f) Create and monitor the management structure.

In particular, so far as is reasonably practical, the Board of Governors undertakes to provide:

- g) A safe place for staff and pupils to work including safe means of entry and exit.
- h) Plant, equipment and systems of work which are safe.
- i) Safe arrangements for the handling, storage and transport of articles and substances
- j) Safe and healthy working conditions which take account of all appropriate:
 - i. Statutory requirements
 - ii. Codes of practice whether statutory or advisory
 - iii. Guidance whether statutory or advisory.
- k) Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities

and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Board of Governors will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.

- l) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- m) A welfare support system through line management.

So far as is reasonably practical the Board of Governors, through the Headmaster, Head of Pre Prep and Bursar, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- n) This policy
- o) All other relevant health and safety matters
- p) The instruction and training for all employees so that they carry out their duties in a safe manner without placing themselves or others at risk.

2.2 Health & Safety Responsibilities of the Headmaster and Head of Pre Prep

As well as the general duties which all members of staff have, the Headmaster and Head of Pre Prep have overall responsibility for Health & Safety at the school. They are responsible for the maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. They will take all reasonably practical steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Headmaster and Head of Pre Prep are required to take all necessary and appropriate action to ensure that all the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headmaster and Head of Pre Prep will:

- a) Be aware of the Health & Safety at Work, etc. Act 1974 and any other Health & Safety legislation and codes of practices relevant to the work of the school.
- b) Ensure, as far as is reasonably practical at all times, the health, safety, welfare and safe working conditions of staff, pupils and others using the school premises or facilities.
- c) Ensure that there are appropriate arrangements for rapid evacuation of the buildings in case of fire or other emergency, and that fire-fighting equipment is available and suitably maintained.
- d) Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and all the risks are controlled.
- e) Consult with members of staff through departmental and staff meeting, including the Health & Safety Committee, on health and safety issues – details to be minuted on a termly basis.
- f) Arrange systems of risk assessment to allow the prompt identification of potential hazards and annual reviews.
- g) Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- h) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.

- i) Collate accident and incident information and, when necessary, carry out accident and incident investigations – details to be minuted on a termly basis.
- j) Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- k) Monitor first aid and welfare provision.
- l) Monitor the management structure, along with the Board of Governors.

2.3 Health & Safety Responsibilities of the Bursar

As well as the general duties which all members of staff have, the Bursar has day-to-day responsibility for Health & Safety and the maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. S/he will take all reasonably practical steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Bursar, as School Health & Safety Officer (SHSO), is required to take all necessary and appropriate action to ensure that all the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Bursar will:

- a) Be aware of the Health & Safety at Work, etc. Act 1974 and any other Health and Safety legislation and codes of practices relevant to the work of the school.
- b) Ensure, at all times, the health, safety, welfare and safe working conditions of staff, pupils and others using the school premises or facilities.
- a) Ensure that there are appropriate arrangements for rapid evacuation of the buildings in case of fire or other emergency, and that fire-fighting equipment, checks to the fire extinguishers, alarm systems, fume cupboards, electrical equipment and emergency lighting are made and recorded. Any faults noticed should be reported to the Bursar or Bursar's Assistant for remedial action.
- c) Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all the risks are controlled.
- d) Consult with members of staff, including the Health & Safety Committee, on health and safety issues.
- e) Ensure that Risk Assessments are reviewed and updated as appropriate at least annually.
- f) Monitor and evaluate this Health & Safety Policy along with all attendant procedures.
- g) Be responsible for identifying hazards in the school and reporting issues that are raised by staff. In most cases remedial action will be taken. Where this is not possible a Risk Assessment will be carried out. A decision about what action will be taken following a Risk Assessment will be taken by the Board of Governors following the advice of the Headmaster and Head of Pre Prep and/or the Bursar.
- h) Identify the training needs of support staff and ensure, within the financial resources available, they receive adequate and appropriate training in health and safety matters.
- i) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay where possible, or report to the Headmaster and Head of Pre Prep or Board of Governors where further action is necessary.
- j) Monitor first aid, welfare provision and reporting of accident and incident information and, when necessary, carry out accident and incident investigations.
- k) Be responsible for liaison with expert health and safety consultants.
- l) Be responsible with the Headmaster and Head of Pre Prep for considering all issues of health and safety and advising the Board of Governors

2.4 Health & Safety Responsibilities of Supervisory Staff

All Supervisory staff (e.g. Heads of Department, Co-ordinators Science/DT Technicians) will make themselves familiar with the requirements of the Health & Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work in their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the Bursar, in the capacity of SHSO and the Headmaster and Head of Pre Prep for the implementation and operation of the School's Health & Safety Policy within their relevant department and areas of responsibility.

They will take a direct interest in the School's Health & Safety Policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities, all supervisory staff will ensure that:

- a) Safe methods of working exist and are implemented throughout their department.
- b) Health & Safety regulations, rules, procedures and codes of practice are being applied effectively.
- c) Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- d) New employees working within their department are given instruction in safe working practices.
- e) Annual safety inspections are made of their area of responsibility in readiness for the new school year by individual supervisory staff.
- f) Positive corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- g) All plant, machinery and equipment in the department in which they work is adequately guarded.
- h) All plant, machinery and equipment in the department in which they work is in good and safe working order.
- i) All reasonably practical steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- j) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- k) Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled.
- l) They monitor the standard health and safety throughout the department in which they work, encourage staff and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- m) All signs used meet with current statutory requirements.
- n) All health and safety information is communicated to the relevant persons.
- o) They report, as appropriate, any health and safety concerns to the appropriate individual.

2.5 Health & Safety Responsibilities of all Members of Staff

The effective implementation of the School's Health & Safety Policy is dependent upon the co-operation of every person who works for the school.

All **teaching and non-teaching staff** have a duty to:

- a) Be familiar with the Health & Safety Policy together with any and all safety regulations as laid down by the Board of Governors.

- b) Take reasonable precautions in safeguarding their own Health & Safety and that of others, particularly pupils, who may be affected by their acts or omissions at work.
- c) Observe the School's Health & Safety and Safeguarding Policies.
- d) Ensure Health & Safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- e) Ensure that all plant, machinery and equipment are adequately guarded.
- f) Ensure that all plant, machinery and equipment are in good and safe working order.
- g) Not make unauthorised or improper use of plant, machinery and equipment.
- h) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- i) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- j) Report any defects in the premises, plant, equipment and facilities which they observe.
- k) Take an active interest in promoting health and safety and suggest ways of reducing risks.
- l) Use all equipment provided by the school to ensure their health and safety.
- m) Alert management, the Bursar or Headmaster and Head of Pre Prep to any potential hazard that they have identified.
- n) Report all accidents so that they may be recorded in the School's Accident File with a record of the action taken. Files are located in Facilities Manager's office and Pre Prep School office.
- o) Ensure that they do not use, or allow to be used, a prescribed dangerous machine unless fully instructed as to the dangers, the precautions to be observed and the methods of work with the machine.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

Part 3 - Arrangements to Establish, Monitor and Review Health & Safety Measures

The Board of Governors of Hoe Bridge School is responsible for ensuring the implementation of this Health & Safety Policy and the Headmaster, Head of Pre Prep and Bursar are in overall control of the day-to-day management of the school. They will ensure that the Health & Safety Committee meets at least once during each term, its meetings being minuted and any recommendations communicated to the Board of Governors.

The Headmaster, Head of Pre Prep and Bursar will also ensure that staff, pupils, visitors or contractors are advised regarding the adequacy of facilities, equipment and evacuation procedures provided for their safety whilst 'on site'.

Copies of the School Health & Safety Policy are available in the staff rooms and School Offices and on the shared drive of the school intranet.

Health & Safety will be a standing item on the departmental agenda's on a monthly basis. Any points raised will be duly minuted and reported to the Health & Safety Committee for appropriate action.

3.1 School Health & Safety Committee

The Health & Safety Committee meet on the second Monday of each term once per term. Health & Safety is an agenda item on each meeting of the Board of Governors.

The Committee is made up of representatives from the following school functions:

- Headmaster (Chair)

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- Bursar/School Health & Safety Officer
- Head of Pre Prep
- Science (Head of Science)
- PE (Head of PE)
- Matron (for accident reporting – written report)
- Facilities Manager
- School Governor

Other members can be co-opted as required on a temporary or permanent basis with the agreement of the Committee. Members send a substitute if they are unable to attend.

The role of the Committee is to:

- Discuss matters concerning health and safety and any changes in regulations.
- Monitor the effectiveness of health and safety within the school.
- Review accidents and near misses; discuss preventative measures.
- Review risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to Health & Safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.
- Ensure Minutes are taken and are displayed on staff noticeboards.
- Ensure Minutes are distributed and issues fed back to the Board of Governors.

3.2 The Health & Safety Policy will be reviewed annually and whenever there is a change in any school procedures.

3.3 School Risk Assessments will be reviewed on an annual basis and whenever a change in working practices occurs. Risk assessments are filed on the shared intranet and a hard copy is available in the relevant area.

Part 4 - School Policies

The policies listed in this section include those policies or procedures, which relate to Health & Safety, required or recommended by current legislation. (All policies referred to in this section may be found in the shared area – staff/policies and procedures).

4.1 Accessibility Policy

Hoe Bridge School recognises its duties under the Disability Discrimination Act 1995 as amended by the Special Educational Needs and Disability Act (SENDA) 2001 and the Equality Act whereby it is unlawful for schools to discriminate against persons on the grounds of age, disability, gender, race or religion. We are an academically non-selective school and welcome all children who can make the most of the opportunities that we offer and can flourish in the caring environment of the school. Treating every child as an individual is important to us.

Hoe Bridge School has an active monitoring policy and will do its best to make adjustments for an individual's needs within the constraints imposed by its historic buildings on a scattered site. The school has made adaptations to the physical environment where possible to increase accessibility but full access to areas above ground floor level is not feasible for people with restricted mobility other than in the Sports Hall block.

4.2 Accident and Ill Health reporting (RIDDOR)

The aim of the school is to prevent accidents as far as possible. Every care is taken to protect the safety and welfare of the staff, pupils and visitors. All staff and pupils should be aware of the importance of preventing accidents, especially by identifying and dealing with hazards and dangerous situations. A First Aider or Matron is on duty during school hours.

Accidents should be reported to the Matron, another member of staff qualified in First Aid or Line Manager. If an ambulance is required in the case of a child, the parent will be called. In the case of an adult (member of staff or visitor) their next of kin will be called. A member of staff will accompany the patient if the parent or next of kin cannot do so.

The Matron or relevant person will enter details in the Accident Report file, asking members of staff for oral or written reports, if necessary, to assist in compiling the report. Members of staff who witness accidents or to whom accidents are reported should investigate the cause as soon as possible (though attention to any injury should be the first priority) and pass on the resulting information to the Matron. The Matron in conjunction with the Headmaster and Head of Pre Prep will decide what further investigation, if any, is necessary.

RIDDOR applies to accidents that result in a major injury or death, or where a pupil or visitor is taken to hospital. Such accidents must be reported to the HSE, either on-line at www.hse.gov.uk/riddor or, in the event of fatal or major injuries only, by telephone on 0845 300 9923 and a record must be kept.

Injuries that result in someone at work being unable to carry out the full range of their normal duties for more than seven days should also be reported to the HSE under RIDDOR (previously over 3 days), and records must be kept of accidents that result in a worker being incapacitated for more than three consecutive days (note counting the day of the accident).

Some diseases that may relate to work activities are also reportable to the HSE and are listed in regulation 5 and Schedule 3 to the Regulations.

4.3 Anti-Bullying Policy

Hoe Bridge School is committed to providing a caring, friendly, safe and secure environment for all of our children so they can learn in a relaxed and secure atmosphere without anxiety. Bullying of any kind is unacceptable at our school. We therefore do all we can to prevent it by developing a school ethos in which bullying is regarded as unacceptable.

The Anti-Bullying policy has been prepared with regard to DfES guidance 0064/2000 "Bullying: don't suffer in silence" and Department for Children, 'Schools and Families Guidance Safe to Learn – Embedding anti-bullying work in Schools.' The policy and the procedures outlined within it relate to all children in school from Early Years to Year 8 and also relate to all adults connected with the school. The full policy is published on the school website and is reviewed and updated every two years.

4.4 Catering and Food Hygiene Policy

The school catering is carried out by an external contractor. The Bursar holds a copy of the contract, together with the Hazard Analysis and Critical Control Point (HACCP) policies and risk assessments. The Catering Manager is responsible for risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept. The school reviews these documents regularly to ensure they are up to date and meet food hygiene and legislative requirements.

4.5 Safeguarding and Disclosure and Barring Service (DBS)

Hoe Bridge School recognises that all adults, including temporary staff, gap pupils, volunteers and Governors have a full and active part to play in protecting pupils from harm. Safeguarding children's welfare is our paramount concern.

The school operates a safer recruitment procedure when appointing any new staff (including temporary staff and gap students). Before starting employment all staff undergo all recruitment checks in accordance with the Independent School Standards Regulations including a DBS check and all references are verified. The Headmaster, Head of Pre Prep, Bursar and a Governor are trained in Safer Recruitment in Education.

A number of staff are designated as and have received training as Designated Safeguarding Leads (DSL's) including the Headmaster and Head of Pre Prep. All school staff are trained as per the School's Safeguarding Policy every three years. Contractors are required to evidence that their employees are DBS checked.

In addition this policy is posted on the website and is available on request from the school. It is reviewed and updated annually.

4.6 Cleaning

The cleaning of the school is carried out by an external contractor. All staff are required to be DBS checked. The Bursar holds a copy of the contract and safe systems of work. Hazard data sheets are kept on the school site and all chemicals are stored safely and securely. The school reviews these documents regularly to ensure they are up to date and meet legislative requirements.

4.7 Code of Conduct

The Code of Conduct for Hoe Bridge School sets out the standards expected and the duty upon staff, volunteers and Governors to abide by it. It forms part of the school's disciplinary rules for staff who are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. It is issued to staff as part of their employment contract.

In addition the Codes of Conduct for pupils in Prep and Pre Prep are published on the school website and all pupils are made aware of the policy when they join the school.

4.8 Control of access, security and lone working, Temporary staff and Contractors

Control of access

Hoe Bridge School place the utmost importance on the safety and security of their pupils, staff and visitors.

- All buildings on the school site are secured with keypad locks.
- Gates and fencing enclose the Pre Prep and play area.
- Deliveries come to the Prep School and are taken to the Pre Prep by the maintenance team.
- All alarms are set outside of school hours.
- Outside-hours security is outsourced. The contractors check the school site four times during the evening, night and at weekends.

Visitors and Contractors

- All visitors and contractors are directed to the school main reception where they are signed in and issued with a visitors badge which must be worn at all times whilst on site.
- School staff are encouraged to challenge anyone not known to them and not wearing a visitors badge. However, if there is concern or uncertainty in doing so, they should contact on site security.
- There is a public right of way across the far field. A gate across the bridge over the river deters members of the public gaining access to the rest of the grounds and school. Anyone in the grounds other than on the public footpath should be challenged. However, if there is concern or uncertainty in doing so, they should contact on site security.
- All visitors, except parents, are escorted around the school site by a member of the school team.

- Any contractor who visits the school regularly or needs to work independently will have obtained DBS clearance and List 99 cleared via the school before working unsupervised on the school site.

Temporary Staff

Temporary staff working at the school will have obtained DBS clearance via the school before working unsupervised on the school site. References on all temporary staff will be required before commencing work at the school.

Lone Working

A risk assessment is carried out for lone working within the school site. Two way radios are carried by members of the Facilities Team who often work in isolation.

4.9 Control of Substances Harmful to Health (COSHH)

Substances that can be dangerous to health or safety (e.g. chemicals or cleaning materials) must be used with care and in accordance with manufacturers' instructions. They must be securely stored out of the reach of children. It is very important to remember that the school contains very young children and so in the use and storage of hazardous substances it is always necessary to err on the side of caution.

4.10 Emergency Planning /Crisis Management – school closure, snow, bomb scare, lock down.

In the event of a major incident or accident on or off site the Police would take charge of the situation and its management. Details of specific procedures for likely events follow these aims but in all instances common sense should prevail, as by their nature not all crises can be planned for.

4.11 Design & Technology and Art

The Design & Technology and Art Subject Leaders are responsible for risk assessments for all activities, the use and safe storage of all equipment and machinery and the safe storage of flammables. Hazard data sheets are kept as required and reference to procedures recommended by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) are observed. Records of staff training are kept.

4.12 Display Screen Equipment

The Health and Safety Executive (HSE) places significant emphasis on the requirement for a formal system that covers Display Screen Equipment Assessment. Such a system is a statutory duty designed to prevent many of the failures that lead to accidents, incidents and prosecutions.

The legal requirement placed on Hoe Bridge School is to provide a safe and healthy working environment for employees and is instigated by Heads of Department, including particular measures to protect their health and safety when they are working with Display Screen Equipment (DSE) as laid out by the requirements under the Health and Safety (Display Screen Equipment) Regulations 1992 as Amended.

Principal Objectives:

Hoe Bridge School will fulfil its obligations through:

- The provision of suitable work equipment;
- The provision of information and awareness training for Workstation Operators, through a computer based assessment package and other DSE Assessment documentation.
- The assessment of workstations and the task(s) being undertaken using DSE Assessment documentation;
- Arrangements to ensure Workstation Operators take regular breaks from DSE activities; and
- The provision of eye and eyesight tests for users, and the provision of spectacles where these are required specifically for DSE work.

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4.13 Drama

The Individual setting up all lighting is responsible for risk assessments for the lighting box operation including the lighting set-up, focussing and dismantling, the safe construction/building, movements and dismantling of scenery, staging, sets and props. Records of staff training are kept.

4.14 Educational visits

The School Trips Leader maintains a dossier of risk assessments and visit reports. The Educational Visits Policy can be found in the School Policy file.

4.15 E-Safety

Use of internet, social networking, access to sites and code of conduct for use of technology. The E-Safety Policy can be found in the School Policy file.

4.16 First Aid

A number of Hoe Bridge School staff are qualified to administer first aid in addition to the Matron. Lists available in the staff room and around the school. Three Pre Prep staff are paediatric First Aid trained. Injuries occurring in areas where there are subsidiary first-aid boxes may, if they need immediate treatment or if they are very minor, be treated by members of staff on the spot. First-aid boxes are located in the Kitchen, Pre Prep Department, in the Science, Art and DT Labs, in the medical room and in the minibuses. Adequate and appropriate first aid provision forms part of the arrangements for all out-of-school activities.

The first aid boxes are checked regularly and any deficiencies made good without delay by Matron or Pre Prep Secretary.

Injured or sick persons should normally go or be taken to the Matron's office for administration of first aid by the Matron or first aider on duty. If there is any doubt about whether the casualty should be moved, s/he should be left in place (with someone to watch over him) and the secretary (or any member of staff nearer the scene) should be immediately informed.

The Headmaster and Head of Pre Prep will normally decide whether an ambulance should be called, but, if this would cause delay in what appears to be an extreme emergency, any member of staff should make the call. A decision as to whether a sick or injured pupil should be sent home should be made by the Head of Pre Prep or Matron.

4.17 Fire safety, procedures and risk assessment

The fire alarm is given by a continuous ringing of the fire klaxon/classroom bell. Fire escape routes are identified by the green signs. Fire appliances are provided and maintained by the manufacturers. All staff and pupils must familiarise themselves with the fire instruction notices and the escape routes from all rooms they use. Fire exits must be kept clear. This includes not only designated exits but all routes that may be used in an emergency. The Headmaster and Head of Pre Prep will normally decide whether the fire brigade should be summoned, but if this would cause delay in an obvious emergency, any member of staff should make the call. There will be regular fire practices (at least three times per year), these must be timed and logged, and the fire alarm system will be tested weekly. Anyone noticing anything wrong with any fire appliance should immediately inform the Bursar or Headmaster and Head of Pre Prep.

4.18 Health & Safety Notices

These are displayed around the building. They are regularly reviewed to ensure the information is up to date.

4.19 Infectious Diseases

No one who has been suffering from an infectious or contagious disease necessitating treatment by a doctor or in a hospital is allowed to return to the school without informing the

school regarding the pupil's condition. Pupils should return to school following the Health Protection Agency's advice at www.hpa.org.uk. Any concerns please contact Head of School or Matron.

4.20 Letting and Hiring

The Board of Governors of Hoe Bridge School wishes to administer the letting of the school premises out of school hours for the benefit of the school and local community. However the Board of Governors has the right to refuse any application where it feels the aims of the hirer are not consistent with any school policy. The Board of Governors has the right to refuse any application without explanation.

4.21 Manual handling

Hoe Bridge School takes steps to reduce the risks of manual handling injuries to all school staff as per The Manual Handling Operations Regulations 1992.

Duties of the School

- Manual handling operations which present a risk of injury are identified
- Handling operations which present a risk of injury are avoided if practical by eliminating the need for the load to be moved or by the introduction of mechanical means
- Those operations which cannot be avoided are assessed using an ergonomic approach which considers the task, the load, the environment and individual capability to determine the level of risk
- Measures required to eliminate the risk or reduce it to the lowest level are identified and are used to implement a safe system of work
- All new work which might involve manual handling operations is assessed and safe systems of work implemented before commencement
- Annual reviews of assessments are made to ensure that they are still valid and reassessed if the situation changes
- Incidents which result in injury to staff are fully investigated and risk assessments reviewed
- Staff recruited to positions involving manual handling are suitable for the work they are required to undertake

Duties of the Staff: They should

- Follow a safe system of work
- Use any mechanical aids provided. Any faults in mechanical aids should be reported immediately
- Assist and cooperate with the process of assessments of risk
- Report all accidents and incidents which either caused, or could have caused injury
- Not undertake any manual handling operation which they believe is beyond their capability
- Inform the school if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition
- Report any unsafe systems to the Bursar

4.22 PE & Games:

The Head of PE & Games is responsible for risk assessments for: all outdoor games, swimming, athletics and gymnastics. Records of training and qualifications in life-guarding and other subject specific training are maintained. Hoe Bridge School subscribes to the Association for Physical Education (afpe) to ensure up to date knowledge of legislation and developments within the subject areas.

4.23 Risk Assessments:

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Risk assessments are conducted and filed in each department.

A central risk assessment register is filed electronically via the Bursars office.

Risk assessments are reviewed on an annual basis or whenever there is a change of circumstance or personnel.

4.24 Safe Workplace

In accordance with the requirements of the Management Regulations, the Provision of Work Equipment Regulations (POWER) and the School's Health & Safety Policy, Hoe Bridge School procures only work equipment that is fit for purpose. Equipment is serviced according to statutory requirements and to manufacturers' recommendations. Where necessary competent professionals are employed to inspect and maintain equipment; service records and inspection certificates are filed in the Facilities Department. Particular reference is made to the passenger lift, gym and playground equipment, boilers and heating systems, air conditioning systems, local exhaust ventilation systems (LEVS), intruder and fire alarm systems, all of which are maintained by specialist outside contractors on a scheduled planned maintenance basis.

Hoe Bridge School uses specialist consultants to audit and review all School Facilities processes to ensure compliance with all current legislation. The results of the Audit are kept in the Bursar's office and reported to the Headmaster and Head of Pre Prep and Board of Governors.

4.24.1 Asbestos

As required by the Control of Asbestos Regulations 2006, Hoe Bridge School maintains a register of asbestos-containing materials (ACM) within their buildings which is reviewed on an annual basis. Any removal works are undertaken under controlled conditions by approved asbestos removal contractors and noted in the asbestos register. All contractors working in an area containing ACM are made aware of the location of ACM and given access to the school's asbestos register.

4.24.2 Building at Work

Wherever possible all building work is commissioned outside of the school day. Construction, Design and Management (CDM) Regulations are strictly adhered via the school appointed Project Manager or Quantity Surveyor. Small building works are undertaken by suitably qualified contractors with due regard to all relevant legislation. Method statements and risk assessments are carried out before work commences. Each contractor is issued with the school's Contractor Management Policy which they undertake to adhere to.

4.24.3 Gas Safety

Everyone on the school premises must be aware of the hazards involved in the use of gas. Any defects noticed, including a smell of gas, must be reported immediately to the Bursar, Facilities Manager or Headmaster and Head of Pre Prep. If the source of a leak can be identified, the gas supply to the appliance involved must be turned off without delay. Windows and doors must be opened to disperse escaped gas. All gas appliances are inspected and serviced annually by certified gas engineers.

4.24.4 Electrical Safety

Any defect noticed in electrical wiring, fittings or appliances should immediately be reported to the Bursar, Facilities Manager or Headmaster and Head of Pre Prep, and the defective item should not be used until the fault has been rectified. Before any electrical appliance is brought into use, the manufacturer's instructions should be checked to ensure that it will be used safely (e.g. that a correct fuse is fitted to the plug). Care must be taken not to overload power circuits.

Portable Appliance Testing (PAT) of electrical equipment is carried out annually by a qualified electrician. The records of the testing are maintained in the Bursar's Office.

Anyone bringing electrical items into the school must have them checked by the Facilities team before use. Facilities Manager to ensure a member of the facilities team is available to ensure all electrical equipment used by the social committee is PAT tested.

Fixed /Periodic Wire Testing is carried out every five years in line with the Electricity at Work Regulations 1989. Action is taken to remedy any faults identified. The records are maintained in the Bursar's Office

4.24.5 Legionella

Hoe Bridge School is required to undertake a risk assessment with regard to Legionella which must be updated at least every 2 years in line with the HSE's ACoP L8. A water risk assessment is carried out bi-annually and a full report and procedure manual are available in the Bursar's office. Chlorination of water tanks takes place annually and water testing is carried out by an external contractor every 6 and 12 months. Remedial action is taken where readings are not within the accepted parameters. Monthly temperature checks are carried out in house. Records are kept in the Bursar's Office and the maintenance workshop.

4.25 Science

The Head of Science is responsible for risk assessments for all experiments, and the use and storage of equipment. Hazard data sheets are kept as required and procedures recommended by CLEAPSS are observed. Records of all subject-specific training by teachers and technicians are kept. The Head of Science holds an annual CLEAPSS membership on behalf of the school which gives online access to subject related expertise and advice.

4.26 Special Education Needs (SEN) and Learning Difficulties

The SEN policy can be found in the school policy file.

4.27 Stress – Management of Work Related Stress

It is the policy of Hoe Bridge School to take all reasonable and practical steps to safeguard the health and safety of employees at work. (Please see school policy).

4.28 Swimming Pool

Hoe Bridge School believes strongly that all children should learn to swim as soon as possible. It is fortunate in having its own outside heated swimming pool and is therefore able to arrange a class swimming lesson for all its pupils from Reception.

Safety is of paramount importance. The swimming pool is always kept locked and pupils are not allowed to swim without staff supervision. A competent instructor is always present in addition to a class assistant.

The Head of PE is responsible for applying the swimming pool safety policy and procedures at the school. The Swimming Pool Policy, Normal Operating Procedures and Emergency Action Plan are found in the PE Office and also in the School Policy file.

4.29 Training and Induction of staff

All staff at Hoe Bridge School are trained for the job and tasks required of them. Training is updated to the required time scales. Records of all training are maintained and updated regularly.

All new staff at Hoe Bridge School, regardless of job function, receive Induction training within the first few days of their employment.

4.30 Working at Heights

School staff who work at height are trained and competent. Work is planned and organised. All ladders are inspected regularly to ensure they are safe and suitable for use. Ladders are kept secure and only trained staff have access.

4.31 Vehicles and on-site movements

Hoe Bridge School aims to minimise risk of accidents involving vehicles on site.

- The site speed limit is 5 mph.
- There is a one-way traffic system in place on site
- Children are taught Road Safety and encouraged to use the crossing wherever possible, to take care and be aware when moving around the site.
- Staff supervise Year 3 children during lesson changes that involve using the crossing provided. All other children move around independently.
- There are designated parking areas for staff by Pre Prep, Lodge, Art Room and DT Centre. Signage directs visitors to parking area by the Mansion block. Visiting match teams can park minibuses in a designated parking area.
- Kitchen staff use a van to transport lunch from the main kitchen to the Pre Prep and park in designated area by the kitchen.
- Staff, parents, contractors and visitors are asked to adhere to the speed limit and to be aware of children on the site, whether or not they are using the crossing provided.
- Staff, parents and visitors must adhere to the parking restrictions and not park on yellow lanes.
- There is a dropping off/collection zone by the Portico for the Prep children.
- School minibuses are parked in a designated area. Keys are kept in the Bursar's office.

School staff can drive the school minibus/vehicles without any special licence, as long as they have the approval of the school (as their employer) subject to the following conditions:

1. The member of staff obtained their driving licence before January 1997 and an assessment to drive has been carried out by a qualified driving instructor. OR
2. The member of staff obtained their driving licence after January 1997 but has held it for at least two years, AND
 - Is not being specifically paid to drive the minibus (exemption depends on no 'consideration' being received by the driver) AND
 - The minibus weighs no more than 3.5 tonnes and is not used for hire and reward.
 - To drive minibuses weighing more than 3.5 tonnes, staff are required to undertake a minibus driving test.
 - An 'Assessment to Drive' is carried out by a qualified driving instructor.

Please also see minibus policy