



KING'S BRUTON

(Comprising King's School, Bruton and Hazlegrove – “the School”)

HEALTH & SAFETY POLICY

This is a combined policy that applies to King's School, Bruton and Hazlegrove Preparatory School.

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PART 1 – STATEMENT OF GENERAL POLICY

King's School, Bruton (incorporating King's School and Hazlegrove acknowledges and accepts its responsibilities in accordance with the Management of Health & Safety at Work Regulations 1999 for securing the health, safety and welfare of all its employees, pupils and contractors working on premises over which it has control and of members of the public visiting the sites. It will seek to provide safe, healthy and hygienic working practices for all its employees. This will extend in particular to:


1. The provision and maintenance of systems of work that are safe and which reduce risk to health;
2. The arrangements for ensuring safety and minimal risk to health in connection with the use of handling, storage and transport of articles and substances;
3. Provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of all its employees and pupils;
4. The maintenance of premises in a condition that is clean, safe and with minimised risk to health and the maintenance of means of access to and exit from the premises that are safe and without such risks;
5. The provision and maintenance of a working environment for employees which is safe, with minimised risks to health and adequate as regards facilities and arrangements for their welfare at work;
6. The provision of information to contractors and visitors on the procedures and rules in place to ensure their safety whilst on the site.
7. Compliance with all relevant statutory inspections ensuring that any resulting points are dealt with promptly as required.

The School also considers that it is the individual responsibility of all employees to ensure strict adherence to safety regulations and policies, and to fulfil their obligations under the Health and Safety Work, etc. Act 1974 in the following respects:

1. To take reasonable care of his/her own health and safety and of other persons (including pupils) who may be affected by his/her acts or omissions at work;
2. To co-operate with management as regards any duty or requirement imposed on management or any other person by the Act, so far as is necessary to enable that duty or requirement to be performed or complied with;
3. Not to interfere intentionally or recklessly with or misuse anything provided in the interests of health, safety or welfare in pursuance of the requirements of the Act;
4. To report any defects or hazards without delay to their immediate superior and/or colleagues. This policy statement will apply to all persons working within the establishment controlled by the School whether or not they are contractually employed by the school.

The Risk Management Committee will review the effectiveness of the policy on an annual basis for approval by the Board of Governors, but this will not preclude more frequent evaluation in the light of experience and changes in legislation. Supplementary statements will be issued as necessary for the work of particular departments or groups of staff.

The organisation for implementing the School's Health and Safety Policy is at Part 2 of this document and Standard Procedures are at Part 3.

A handwritten signature in black ink, appearing to read 'Nick Buckland', with a horizontal line underneath.

Nick Buckland

Senior Warden

PART 2 – ORGANISATION

2.1 HEALTH & SAFETY APPOINTMENTS

2.1.1 Headmaster. The Governors direct that the Headmasters shall promote an active Health & Safety culture within the School. The Headmasters delegate formulation and implementation of School Health & Safety policies and management of the Health & Safety Committees to the Bursar.

2.1.2 Bursar. The Bursar shall be responsible for the formulation and implementation of School Health & Safety policies, shall appoint members of the School's Health & Safety Committee as appropriate and ensure that that he is kept informed of the activities of all committees with the School and intervene as necessary to ensure the promotion of effective Health & Safety policies and procedures. The Bursar may delegate day-to-day management of Health & Safety to the School Health & Safety Officer.

He will also ensure that sufficient financial provision is made for the implementation of the Schools' Health & Safety Policy.

2.1.3 Health & Safety Officer. The Estates Manager (King's) and Estates Bursar (Hazlegrove) are appointed as the Health & Safety Officers by the Bursar, and are responsible for the day-to-day management of Health & Safety within their Schools, and the implementation of the Schools' Health & Safety Policies, including risk management.

The Health & Safety Officers shall keep apprised of all matters connected with Health & Safety legislation relevant to the Schools' activities.

The Health & Safety Officers shall ensure that necessary Health & Safety training is implemented for relevant staff (including training in the writing of department risk assessments) and that training records are maintained for all employees.

The Health & Safety Officers are to keep records of discussions and decisions which relate to Health & Safety. They shall ensure adequate monitoring of Health & Safety activities and report immediately to the Bursar any significant Health & Safety shortcomings within the School.

2.1.4 School Fire Officer. The Estates Manager/Bursar are appointed as the School Fire Officers to promote an active and effective fire safety culture at each School. They have executive authority within the schools and are responsible to the Bursar, who will provide the resources and carry out disciplinary measures for any breach of the Regulatory Reform (Fire Safety) Order 2005. In practice this means that the School Fire Officers can take action to prevent danger when there is an immediate serious risk to life or property. They shall liaise with Somerset & Devon Fire & Rescue Service.

Their duties are to:

- a. prepare a fire safety training syllabus and training programme for all School staff, and to see that it is delivered.
- b. Arrange and control adequate means of detection, alarm, escape, firefighting and emergency lighting and that signs are available on the school premises. These arrangements must be inspected, maintained and tested in accordance with the requirements of the school insurers, best practice and the relevant British Standards.

- c. Nominate other persons to take fire safety responsibilities.
- d. To ensure that:
 - i. All building work is carried out without causing fire;
 - ii All contractors working for the school take adequate fire precautions including compliance with the Hot Works permit.
 - iii Adequate measures are taken by staff during special events.
- e. To present an annual fire safety report to the Bursar each September.

2.1.5 Estates Bursar. The Estates Bursars are responsible to the Bursar for ensuring that the fabric and building systems within the schools meet the appropriate Health & Safety standards. This will include making adequate arrangements to ensure high standards of Health & Safety in carrying out the work of their departments, including contractors.

2.1.6 Senior Management Team. The different management structures on the 3 sites necessitate slightly different Health and Safety governance.

King's School	Hazlegrove School
The Senior Management Team comprises the Headmaster, Bursar, Deputy Head Pastoral, Deputy Head Academic, Deputy Head Sixth Form, Deputy Head Teaching and Learning. The Senior Management Team shall assist the Headmaster and the Bursar in their responsibilities for implementing the School Health& Safety Policy. They are to ensure the adequate provision of resources to those with specific Health and Safety responsibilities, and, in their individual roles, they will ensure that the Headmaster and Bursar are well informed of: -	The Senior Leadership Team comprises the Headmaster, Deputy Head, Bursar, Head of Boarding, Heads of Upper, Middle and Lower School, Head of Pre-Prep, Head of Marketing & Admissions, and the Academic Lead – Teaching & Learning. The Senior Leadership Team will assist the Headmaster and the Bursar in their responsibilities for implementing the Health & Safety Policy. They are to ensure the adequate provision of resources to those with specific Health & Safety responsibilities, and, in their individual roles, they will ensure that the Headmaster and Bursar are well informed of: -
<ul style="list-style-type: none"> a. Current Health and Safety priorities; b. Progress and implementation of improvements; c. Conflict between Health & Safety and academic and other demands; d. Uniformity of approach to Health & Safety throughout the School. 	

2.1.7 Heads of Department/Section and School Activities. The Health & Safety duties of Heads of Department, both teaching and non-teaching, including those in charge of games and other pupil based activities are to:

- a. Promote high standards of Health & Safety awareness and practice in their areas of responsibility.

- b. Ensure new staff receive adequate department/section specific Health&Safety induction and that all departmental staff are adequately trained, informed and supervised;
- c. Arrange for their staff to be adequately trained, informed and supervise, including training in the writing of department risk assessments.
- d. Carry out and review regularly risk assessments for all areas under their control, and implement the control measures required by those assessments regularly;
- e. Monitor compliance within their department or activity with School Health & Safety Policies and Procedures, and in particular, emergency arrangements, fire, minibuss safety and managing work equipment.
- f. Actively pursue effective consultation with their staff and the Health and Safety Committee;
- g. Personally investigate and report on accidents and near misses in accordance with the Standard Procedures in Part 3;
- h. Represent Health & Safety concerns through Heads of Department Meetings, or directly as appropriate to the School Health & Safety Officer and/or School Health & Safety Committee.

2.1.8 Health & Safety Committee Members. Members of the Health & Safety Committee are appointed to attend meetings of the Committee to consider Health & Safety and, where appropriate, Environmental Health matters. They will be appointed by the Headmaster. The members are:

King's	Hazlegrove
The Bursar (Chairman)	Bursar (Chairman)
The Estates Bursar (Health & Safety Officer)	Headmaster
Hobhouse building representative	Deputy Head
Design Centre building representative	The Estates Bursar (Health & Safety Officer)
Head of Sport	Educational Visits Co-ordinator
Theatre Manager	Art & Design Building representative
Senior Nurse	The Director of Sport
Catering Manager	Science Department representative
Head Groundsman	Head of Pre-Prep
Boarding representative	Head of Boarding
Bursar's PA - Secretary	School Nurse
	Catering Manager
	Estates Supervisor
	Cleaning Supervisor
	Head Groundsman
	Bursar's PA - Secretary

Meetings will be attended by others to present reports or advise as appropriate.

The Committee members are a vital link with School organisations and will meet at least once a term at King’s and at Hazlegrove.

They are to ensure that Health & Safety matters are progressed in the school by individuals, departments and through the other committees on which they sit.

The Health & Safety Committee also forms a link between the employer and the employees. It is a legal requirement that there should be effective means of consultation with employees for matters of Health & Safety. The committee members have a unique role and must ensure that the views of those affected by the way Health & Safety is managed in the school and properly considered.

The Chairman will request agenda items in advance from Committee Members; these should be submitted at least 7 days prior to each meeting. The Chairman will circulate minutes to Governors, Headmaster, Committee Members, staff with individual Health & Safety responsibilities and to the Senior Common Room. Minutes will also be available on the school intranet.

2.1.9 Off Site Visits.

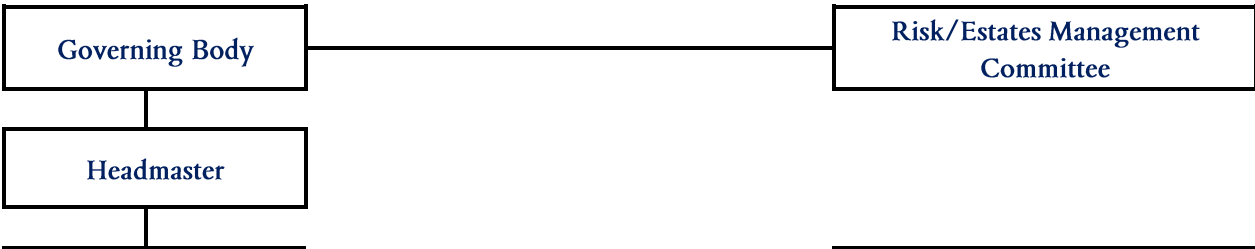
King’s Off-Site Activities Co-ordinator. At King’s school and Off-Site, the Activities Co-Ordinator appointed by the headmaster to vet all proposals for pupil off-site activities against standard guidelines produced by the Deputy Head, Teaching and Learning.

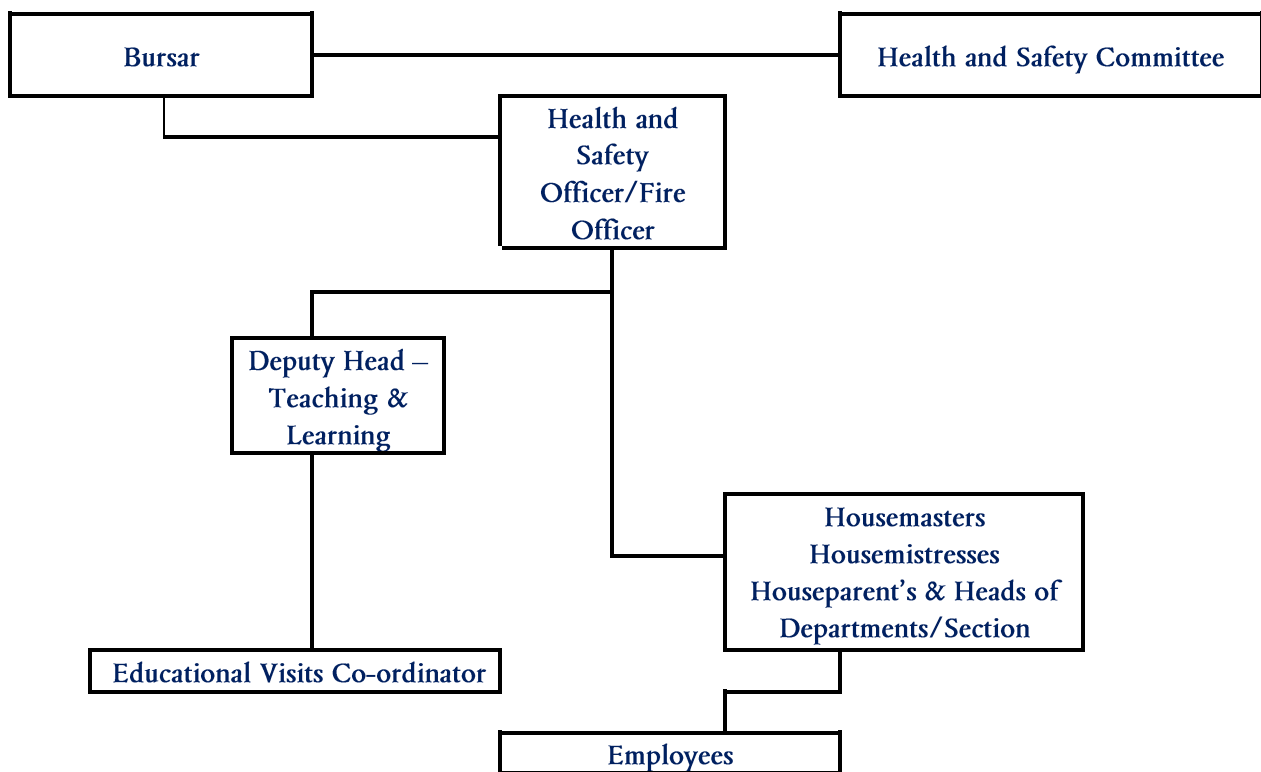
Hazlegrove Educational Visits Co-ordinator (EVC). At Hazlegrove the EVC is appointed by the headmaster to vet all proposals for pupil off-site activities against standard guidelines.

2.1.10 Housemaster, Housemistresses and House Parents (HsMs/HPs). HsMs have additional responsibilities for Health & Safety to those of Heads of Department. HsM/HPs are responsible for the Health & Safety of staff and pupils within their House, and to ensure that the School Health & Safety Policies and Procedures are observed, and risk assessments provided as appropriate. HsM/HPs will receive assistance with the implementation of Health & Safety from the Estates Bursar/Manager and may delegate day-to-day management of Health & safety within the House to Matrons. Health & Safety concerns should be channelled through Health & Safety Committee Meetings and the HsM/HPs Meetings.

2.1.11 Employees. For the purpose of Health & Safety, a school employee is defined as any person who is paid by the school, whether full-time or part-time, in whatever capacity. The duties of employees are set out in Part 3 of this Policy document.

2.2 ORGANISATION CHART FOR HEALTH AND SAFETY RESPONSIBILITIES





PART 3 – STANDARD PROCEDURES

3.1 INDIVIDUAL HEALTH & SAFETY RESPONSIBILITIES

3.1.1 Employees. All employees have a role to play in Health & Safety and active support in making Hazlegrove and King's School safe places in which to work is essential. Under the Health & Safety at Work Act 1974 (Sections 7 & 8) employee duties in regard to Health & Safety are:

- a. to take reasonable care for one's own Health & Safety and for the Health & Safety of other persons who may be affected by what you do or fail to do.
- b. to co-operate with School and statutory Health & Safety rules.
- c. not to interfere with or misuse anything provided for Health & Safety.

Employees should always:

- a. ask a supervisor/member of staff if unsure of the safety rules.
- b. use any safety equipment provided (gloves, goggles, safety guards, etc).
- c. take special care for the safety of pupils and visitors.
- d. report any defects to and make suggestions to improve Health & Safety to a supervisor.
- e. take part in training provided by the employer.
- f. work to Health and Safety guidelines given.

3.1.2 Supervisors. All employees with supervisory responsibilities are line managers. Line Managers have the following duties:

- a. to give clear, consistent and often repeated safety instructions. These are essential if the standard procedures and department/section safety rules are to be complied with.
- b. to report all incidents, accidents and near misses.
- c. to make recommendations for training.
- d. to increase hazard awareness among colleagues.
- e. to be aware of actual working practices and change them if they are unsafe.
- f. to devise and promote safer working practices.
- g. to maintain knowledge of safety rules, procedures and notices.

h. to carry out suitable safety checks for all equipment in your area of responsibility.

I. to report defects.

Over and above these duties, Line Managers should set a good personal example in all matters of Health & Safety.

3.2 ACCIDENT REPORTING

All accidents must be reported within 24 hours. When a significant accident or near miss occurs the Headmaster and Head of Department or Head of School Activity must be informed immediately.

Every pupil accident involving personal injury must be recorded via the online form displayed on the King's SharePoint front page, also found in the SharePoint sporting section and Health Centre section. At Hazlegrove Staff or Visitor accidents must be reported via the School Accident Book held by the Health Centre. Procedures are as follows:

King's	Hazlegrove
During term-time, the School Staff Accident Book will be held by the Health Centre. During holiday periods the Staff Accident Book will be kept by the Bursar's PA. Heads of Department or Heads of School Activity, as appropriate, must ensure that the online pupil Accident Report is completed within 24 hours of an accident occurring.	This Book is held by the Surgery. The School Nurse must ensure that a completed form is passed to the headmaster's secretary within 48 hours. A copy is also given to the Deputy Head and Health and Safety Officer.

The School Health and Safety Officer will analyse accident trends and report to the Health & Safety Committee. If a serious accident occurs the School Health & Safety Officer may call for a special meeting of the Health & Safety Committee.

Accident Reporting

3.3 ADVICE AND INFORMATION

Employees may obtain advice and information about Health & Safety through their immediate supervisors or through the School Health & Safety Officer.

3.4 SMOKING

The school has a NO SMOKING (including Vaping) policy across the complete campus. This is reflected in the No Smoking Policy that all members of staff and visitors to the school are made aware of.

Smoke Free Policy Smoking Policy

3.5 CONTRACTORS

General. All contractors working for the school must be approved by the Estates Manager/Estates Bursar. Where applicable the contractor will submit copies of their safety policy and insurance documents for approval. All the contractor's relevant risk assessments and safe systems of work will be submitted prior to work starting. Every contractor must be made aware by the person responsible for placing the order of all the above conditions in writing. No contractor may work for the school unless they have made contact with a named individual at the School who has accepted responsibility as Liaison Person.

3.5.1 Liaison Person's Duties. The Liaison Person must meet the contractor on his first arrival, and ensure that the contractor's on-site staff have an appropriate level of understanding of School safety arrangements, and in particular:

- a. Welfare, fire, first aid, accident reporting, protecting others affected by their work and School Permits to Work (Confined Spaces, Work at Heights, Asbestos, Hot Work);
- b. Accident reporting - the contractor must report any accident to the Liaison Person.
- c. Notification of any subcontracting in advance.
- d. Arrangements for passes and permits.

The Liaison Person is to monitor the Health & Safety performance of the contractor and immediately advise the Estates Manager/Estates Bursar or the School Health & Safety Officer of any inadequacies.

Control of Contractors and Unsupervised Staff

General Requirements for Building Works and Services

3.6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH 2002 (COSHH)

All substances hazardous to health will be assessed and reviewed by relevant Heads of Department. Please refer to the specific COSHH Policy for further details.

COSHH

3.7 DISPLAY SCREEN EQUIPMENT

Advice on Health & Safety in the use of display screen equipment can be obtained from the Health & Safety Officer. Any employee who considers that the use of visual display equipment during their employment is adversely affecting their eyes, may arrange an eyesight test at the school's expense. Prior notification of the intention to undergo such a test must first be agreed by the Bursar.

Display Screen Equipment

3.8 EDUCATIONAL VISITS AND FIELD TRIPS

All educational visits and field trips and other pupil-based activities away from School are classified as off- site activities.

The EVC will issue instructions and guidance for the arrangement of off-site activities. The headmasters will appoint an Off-Site Activities Co-ordinator/Educational Visits Coordinator to ensure that all such activities conform to the School Health & Safety Policy, have been sanctioned by the headmasters as required and have an appropriate level of supervision both in transit and on site. In accordance with Section 69 of the DfEE Good Practice Guide – Health & Safety of Pupils on Educational Visits, factors to take into consideration with deciding appropriate supervision ratios are:

- a. sex, age and ability of group.
- b. pupils with special educational or medical needs.
- c. nature of activities.
- d. experience of adults in off-site supervision.
- e. duration and nature of the journey.
- f. type of any accommodation.
- g. competence of staff, both general and on specific activities.
- h. requirements of the organisation/location to be visited.
- i. competence and behaviour of pupils.
- j. first aid cover.

Teachers in charge of off-site activities must ensure that pupils are properly clothed and equipped for the type of undertaking in question. Safety, first aid and emergency procedures must be covered and, if appropriate, risk assessments carried out. The instruction issued by the EVC, in accordance with the School's Travel Policy, will include guidance on the need for risk assessment and the need to obtain specific parental consent.

3.9 ON SITE ACTIVITIES

Any activity taking place within the school grounds are covered by this section. To ensure that the school complies with the Health and Safety at Work Act 1974 all activities are to be assessed to ensure that (classroom lessons, theatre productions, fund raising activities, to name but a few) any risk is mitigated to the lowest degree as is possible. All Risk Assessments are to be assessed on a yearly basis by the Risk Holder. A record of these assessments is to be maintained by the Estates Manager/Estates Bursar.

If the on-site activity is being led by an external organisation, then it is their responsibility to provide a Risk Assessment and proof of training, qualifications and public liability insurance. The member of staff responsible for the event must ensure this is in place before the activity commences.

3.10 ELECTRICITY AT WORK REGULATIONS 1989

The Electricity at Work Regulations 1989 are wide ranging and include all portable electrical appliances used

by staff. The Regulations involve inspection and testing of all portable electrical appliances to ensure that they are safe to use. This work will be undertaken by a combination of an approved Portable Appliance Testing Contractor and Competent persons within the School. A competent person is a person trained specifically and certified under arrangements made by the Estates Manager/Estates Bursar. Work on electrical systems may only be carried out by properly qualified persons. The School's Electrical Safety Policy should be read in conjunction with this section.

Electrical Safety Policy

3.11 GAS SAFETY (INSTALLATION AND USE) REGULATIONS 1998

The Gas Safety (Installation and Use) Regulations 1998 are wide ranging and include all gas fed appliances used by staff. The Regulations involve frequent inspection and testing to ensure that they are safe to use and the schoolworks to comply with all statutory requirements ensuring that issues raised are dealt with as a matter of urgency. Inspection and repair work on all gas appliances (cookers, boilers) is undertaken by an approved and qualified contractor. The School's Gas Safety Policy should be read in conjunction with this section.

Gas safety Policy

3.12 FOOD HYGIENE

The Catering Manager has responsibility to advise the Bursar on all aspects of Food Hygiene within the School and ensure all catering staff and house staff as required, are trained.

3.13 FIRE SAFETY

3.13.1 General. All staff are to be familiar with the School Fire instructions, in so far as they apply to their House or Department. Individual fire instructions are issued by the School Fire Officer to each HsMs and to other Teachers/Supervisors responsible for specified areas of the school. The School Fire Officer is responsible for training and for the monitoring of fire safety throughout the school. HsMs or individual teachers have the responsibility for instructing pupils and staff in their care on appropriate action in the event of a fire.

3.13.2 Fire Drills.

King's	Hazlegrove
<p>Boarding Houses. Each HsMs is to hold a fire drill at least once a term, one of which must be during the hours of darkness and is to maintain a fire log which will be inspected by the School Fire Officer on a termly basis. The fire drill must be completed within 3 weeks of the start of term.</p> <p>Classroom Areas. Each Fire Warden is to hold a fire drill at least once a Term or the building for which they are responsible. Records are to be copied to the School Fire Officer. A Fire Plan of Action for teaching staff in classroom areas is to be retained at all</p>	<p>School Fire Exercise. The SFO is responsible for initiating fire drills at least once a term. The exercise is to be recorded in the School Fire Log. The fire drill must be completed within 3 weeks of the start of term.</p> <p>Boarding Fire Exercise. The Head of Boarding is responsible for initiating a fire exercise at least once a term during the hours of darkness. This is to be recorded in the School Fire Log.</p>

times with classroom attendance registers and is copied in the Staff Handbook.	
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3.13.3 **Weekly Fire Alarm Test.** The SFO is responsible ensuring that the Fire Alarm is tested once a week. This is to be done at an appropriate time. This must be recorded in the School Fire Log.

3.13.4 **Reporting.** A report on any shortcomings arising out of fire drills or any inadequacy of fire equipment is to be submitted immediately to the School Fire Officer. Governors from the Risk Committee to check school fire logs, risk assessments and training on a regular basis.

3.13.5 **School Fire Officer.** The School Fire Officers maintain a close liaison with Devon and Somerset Fire & Rescue Service Officers.

3.13.6 **Fire Extinguishers.**

King's	Hazelgrove
Fire extinguishers are inspected annually by a contractor, certification of which is held by the Estates Bursar. Monthly checks are carried out by Fire Wardens and a record of these checks are contained in House/Department Fire Log's.	Fire Extinguishers are annually inspected by a contractor and a monthly inspection is carried out by the on-site maintenance team. Both inspections are recorded in the Fire Log.

[Fire Prevention Induction Policy](#)

[Fire Risk Prevention Policy](#)

[Fire Safety Policy](#)

3.14 FIRST AID

King's	Hazlegrove
<p>During term time pupils and staff requiring first aid should be referred to the School Health Centre,; during School holidays, staff should be treated in accordance with Departmental instructions, or referred to the Yeovil Hospital Casualty Department.</p> <p>Department Heads must ensure that at least one member of the Department is first aid trained. HSE guidance is that individuals should hold a valid certificate or competence in first aid at work (FAW) or emergency first aid at work (EFAW), further guidance can be obtained from the Health Centre. In addition, all Matrons must receive first aid training including refresher training as necessary</p> <p>First aid training is given by the Senior Nurse,</p>	<p>During term time pupils and staff requiring first aid may be referred to the School Nurse or Matron during the hours of 0830 to 1800. Outside of these hours, HP's, Matrons and Duty Staff are responsible for their continuing care and will seek further professional advice where appropriate. During School holidays, staff should be treated by on site qualified First Aid personnel or referred to local Hospital Casualty Departments.</p> <p>Selected staff from each Department / Section are to receive training in First Aid. The School Nurse is responsible for the co-ordination of the training.</p> <p>First aid training is provided by St John's Ambulance, Red Cross or other HSE approved</p>

<p>who also maintains first aid training records, co-ordinates training requirements and advises on first aid risk assessments.</p> <p>First aid boxes are monitored and replenished by the Health Centre.</p>	<p>companies. The School Nurse is responsible for Anaphylaxis and other medical training as required.</p> <p>Under the direction of the School Nurse, the School Matrons are responsible for the replenishment of the First Aid Boxes.</p>
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[First Aid Policy - King's](#)
[First Aid Policy HZG](#)

3.15 HAZARDS

Staff should report any perceived hazard without delay to their immediate supervisor or HsM/teacher, as appropriate, who should take whatever immediate remedial measures might be necessary and report the hazard to the Estates Manager/Bursar or, in his absence, the Bursar.

3.16 INDUCTION

New employees will need to be informed of the Health & Safety arrangements at an early stage. Heads of Department/Section and Heads of School Activities, under the direction of the Deputy Heads are to ensure that a suitable induction is undertaken and recorded, a copy of which must be forwarded to the Estates Manager/Bursar no later than 30 days of commencing employment with the school.

[Staff Induction Policy](#)

3.17 LETTING/HIRING OF SCHOOL FACILITIES

The Estates Bursar is to be notified of all proposals for the letting or hiring of School facilities so that Health & Safety implications can be considered in advance. This will include matters of fire safety.

3.18 MACHINERY

See Work Equipment at clause 3.35.

3.19 MANAGEMENT OF ASBESTOS

See Asbestos Policy and Asbestos Management Plan including the Asbestos Registers.

[Asbestos Management Plan](#)
[Asbestos Management Policy](#)

3.20 MANUAL HANDLING

No employee or pupil is to be required to lift or move anything which in so doing they believe likely to cause them injury. Training in manual handling will be given to those groups of employees identified as being most at risk.

Manual Handling Policy

3.21 MEDICAL

- 3.21.1 **Medicines.** The safeguarding, dispensing, recording and disposal of medicines will be in accordance with the protocols set down by the school doctors. Day-to-day control of medicines is the responsibility of the Health Centre Senior Nurse at each school who will also provide guidance to Matrons, who will keep a record of all medication given within Boarding Houses. Regular inspection of House medical records will be carried out by medical staff.
- 3.21.2 **Allergies.** Where the health of a pupil is potentially at risk, e.g. pupils who have nut allergies, key staff should be formally trained and informed on how to deal with an emergency. This is a principal responsibility of the medical Staff. King's, Hazlegrove and Sunny Hill Nursery are nut free settings.
- 3.21.3 **Infectious Diseases.** The Senior Nurse is responsible for alerting the relevant Headmaster to the presence of infectious diseases.

3.22 MINIBUSES

King's	Hazlegrove
Drivers of School minibuses and the school car must observe the guidelines and regulations for their operation, held by the Bursar's PA. The Bursar's PA will check driving licences annually and ensure that the driver read the School Minibus Guidelines and Regulations. Driver training is arranged for minibus drivers by the Bursar's PA.	Drivers of School minibuses and School car must observe the guidelines and regulations for their operation, held by the Estates Bursar. The Estates Bursar will check driving licences annually and ensure that the driver will read the School Minibus Guidelines and Regulations. Driver training is arranged for minibus drivers by the Estates Bursar.

Minibus Policy

3.23 NEW AND EXPECTANT MOTHERS

Supervisors must give due consideration to new and expectant mothers by assuring that their allocated duties are compatible with their condition. Risk assessments must be carried out.

New and Expectant Mothers Policy

3.24 NEW STAFF

See Induction clause 3.16 above.

3.25 OCCUPATIONAL HEALTH

The schools have a Stress Policy for all employees. All matters of occupational health, which include stress at work, are to be referred to Line Managers in the first instance. Pupil's mental wellbeing is covered in appropriate policies.

3.26 ON-SITE VEHICLE MOVEMENT

The risk through on-site vehicle movement is minimised through the separation of vehicular and pedestrian traffic wherever possible. Traffic calming is to be considered where vehicular routes pass through areas where pedestrians may be present. Where vehicles are required to move in areas pedestrians would ordinarily not expect traffic suitable working practices are to be adopted employing a guide where necessary. A risk assessment will be conducted and reviewed annually.

3.27 PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

3.27.1 **Academic.** Protective clothing and equipment required for pupil-based activities will be provided under Department/Activity arrangements and must comply with current legislation. When such equipment is supplied for School activities it is the responsibility of the teacher in charge to ensure that it is worn/used in accordance with the appropriate instructions.

3.27.2 **Non-Academic.** All Personal Protective clothing and equipment for non-academic staff must be purchased through the non-academic budget holders who are to ensure that it is worn/used in accordance with the appropriate instruction/risk assessment.

Personal Protective Equipment Policy

3.28 PERMITS TO WORK

Permits to work for 'hot works' and work with asbestos must be in place and passed to the Estate Bursar before any works are initiated on site.

Hot Works Procedure and Permit Policy

3.29 PREMISES

The Workplace Health, Safety and Welfare Regulations 1992 cover the environment within the workplace including ventilation, temperature, cleanliness, workstations, seating and the fabric of the building both internal and external. Defects should be reported immediately to a supervisor, and then to the Estates Bursar, via the reporting system.

3.30 PURCHASING

The Head of Department or School Activity is responsible for ensuring that orders placed for equipment contain a full specification of requirements to meet current Health & Safety legislation. These requirements now apply whatever the country of origin and whether the equipment is new or second hand. The Head of Department or School Activity may need to carry out a risk assessment prior to purchase to establish the safety criteria.

Following delivery, the Head of Department must ensure that a pre use inspection is made, to ensure

that the equipment is to specification, and that the equipment is, so far as is reasonably practicable, without risk to Health & Safety. See also clause 3.29 entitled Work Equipment.

Furniture and Furnishings Policy

3.31 RISK ASSESSMENT

Risk Assessment is the first step taken when determining appropriate and safe working practices. All staff must be provided with training in the writing of a formal risk assessment as part of their induction or as part of inset training. The Management of Health & Safety at Work Regulation 3 requires every employer to assess general risks and record significant findings. Other regulations require the risks associated with such areas as computers, hazardous substances, noise, asbestos, lead, first aid, personal protective equipment and manual handling operations to be assessed. Those dealing with pupils have a special responsibility to ensure risks are properly identified, recorded and brought to the attention of those likely to be affected by the risk.

The important issue to remember is that the assessment is not an end, but must lead to the implementation of appropriate controls, and periodic review to maintain validity; for example, following an accident or near miss. Risk Assessments also ensure that the preventative measures are in proportion to the risk, and that they are sufficient to comply with legislation.

The method for carrying out the Risk Assessment ensures that any hazardous activity is given comprehensive scrutiny to make sure that the activity can be carried out safely. The duty to carry out suitable and sufficient Risk Assessments may be delegated by the Head of Department, but the assessment must be approved by him/her when completed. (Refer to Risk Assessment Policy).

The Head of Department or School Activity must ensure that all staff and, where appropriate, pupils are aware of the risks identified in the assessment and the preventative measures.

Risk assessments for off-site trips are the subject of a separate policy.

Risk Assessments Policy

3.32 SCHOOL SECURITY

See School Security Policy. Security Policy

3.33 STAFF TAKING MEDICATION/OTHER SUBSTANCES

- 3.33.1 Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for pupils. If a member of staff is taking medication which may affect his/her ability to care for pupils, he/she should seek medical advice.
- 3.33.2 The School must ensure that those members of staff only work directly with pupils if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after pupils properly.
- 3.33.3 Staff medication on the premises must be securely stored, and out of reach of pupils, at all times.

3.34 TRAINING

Health & Safety training is the responsibility of the person in charge of each Department and/or Activity. It is incumbent upon that person to ensure that every member or participant in his/her Department/Activity is familiar with the requirements of the School's Health & Safety Policy as it applies in that Department/Activity and that training is given as appropriate. Training records will be maintained in each Department and for each activity. The Estates Bursar will advise and assist with training needs and records and should be the first point of contact in this respect. Funding for H&S training will be coordinated by the Health and Safety officer.

Through liaison between the Hazlegrove Estates Bursar and the King's School Estates Bursar, training is organised where appropriate. Routinely training responsibilities lie as follows:

	King's	Hazlegrove
Minibus Driving	Bursar's PA	Estates Bursar
Fire and Electrical	Estates Manager	Estates Bursar
Safety & Environmental Health within Kitchens and Dining areas	Catering Manager	Catering Manager
First Aid	Senior Nurse	School Nurse
Manual Handling	Estates Manager	Estates Bursar
DSE	Estates Manager	Estates Bursar
Working at Height	Estates Manager	Estates Bursar
COSSH	Estates Manager	Estates Bursar

3.35 WORK EQUIPMENT

Work equipment is defined as any machinery, appliance, apparatus tool or installation for use at work. The Provision and Use of Work Equipment Regulations require evidence that the equipment is suitable for use, adequately maintained and where the failure of a part could lead to danger, that such parts are regularly inspected. Users of equipment must receive adequate information, training and supervision. In addition, lifting equipment, pressure systems and woodworking machinery have their own detailed codes. All these duties are detailed, and the Head of Department must see that they are fulfilled. There is also a requirement to carry out risk assessment.

Workshop Rules

3.36 WORKING AT HEIGHT

Defined as: - 'Working at Height' means working in a place where a person could be injured by falling from it, even if it is at or below ground.

No work is to be carried out where any person could fall more than 2 metres, without a permit issued by the appropriate Head of Department or other supervisor who should check that all reasonable precautions have been taken to provide a safe working platform. Ladders should be securely tied or wedged or held by a second person. Advice is available from the Estates Bursar.

Ladder inspections are routinely carried out by the on-site maintenance team and recorded in the

maintenance log.

Working at Height Policy

3.37 VULNERABLE PERSONS

In the case of disabled staff, visitors and pupils (including temporarily disabled) an individual risk assessment must be completed by the responsible Departmental Head in conjunction with the school nurse – this will include the completion of a Personal Emergency Evacuation Plan (PEEP).

Advice Note for Personal Emergency Evacuation Plan

3.38 STAFF SAFETY

The schools will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise, towards any employee from whatever source. The schools will give all support necessary to any member of staff who reports any such incident, actual or perceived, whatever the circumstances (see School policies on Behaviour and Discipline and Physical Restraint).

3.39 NOISE

Statutory requirements relating to noise at work are generally contained in the Noise at Work Regulations 1989 and the Control of Noise at Work Regulations 2005. These regulations require the schools to take reasonably practicable measures to reduce staff and pupil exposure to noise at work to the lowest possible level. Staff and pupils are to adhere to instructions regarding ear protection zones and are to ensure that, where applicable, ear protection is worn.

Departmental Heads (particularly Grounds, Maintenance, DT and Music) must give due consideration to the hazard of noise – level of noise, exposure period, and any mitigating factors to reduce the level of risk e.g. PPE. Risk assessments must be carried out.

Noise Protection Policy

3.40 DISABLED WORKERS

The Accessibility Plan provides direction as to areas the schools have identified that may require additional work or funding to allow access for disabled staff and pupils. In addition, a personal risk assessment and Personal Emergency Evacuation Plan (PEEP) are to be prepared for individuals requiring support in accessing school property or premises. The Five Step risk assessment process is to be followed and issues such as the following should be considered when completing a disabled risk assessment: how does the individual get to and from the workplace; what are their daily requirements (increased use of toilet, rest room, guide dog) and what assistive technology would they find useful?

Advice Note for Disabled and Temporarily Disabled Persons

3.41 SAFE HOT WATER & HOT SURFACES

In addition to the Hot Water and Hot Surfaces policy document it is also good practice to complete a risk assessment to mitigate these risks where possible. However, legislation also directs minimum and

maximum temperatures to be achieved to protect the school work force from Legionella spores and possible ill health. The school therefore manages the threat of hot water injuries by fitting anti scald valves and providing signage to water outlets that indicate 'CAUTION HOT WATER' to the user. Where the risk of burns has been identified suitable control measures have been introduced to restrict access to exposed pipe work, food trolleys and hot plates.

Legionella Management Policy

Legionella Written Scheme

3.42 SLIPS, TRIPS AND FALLS

Slips, trips and falls constitute a potential cause of injury to staff, pupils and visitors. The physical, psychological and financial costs associated with falls and their injuries make it a priority for all members of the school to reduce these risks where possible. The Slips, Trips and Falls Policy document goes into more detail as to what actions are required by Staff to mitigate the risk of injury.

Slips Trips and Falls

3.43 VIBRATION

Hand –Arm Vibration Syndrome or HAVS is a condition that has the potential to affect any worker who uses hand-held or hand-guided tools for a major part of their job. However, the risk depends on the magnitude of the vibration and how long an individual is exposed to it. The school policy is to adopt a best practice approach to the control of vibration, maintain all plant equipment on a regular basis and to use a risk management approach to identify and eliminate as far as reasonably practicable, exposure to vibration. Further detail on exposure limits and work areas that are likely to be exposed to this problem can be found in the Vibration Policy document. Line Managers are to ensure that risk assessments adequately cover the risk of vibration, that they then provide direction and training before the start of the activity and manage the risk at a departmental level in order to reduce the level of exposure to vibration. A record is to be kept confirming who has received training, and this should be signed and dated.

Vibration Policy

3.44 LIFTING EQUIPMENT & LIFTING OPERATIONS

All lifting equipment used within the school site must be of adequate strength and stability for each individual load raised or lowered and particular attention must be paid to the stress incurred at the mounting or fixing points. Only trained and authorised operators employed by the school will be permitted to operate the equipment. A full risk assessment is to be completed prior to use of any piece of equipment. A lift is located within the Fitzjames building at Hazlegrove and within the Science block at King's. Although both are maintained and serviced annually neither are used to move staff, visitors and pupils.

3.45 WORK EXPERIENCE PLACEMENTS

The school recognises the importance of work experience, not only to provide individuals with an insight into potential educational careers but also as a means of initial contact with future employees. The Work Experience Placement Policy provides directions to all individuals participating in a work experience

placement within the school and to all staff involved in the work experience process. Departmental Heads must give due consideration to the hazard of work experience placement and any mitigating factors to reduce the level of risk. Risk assessments must be carried out.

3.46 MEDICATION CONTROL

No pupil regardless of age may hold any drug or medicine at all without the permissions of the Health Centre nurse. If a pupil requires medication daily and is deemed responsible to self-administer the medication, a consent form must be signed by the pupil, nurse and House Parent. Permission will only be given under exceptional circumstances and not without agreement of the parent. Additional details can be found in the School Medicines Policy.

3.47 PLAY OR SPORTS EQUIPMENT

Play and sports equipment such as trampolines, indoor cricket nets, hurdles, pole vault equipment etc. are to be inspected before use by school staff and every 2 years by an independent specialist contractor. Staff are to ensure that sports and play equipment is used correctly with appropriate training and instruction being provided for specialist pieces of equipment.

The Head of Department or School Activity leader must ensure that all staff and, where appropriate, pupils are aware of the risks identified in the risk assessment and that preventative measures are in place. The Head of Sport is responsible for ensuring that sports equipment is maintained/serviced and fit for use.

The Deputy Head (Hazlegrove) is responsible for the Play Area risk assessment and the Maintenance department through the Estates Bursar is responsible for ensuring that the play area equipment is serviced/maintained.

3.48 HEALTH AND SAFETY EMERGENCIES

Following any emergency Health and Safety situation becoming apparent a meeting of available Estates, Maintenance and other relevant staff, by telephone, if necessary, will be convened. An impact analysis will be conducted and any constraints on the use of the estate or facilities due to Health and Safety issues will be notified to the Head and Deputy Head.

Emergency contact numbers:

King's School	Hazlegrove
Estates Bursar – 07970 782245 Duty Phone – 07971 523294	Estates Bursar – 01963 442626 Resident Maintenance – 07887 752576 Maintenance Supervisor – 07771 887217 Duty Staff – 07717 826934



Senior Warden

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