



THE HALL SCHOOL

Health and Safety Policy

AUTHOR: Nigel McMahon

Policy ratified by: SLT

Date of publication: September 2018

Date of next review: September 2019

Governor responsible for policy: TBC

This policy is available on the School website and can be made available in large print or other accessible format if required.

PART ONE

STATEMENT OF INTENT

1. As Governors of The Hall School we fully recognise our collective responsibility for providing a safe and healthy school for all of our staff, pupils, parents and visitors. The main legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under that Act. Guidance dated 7 February 2012 from the Department for Education on the legal duties and powers for local authorities, head teachers, staff and governing bodies has also been taken into consideration in the preparation of the School's Health and Safety policy.

2. In our role as employer, we attach the highest priority to ensuring that all the operations within the School environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to safeguarding the welfare of everyone in our community in order that effective learning can take place.

3. Day to day responsibility for the operation of health and safety at the School is vested with the Headmaster. The governors will assist the Headmaster to implement and maintain this policy and will consider health and safety matters when assessing the budget. One Governor is nominated as our health and safety representative to liaise directly with the Headmaster and ensure that the School adheres to the following framework for managing health and safety:

- The Governor is asked to attend the termly meetings of the School's Health and Safety Committee and is to receive copies of all paperwork.
- The Action Points of the Committee's discussion on health and safety are to be tabled at each of the Governors' meetings as part of the Director of Operations Director of Operations report, together with any other issues on health and safety that the Committee Chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are to be surveyed and inspected regularly by qualified professionals.
- Their recommendations (together with other defects) are to be tabled at each of the Governors' meetings as part of the Director of Director of Operations report and are to form the basis of the school's routine maintenance programmes.
- The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is to be inspected annually by the EHO. Additionally, the Catering Consultant is to conduct a regular independent hygiene and safety audit of food storage, meal preparation and food serving areas and report the results to the Director of Operations Director of Operations. Annual external deep cleaning of the kitchen is to be undertaken and pest control services used, if required.
- A Competent Person is to write a fire risk assessment which is to be reviewed every year and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Health and Safety Committee is to review this risk assessment every time it is amended and submit an appropriate report through the Director of Operations to the Governors at their next meeting.
- The school is to employ a suitable contractor to test for legionella annually and sample water quality quarterly in order to ensure a safe supply of water.

- Health and safety training is to be undertaken regularly including induction training for new staff on taking up their appointment. Importantly, new staff are to receive additional instruction relevant to their function including occupational health and stress.
- All teaching and relevant support staff are to receive First Aid training every 3 years.
- Minibus driver training is to be provided to all members of staff before they are permitted to drive the vehicle and driving licences are to be checked annually and the details recorded. All vehicles are to be serviced in accordance with the manufacturers' schedule and weekly safety checks are to be carried out and recorded by the Maintenance team.

4. All members of staff have an individual responsibility to take reasonable care of their own safety and that of pupils, parents, visitors and contractors. Staff have a common law duty to act as any prudent parent would do when in charge of pupils. Also they have a duty to cooperate with the Headmaster and other members of the SLT in order to enable the Governors to comply with our health and safety duties. This includes reporting any risks or defects identified to the Director of Operations. The Governors will assist the Headmaster to implement and maintain this policy and will consider health and safety matters when assessing the budget.

5. Separately the School has a policy in accordance with the Education (Independent School Standards) Regulations (the **ISSRs**) and in particular in relation to the Part 3 obligations of the proprietor to make arrangements to safeguard and promote the welfare of pupils at the School by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management of the School to actively promote the wellbeing of pupils.

6. All staff are briefed on where copies of this statement and supporting health and safety documents can be obtained. The information relevant to boys, parents and visitors is to be brought to their attention, as required.

Name _____ Signature _____ Date: _____
 (Chair of Governors)

HEALTH AND SAFETY POLICY

PART TWO

ORGANISATION

1. Overall responsibility for health and safety rests with the Governors. But in order to manage the policy effectively it is necessary to share the many duties. The division is summarised below.
2. **The Governing Body.** The Governors must ensure that the School has a structure in place to manage health and safety effectively and which is integrated into general day to day management. In particular, they must ensure that:
 - Plans for continuous improvement in health and safety management are developed and reviewed regularly.
 - All school activities are organised and have sufficient arrangements and resources to ensure that health and safety can be managed effectively.
 - A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
 - Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of their duties.
 - Staff have sufficient experience, knowledge and training to perform the tasks required of them.
 - Clear procedures are created which assess the risk from hazards and produce safe systems of work.
 - Sufficient funds are set aside with which to operate safe systems of work.
 - Health and safety performance is constantly measured and reviewed annually.
3. **The Headmaster.** The Chairman of Governors delegates the day to day responsibility for organising health and safety to the Headmaster. His duties include:
 - Being fully committed to the Governing Body's Statement of Intent for Health and Safety.
 - Ensuring that a clear written local Policy for Health and Safety is in place and reviewed annually.
 - Ensuring that the Policy is communicated adequately to all relevant persons.
 - Ensuring appropriate information on significant risk activities is given to visitors and contractors.
 - Ensuring appropriate consultation arrangements are in place for staff and boys.
 - Ensuring that all staff are provided with adequate information, instruction and training on health and safety issues.
 - Ensuring risk assessments of the premises and working practices to be undertaken.
 - Ensuring safe systems of work are in place as identified from risk assessments.
 - Ensuring that emergency procedures are in place.
 - Ensuring that equipment is inspected and tested in order to confirm it remains in a safe condition.

- Ensuring records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Ensuring arrangements are in place to monitor premises and performance.
- Ensuring that all accidents are investigated and any remedial actions required are implemented.
- Reporting to the Governing Body annually on the health and safety performance of the school.

4. **School Health and Safety Co-ordinator.**

The Director of Operations, will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and Security
- Fire Safety
- Electrical Safety
- Gas Safety
- Water Quality
- Asbestos
- Emergencies
- Staff Induction

They will also act as the School Health and Safety Co-ordinator who is responsible for policing the safety arrangements that have been put in place which include:

- Ensuring the necessary health and safety policies and assessment are in place and that they are relevant, understood and annually reviewed.
- Co-ordinating the inspections and performance monitoring process.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Managing the keeping of records of all health and safety activities including management.
- Advising the Headmaster of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- Carrying out any other functions devolved to them by the Headmaster or Governing Body.
- Chairing the termly Health and Safety Committee to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Matters arising from the minutes are to be included in the Director of Operations' report at the next Governors' meeting.
- Informing urgent Health & Safety matters to the Governors through the Headmaster

5. **Staff Holding Positions of Special Responsibility**

This includes SLT, Heads of Departments, Clerk of Works and Matrons. They have the following responsibilities:

- Applying the Health and Safety Policy to their own department or area of work and be directly responsible to the Headmaster for the application of the health and safety procedures and arrangements.

- Carrying out regular health and safety risk assessments of the activities for which they are responsible.
- Ensuring that all staff under their control are familiar with the health and safety code of practice for their area of work.
- Carrying out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensuring, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigating any accidents that occur within their area of responsibility.
- Reviewing annually the policies and assessments for which they are responsible.
- Attending the termly Health and Safety Committee meeting.

6. **Class Teachers.**

Class teachers are expected to:

- Follow safe working procedures.
- Exercise effective supervision of their pupils and to be familiar with the procedures for fire, first aid and security measures.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant risk assessment and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Make recommendations to their Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrating all relevant aspects of safety into the teaching process.
- Not to bring personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Reporting all accidents, defects and dangerous occurrences to their Head of Department.

7. **Maintenance, Housekeeping and Grounds Department**

The Clerk of Works / Maintenance team / Caretaker / Groundsman will assist the Director of Operations with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standard of housekeeping, including drains, gutters etc.
- Control of hazardous substances for ground maintenance activities

8. **All Staff.** All staff have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, staff must:
- Comply with the School's Health and Safety Policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
 - Co-operate with the School management in complying with relevant health and safety law.
 - Use all work equipment and substances in accordance with instruction, training and information received.
 - Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
 - Report all incidents in line with current incident reporting procedure.
 - Act in accordance with any specific health and safety training received.
 - Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
 - Exercise good standards of housekeeping and cleanliness.
9. **Pupils.** Pupils, allowing for their age and aptitude, are expected to:
- Exercise personal responsibility for the health and safety of themselves and others.
 - Observe standards of dress consistent with safety and/or hygiene.
 - Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
 - Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

10. School Health and Safety Committee

The Committee will meet once per term, and will be chaired by the Director of Operations. The Governor who is responsible for overseeing health and safety will attend these meetings (as a minimum once per year). The role of the Committee is to:

- Discuss matters concerning health and safety, including any changes to regulations.
- Monitor the effectiveness of health and safety within the school.
- Review accidents and near misses, and discuss preventative measures.
- Review and update risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Review the safety policy guidance and update.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the work place.
- Encourage suggestions and reporting of defects by all members of staff.

HEALTH AND SAFETY POLICY

PART THREE

PROCEDURES AND ARRANGEMENTS

Arrangements

1. Annex A identifies the arrangements that are in place to deal with various specific threats to health and safety, fire protection and for the management of H&S matters. No such approach can be fully effective in dealing with every incident that might possibly arise but the most likely, or potentially the most harmful situations should all be covered in sufficient detail to provide appropriate information, guidance and advice to all members of the Hall School community.

Recording and reporting procedures

2. The Hall School is required to keep records of any death, major injury, disease or dangerous occurrence and all occupational injuries that result in a worker (including a pupil) being away from work or incapacitated for more than three consecutive days. All records are kept for at least three years after the date on which the event happened. The record includes:
 - the date, time and place of the event;
 - personal details of those involved;
 - a brief description of the nature of the injury, event or disease;
 - whether financial or other loss or damage may have been suffered by the Hall School and
 - if the event was reportable, the date and method of reporting.
3. At The Hall School all such events are recorded on an Accident/Incident Report which takes the form of a template on Firefly or via an accident/incident report book located in the Matrons' offices. All reports completed online are forwarded automatically to the Headmaster and Director of Operations who will keep them securely and decide whether any further action is required. Summaries of the reports will be presented to the SLT and Health and Safety Committee and they may be included in reports to the Governors. Copies of accident and incident forms affecting members of staff are retained in the individual's personnel file kept in the HR department and those affecting pupils are retained in the individual pupil's file.
4. In addition to the requirement to record certain incidents, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) also require employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. Most incidents that happen in the School or on school trips will not need to be reported but, exceptionally an incident may need notifying to the Health and Safety Executive (HSE) under RIDDOR.
5. A number of occupational injuries, diseases and dangerous occurrences fall within the scope of the RIDDOR reporting requirements. These include:
 - injuries and ill health involving employees;

- injuries and ill health involving pupils and other people not at work; and
 - dangerous occurrences.
6. Only those injuries that lead to a worker being incapacitated (absent, or unable to do their normal work which he or she would reasonably be expected to do) for over seven consecutive days need to be reported under RIDDOR. This period of time starts the day after the accident, and includes weekends and rest days. The report must be made within 15 days of the accident and will be submitted by the Director of Operations or, in their absence, a suitable senior member of staff (e.g. the Headmaster).
 7. All accident, incident and near-miss reports are analysed by the Director of Operations to determine if the Hall School has, or could have, suffered any financial or other damage or loss as a result. Any such damage or loss will be reported to the Director of Operations, and thence to the SLT and Health and Safety Committee.

Continuous improvement

8. The Hall School has adopted a policy of continuous improvement for all matters relating to health and safety. Statistics and trends will be reported to the Health and Safety Committee who may agree suitable performance targets for accident reports, RIDDOR reports, false fire alarms etc. However, it is recognised that setting targets for such events may lead to a culture of under-reporting so this will only be introduced after careful consideration and where analysis suggests particular attention is required.

Visits by representatives of the Health & Safety Executive

9. The HASAWA is generally enforced by inspectors appointed by the Health and Safety Executive (HSE) who, under Section 20 of the Act, have the right to enter the premises at any reasonable time to confirm that regulations are being properly applied. They may elect to be accompanied by a Police officer.
10. The Governors and Headmaster require all staff to co-operate fully with HSE inspectors, affording them such assistance and information as is necessary for them to carry out their duties.
11. Contact prior to a visit will normally be with the Director of Operations who will inform the Headmaster and Department to be visited. The Director of Operations or their nominated representative will accompany the inspector throughout the visit. As soon as possible after the visit the Director of Operations will provide the Headmaster and other interested parties with a résumé of the inspector's observations.

Review of this Policy

12. This policy will be reviewed:
 - in response to major changes to appropriate legislation;
 - after any form of enforcement action;
 - following reported incidents or "near misses" affecting health and safety;
 - to address relevant issues raised by a member of the Hall School community;

- to reflect organisational changes;
- in response to recommendations made during audits and inspections and
- otherwise at least annually.

Annex A

Health and Safety Arrangements

Contents

Asbestos	17
Building, plant equipment and other supplies	18
Contractors	18
Chemicals and the Control of Substances Hazardous to Health (COSHH)	19
Cleaning and Waste Disposal	19
Critical (major) incidents	19
Departmental safety policy and procedures	20
Disabled persons	20
Electricity	20
Fire	21
Fire Safety Strategy	21
First Aid	21
Food Handling	21
Infection Control	21
Legionella	21
Lone Working	23
Manual Handling	23
Noise at Work	24
Permit to Work system	24
Personal Protective Equipment (PPE)	24
Pregnant Workers	25
Pressure at work/ stress/ wellbeing	25
Pressurised systems	25
Radiological protection	26
Risk Assessment Guidelines	26

Safety Inspections	26
Safety Signage	26
Security / Violence	27
Slips and Trips	27
Smoking	27
Teaching Aids	28
Training	28
Visual Display Units (VDUs)/ display screen equipment (DSE)	28
Working at Height	29

Asbestos

1. The Control of Asbestos at Work Regulations 2006 (CAW) places a duty on employers to manage asbestos in non-domestic premises. This legislation tackles the biggest occupational health killer in the UK.
2. Asbestos is the collective term given to a group of naturally occurring fibrous or “asbestiform” varieties of a number of silicate minerals. Asbestos types occur within two groups of minerals: the serpentine minerals and the amphibole minerals. Asbestos was widely used in buildings between 1945 and 1985; the nature of the estate of The Hall School is such that a number of buildings are known to contain small quantities of asbestos containing materials (ACMs).
3. The policy for the management of asbestos at The Hall School is to follow the recommended Accepted Codes of Practice (ACOPs). The Clerk of Works is responsible for implementing the actions required to manage asbestos; in broad terms his/her responsibilities will include:
 - taking reasonable steps to find materials likely to contain asbestos. This is achieved by actively seeking ACMs whilst directing work to be done in any part of the School estate;
 - presuming materials contain asbestos, unless there is strong evidence to suggest they do not;
 - assessing the risk of the likelihood of anyone being exposed to asbestos from these materials. If necessary, suspected harsh forms of asbestos should be sampled by using a preferred commercial testing laboratory to gain an analytical examination;
 - reporting any findings to the Director of Operations, who is to ensure that a written record is made of the location and the condition of the ACMs and presumed ACMs and that records are kept up to date;
 - if necessary, because of the likelihood of disturbance, and its location or condition, repair or remove (using a properly licensed contractor) any material that contains or is presumed to contain asbestos;

- preparing a plan to manage that risk and put into effect information on the location and condition of the ACMs. This must be given to people who may disturb them during work activities and any material known or presumed to contain asbestos is kept in good state of repair.
 - monitoring the condition of ACMs and presumed ACMs and
 - reviewing and monitoring the action plan and the arrangements made to put it into place.
4. An asbestos register has been compiled and any asbestos on the premises has been assessed and either removed or sealed. The register is kept by the Clerk of Works and will be reviewed periodically. The findings of such reviews will be recorded in the asbestos register and brought to the attention of the Health and Safety Committee. All walls, partitions ceilings etc known to contain asbestos will be clearly marked with an approved sign and it is the policy of the School not to introduce onto the premises any materials containing asbestos where suitable substitute materials are available.
 5. School staff will not be asked to work with Asbestos unless specific formal training is given and contractors working on site will be informed if asbestos is known to be in the area in which they are working.

Building, plant, equipment and other supplies

6. Staff are required to take immediate action concerning all confirmed or suspected safety related defects and report their findings to the Head of Department and/or Director of Operations.
7. Any equipment or product involved in an accident or incident must be retained and where possible left in situ, pending investigation. In the case of computer equipment with electrical faults this must also be reported to the IT Manager.
8. When equipment is purchased the person authorising the order is responsible for:
 - a. ensuring the equipment meets requisite safety standards; and
 - b. if appropriate, advising the Clerk of Works or Director of Operations that major items of new equipment are being purchased and the possible need for access, floor loading, power and water supplies, alterations, maintenance, etc.

Contractors

9. "Contractor", for the purposes of this definition, includes all persons coming on site to execute work. They are required to comply with statutory rules and other safety standards when entering into a contract. The separate Contractors' Policy, available on the School's Learning Resource Platform and School web site, gives full details of the arrangements that are in place for both child protection and health and safety aspects of the use of contractors on site.
10. All departments are responsible for briefing and managing contractors appointed on their behalf. Advice on this can be obtained from the Contractors' Policy, Director of Operations, or Clerk of Works.
11. For major construction or renovation projects subject to the Construction, Design and Management (CDM) Regulations 2015, the role of Principal Designer

(previously CDM Co-ordinator) will be contracted out to a suitably qualified and experienced construction safety specialist

Chemicals and the Control of Substances Hazardous to Health (COSHH)

12. All materials on the premises will be subject to assessment under the Control of Substances Hazardous to Health (COSHH) Regulations. It is the responsibility of each Head of Department to ensure that this is done for all existing and any new substances. The Head of Department will ensure that manufacturers/suppliers' data sheets are available within the department and that any necessary information, training, first aid, spillage data, personal protective equipment, etc. is provided and available prior to use of various hazardous materials and that there is adequate supervision. Hazardous materials will not be used if the conditions do not meet the requirements of the COSHH Regulations.
13. Waste Chemicals will be disposed of in accordance with the Control of Pollution Act and related legislation, using the services of a recognised contractor.
14. It is the policy of the Hall School that only trained and competent staff will deal with minor spillages of hazardous materials, when they are confident this can be done without taking personal risks. All other hazardous spillages will be dealt with by closing the doors around the spill, keeping unauthorised persons away and contacting the emergency services.
15. Where chemicals are transferred from one storage container to another, the new packages will be labelled in accordance with the Chemicals (Hazard Information and Packaging for Supply) Regulations.

Cleaning and Waste Disposal

16. Poor standards of cleaning and the build up of waste material are common causes of injury and damage in the workplace; it is the responsibility of everyone to maintain a safe environment in which to work. All areas of the site are cleaned on a daily basis during term time and any issues with cleaning standards should be reported to the Director of Operations immediately.
17. Rubbish and combustible waste materials must not be allowed to accumulate in any areas, particularly in boiler rooms, in escape routes and passages, in classrooms and workshops. Staff are responsible for ensuring that all areas under their control are kept clear and tidy.
18. Clinical waste is disposed of via a specialist contractor.

Critical (major) incidents

19. The MHSWR require every employer to establish procedures to be followed in the event of serious and imminent danger to people at work. Not only is this requirement met through holding regular fire drills and building evacuations, but an Emergency Plan has been developed which gives guidelines to be followed in dealing with major emergency incidents both on and off site. The Emergency Plan is available separately in the Health and Safety section of the Schools Learning Resource.
20. This will be tested from time to time by holding appropriate critical incident exercises.

Departmental safety policies and procedures

21. It is the responsibility of each Head of Department to prepare, document and keep up to date appropriate policies, risk assessments, safety rules and safe working procedures specific to their department, especially where potentially hazardous activities are undertaken by pupils. New staff should be briefed appropriately and safety issues should be considered at each departmental meeting and reported in the minutes.

Disabled persons

22. It is entirely reasonable that persons with disabilities may be staff or pupils at The Hall School or may visit the site and therefore the policy for managing health and safety should fully take their needs into account. Wherever possible a disabled person will be allocated a nominated able-bodied “buddy” to ensure that they are safe at all times, in both normal and emergency situations

Electricity

23. The Hall School will take all necessary steps to comply with the Electricity at Work Regulations 1989 and any additional requirements as directed by the nominated Insurers.
24. The Hall School will ensure that fixed electrical installations are inspected and tested by a competent person/qualified electrician at least every 5 years, or more often if recommended by the installer of any such equipment.
25. The Hall School will also ensure that all portable electrical equipment is inspected and tested (PAT testing) by a competent person/qualified electrician at intervals depending upon the assessed level of risk. Appropriate records will be kept of all electrical equipment and test dates, and equipment tested will be labelled accordingly.
26. Pupils must not be exposed to voltages in excess of 25 volts. Project work must, therefore, be individually assessed for potential hazards and written instructions prepared to control the risks. The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of any person/pupil coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.
27. Prior to using any piece of electrical equipment staff are to conduct a visual check of the security and safety of leads, plugs, connectors and casings; any item of electrical equipment that appears to be faulty in any way is not to be used and should be reported to the Maintenance Department immediately.
28. The use of electrical extension leads is discouraged and all staff are reminded that they should be used for temporary purposes only and not used as a substitute for permanent installations. They are not to be joined together to increase their length and are to be fully unreeled when in use.

Fire (*see also the separate The Hall School Fire Safety Policy*)

29. The Director of Operations has overall responsibility for fire safety at The Hall School, including making arrangements for fire safety risk assessments to be undertaken as required under the Regulatory Reform (Fire Safety) Order 2005; this task and other responsibilities relating to fire safety are delegated to the Clerk of Works as identified in Part 2 of this document. The maintenance team have responsibility for active fire arrangements within the school but each Head of Department is responsible for day to day operation of fire precautions within areas under their control.

Fire Safety Strategy

30. All staff have a duty to be familiar with fire prevention requirements, fire precautions, fire fighting and fire evacuation procedures. Regular fire drills will be held in all areas and the fire alarm will be tested weekly. The Clerk of Works must be informed of the location of any extinguishers which have been fully or partially discharged so that arrangements can be made for replacements to be provided.
31. All staff have a duty to report any instances where proper procedures are not being implemented, e.g. fire doors wedged open, escape routes blocked by furniture or accumulations of rubbish, hazardous or flammable materials adjacent to escape routes, faulty electrical or gas appliances.

First aid

32. The general health and safety requirement of First Aid provision in any major organisation is to have a minimum of one adult professionally trained for every fifty people who belong to that organisation.

Food handling

33. Routine food handling is carried out by catering staff who are responsible for food hygiene arrangements, including staff training, in order to comply with the requirements of the Food Hygiene Act 1995.

Infection control

34. Infection control aims to minimise the risk of infection from micro-organisms. The following areas have been identified as being at particularly high risk:
- catering;
 - cleaning;
 - waste disposal.

Legionella

35. The Hall School recognises that it operates hot and cold water systems where there is a foreseeable risk of Legionella and which therefore require appropriate control measures to be in place.
36. The Hall School will do all that is necessary to fulfil the requirements of the Approved Code of Practice (ACOP) by identifying and assessing sources of risk, implementing and managing precautions, and keeping appropriate records of precautions implemented.

37. It is recognised that Legionella may colonise storage tanks, calorifiers, pipework and associated plant including taps, showers and other appliances. In particular, it is recognised that Legionella is most likely to multiply in calorifiers where water temperatures are insufficiently high and in pipework leading to taps and showers.
38. The main objective is to operate water services at temperatures which do not permit the growth of Legionella and to avoid stagnation. The Hall School will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.
39. Where possible, water services will operate at temperatures that prevent the proliferation of Legionella, which is hot water storage (calorifiers, at 60oC); hot water distribution at least 50oC attainable at the taps after one minute of running; cold water storage and distribution at 20oC or below. Whilst it is recognised that water temperatures in excess of 50oC give rise to a danger of scalding, “fail safe” thermostatically controlled mixing valves will be used, where necessary, to allow the hot water system to run safely at higher temperatures to control Legionella.
40. The following regime of routine inspection and maintenance will be established for the plant
- water temperatures at calorifiers will be checked monthly;
 - water temperatures at taps after one minute running will be checked annually;
 - conditions in tanks or the presence of organic materials, vermin, etc. annually;
 - conditions in calorifiers for organic materials and undue build up of scale, annually, and
 - the condition of accessible pipework and insulation annually.
41. The system will be cleaned and disinfected if routine inspection shows it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak or suspected outbreak of Legionella.
42. The following records will be kept:
- a simple description and plan of the system identifying storage and header tanks, calorifiers and relevant items of plant;
 - details of the risk assessment;
 - details of system operation relevant to controlling the risk, and the precautions to be implemented;
 - procedures for inspecting and checking the system and
 - details of precautions carried out.
43. The Clerk of Works is responsible for ensuring this procedure is implemented

Lone working

44. It is recognised that normal working practices at the Hall School sometimes lead to workers (staff members, contractors, volunteers and others) being alone in offices and other workspaces. This places them at risk if they are suddenly taken ill, suffer an injury or encounter violence from another person. The HASAWA places responsibilities on the Hall School for the health and safety and welfare at

work of all employees and those on the site not in their employment, hence safeguarding the health and safety of lone workers needs to be addressed.

45. Lone working is not covered by any specific regulations, but is dependent upon a risk assessment and the subsequent introduction of suitable control measures to mitigate the risks.
46. The following guidelines apply to all workers at the Hall School who may be required to work alone:
 - on starting work you must make it known to others that you are on the premises or in the area and again notify them when you are leaving;
 - if you bring a visitor into the building/area with you, you must make them aware of the emergency evacuation procedures;
 - let your whereabouts be known to others and keep in regular contact – you should be in touch at least every 30 minutes;
 - keep in range of a telephone, ideally a mobile or cordless handset that can be taken with you to and around your place of work;
 - working at heights (e.g. using a step ladder) or any other potentially hazardous activity must not be undertaken by lone workers;
 - all employees must make use of the control measures and equipment (such as PPE) provided to minimise any risks when carrying out work;
 - you should not be on the premises if you have any known medical conditions that could make it unsuitable for you to work alone;
 - make sure you know who to contact in the event of an emergency and how to do so and
 - if, after conducting a local risk assessment, you are not happy to work alone, this should be brought to the attention of your line manager/Head of Department so that alternative arrangements can be made.

Manual handling

47. It is the policy of the Hall School to comply with the Manual Handling Operations Regulations 1992. In particular, Heads of Department are to ensure that manual handling tasks are assessed and routines are designed to prevent a foreseeable injury to a member of staff which is the result of manual handling of a load.
48. Prior to manual handling:
 - each load must be assessed;
 - continuous handling of objects in a fixed position must be minimised;
 - repetitive manual handling should be avoided;
 - mechanical aids to manual handling should be provided where required and appropriate training and maintenance provided;
 - the working environment should be maintained to facilitate manual handling where necessary;
 - all staff routinely involved in manual handling must receive appropriate training;
 - manual handling operations should be monitored and
 - any manual handling that requires special strength or fitness must be so designated and only appropriate staff should carry out such handling.

Noise at Work

49. All areas where noise is considered to be a problem should be reported to the Clerk of Works in the first instance who may arrange for noise measurements, monitoring and assessments to be undertaken. Where noise levels are considered to exceed a safe working level appropriate action will be taken to reduce the level, limit exposure to the noise source or protect the personnel concerned.
50. In assessing whether or not there is a noise problem, the level of risk will be determined depending on how loud the noise is and how long people are exposed to it. As a simple guide the Hall School has adopted a policy by assessing that there *may* be a problem if:
 - persons have to shout to be clearly heard 2 metres away;
 - a person's ears are still ringing after leaving the place with the noise or
 - where people who, as a matter of course, use equipment which causes loud explosive noises such as cartridge operated tools or guns.
51. The Hall School will do all that is necessary to identify and assess sources of noise risk, implementing and managing precautions, and keeping appropriate records of precautions implemented.

Permit to work system

52. The Clerk of Works will issue permits to work for the following activities although the issue of such a permit does not remove the requirement to conduct a risk assessment prior to starting the work:
 - "Hot Work" such as welding, brazing, compressed gas and disc cutting;
 - work on piped gas systems;
 - work on live electrical circuits;
 - work with high voltage, and
 - asbestos removal.

Personal protective equipment (PPE)

53. The Hall School will comply with the PPE at Work Regulations 1992 although it recognises that PPE is a last resort and that wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk, then suitable PPE will be provided to employees free of charge.
54. Where it is determined that PPE is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.
55. All PPE will be maintained and accommodation provided for it when it is not in use.
56. Employees will be informed, instructed and trained on the risks which the PPE will avoid, or limit; the purpose and manner in which the equipment is to be used and action they need to take to ensure it remains in good repair and efficient working order.

57. Appropriate managers and HoDs are responsible for making the necessary arrangements for the provision of PPE to the staff under their control.

Pregnant workers

58. The MHSWR require an assessment of the risk to the health of expectant and breast-feeding mothers from their work. The Headmaster is responsible for ensuring the School is safe for this group of workers and has directed that Heads of Department of expectant and breast-feeding mothers are to complete and document a risk assessment, forwarding the result to the HR Manager and Director of Operations.

Pressure at work/stress/wellbeing

59. If pressure at work is not managed effectively, work related stress may result. Guidance on managing pressure at work is available from the HSE. The guidance includes an assessment form which can be used by Heads of Department to identify where undue pressure is being suffered by staff. The assessment must be completed in any case where an employee's General Practitioner notifies the employer that work related stress has led to illness.

Pressurised systems

60. The Hall School will take all necessary steps to comply with the Pressure Systems Safety Regulations 2000. It is recognised that the Regulations apply to all pressure systems on site containing steam at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than .5 bar (7psi).
61. The Hall School has appointed a Competent Person to carry out an annual examination of its pressure systems, as required by their insurer, and will provide adequate and suitable instructions to employees who have to operate pressure systems; this will include training, close supervision, provision of data and, if necessary, schematic or flow diagrams to help with the identification of important controls, valves, etc.
62. The Hall School will ensure that its pressure systems are properly maintained in good repair so as to prevent danger and will ensure that it keeps the correct documentation. This documentation will consist of the following:
- a written scheme of examination of the pressure systems;
 - the last report of examination of the pressure systems made by the Competent Person;
 - any other reports if they contain relevant data to assist safe operation, or referring to repairs and modifications and
 - information referring to data supplied by the designers or manufacturers.

Risk assessment guidelines (also see separate Risk Assessment Policy)

63. The Hall School has a responsibility under the MHSWR and under its own Health and Safety Policy to undertake suitable and sufficient risk assessments of all areas of the site and the activities which go on in those areas. Risk Assessments are also required for offsite activities such as School trips and visits.

Whilst some areas and activities require assessing by trained experts in the field, the majority rely on reasonable judgements made by the people using an area or supervising an activity. If an accident occurs, one of the first items that will be asked for by anyone investigating the incident will be the risk assessment that has been carried out. If this is not available, individual members of staff, the School may have committed an offence.

64. Appropriate members of staff are to complete the relevant Risk Assessment proformas for their areas of work and potentially hazardous activities whether conducted on or off site. Forms are available on Firefly or from the Director of Operations, to whom completed forms are to be passed for approval and retention. Repeat assessments are to be carried out periodically and when there is a significant change to equipment, location or procedures used in the area or activity. Staff will also be trained in Risk Assessment processes as part of INSET.
65. Where appropriate, pupils should be involved in the risk assessment process to enable them better to appreciate the risks involved in the activities that they undertake.

Safety inspections

66. The Director of Operations will carry out formal safety inspections of selected parts of the site on a monthly basis, at a time previously agreed with the Head of Department or manager responsible for the area or building to be inspected. These inspections are intended to raise awareness and to identify health and safety issues that require addressing. A brief report of the significant findings of each inspection will be produced and copies passed to the relevant members of staff for action and/or information as necessary.

Safety signage

67. There are safety signs throughout the site that are required:
 - to comply with current legislation (e.g. signs on fire doors);
 - to provide warnings (e.g. of high voltage);
 - as a result of a risk assessment (e.g. to provide safe operating instructions), or
 - to provide information (e.g. identification of First Aiders).
68. These signs are not to be removed, moved or otherwise interfered with by unauthorised members of staff or pupils as to do so could cause, or aggravate a serious safety or health situation. Any queries concerning safety signage are to be referred in the first instance to the Clerk of Works.

Security /Violence

69. The Headmaster ensures that all practicable measures are taken to avoid violent incidents. Steps will be taken to ensure that in areas identified as those where a violent incident can be expected to arise, a risk assessment has been carried out, the areas are adequately staffed and that the facilities are reviewed and improved so as to reduce the possibility of a violent incident.

Slips and trips

70. It is recognised that slips and trips are the most common cause of major injuries at work and can happen almost anywhere. 95% of major slips result in broken bones and they can also be the initial cause for a range of other types of accident such as a fall from height. Slips and trips are responsible for, on average, over a third of all reported major injuries.
71. Most slips occur in wet or contaminated conditions and most trips are due to poor housekeeping. The solutions are often simple and cost effective, a suitable assessment of the risks should identify the necessary controls and these should include (in no particular order):
- prevention of contamination;
 - management of spillages and cleaning regimes;
 - effective matting systems;
 - choice of suitable footwear;
 - design of workplace and work activities;
 - maintenance of plant and the work environment;
 - specification of appropriate flooring;
 - housekeeping;
 - where reasonably practicable, clearing ice and snow from affected areas, and
 - effective training and supervision.
72. All staff and pupils have a responsibility to themselves and others to take care in all areas and under all circumstances where the risk of a slip or trip is heightened.

Smoking

73. The Hall School recognises that smoking presents a health risk to those who practise it, to others through the effects of “passive smoking” and to property through the risk of fire. The policy is that the entire site is designated a “no smoking” area. For the avoidance of doubt, The Hall School does not differentiate between conventional smoking material (cigarettes, cigars, pipes etc.) and electronic cigarettes for the purposes of this policy.

Teaching Aids

74. Some classroom teaching aids, such as interactive whiteboards, projectors, laser pointers etc. present risks to staff and pupils, especially if they are misused. The following general guidelines must be adhered to:
- equipment covers must not be removed or tampered with; all repairs are to be referred to suitably qualified members of staff;
 - fixing arrangements for teaching aids, especially where such items are ceiling mounted, must not be tampered with;
 - all cables, leads, plugs, sockets, equipment casings etc. should be checked at least daily and if there is any doubt that the equipment is safe to use, it should be switched off, unplugged and reported to the Maintenance or IT department as appropriate;
 - containers of liquid (e.g. tea/coffee cups, water glasses etc.) must not be placed on or passed above any item of electrical equipment as a spillage could result in fire or electric shock;

- care must be taken to avoid dropping metal, flammable or other foreign objects into vents or openings in electrical equipment as this may result in fire, electric shock or burns;
- equipment must not be covered with blankets, curtains, cloths etc., to prevent overheating;
- trailing cables at floor level must be tidy and covered with a suitable protective cover to minimise the risk of trips;
- staff or pupils must not look directly into the beam of projectors or laser pointers as serious eye damage can result;
- portable equipment, such as laptops, projectors etc. must not be used on unstable surfaces or in hot, humid, damp or poorly ventilated areas; and
- defective projector lamps must be allowed to cool down before being handled with bare hands.

Training

75. Training is an essential element of ensuring the safety, health and wellbeing of staff and pupils. A separate Health and Safety Training Policy gives full details of the arrangements in place for the delivery of common and specialist training to all staff at The Hall School.

Visual display units (VDUs)/display screen equipment (DSE)

76. Individual users of VDUs/DSE are to carry out regular self-assessments of their workstations. An assessment form is available from the Director of Operations (also available on Firefly) to enable them to do this. Any issues identified should first be raised with the individual's Line Manager and addressed at that level if possible.

77. Thereafter, the matter should be referred to:

- the IT Manager for hardware and/or software concerns;
- the Clerk of Works for environmental issues, office furniture concerns, or
- the HR Manager for matters of occupational health.

78. Users will be informed of workstation assessment results and recommendations as well as any necessary arrangements for work interruption. Suitable training in the safe use of the workstation will also be arranged.
79. It is strongly recommended that all workstation users should take frequent periodic breaks or changes of activity to minimise the potential risks from continual use of equipment.
80. The HR Department can provide vouchers for individual users of VDUs/DSE to pay for appropriate eye and eyesight tests. These vouchers can be provided at not less than 2-yearly intervals.

Working at height

81. The Working at Height Regulations came into force in 2005 and they apply to all persons on site where there is a risk of a fall liable to cause personal injury, even if it occurs at or below ground level. Typical activities that create such risks include:
 - teachers putting up displays, putting up Christmas decorations, accessing items stored above head height, opening/closing windows, erecting stage scenery, adjusting or fitting stage lighting etc.;
 - maintenance staff changing lights, erecting sports posts or nets, carrying out general maintenance, repairing roofs, clearing gutters, accessing lofts etc. and
 - contractors carrying out repairs or renovations, undertaking tree work, decorating, installing, inspecting or servicing plumbing or electrical installations etc.
82. Work at height should always be avoided if there is an alternative method of undertaking the task, e.g. the use of long-reach window cleaning equipment.
83. Any member of staff or visiting contractor proposing to carry out work at height must first undertake a risk assessment and ensure that the task is conducted using a safe system of work (method statement) to be agreed beforehand with the Clerk of Works. The assessment should take account of the competency of the people undertaking the job, its duration, its frequency, the amount of physical effort required, the prevailing weather conditions (and forecast), ground conditions, height involved and the equipment available.
84. Anybody proposing to work at height is to ensure that all equipment, including stepladders, ladders, towers or rented high-lift machinery is in a serviceable condition before use. Under no circumstances are inappropriate items such as chairs, tables etc to be used to gain access for working at height. The Maintenance Department holds a variety of ladders and towers and should be consulted for any work to be conducted at height.
85. Working at height by lone workers is not to be undertaken.