



ASHDOWN HOUSE HEALTH AND SAFETY POLICY **(to include boarding and day pupils)**

FOREWORD

This booklet tells you about the School policy and general rules for health and safety that apply to all employees. You should read this information for reference, and from time to time remind yourself of the requirements. Further information about sensible health and safety management in schools can be found at:

<http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

You must follow these rules and guidance as they are part of the School arrangements for ensuring that you are safe at work and that people affected by what you do, or don't do, are also safe.

The guide sets out what the manager or line manager' responsibility may be and what those of individual members of staff should be.

- Health and Safety legislation is framed to protect employees, people at work and those affected by the actions taken
- Good standards of health and safety are needed because the law requires it
- Health and Safety rules must be followed
- Breach of the Rules could result in disciplinary action

Everyone has a responsibility to do his or her own work safely. The School does not have rules covering every situation. Safety is achieved by "risk assessment" and risk management.

Priority must be given to safety so that staff, visitors and pupils can go about their work and business without the risk of injury, without suffering ill health, and without harming anyone else.

The management will be responsible, through appropriate line management and delegation of responsibilities, for ensuring that the General Policy Statement on Health and Safety is implemented, and that adequate advice on health, safety and welfare matters is made available to all persons affected by the School Health and Safety Policy.

Risk Assessments must be undertaken and the results recorded and shared with those who may be affected. (For further information, please refer to the school's Risk Assessment Policy).

All staff are required to:

- familiarise themselves with relevant health and safety information
- comply with any safety instructions from their line manager
- wear any protective clothing and other equipment or devices supplied, not wilfully misuse or abuse such equipment and report any defects, or other safety hazards encountered. These can be written in PA's Maintenance Book
- take responsible care for their safety and others and to report any hazards
- work in a safe manner and follow all safety rules and procedures

In this way safety is built into everybody's work and potential problems should be dealt with before they arise.

OUR GENERAL STATEMENT OF INTENT

So far as is reasonably practicable, with the help of its employees, the Cothill Educational Trust will:

- provide adequate control of the health and safety hazards and risks arising from Trust activities.
- consider our common law *in loco parentis* duties to all pupils in our care
- consider under Health and Safety at Work Act 1974 S3, our statutory duty of care to pupils and other non-employees
- consult with our employees and their representatives on matters affecting their health, safety and welfare
- ensure all employees are competent to do their tasks and to offer them adequate training where appropriate
- provide information, instruction, training and supervision for employees
- provide and maintain safe housing {where provided}, plant, equipment and processes
- ensure safe handling and safe use of all hazardous substances
- prevent accidents and ill health by promoting safe healthy working conditions
- take full advantage of the technical expertise within the Trust to monitor and regulate the working environment
- to be aware of the philosophy contained within HSE documentation
- review and revise this policy as necessary at regular intervals

RESPONSIBILITIES AND ORGANISATION

SCHOOL HEALTH AND SAFETY COMMITTEE

Name

Mrs. H. Phillips

Mr T. Beardmore-Gray

Mr. P Mason

Mr. C. Gillham

Mr. P Amaro

Mr. G. Duarte

Miss F. Pinto

Headmistress

CEO of the Cothill Trust

Deputy Headmaster

Trust Estates Bursar

Head of Maintenance

Head of Catering

Housekeeper

The person with overall legal responsibility for health and safety is the CEO of the Cothill Trust.

The Headmistress is the safety officer responsible for ensuring day-to-day implementation of this policy in liaison with the Trust Estates Bursar, Deputy Head, Housekeeper, Head of Maintenance, School Nurse and the Catering Manager.

Trustees

The Cothill Trust is the employer under the terms of the Health and Safety at Work Act of all those who work within the School, and has a statutory duty to ensure health and safety on the premises.

The responsibilities of the Trustees include:

- To appoint a Trustee responsible for health and safety.
- To receive the report of Health and Safety Committee meetings.
- To monitor the effectiveness of the Health and Safety Policy.
- To include health and safety on the agenda of all Trustees' Meetings.

Headmistress

- To be responsible for the management of health, safety and welfare issues within the school and during off-site activities, with particular emphasis on pupil health and safety, but encompassing all employees, contractors and visitors to the School
- To communicate with staff on health and safety issues including communicating to the appropriate staff the findings of risk assessments.
- To determine that all health and safety actions have been carried out effectively.
- To act as co-ordinator for all educational visits.
- To ensure that all visitors and contractors on the site are made aware of the School's Health and Safety Policy and fire procedures.

Deputy Head

- To monitor and oversee the practical implementation of the Health and Safety Policy.
- To make arrangements for any appropriate health and safety training as advised, and make resources available.
- To ensure that all visitors and contractors on the site are made aware of the School's Health and Safety Policy and fire procedures.

Estates Manager – Chris Gillham

- Arranging for accident and general health and safety investigations to take place.
- To be responsible for health and safety arrangements around the site, monitoring and reviewing repair and maintenance.
- To ensure overall site security.
- To act as the "Responsible Person" in terms of the fire safety.
- To act as Fire Warden and ensure that regular testing of the fire detection system is undertaken.
- To ensure that regular health and safety inspections are undertaken.
- • To ensure that appropriate action has been taken resulting from risk assessments undertaken. • To ensure that all equipment is inspected and serviced at recommended intervals.
- To ensure that the asbestos management plan is drawn up and the register is maintained, and that all maintenance staff or contractors undertaking any work on the premises do not damage any parts of the structure of the building without taking appropriate precautions.

Head of Maintenance – Paulo Teles Amaro

- Carrying out annual PAT review
- Day to day maintenance of the school buildings
- Book and supervise contactors and ensure they complete the contractors' safety checklist
- Weekly fire alarm tests
- Maintain records of testing to include asbestos, legionella, fire equipment as well as general maintenance logs

All Staff

- To ensure that they comply with the requirements of the Ashdown House Health and Safety Policy.
- To undertake visual inspections of their areas to ensure that any hazards identified are suitably controlled as far as reasonably practicable.
- To use personal protective equipment as identified.
- To bring to the immediate attention of the Headmistress any defects in the structure of the School or its equipment.
- To take part in health and safety training as requested.

The members of the Health and Safety Committee meet on a termly basis and will have the following responsibilities:

- Implementation of this policy in his or her own department/area, and bringing it to the attention of all employees
- Compliance with safety precautions that apply to his or her department/area, including the regulating of contractors and completion of risk assessments
- Ensuring that all new staff are properly inducted and are aware of the evacuation procedure in the event of a fire.
- Ensuring that no person is permitted to work at any kind of machinery or hazardous task unless he or she has been properly and fully instructed in the use of such equipment
- Ensuring that all staff are aware of the location of all fire-fighting equipment and alarm call-points in the department, and are conversant with its effective use (annual INSET)
- Ensuring that any legal requirements relating to the operation of the department/area are fully complied with, including [but not limited to];
 - Inspection of all fire-fighting equipment
 - Safe use of electrical switches and circuits
 - Maintenance of all appropriate records
 - Necessary safety training for staff
 - Statutory inspections of plant equipment
 - Provision of first-aid and equipment
 - Accident investigation
 - Risk Assessments
 - Safe Storing of Chemical and Cleaning fluids
- Ensuring that any responsibilities delegated to other staff are clearly identified
- Ensuring that access to the premises by pupils, parents or other members of the general public is limited within appropriate areas (Please see the school's *Security Policy*)

- Ensuring that suitable arrangements are in place to safeguard the premises against intruders (Please see the school's *Security Policy*)

Accidents and **RIDDOR**

An accident is defined as an unexpected or unplanned event that occurs through a variety of causes. The results of an accident are physical injury or harm and can include acts of violence or damage or loss of property.

RIDDOR stands for the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**. These regulations came into effect in 1996. They require the environmental health department of the local authority or the Health and Safety Executive to be notified immediately in the event of a reportable accident, dangerous occurrence or case of disease. Failure to report such injuries, diseases or occurrences is a criminal offence.

<http://www.hse.gov.uk/riddor/>

CONSULTATION ARRANGEMENTS WITH EMPLOYEES

Each area of the school is risk assessed and annually (Please see the Risk Assessment Policy) and the risk assessments are reviewed at least termly by the Headmistress and Deputy Head. This also includes a rolling system, of PAT on a rotation basis.

The Headmistress or **Deputy Head** will meet with the head of maintenance on a weekly basis and the Headmistress's wife will meet the domestic staff and head of catering on a weekly basis to review health and safety matters.

In other departments of the school, Health and Safety is always an item on the agenda. This is then fed back to the Headmistress who, in consultation with the Head of Maintenance will address any issues. Any Health and Safety emergencies must be reported to PA immediately or in his absence a member of the SMT.

DUTIES OF EMPLOYEES

Employees have a number of duties as follows:

- Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person
- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended
- Any employee who intentionally or recklessly misuses anything supplied in the interest of health and safety will be subject to disciplinary procedures
- Every employee must work in accordance with any health and safety instruction or training that has been given

- Every employee is required to bring to the attention of a responsible person[s] any perceived shortcoming in our safety arrangements
- All employees are under a duty to familiarise themselves with this policy
- If an employee is injured at work, or has an accident, which could have resulted in an injury, you must inform the Headmistress, who will then investigate the accident. All accidents and incidents must be reported because a seemingly minor injury or accident could develop into something more serious. The Accident/Incident should be recorded in the Accident Book which is kept by the School Nurse. In the event of a major injury, accident or violent incident occurring then the School Nurse must be informed. She will complete Form F2508 <https://extranet.hse.gov.uk/lfserver/external/F2508IE> and forward a copy within 7 days of the accident to the local Environmental Health Authority or the Health and Safety Executive.
- Employees must follow the training and instruction provided on the safe use and handling of hazardous substances. You must inform the Headmistress/School Nurse if you feel a substance is affecting your health. You must not bring into the workplace any substances that have not been assessed or authorised.

PUPILS

Pupils are not employees but the obligation to care for their health, safety and welfare stems from the relationship between them, their parents and the Trustees. The teachers therefore, and all other employees, are responsible for ensuring, so far as is practicable, the health, safety and welfare of all the pupils attending the School.

Matters of concern may be raised at regular staff meetings or, if more urgent, should be notified in writing to the Head or other members of the Health and Safety Committee.

STAFF TRAINING

Logs of all staff training are kept by PM and SB. All staff have access to online training with Educare which provides courses on *Moving and Handling, concussion awareness, Health and Safety in Education, Fire Safety in Education, First Aid in Education, Food Hygiene and Safety*. In addition staff receive regular INSET training in matters of health and safety.

RECORDING AND REPORTING ACCIDENTS

All accidents are recorded in the school surgery and are reviewed by the Cothill Trust at the end of the school year. This will include an accident form plus a separate report from the school nurse.

Please see above for guidance on RIDDOR and the duty to report an accident in the workplace to the Health and Safety Executive

OFF SITE VISITS

Off-site trips are a key element of the School curriculum assisting pupils in developing life and social skills and building on their capacity to manage risk themselves. Permission for an off-site trip should be requested from the Headmistress in advance of a proposed trip. Once the trip has been approved then a risk assessment must be undertaken.

As part of any trip or event, it is necessary for the supervising teacher or adult in charge, to carry out a Health and Safety (H&S) 'Risk Assessment' and to record the significant findings. This should be completed during planning stage for the trip or event. Indeed, the requirement for Risk Assessment is firmly embodied in legislation - the Management of Health and Safety at Work Regulations 1999.

The responsibility for carrying out a thorough Risk Assessment cannot be abdicated or delegated to a third party. Where a trip or event is being organised through a tour or site operator, it remains the responsibility of the supervising teacher to ensure that a thorough and meaningful Risk Assessment has been carried out in addition to any risk assessments provided by a third party organisation.

General Procedures

1. Details of all proposed outdoor activities must be submitted to the Headmistress in writing for approval.
2. The Headmistress must be satisfied that appropriate preparations have been made for the activity.
3. Staff planning the activity must complete a written risk assessment. A copy of the completed form will be held in the school office.
4. The teacher planning the activity will be designated 'Teacher in Charge' and will lead the group.
5. It will be discussed with the Headmistress if parental consent is required for a trip. Larger trips such as the skiing trip will require a consent form to be filled in.
6. Insurance cover is provided by Cothill Educational Trust for all such ventures.
7. For residential trips or activities involving a significant element of risk, the Headmistress will forward details of the Risk Assessment to the Bursar of the Cothill Educational Trust, who may in turn inform the Trust's Insurance Company.

8. A check of the activity provider's licenses (AALA) should form part of the risk assessment **as also required by NMS Appendix 2:20 (Checks on licensing of relevant adventure activity centres)**

9. Teachers involved in any outdoor activity must ensure that suitable clothing is worn by pupils before setting out.

10. Before leaving the school, the Teacher in Charge will ensure that all pupils involved are aware of the standards of behaviour expected of them. Pupils will be advised of any special conditions or situation which they are likely to encounter during the trip and how these may affect their behaviour. In particular, pupils will be informed of what to expect and how to behave if the trip involves any risk or meeting with animals.

11. On all trips or visits pupils will be expected to work in groups of two or more as befits the occasion.

12. The party leader should reassess risks while the visit or activity takes place and ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc.

Responsibilities of additional members of staff taking part in visits and off-site activities

Members of staff, volunteers and parent helpers should:

- Assist the party leader to ensure the health, safety and welfare of young people on the visit;
- Be clear about their roles and responsibilities whilst taking part in a visit or activity.

Responsibilities of pupils

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks;
- Follow instructions of the party leader and other members of staff;
- Behave sensibly, keeping to any agreed code of conduct;
- Inform a member of staff of significant hazards.

Responsibilities of parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct;
- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide an emergency contact number;
- sign the consent form if required for a trip such as for the skiing trip or white water rafting etc.

For guidelines on off-site visits and their risk assessments, please refer to the *Risk Assessment Policy*.

FARM VISITS

For further information regarding Health and Safety on Educational visits, please refer to:

<http://www.hse.gov.uk/education/visits.htm>

- 1) Complete the appropriate Risk Assessment form available from the Office
- 2) Ensure those leading a farm visit are familiar with Ashdown Houses guidelines on school trips.

Never let the children:

- *Place their faces against the animals or put their hands in their own mouths after feeding the animals*
- *Eat until they have washed their hands*
- *Sample any animal foodstuffs*
- *Drink from farm taps [other than in designated public facilities]*
- *Ride on tractors or other machines*
- *Play in the farm area*

Further information and advice is contained at:

<http://www.visitmyfarm.org/component/k2/item/339-industry-code-of-practice>

There is a slight danger to expectant mothers during lambing time. **It is the School's policy not to send Teaching Staff on Farm Trips while pregnant.**

HEALTH AND SAFETY EMERGENCIES

All health and safety emergencies must be reported immediately to the Head of Maintenance and the Headmistress in the first instance and then to the Cothill Trust Estates bursar. Serious health and safety emergencies may involve implementing *the Crisis Management Plan* or the *Fire Safety Procedure*.

FIRST AID AND SUPPORTING MEDICAL NEEDS – please refer to the *First Aid/Medical Policy*

The school has a resident school nurse plus twelve qualified first aiders through St. John's Ambulance. Staff, pupils and visitors may visit the school surgery for appropriate medical care and records are kept of any medication or first aid which is administered.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013

Certain types of injuries, diseases and dangerous occurrences must be reported to the Health & Safety Executive [HSE]. As an employer we are responsible for doing this.

The Headmistress, or her named deputy, on behalf of the employer, must notify the HSE immediately by the quickest practicable means e.g. telephone or fax and HSE Info line is 0300 0031747. Forms F2508 must be completed for "injury" or Form F2508A for "disease". We are also able to complete the appropriate form on their website www.riddor.gov.uk

The areas of concern would be:

- Any injury resulting in absence from work **for more than 3 days**
- **Death or major injury** i.e. if there is an accident connected with work (please refer to the *Death on the Premises Policy*)
- Any injury requiring **admittance to hospital for more than 24 hours**
- Road traffic accidents related to a work activity [i.e. **Away Match road accident**]
- The definition of "accident" **includes an act of violence to an employee**
- Gas Incidents

Reportable major injuries are:

- fracture other than to fingers, thumbs or toes

- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hour
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin

acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

WORKPLACE SAFETY FOR STAFF, PUPLS AND VISITORS.

PA and HP are in charge of overseeing the site safety and meet on a weekly basis to review any health and safety concerns

Definition: the most common accidents at work are: slips, trips and falls. The most common cause of these accidents is poor housekeeping. We practise a Non-Smoking Policy.

We will ensure the following:

- there is safe access to all workplaces and ensure they are maintained
- there will be regular inspections to ensure that corridors and stairways are kept free from obstruction
- we will provide appropriate storage and waste disposal facilities
- where damage to floors, stairs, safety barriers, racking etc is reported we will ensure that the area is kept safe until repairs can be effected
- we will ensure appropriate Risk Assessments are carried out to enable safe working areas for staff

Employees must ensure:

- that equipment, empty boxes, crates, etc are not left lying around on floors
- gangways are kept clear
- clear up spillage straight away or report to the appropriate department
- dispose of waste in the containers provided
- report any damage to floors, stairs and racking etc and keep the area safe until repairs can be made
- report trailing cables and flexes that present a trip hazard
- that filing drawers are not left open and more than one drawer is opened at any one time
- you are careful when using pins, staples, guillotines, band saws, hot glue guns etc
- flammable erasing fluid, duplicating spirit or aerosol dispensers are used in accordance with COSHH data, risk assessments and safe systems of work

<http://www.hse.gov.uk/coshh/>

Personal Protective Equipment [PPE] – we will ensure the following:

- that where appropriate all staff are trained on what the PPE is designed to protect against
- when it should be used
- how to use it
- how to keep it in good repair
- ensure the PPE is available at all times
- that PPE is purchased from a recognised supplier and which is made to the appropriate EC specification or British Standard

Employees must ensure:

- PPE is used as per instruction and training
- PPE is cleaned and stored as per training in order to ensure it remains undamaged
- Report any damage to the Headmistress

Technical and Storage Areas

Definition: technical and storage areas are likely to be the responsibility of delegated persons and contain equipment and resources that are particularly hazardous. Only enter and operate tools and machinery if you have been authorised and trained to do so.

We will ensure the following:

- Provide appropriate training and instruction relevant to the degree of risk relating to that area
- Safety and Warning notices will be displayed in all areas

Particular concerns are:

- Wood dust in DT room (wood dust is a recognised carcinogen)
- Pottery Clay dust containing silica

OCCUPATIONAL HEALTH SERVICES AND MANAGING WORK RELATED STRESS

All staff have access to the school counsellor/therapist Kerri Wyatt as well as online training with Educare. The school takes a preventative approach and it is intended that the Appraisal system will identify onerous demands and prevent work-related stress from occurring.

SCHOOL SECURITY

The Headmistress has overall responsibility for the security of the school and the *site security policy* outlines the procedures in place to keep the school secure. A regular site security risk assessment also contributes to the annual review of this policy.

VIOLENCE TOWARDS STAFF

This will not be tolerated and will be dealt with accordingly. Please refer to the *CT handbook* and the *Staff Code of Conduct*

SPILAGES OF BODILY FLUIDS - Blood/Vomit/Bodily fluids/etc

Gloves and other infection control methods are to be used at all times when dealing with bodily fluids such as blood or vomit.

Gloves are kept in every first aid kit, one of which is in every building throughout the school.

Gloves are kept on the wall in the surgery for easy access. Spare boxes are kept in the surgery too.

Plastic aprons are available in the unlocked surgery cupboard for anyone to use at any time. As are face masks.

Eye goggles are kept in the unlocked surgery cupboard for anyone to use at any time.

For any laundry that gets bodily fluids on it there are red, water soluble bags in the surgery. Dirty linen/clothes are to be placed in these bags and sealed and then they can go straight in a wash on their own at 60 degrees.

MANUAL HANDLING

Manual handling means the movement of a load from one place to another by the application of physical effort, and includes lifting, carrying, pushing or pulling. Our aim is to reduce the risk of injury to Ashdown House staff and pupils.

Before any manual handling task, the following points should be considered:

- Assess the weight of the load
- Can manual handling of the load be avoided and mechanical assistance be used instead? This could include the use of a trolley or lift.
- If not, do you need help moving the load?
- If more than one person is involved, you must work as a team with one person supervising. You can reduce the risks of injury:
- Store loads at waist height
- Use good handling technique (see training notes)
- Use task rotation

- Make the loads smaller and easier to handle
- Do not over-reach or twist when manual handling
- Make sure assistance is available if necessary
- Do not overload rubbish bags
- Make allowance for reduced strength as a result of tiredness, poor health, pregnancy and for young persons
- Check that clothing will not get in the way

The Regulations establish a clear hierarchy of measures:

(a) avoid hazardous manual handling operations so far as is reasonably practicable - this may be done by redesigning the task to avoid moving the load or by automating or mechanising the process;

(b) make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided; and

(c) reduce the risk of injury from those operations so far as is reasonably practicable - particular consideration should be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment should be explored.

A formal assessment is not required for tasks which do not involve a significant risk of injury.

The following guidance should be considered to see if the task can be safely completed within the limits of the advice given. For the purposes of this guidance, the following assumptions have been made and any variance from them will require an allowance to be made:

Working Environment

- Floor surfaces are flat and firm without changes in level where possible
- Adequate space to manoeuvre
- Comfortable working environment
- Sufficient well directed lighting
- Size and shape of the load make it easy to lift close to the body
- The load is on a suitable flat surface

Physical Capability

- Staff are physically fit with no current injuries or health problems that could affect their ability to lift and carry
- The manual handling is being carried out by one person only
- Female staff are not pregnant

A useful mnemonic to remember when lifting and asking others to lift is TILE.

TASK – look at what you are lifting,

INDIVIDUAL – think of your capabilities

LOAD – what risk does the load create?

ENVIRONMENT – are there any constraints on the area around you

Team Handling

Asking for help from colleagues is a useful way of reducing the load that you may need to carry but it is important that it is carried out in a safe and appropriate way.

When lifting as a team ensure that you plan the lift

- Communicate with each other ensuring that you agree on
 - How you are grasp the load
 - When to lift
 - At what level you are going to carry it
 - Which route you will be taking.
- If the route is unfamiliar you may need to walk the route before the lift
Where you may be able to take a rest on route

For advice on the handling and moving of individuals, please refer to:

<http://www.hse.gov.uk/services/education/management-moving-handling.htm>

Staff have access to a course on *Moving and Handling* through the online provider Educare.

ON SITE VEHICLE MOVEMENTS

Visitors are required to use the appointed car parks and are not allowed to drive through the school. The site has a 5mph speed restriction in place with clear signage as well as speed humps. Any larger vehicles such as oil deliveries etc are chaperoned through the site by PA or another member of the grounds staff.

Each car park has a risk assessment which is updated annually and reviewed termly by the Head.

MANAGEMENT OF ASBESDOS

Many schools, built before 2000, will contain some form of asbestos. Asbestos-containing materials (ACMs) include:

- asbestos lagging used as thermal insulation on pipes and boilers
- sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
- asbestos-insulating board (AIB) used for fire protection, thermal insulation, partitioning and ducts
- some ceiling tiles
- floor tiles
- cement roofing and guttering
- textured coatings

The most likely way ACMs will create a risk in schools is when they are disturbed or damaged through maintenance, repair or construction activities. School caretakers are a particular group at risk due to the nature of their work, eg drilling and fixing, and other contractors may be at risk while undertaking maintenance or installation work. If asbestos is disturbed during such work, there is a risk that fibres will be released and create risk to others in the school.

Asbestos that is in good condition and unlikely to be damaged or disturbed is not a significant risk to health as long as it is properly managed. This means that teachers and pupils are unlikely to be at risk in the course of their normal activities. However, they should not undertake activities that damage ACMs, such as pinning or tacking work to insulation board or ceiling tiles.

A Risk Assessment has been carried out on any Asbesdos on the premises and PA has received training in how to manage it safely. It is also PA's responsibility to alert any contractors to the possible presence of asbesdos before they start work.

For further information, please refer to: <http://www.hse.gov.uk/services/education/asbestos-faqs.htm>

CHEMICALS, SOLVENTS AND CLEANING SUBSTANCES

<http://www.hse.gov.uk/coshh/>

The COSHH [Control of Substances Hazardous to Health Regulations 2002] regulations provide a legal framework to protect people against health risks from hazardous substances used at work.

COSHH covers substances that can cause ill-health. These substances can:

- Be used directly in work e.g. paints or cleaning materials, chemicals
- Arise from work e.g. dust, fumes, waste products
- Occur naturally e.g. fungal spores

For the vast major of proprietary chemicals the presence of a warning label will indicate whether COSHH is relevant.

ALL CHEMICALS AND SOLVENTS SHOULD ONLY BE STORED IN THEIR ORIGINAL CONTAINERS WHICH MUST BE CLEARLY LABELLED. IF IT IS NECESSARY TO DECANT FLUIDS INTO SMALLER CONTAINERS, THESE CONTAINERS MUST BE PROPERLY LABELLED WITH THE NAME OF THE FLUID, AND ANY WARNINGS OR PRECAUTIONS DETAILED ON THE MANUFACTURER'S OR SUPPLIER'S LABELS.

ALL CHEMICALS, SOLVENTS AND CLEANING SUBSTANCES SHOULD BE KEPT IN CUPBOARDS WITH APPROPRIATE LOCKS, PADLOCKS or BOLTS. THIS PRECAUTION WILL ENSURE CHILDREN ARE UNABLE TO ACCESS THE ABOVE SUBSTANCES.

In the course of your work you may be required to work with substances that, if not handled properly, may be harmful to your health. You will be instructed or have received training on how to handle such substances and where necessary be given protective clothing and equipment such as dust masks and eye protection.

You must:

- Follow the training and instruction provided on the safe use and handling of hazardous substances
- Make sure that you understand what the risks are associated with:
 - using a hazardous substance
 - how the risks are controlled
 - the precautions you should take
- do not use any hazardous substances that you have not received training in the use of
- inform your manager if you feel a substance is affecting your health
- refer to the COSHH data sheets or ask your line manager if you are unsure of how to use a particular substance
- not bring into the workplace any substances that have not been assessed or authorised

GUIDANCE FOR WORKING AT HEIGHT

When advice mentions “Stepladders” the advice refers to both “leaning ladders and stepladders”

Supervision of the work is essential to ensure that safe methods of work are followed. Points to be included in appropriate Risk Assessments are:

- Raising help should an accident occur. For this reason two persons should always be present. A means of safely getting the person down from the work area should be devised
- Consideration of the weather conditions if the work is required outside. In such cases the work should not proceed if the weather is bad e.g. strong winds, slippery surfaces caused by ice/snow and severe wet weather
- How the work area can be safely accessed – **Stepladders should only be used for a short duration and light work or where site conditions prevent the use of safer access equipment**
- Consideration of overhead hazards such as moving cranes, hot surfaces and overhead power lines
- Measures required to prevent falls and what equipment is necessary
- Measures to prevent falling objects, for example dropped tools
- How equipment and tools can be safely transported to and from the work area
- The impact of fumes and vapours from nearby exhaust stacks
- The impact of the task on others including members of the public
- Measures to ensure that access equipment is maintained fit for use

There are risks involved with any work at height and any falls normally result in serious injury or even death.

If staff or contractors are carrying out roof work all necessary safeguards must be in place before any roof work is attempted, however small or quick the task may seem. **Anyone involved with this type of work must be suitably trained, experienced and supervised and all equipment used or provided must be in good condition and meet with current safety standards.**

Where possible repair work should be completed from a proprietary working platform, or from the underside of the building, such as with the use of scaffolding. Similarly if working on the roof some form of fall “break”, such as safety netting, should be positioned below the area of work.

General Roof Work

The following advice should always be followed, this applies to staff and contractors carrying out roof work:

- When working on sloping roofs, edge protection in the form of scaffold guard rails and toe boards will be provided and must be used, in addition to any roof ladders or crawling boards necessary for the job in hand. Edge protection should only be dispensed with for short term work such as fixing an odd slipped slate or broken tile
- When working on flat roofs all edges from which staff or contractors are liable to fall should be protected by scaffold guard-rails
- Where valley gutters on fragile roofs have to be cleaned by workers, precautions should be in place to prevent any person from falling either side of an asbestos roof. Typical precautions should include the provision of a running line parallel to the walkway onto which the worker can attach the lanyard of a safety harness.

Alternatively, laying scaffold boards or similar to a height of 1m up the fragile surfaces either side of the walkway to act as a barrier should someone stumble and fall against them

- No sheeted roof can be trusted. Any of the materials commonly used may be fragile, may deteriorate through age or may not be properly supported

Stepladders

Ladders should only be used for light work i.e. where a worker can undertake work with one hand holding onto the stile. Where this is not possible a **working platform or tower scaffolding should be used.**

The following advice should always be followed, this advice applies to all staff using Leaning Ladders:

- Choose the right leaning “ladders” for the job [length and strength]
- Do not place the top of a “ladder” against a fragile surface such as plastic guttering or glazing as this might give way and cause instability
- Don’t stand on the top three rungs. Always try and make sure a “ladder” extends at least 1m [or three rungs] above where you will be working

Step ladders, ladders, kick stools and any other such equipment must be checked prior to being used and any fault noted should be reported immediately **to the Safety Officer.** Damaged equipment **must not** be used.

All Step Ladders, Ladders, Kick stools etc **are** inspected **annually** by our Maintenance Department . **All on-site stepladders have also been individually identified. Do not use any other ladder, including any brought from home or belonging to other companies.**

- **It is not appropriate for teaching/admin/housekeeping staff to use “ladders” without the appropriate training. All staff must consult with the Headmistress and/or Maintenance before Stepladders are used. Stepladders are not banned but we must manage their use.**

SELECTING AND MANAGING CONTRACTORS

This is the responsibility of PA. Regular contractors will have a DBS, otherwise they will be chaperoned by PA. The school uses regular contractors, but occasionally for larger jobs, this will be monitored by Chris Gillham of the CT

All contractors are required to read and sign the CT Contractors’ safety rules which includes all permits checks etc.

Contractors on Site

Any contractors working on site will be chaperoned unless Ashdown House has carried out a DBS. The Headmistress will risk assess any contractual work during term time. No contractors will have unsupervised contact with children.

Before a contract is awarded, **CT** should request:

- That the contractor has a properly constituted H & S policy
- That the Safety Record of the Contractor is up-to-date and checked by appropriate person responsible for Health & Safety

During the contract:

- Inspect and report on any hazards caused by the workers on site, including unsafe working practices, which present a risk to staff/pupils
- If adequate control measures are not taken, the matter should be taken up with the NASUWT Health & Safety Co-ordinator or Local Secretary

On completion of the contract:

- Conduct a full inspection of the area where work has been done to ensure that it is free from hazards
- Request to see any official inspection reports

MAINTENANCE

This is the responsibility of PA (PAT, pressure systems, gas appliances, glazing safety etc) to oversee, sometimes using external contractors who specialise in these areas. Josh Duarte has the responsibility of ensuring that the DT workshop has adequate ventilation and that appropriate testing is carried out on a regular basis.

ELECTRICITY

The school has a current and up to date fixed wiring certificate which is renewed and updated as required by law.

The regulations apply to every work activity associated with electricity and work which takes place near an electrical system. The regulations apply to electrical equipment and electrical systems.

Examples of electrical equipment are:

- kettles, hand held electrical appliances, overhead projectors

Examples of electrical systems are:

- lighting, sockets, wiring, overhead power lines

We will provide appropriate instruction and training supervision on the correct and safe use of electrical equipment. We will ensure that all electrical equipment and systems are tested annually (PAT) by Paolo Amaro with records kept and monitored. All damaged equipment will be removed from use and clearly marked “**do not use**”.

All electrical equipment brought on to the premises must have current and valid inspection certificate e.g. disco equipment. Equipment that does not have a valid test certificate (PAT) is not to be used.

There are signs on each boarding landing reminding children to hand in any electrical equipment for PATs. In addition, the children are reminded in prayers on a termly basis to hand in any electrical equipment.

Any fault(s) should be reported to the Paolo Amaro immediately.

FIRE SAFETY

Fire is a serious hazard that can strike anywhere and at any time given suitable conditions. Injury can be caused by a lack of attention to the procedures, a lack of reasonable care and a lack of forethought.

The aim of the *Ashdown House fire handbook* is to ensure that you are aware of the fire precautionary arrangements at ASHDOWN HOUSE SCHOOL and to draw your attention to the basic methods of self-preservation in an emergency.

The Health & Safety at Work Act imposes a duty on everyone at work:

- to take reasonable care for the health and safety of other persons who may be affected by their actions, or lack of them
- to cooperate with their employer to ensure that they comply with any action the employer takes to protect the health and safety of employees
- not to intentionally or recklessly interfere or misuse anything or procedure provided in the interest of health and safety

You must acquaint yourself with these Fire Procedures that are displayed in each dormitory, classroom and work area, as well as the evacuation procedure in the *Fire Handbook*.

As part of induction policy, all staff are made aware of the fire evacuation procedure. Also, the CT Estates Bursar (Chris Gillham) provides an online refresher training to all staff. At present we have three trained fire wardens through St. John's Ambulance (Haydon Moore, Tom Gloster and William Koops) and all staff have access to online training with Educare.

The alarm system is tested weekly and there are formal and informal drills throughout the term with at least one drill in boarding time. Logs are kept of the drills and sent to the CT bursar.

A Fire Risk Assessment was carried out in January 2018 and April 2019 by Richard Hutson GIFireE (www.sussexfiresafety.co.uk) The school was also inspected by ESFRS in NJune 2019. Action points are reviewed monthly by PA and PM.

GUIDANCE ON RISKS TO NEW AND EXPECTANT MOTHERS

For new and expectant mothers at work, we will consider the following:

- Tiredness from standing for long periods
- Heavy physical work
- Stress caused by work or conditions at work or fears [e.g. ill-founded fears associated with VDU equipment]
- Work at heights, up ladders or steps
- Chemical and Pesticides
- Visits to Farms during “Lambing” will not be allowed
- Sports Activities

ICY CONDITIONS AND PREVENTATIVE CONTROL

We have a responsibility to ensure the driveways, paths, steps and play areas remain safe in wintry conditions.

The Head Groundsman will have responsibility for the driveways and paths around the School.

A considerable amount of grit is stored at the School to ensure that the driveway and paths can be kept open in a sustained cold period.

SAFETY IN WALKING

From time to time pupils are taken on walks of varying lengths. Some of these will be very short and close to the school, whilst others will be much longer and more demanding.

Whenever a walk is being planned the following two requirements will be satisfied:

- i. The teacher in charge will take into account all likely hazards and the weather prospects for the period. Also, the teacher in charge will take into consideration the age, aptitude and ability of each pupil who is to be involved in the walk.
- ii. The teacher in charge must have first-hand knowledge and experience of the proposed route. Details of any hazards likely to be encountered and the probable duration of the walk must be related to the party and advice given on appropriate behaviour. Parents will also receive such information, together with advice on appropriate clothing.
- iii. Proper First Aid kits will be carried by the group suitable for outdoor ventures.
- iv. The teacher in charge will satisfy the Head that he/she is appropriately experienced to deal with any conditions which may be reasonably expected to be encountered on the walk. It is recommended that the teacher in charge is properly experienced and qualified to lead outdoor activities.

PE/GAMES SAFETY POLICY

(for further information, Please refer to the Sport/PE Handbooks)

The aim of these notes is to inform staff of all safety procedures during PE/Games lessons.

RESPONSIBILITIES

All staff should:

- Report any broken or faulty equipment to the PE/Games subject leaders.
- Know which children have specific medical conditions and make appropriate provision.
- Report any accidents to the School Nurse and the Matrons and School Office.

All pupils should:

- Quickly respond to instructions.
- Wear the correct kit and appropriate footwear.
- Take off jewellery prior to PE lessons.
- Know how to carry equipment safely.
- Know how to warm up before and cool down after lessons

PROCEDURES AND ROUTINES

Clothing

- The appropriate kit and footwear should be worn to suit the activity.
- Bare feet might be required in gymnastic and dance activities.
- Long hair should be tied back.

Jewellery

- Jewellery should be removed, including watches.

Changing

- Changing should be supervised by a member of staff. (Please refer to the *Staff Code of Conduct* for further information)

Non participation

- Children who are not participating in lessons will be the responsibility of the off games duty teacher in games and the PE teacher in PE lessons including swimming.

Essential things to do prior to commencement of lesson

- Check the work area (floor, equipment left out, furniture, dirt, rubbish, broken glass...)
- Check that children are made aware of potential hazards.

Class organisation

- Children should be supervised by a member of staff at all times when they are engaged in Physical Education and Games.

Groupings

When organising a class into groups the size of a group should be based upon:

- What is being attempted;
- The ability of the pupils;
- The age of the pupils;
- The pupils' experience;
- Their stage of development;

Key points when handling apparatus:

- Apparatus should be stored in an accessible position;
- The correct number of pupils is required to set up and dismantle a piece of apparatus;
- Teachers should demonstrate the correct way to handle apparatus;
- Teachers need to show the correct way to grip apparatus to sustain balance;
- Pupils must wait until given the all clear to commence activities on the apparatus;
- For the bigger apparatus, teachers will need to assist.
- The size of working groups within the class should reflect the maturity and experience of the pupils and be appropriate to the activity and task set.

When teaching we should:

- Set tasks which allow differentiated approaches and equal opportunity for all.
- Know the needs and strengths of pupils.
- Be aware of individual medical conditions.

- Check numbers in the class before, during and after the lesson.

Preparation and Progression

- Lessons should aim to follow a pattern of: warm up - skill acquisition – skill development- application of skill – cool down
- It may be necessary to revisit some activities with some pupils to secure understanding.

Rewards and Sanctions

- Good discipline and understanding of routines considerably assists safe practice.

Equipment

- Children need to know how to lift, move, assemble, dismantle and store apparatus safely and quickly as this should be done by children.
- The teacher is there to check the apparatus for security and safety once assembled.
- In order for children to get experience setting up and clearing away apparatus, it should not be left out for the next class to use.

Emergency Action

- Inhalers should be accessible to the pupil at all times. If the PE/Games session is some distance from the classroom Inhalers should be taken to the session by class teachers. Staff are reminded to refer to the Medical Policy regarding the procedure for dealing with an asthma attack.

Teaching styles

We need to be aware that individual pupils develop at different speeds. We need to set appropriate challenges to cater for all abilities. Specific skills where taught need to be appropriate to the pupils either as individuals or the entire class. We should not place children at risk by attempting techniques for which they are not ready.

A TEACHER MUST BE PREPARED TO INTERVENE WHERE IT IS CONSIDERED THAT A PUPIL IS INVOLVED IN AN UNSAFE PRACTICE. This must be in line with the school's *Positive Handling Policy*.

ACTIVITIES

Points to be aware of:

Within the organised games and/or athletics lesson, 'challenge' is an essential factor. However, we need to apply safety measures that will encourage, rather than restrict the involvement of the individual. Staff need to note the following points:

- The clothing worn should be appropriate to the activity;
- The teaching of skills should be progressive and appropriate to the age of children

- taught;
- The teacher in charge needs to have knowledge of the rules of the game or activity in order to organise and officiate;
- The size of teams and pitch should reflect the ability and skills of the players;
- Care should be taken over physical contact with the children, but at all times this may be required to demonstrate a technique or improve the flow of the game.

If a teacher or other responsible adult joins in a game/activity it is wise to observe the following:

- Your participation should not reduce your control of the children and the application of the games' laws or rules;
- All children should be helped by the teacher in the game/activity;
- You should not assist a team to gain an advantage;
- As far as possible your participation should not involve physical contact.

Gymnastics

- Appropriate clothing and footwear is essential;
- Clothing or jewellery which is a safety hazard should not be worn;
- Pupils need to be taught not to obstruct other children when working on the floor or large apparatus.

USE OF FIXED AND PORTABLE APPARATUS

- Teaching styles should be appropriate to ensure the safety of all pupils;
- Indoor portable or fixed apparatus should not be used by children, unless supervised by a teacher in an organised lesson;
- An appropriate number of children should be assigned to each piece of apparatus;
- Quiet working should be the order of the day on each piece of apparatus;
- Lapses in concentration can lead to injuries;
- Before using the apparatus children should know how to mount and dismount them correctly;
- Mats should not be placed around indiscriminately as they can produce a real danger to children accidentally tripping over and falling.
- Mats should be placed to cushion **planned** and **deliberate** landings only.
- The use of mats where children are not intended to jump from an apparatus e.g. from wall bars, may give a false sense of security and encourage poor practice.
- It is advisable that children don't jump from any equipment which is higher than their hip height.
- All PE apparatus should be in a safe condition for use.

Care of apparatus

- Before pupils use the apparatus teachers and pupils should check it for safety;
- Apparatus should be checked annually.

PE MATS

This is a fire hazard and the storage of them is very important:

- Mats should only be used with a teacher or when another qualified person is present;
- Mats that are split should be repaired or removed from use.

For further guidance, please refer to DFE's Health and Safety: Advice for schools which can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

IN CONCLUSION

No safety policy is likely to be successful unless it actively involves employees themselves. In this connection, the School reminds all employees of their own responsibilities and to take care in their work for their own safety and that of other employees, for the safety of pupils and members of the public. All staff should co-operate with the School as to enable them to carry out their responsibilities.

A copy of this statement is to be read by all employees. It will be monitored and reviewed at the end of each academic year at the annual Health and Safety Committee Meeting, thus enabling the checking of working conditions and ensuring our safe working practices are

HJSM

May 2016

This policy is to be reviewed annually

Reviewed August 2016

Reviewed February 2017

Reviewed July 2017

Reviewed November 2017

Reviewed PM/MJD July 2018

Reviewed KL/PM/MJD September 2018

Reviewed and updated August 2019 PM