



# CROSFIELDS SCHOOL

## HEALTH AND SAFETY AT WORK (H&SW) POLICY

**Policy Owner:**

Bursar

**Reviewed on:**

1 September 2023

**Approved By:**

Head **on** 10 September 2023  
and

Chair of Governors on behalf of  
the Governing Board

**Next Review Due:**

By September 2024

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## **GENERAL STATEMENT OF POLICY**

The Governors recognise and accept their responsibility as the employer for providing, in accordance with the Health and Safety at Work Act 1974, workplaces and work practices which are safe and healthy for employees, for pupils including those within the Early Years Foundation Stage (EYFS), for visitors including contractors, hirers and for any others affected. The Governors and Head ensure that the premises of the school are fit for purpose and suitable for the age of children cared for and the activities undertaken. This Policy covers suitable provision for the EYFS which comply with the requirements of current health and safety legislation including fire safety and hygiene requirements.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## **LEGAL FRAMEWORK**

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Keeping Children Safe In Education (KCSIE 2023)

## ORGANISATION FOR HEALTH & SAFETY MANAGEMENT

### Head

The Head has responsibility, delegated from the Board of Governors, for ensuring the health, safety and welfare of the pupils, staff and all personnel visiting the school, visitors, contractors, peripatetic staff etc. He does this through the provision of adequate resources and delegation to competent personnel:

- Ensure compliance with this Health and Safety Policy in each and every respect, to keep the SLT, all employees and permanently assigned contractors informed of this Policy and any changes to it, to ensure that the necessary resources for implementation are available and to ensure that a report is made to **Governors** at least annually.
- Plan, organise, control, monitor and review arrangements for health and safety for employees, for permanent contractors, for volunteers, for pupils including those within the EYFS, for visitors including occasional contractors and others affected by our work activities – this includes local management arrangements for safety and standalone management plans.
- Ensuring there is a risk assessment process.
- Ensure that work in all its aspects is safe and with minimised risks to health.
- Ensure that information, training, instruction and supervision is provided and that systems of work are safe.
- Make proper provision for occupational and pupil health where necessary.
- Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires.
- Post warning signs and notices.
- Appoint first aid personnel and have first aid provision checked regularly.
- Ensure that the conditions of licences are observed.
- Ensure the safe disposal of hazardous wastes.
- Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the school.
- Ensure that staff have adequate training to meet the standards within the policy.

A number of the Head's duties are delegated to others. The following paragraphs describe the delegations and other arrangements which are in place. All those with health and safety duties will be provided with sufficient time to undertake their duties.

### Bursar

The Head delegates the day to day co-ordination of the health and safety management system to the Bursar; this does not include child well-being or safeguarding.

The **Bursar** is the Health and Safety Coordinator whose duties are to:

- Be familiar with the contents of this Policy and ensure that the Policy and a Health & Safety folder is readily available to all employees on the school's Sharepoint.
- Ensure that the 'Organisation for Health and Safety Management' is reviewed and updated as necessary (at least annually), that a copy is provided for the **Head** early in

each academic year and that a copy is available to all employees early in each academic year.

- Together with others, identify health and safety training needs and co-ordinate as necessary. A Safety Training Needs Audit should be carried out periodically.
- Monitor that Heads of Department prepare and review local management arrangements, standalone management plans, prepare and review risk assessments and carry out thorough examinations, tests and inspections as part of the developing Active Monitoring programme which is communicated to their staff.
- Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to the HSE/Local Authority.
- Liaise with the HSE/EHO/Fire Service as appropriate.
- Delegate the role of Secretariat to the Health and Safety Committee to the **Compliance & Governance Manager**.

The **Bursar**'s duties as Fire Safety Officer are detailed in the Fire Safety Policy.

The **Bursar** must advise the **Head** and those with delegated duties on the measures needed to comply with this Policy, co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to **Head**.

### **Estates Manager**

The Estates Manager has responsibilities for organising the arrangements for the day to day safety of the school buildings and grounds through the safety procedures and compliance requirements. Some tasks and recordkeeping will be delegated to other members of staff.

Specific responsibilities are:

- Health and safety requirements of the premises including on site traffic management and fire safety management.
- Asbestos management.
- Legionella management.
- Arrangements for contractors – see Contractors.

### **Heads of Department**

All Heads of Department are responsible for ensuring all relevant arrangements, as identified in this policy and their own Departmental policies are implemented and ensure in accordance with the law the health and safety of employees, pupils and other persons within their area of responsibility and also anyone else who may be affected by their work activities. They are responsible for compiling written local management arrangements and ensuring they are known by those working within the Department. They must ensure where reasonable improvements to health and safety procedures are identified, that such measures are implemented.

All those with Head of Department responsibility should notify the Head and the Bursar and any other persons affected by any planned, new or recently identified significant risks in their areas and also of the control measures needed and should report to the Head any significant breach of safety arrangements.

When Heads of Department are absent for significant periods, adequate delegation of duties must be made.

## **Health and Safety Committee**

While the overall responsibility for health, safety and welfare rests with the Board of Governors and the Head, the practical management of health and safety is implemented through the Health and Safety Committee.

The Bursar chairs the termly meetings of the Health and Safety Committee. The members are a Governor representative, the Head, Bursar, Estates Manager, Maintenance Manager, Nurse Manager, Chef Manager, the Director of Co-curricular, EVC, the Enterprise Manager and relevant Heads of Departments where medium and high level risks are identified: Art, DT, co-curricular, Games/PE/Swimming, Forest School and Science. The HR Manager will be invited to sit on the Health and Safety Committee to represent health, safety and welfare concerns of the wider staff. At any time, employees are invited to raise health and safety concerns through any of the committee members.

The purposes of the Committee are to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, ill health, near misses and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reports; to monitor progress on recommendations from authoritative sources; to ensure that risk assessments are reviewed and updated; to monitor the effective implementation of the Health and Safety Policy and annually review the contents of the Health and Safety Policy.

The Health and Safety Committee will provide a report to the Finance & Operations Committee on a termly basis.

## **Nurse Manager**

The Nurse Manager is responsible for the *First Aid Policy* and associated first aid provision.

In respect of Health & Safety, the Nurse Manager

- Maintains awareness of health and safety issues within the school affecting staff, pupils, visitors or the environment particularly where there are concerns for health.
- Ensures that the School is legally compliant with statutory requirements for medical provision. Up-to-date logs and records must be maintained.
- Acts as Health Adviser on the School's H&S Committee.
- Provides statistics on a termly basis reporting minor injuries and accidents.
- Supports and reviews Risk Assessments across the School; takes a role in risk assessing large scale events for medical and health needs drawing upon best practice and HSE guidelines wherever possible.
- Ensures that data sheets are held in the Medical Room detailing emergency medical treatment.
- Completes RIDDOR reporting as necessary.
- Liaises with Public Health England as required.

## Responsibility of all Members of Staff

All members of staff, all pupils and all other persons entering onto school premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions.

Each individual must:

- Make sure that work is carried out in accordance with this Policy, procedures, risk assessments and associated documents
- Protect themselves and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors. Inform their Head of Department of any new hazards identified
- Ensure that all staff, pupils and visitors are adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to [faults@crofields.com](mailto:faults@crofields.com)
- Report all accidents, ill health and incidents and defects as soon as practicable
- Be familiar with the location of fire and safety equipment within the school.
- Exercise good standards of housekeeping and cleanliness.
- Offer any advice and suggestions that they think may improve health and safety

If any individual is in doubt about any safety matter they must consult their Head of Department, the Bursar, or if necessary, the Head.

All employees should be aware that:

- Health and safety emergencies must be reported as soon as possible to the **Estates Manager** or **Bursar**.
- Premises and equipment defects, e.g. trip hazards, must be reported as soon as they become apparent to the **Estates Manager** or **Maintenance Manager** via [faults@crofields.com](mailto:faults@crofields.com).

## Visitors

All visitors are required to sign in and out at the School Office, Oak Lodge or Sports Centre (evenings, weekends, and holidays only) and will be provided with a copy of Guidance for Adults Visiting or Working at Crofields. Visitors will be collected by the member of staff concerned and escorted to the appropriate area of the school. Visitors will be given the relevant coloured lanyards.

Red	Escorted at all times
Blue	Staff
Yellow	Volunteer





Approved contractor  
Governor

Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of the Health and Safety Policy and where appropriate a Safe Start briefing given.

### **Pupils**

All pupils have a duty to act in a safe manner, not to endanger themselves through their acts and omissions. They must follow safety procedures at all times and notify relevant members of staff if they see any hazards.

## ACCIDENT, INCIDENT AND NEAR MISS RECORDING AND REPORTING

The **Bursar** is responsible for accident recording and investigation. All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the Accident/Incident Investigation Form. The Form can be found on the all staff shared drive >Forms

The form must be completed by the injured person or by someone on their behalf if they are incapacitated or if it is involving a pupil. The Nurse Manager or member of staff providing First Aid will complete the relevant section regarding treatment. Heads of Departments are to investigate and comment on the circumstances. All reports will be reviewed by the Estates Manager and Bursar and corrective action and policy/risk assessment review undertaken.

At each termly Health and Safety Committee meeting, the Nurse Manager will bring a collated record of all accidents, incidents and near misses so that records can be reviewed collectively, any trends recognised and actions for subsequent improvements made.

### Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR)

Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of the **Bursar** and should be made within 10 days of the incident. A RIDDOR report is required only when:

- the accident is work-related
- it results in an incident of a type which is reportable.

The relevant report can be found on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. Fatal and specified injuries may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

### Types of reportable incident

**The death of any person** All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

**Specified injuries to workers** The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness

- requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on [specified injuries](#) is available on the HSE website.

**Over-seven-day incapacitation of a worker** Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

**Over-three-day incapacitation** Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

**Non fatal accidents to non-workers (eg members of the public)** Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

**There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.**

If the accident occurred at a hospital, the report only needs to be made if the injury is a '[specified injury](#)' (see above).

**Occupational diseases** Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on [occupational diseases](#) is available on the HSE website.

**Dangerous occurrences** Dangerous occurrences are various, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.
- 

Further guidance on these [dangerous occurrences](#) is available on the HSE website.

**Gas incidents** Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for

treatment to an injury arising in connection with that gas. Such incidents should be reported using the [online form](#).

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.
- 

Unsafe gas appliances and fittings should be reported using the [online form](#).

## **ARRANGEMENTS**

### **Access**

There are no public rights of way allowing access to the school site. Residents of Crosfields Close have access via the main entrance and car park to Crosfields Close (private road) but they should not use any other area of the school at any time.

The Sports Centre, Swimming Pool and other facilities may be hired to community groups and sports clubs. The Enterprise Manager will oversee the arrangements for the use of facilities outside of school hours. Hirers are only permitted to use the agreed facilities and car parks (normally at the south entrance) but not the school grounds in general.

If a member of staff identifies a person with no right to be on site they should ask the person to leave the premises immediately and report the incident to the Estates Manager or Assistant Bursar. If the person does not leave or the member of staff is not comfortable in making a challenge, the Bursar or a member of the SLT is to be notified immediately. If necessary, the Police are to be called. Further information can be found in the Security and Lone Working Policy.

### **Active Monitoring**

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Bi-annual Safe School Assessment by Assurity and termly visit by Assurity consultant.
- Bi-ennial Bursar's Rounds inspection of premises, plants and equipment.
- Termly review to ensure tasks, inspections and reviews have been completed and examination of documents to ensure compliance with standards.
- Termly reports to Governors (Finance & Operations Committee).
- Surveys, inspections and audits by contractors and service providers, along with visits from Environmental Health and ISI.

Assurity + and Safety Culture are used to support the proactive management of the School's health, safety and environmental compliance. The systems provide a framework upon which to check and confirm compliance with health and safety policy and best practice. Active Monitoring will be reviewed as part of the Bursar's Rounds programme.

## **Asbestos**

The Control of Asbestos Regulations 2012 impose a duty to manage asbestos on the person who controls and has responsibility for the maintenance and repair of the school premises. Guidance on this duty can be found in the HSE Approved Code of Practice L143 "Managing and Working with Asbestos".

The Estates Manager is responsible for ensuring that there is an up to date non-destructive asbestos survey for the whole school premises (last carried out by Assurity Consulting 17 November 2022 report no 54389/1) and that annual condition assessments are completed and recorded. An asbestos register is to be maintained.

Where there is known asbestos, a risk assessment is required to manage the asbestos.

The Estates Manager is responsible for ensuring that any contractor working on the school equipment or premises, where there are asbestos containing materials present, is presented with the relevant information informing the contractor of the presence of asbestos. The Estates Manager is responsible for ensuring any staff who may be likely to come into contact with asbestos receive appropriate training. The Estates Manager is responsible for keeping all relevant records; asbestos records will be kept for 40 years. In the event that material is discovered that is thought to contain asbestos, work is to cease immediately and the Estates Manager is to develop a plan for safe handling.

## **Auditing and Inspection (Use of Consultants)**

The Bursar is responsible for engaging a health and safety consultancy to advise the school on health and safety compliance and best practice. The consultancy will be used to carry out an independent assessment of the School's compliance. This is currently conducted by Assurity Consulting. A Safe School Assessment was carried out in September 2023 and will be refreshed every 2 years.

The Compliance and Governance Officer will arrange a programme of reviews, "Bursar's Rounds", across the school in order to monitor the effectiveness of the health and safety management system. Each area of the school will ideally be visited twice a year.

All safety inspections, checks and reviews will be recorded on Assurity+ or Safety Culture. Tasks arising will be assigned to a member of staff for completion. This will form the basis of the Bursar's termly reporting to the Finance & Operations Committee.

## **Building Maintenance**

The Estates Manager is responsible for periodic checks of the fabric and upkeep of the buildings and surrounds to ensure that they are well maintained and do not constitute a health and safety risk. Where an issue is identified, remedial action is to be taken as soon as practicable or where this is not possible, reasonable adjustments made to minimise the risk of injury to pupils, staff and visitors.

## Catering

Catering for pupils and staff is supplied under contract through Thomas Franks. Specifically, Thomas Franks will:

- Monitor and comply with all health, safety and hygiene legislative requirements.
- Provide comprehensive instruction to ensure that all their employees are trained to provide a safe, healthy and hygienic environment for our clients, suppliers and employees. Risk assessments will be used to identify and reduce risks.
- Ensure that our health and safety procedures are monitored and continuously improved by managers to reduce work related accidents.
- Ensure the safe handling and use of chemicals and substances.

These objectives are implemented and monitored in the following ways:

Communication Media	Course detail	Timeframe
Training	Mandatory health and Safety training	Prior to employment
	Role Specific training including risk assessment training	Prior to employment
	Refresher training	Prior to employment
Instruction	Food Safety Manuals and Procedures	Prior to contract commencement
	Health and Safety manuals and Procedures	
Communications	Health and Safety training updates	Monthly
Review	Reviews of our legal compliance	Annual
	Reviews of our processes and procedures	As required
	Scientific services	Annual
	Emergency and crisis management	

Thomas Franks will provide a termly report to the Bursar outlining key performance indicators including compliance.

The Executive Chef is expected to maintain a 5 star Environmental Health Food Hygiene Rating under Wokingham Borough Council.

The inspection of the catering equipment and reporting of faults is the responsibility of the Executive Chef. The maintenance of the catering equipment is the responsibility of the Estates Manager.

## Cleaning

The cleaning of the school premises is the responsibility of the Maintenance Manager. The cleaning staff will ensure that areas are cleaned and kept tidy. Waste should be removed at the end of the day to prevent unnecessary hazards. Staff should report spillages immediately and ensure spillages are not left unattended until they have been cleaned.

Special measures must be taken for the cleaning of bodily fluids including blood, faeces and vomit. A contamination kit, including PPE, is available from the Maintenance team and specific

hazardous waste disposal bins are used. Training needs will be monitored.

## **Confined Spaces**

The Estates Manager holds a register of confined spaces throughout the School of which three are within the Swimming Pool area. No one is to enter a confined space without his express permission and a suitable and sufficient risk assessment and method statement being carried out.

Any contractors working in confined spaces will be issued a Permit to Work (PTW). PTW to be issued by the Estates Manager, Maintenance Manager or Maintenance Supervisor.

## **Construction (Including Project Safety)**

If any construction projects take place at the school the Bursar will ensure that compliance with the Construction (Design and Management) (CDM) Regulations 2015 takes place and appointments are made.

Construction work will present an unavoidable impact on school operations but risk assessments must be undertaken to ensure the safety of staff, pupils and visitors throughout works. Construction areas must be clearly demarcated and signage provided. No member of staff, pupils or visitors must enter a construction area without following the site protocols and the express permission of the site foreperson.

Contractors are expected to remain within their designated site areas and if it is necessary to enter the school site, they will follow the usual procedure for visitors. The Contractor is required to have a safeguarding policy in place to ensure that all employees working on site are aware of their obligations and the best practice in maintaining those standards alongside the day to day needs of the school. Before commencement of the works on site, the Contractor is to agree with the School a briefing standard for inclusion in site inductions. No employees or Subcontractors will be allowed to begin works until they have received a site induction containing the agreed safeguarding section. Any Contractor's personnel required to work on site of the site area need to have the appropriate level of DBS clearance or be accompanied by someone who has such clearance.

## **Contractors**

All contractors engaged to work at the school premises on the building and/or equipment must be vetted by the Estates Manager. New contractors must answer the contractor pre-qualification questionnaire and submit their health and safety policy, relevant risk assessments, method statements and confirm their insurance cover is adequate at the time of appointment.

Approved contractors are also checked through the safeguarding procedures for unaccompanied access. Other contractors are not permitted open unaccompanied access during term time and a risk assessment should be carried out to ensure measures have been put in place to prevent risks to staff and pupils.

If a contractor employs fewer than 5 employees and therefore does not have a health and

safety policy, risk assessments and method statements, the Estates Manager will interview the contractor to get reassurance of the contractor's health and safety arrangements and obtain references if appropriate.

All contractors will be monitored at regular intervals by the Estates Manager and Maintenance Manager to ensure the proposed safety control measures are being used. Any contractor found not to be demonstrating adequate control measures will be asked to cease work until the situation is rectified.

A Safe Start briefing is to be given to all contractors prior to work on site. The briefing may be conducted by any competent member of staff and a record maintained.

All contractors are issued with the following instructions:

- Take reasonable care of their own safety
- Take reasonable care of the safety of pupils, school staff and others affected by their actions
- Observe the safety rules of the School
- Comply with and accept the School's health and safety policy
- Dress appropriately, sensibly and safely when on school premises and for the task being undertaken
- Conduct themselves in an orderly manner in the workplace
- Use all safety equipment and/or protective clothing as required by their methods of work and as indicated in the risk assessment for the task
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- Maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- Report all accidents and serious incidents to the School whether an injury is sustained or not
- Ensure that their employees only use equipment for which they have been trained
- Observe all agreed procedures for processes, materials and substances used
- Observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes
- Provide adequate first aid arrangements unless otherwise agreed with the school.

The Safe Start briefing will also identify if the contractor is likely to be working at a height, in a confined space, working with high voltage electricity (>1000 volts) or hot works (welding, cutting, brazing). Should any of these activities be identified a Permit to Work (PTW) will be issued by the Estates Manager, Maintenance Manager or Maintenance Supervisor. The PTW will detail the safe procedure for managing the task (PPE, tools and work safe equipment) and clearly defines who has authorised the work and is responsible for the safety pre-cautions. The PTW will only last for a designated duration of time and will need to be re-issued should the task take longer than anticipated. Duration is usually measured in number of days.

### **Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) require the school to have in place appropriate measures to ensure that the risks to the health and safety of



pupils / students (as well as staff) from exposure to hazardous substances are minimised. A hazardous substance is one which has, by law, to be labelled with a hazard symbol such as 'very toxic', 'toxic', 'harmful', 'irritant', 'corrosive' etc.. It therefore includes many chemical substances such as paints and cleaning materials, as well as wood dust and welding fumes. Hazardous substances can usually be found in Science, Art, DT, Cleaning, Catering, Estates, Grounds and Swimming Pool but may also be held elsewhere on an occasional basis.

Heads of Departments must ensure the following:

- Hazardous substances are only purchased from reputable suppliers. Stocks are maintained at a level necessary for planned activity and not stockpiled unnecessarily.
- A list of hazardous substances used within their department is made, kept up to date at all times and the location of the list notified to the Estates Manager.
- Up to date safety data sheets (material safety data sheet (MSDS) or Hazcard (CLEAPPS)) are obtained for all hazardous substances used and a copy passed to the Nurse Manager
- COSHH risk assessments are compiled for all hazardous substances and appropriate measures are put in place to prevent, reduce and /or adequately control exposure to these hazards prior to use and reviewed regularly.
- The findings of COSHH risk assessments are communicated to all users of such hazardous substances.
- Hazardous substances are stored in appropriate containers and in designated areas in accordance with the control measures stated in the COSHH risk assessments.

Heads of Department are responsible for familiarising themselves with the COSHH Regulations.

### **Dangerous Substances and Explosive Atmosphere**

Liquid petroleum gas (LPG) canisters for barbeque equipment are stored and secured in small quantities within the Grounds Maintenance Compound and alongside the Marquee. Petrol is stored within the Grounds building and is contained within a purpose made petrol storage tank that limits the potential for explosion. Diesel and Domestic Heating Oil is stored in purpose made bunded diesel storage tanks located and secured within the Grounds Maintenance Compound and Newton Lodge garden.

Risk assessments detail the safe and controlled measures for use of these dangerous substances.

### **Accessibility/ Disability**

The school is very mindful of its duty to promote positive attitudes towards disabled people and to promote the equality of opportunity for all, as set out in the Equality Act 2010. The school will take all reasonable measures to ensure that the school premises, outdoor facilities and services are accessible to all people so that individuals are not placed at a substantial disadvantage to their peers because of their disability or special educational need. This may include making changes to the physical features of the school and does include the provision of auxiliary aids and/or services. *See the Schools Accessibility Plan.*

Procedures will be implemented to ensure the safe and speedy evacuation, through the use of personal emergency evacuation procedures (PEEP), of all those whose ability may be impeded. These will be co-ordinated through the Nurse Manager for pupils and HR Manager for employees. Visitors requiring assistance in the event of an emergency evacuation should notify their host on arrival.

### **Display Screen Equipment (DSE)**

A 'user' of display screen equipment in the school is a person who habitually uses DSE as a significant part of their day. The school therefore deems a 'user' as all administrative support staff and SLT, however, all staff who use DSE, even for short periods, should follow safe use guidance.

Staff will be directed to the Health & Safety Executive DSE checklist in the following circumstances:

- New DSE users
- When 'users' move workstation or obtain new equipment
- If a 'user' notifies HR of musculoskeletal pain or discomfort
- If regular home working is agreed for the 'user'
- If a 'user' becomes an expectant mother
- If a 'user' returns to work after a long period of illness

The Assistant Bursar or the Compliance & Governance Manager will prompt the review of workstation assessments every 2 years, unless there is a need to review the assessment sooner. Where there is an identified medical issue the school will organise for an occupational health assessment.

The school will ensure that workstation equipment is provided in accordance with the 'schedule of equipment' as indicated in the Display Screen Equipment Regulations.

### **Driving and School Transport**

All staff who drive for the purpose of school (either their own vehicle or School minibuses) must have their licence checked by the Assistant Bursar before driving on the school's behalf. Licences are required to be re-submitted when updated. As part of our due diligence, we need to confirm the driver has a full driving licence without any limitations and any driving convictions can be assessed. Drivers are responsible for notifying the Assistant Bursar of any driving convictions or disqualifications. If the driver has six or more points it is at the Bursar's discretion whether the member of staff is permitted to drive for school business purposes and drive school vehicles. The insurance company is to be notified of high risk drivers.

The school has an Occasional Business Use insurance policy that provides cover for staff needing to use their own vehicle for business purposes. This is for occasional use only and therefore if a staff member were using their own vehicle on a regular basis, they would need to ensure that their own vehicle insurance provided suitable cover. All drivers are responsible for ensuring that their personal vehicle is roadworthy at all times; with valid MOT, Road Tax and Insurance.

Prior to using a personal vehicle to transport pupils, additional vehicle and safeguarding

checks will need to be completed by the driver and signed off by a member of the SLT, Assistant Bursar or HoD.

In addition to the two School minibuses the School hire coaches and minibuses for daily school transport, school trips and sporting fixtures which are driven by approved drivers of the providing organisation.

The school owns one road taxed agricultural vehicle for estate management purposes and a number of other agricultural vehicles for use on-site only. The responsibility for ensuring the vehicles are fully maintained and taxed (where necessary) lies with the Estates Manager. All staff who operate agricultural vehicles (ATV and tractors) are trained and certified by an external training provider. Estates Manager will also assess an individual's competency to drive these vehicles as part of their operational duties.

A Policy and Risk Assessment is available for the School Minibuses and agricultural vehicles which assesses the risks of driving.

### **Drugs and Alcohol**

See Substance Abuse Policy.

### **Educational Visits (including residential)**

See Educational Visits Policy.

### **Electricity**

All Heads of Department must ensure that electrical items are regularly visibly inspected. Inspections should include checking there are no exposed wires, cracked plugs and sockets or general damage to electrical items.

Only electricians/electrical contractors approved and authorised by the Estates Manager are permitted to carry out work on the school's electrical installations.

All management of electrical installations is carried out in accordance with the Electricity at Work Regulations 1989 and the relevant Wiring Regulations. The fixed wire installation inspections are undertaken on a rolling programme, the Estates Manager is responsible for this programme, the record keeping and the management of any subsequent remedial actions as a result of the inspections. The responsibility of any new fixed wire electrical installations is also the responsibility of the Estates Manager; ensuring installations are carried out in accordance with current regulations and keeping all installations certificates.

The portable appliance testing programme, including hand tools, kettles, televisions, lamps, photocopiers, PCs is the responsibility of the Maintenance Manager. Staff or pupils planning to use their own personal electrical equipment in school must have them checked by the Maintenance Manager before use. A record of testing is maintained.

### **Emergencies – Dealing With**

The school has an emergency and shelter in plan which is available to members of the SLT.

Any member of staff may contact the emergency services in an emergency if it is appropriate. It is better to act swiftly in emergency situations. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios or by contacting the School Office.

Where an ambulance is called for a pupil, **the School Office or Nurse Manager** will contact the pupil's parents.

## **Events**

All events taking place on the school premises, including those organised by the Crosfields Parents Association, must be notified to the Bursar or Assistant Bursar to determine whether a specific risk assessment is required. Where this is necessary, it will be the responsibility of the co-ordinating member of staff to write the risk assessment prior to the event or activity, make it available to all members of staff participating, and ensure that appropriate safety control measures are put in place.

## **Fire Precautions**

The Regulatory Reform (Fire Safety) Order 2005 requires employers to carry out a fire risk assessment to examine and control the likelihood of a fire starting, and the consequences of a fire if one were to start. This includes identifying fire hazards and the people at risk, and implementing control measures to remove or reduce the risk. The employer should record the findings and inform staff and safety representatives. The risk assessment should be reviewed

and revised as and when there are changes in work activities, the use of the building or a fire occurring.

There is a *Fire Safety Policy* available on the staff drive. This details the emergency evacuation procedures. Visitors and contractors are the responsibility for their host in an emergency situation.

Fire alarms, call points and fire doors are tested on a rotating weekly basis by the Maintenance Manager. Records are maintained and checked by the Estates Manager. Termly fire drills are instigated and recorded by the Bursar (Senior Fire Marshall).

All staff receive Fire Awareness training every 3 years and Fire Marshalls for each of the School buildings are appointed and trained.

## **First Aid**

The Health and Safety (First-Aid) Regulations 1981 require the school to provide adequate and appropriate first-aid equipment, facilities and trained personnel so all members can be given immediate help if they are injured or taken ill.

First aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used, e.g. Parents' Meetings.

Further information is contained within the *First Aid Policy* which covers first aid procedures and arrangements which are used in the School and which comply with current regulations. A first aid risk assessment is also maintained.

## **Food Safety**

Food safety extends beyond the formal catering operation and all members of staff handling food or supervising food related activities must undertake Food Hygiene & Safety training. A risk assessment for Food Technology is available.

All ingredients and 14 legally recognised allergens must be listed on the labels of any food made on site, e.g. snacks, sandwiches, salad pots or cakes, that are pre-packaged prior to them being offered for consumption. Natasha's Law comes into force on 1 October 2021. This information should be listed on the packaging of any food purchased for use or consumption in school. All staff should be aware of their responsibility to ensure the provision of correct allergen information is easily identifiable.

Allergen information is collated by the Nurse Manager and shared with relevant members of staff. The youngest children wear identifying badges when attending for lunch and older pupils are expected to communicate their needs to the catering staff at the point of service. Food labels and notices are used whenever food is delivered from the kitchen.

## **Gas**

The Estates Manager is responsible for identifying and keeping a record of all gas equipment on the school premises. The Estates Manager will then ensure that relevant servicing and inspection is carried out by competent, Gas Safe approved contractors and keep relevant records. A Landlord's Safety Certificate is provided for residential properties on an annual basis.

## **Glazing**

A risk assessment is carried out by the Estates Manager which assesses the management of glazing across the school.

## **Health and Safety Induction**

All new staff are to receive a health and safety induction briefing from the Bursar or another designated person and their Line Manager. This is co-ordinated by HR and a record kept on their HR file.

## **Hirings**

The Enterprise Manager is responsible for the hiring of school premises to third parties. A school hire agreement will be put in place and relevant risk assessments, insurance details and accreditations will be obtained and held by the Enterprise Manager. The Enterprise Manager will undertake checks to ensure that risks are being appropriately managed.

## Home Working

Members of staff may periodically work from home rather than in school. In such circumstances, agreement must be sought from the Line Manager and health and safety arrangements discussed. Working from home will only be agreed if a safe and appropriate work environment is available. The HR Manager is to be notified when home working is agreed for a period exceeding 3 days and an individual risk assessment completed.

## Housekeeping

All staff have a responsibility for maintaining good standards of housekeeping and cleanliness. This is an important tenant of the school's infection control measures see *First Aid Policy*. The Maintenance Manager is responsible for establishing the cleaning schedules and any deficiencies should be reported via [faulds@crossfields.com](mailto:faulds@crossfields.com).

Waste collection services will be monitored by the Maintenance Manager. Waste is to be placed in the appropriate receptacle and attention should be given to waste that can be recycled. Waste, especially combustible materials, must not be allowed to accumulate in cupboards, stairways or corridors. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The school will be maintained at a safe temperature for staff and pupils to work in. In line with the Education (School Premises) Regulations 1999, we will aim for:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

Although it is generally accepted that people work best at a temperature between 16°C and 24°C, there are no specific legal maximum working temperatures for schools or for offices or other workplaces. Staff should open windows and doors and draw blinds to allow fresh air to circulate freely in the event of hot weather.

## Ionising Radiation

The School keeps a small amount of low energy radioactive sources on site for scientific use. The security and safe control of this is the responsibility of the Radiation Protection Supervisor (RPS).

The RPS will:

- Have attended an appropriate course in radiological protection
- Prepare risk assessments on each activity that involves the use of ionising radiation
- Prepare rules for working with radioactive substances
- Notify the Health & Safety Executive that the School is a "user"
- Ensure that experiments on radiological sources are only undertaken by the teacher and that students are limited to watching demonstrations
- Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
- Ensure that a user log is kept for removal and return of substances
- Ensure that emergency procedures include arrangements for dealing with radioactive materials.

Further details around the storage & use of radioactive sources can be found in the Health & safety guidance for Science.

## **Lead**

There is no lead pipework within the School drinking water system.

## **Legionella**

The statutory duty holder with regard to Legionella control and management is the Estates Manager. There is a separate Legionella risk assessment.

The main Legionella risk assessment was undertaken by Eaton Environmental Services in April 2022 and a subsequent risk assessment is carried out on a regular schedule, water hygiene testing is carried out quarterly and TMV testing annually. The swimming pool microbiological tests are carried out monthly in addition to this, the chlorine and PH levels of the water are to be tested daily and calcium hardness and alkalinity test is to be carried out weekly.

## **Lifts And Lifting Equipment**

There are two lifts in the School, one in the Oaks building and another in the Senior School building. There is also a stair lift in the Acorns building. It is the responsibility of the Estates Manager to ensure maintenance and the statutory required inspections are carried out. An external engineering company appointed by the School's insurers carries out independent inspections.

There is a self-erecting tower lift. It is the responsibility of the Estates Manager to ensure it is maintained and that the statutory inspections are carried out. It is stored in a secure location and only used by trained and competent personnel. The Estates Manager is responsible for organising training and the subsequent record keeping.

## **Local Exhaust Ventilation**

Local exhaust ventilation is in place in the main kitchen, Science, Art and DT. The Head of Department must ensure that the system is used as identified in the relevant risk assessments.

The Estates Manager is responsible for the installation, servicing and statutory inspection. The aforementioned inspection must be carried out at least every 14 months and the records kept for at least 5 years. Information demonstrating that local exhaust ventilation equipment provides adequate protection must be kept for the life of the equipment. The responsibility for keeping relevant records lies with the Estates Manager.

The Estates Manager will ensure that statutory required inspections are carried out by a competent external specialist.

### **Local Management Arrangements**

All Managers with responsibility for staff and/or pupils are required to develop their own specific local management arrangements for safety.

All Managers and in particular the Estates Manager, Maintenance Manager, Executive Chef, Enterprise Manager, Director of Co-curricular, Heads of Art, DT, Music, Drama, Games, Science, EYFS and Forest Schools must ensure that their specific local management arrangements are written in plain English and include relevant items from the following checklist:

- Each employee who works in a Department and every pupil must adhere to the parts of these arrangements which are relevant to them. A formal review of the contents should take place annually at the beginning of each academic year.
- The duties of the Head of Department and all associated delegations (which must be clearly defined) plus a statement that the Head of Department will appraise adherence to the local management arrangement by colleagues.
- Departmental health and safety induction training which is required.
- Job specific health and safety training, refresher training and competencies which are required.
- Legal compliance matters such as for thorough examinations, inspections, risk assessments and safe working procedures. Risk assessments must cover relevant work activities, work equipment, hazardous and flammable substances, security matters, electrical items, DSE, manual handling, failures and emergencies, personal protective equipment and any special needs of individuals which may be medical, educational or behavioural. Explain precisely how and by whom written risk work is to be prepared and used and, if further action is required, that an action plan must be detailed in writing.
- Any rules for staff and others.
- Any restrictions, which might be imposed by the School or the Head of Department.
- Methods for colleagues to identify premises defects.
- A requirement to include health and safety as a standing agenda item at meetings.
- Any other safety advice and good practices with recommendations.
- Routines for monitoring the safety of spaces where work is taking place, equipment safety and the like.
- Arrangements for regular audits of activities and safety documentation via the Active



Monitoring programme where applicable.

- Provision of first aid.
- Accident reporting arrangements.

### **Lone Working**

The Estates Manager and Bursar are responsible for a risk assessment to cover personal security and loneworking activities of all staff. This explains the generic safety control measures but Line Managers should review this where there is a regular requirement for lone working. Further information can also be found in the Security and Lone Working Policy.

### **Maintenance of Plant and Equipment**

The Estates Manager is responsible for ensuring that relevant servicing, planned preventative maintenance and statutory required inspections are carried out on all plant and equipment which is building related. Records are to be maintained. Obsolete plant is disposed of in accordance with relevant waste regulations.

The Estates Manager will ensure that statutory required inspections are carried out by a competent external specialist.

### **Manual Handling**

For the purposes of health and safety, manual handling is an operation which requires human (as opposed to mechanical) effort to move or hold a load and includes lifting, putting down, pushing, pulling, carrying or moving. A "load" could be a person, an animal or an object. Many members of staff may find themselves involved in moving and handling loads, either in the classroom or during physical activities such as PE or Design and Technology. However, members of staff are generally trained to tackle such tasks and should not involve pupils in lifting or moving large or heavy items, such as desks, cabinets, stage or sports equipment. At no time should an individual be asked to move a 'load' beyond their physical capability. Staff who undertake manual handling operations involving a risk of injury should be provided with sufficient information on the risks of them being injured, the weight of each load and the heaviest side of each load whose centre of gravity is not positioned centrally.

The Manual Handling Operations Regulations 1992 require that all manual handling operations be "avoided" so far as reasonably practicable. To the extent that it is not possible to eliminate the operation then Heads of Department are responsible, through the risk assessment process, for identifying where manual handling safety control measures need to be implemented. All staff undertaking manual handling duties must complete appropriate training. This is available through Educare. Manual handling aids will be provided as required, where a risk assessment denotes that this is a suitable control measure, such equipment will be checked regularly by the relevant Head of Department.

### **Medicines**

The control and issue of medicines is covered in the *First Aid Policy* and *Homely Remedy Policy*.

In the majority of cases, children with anaphylaxis go through the whole of their school lives without incident. The most common cause is food, in particular nuts, fish and dairy products

but, also, wasp and bee stings. Medication includes antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

Immediate access to adrenaline injection (eg Epi-pen) is vital. Epi-pens are kept by the children to whom they are prescribed. Parents are asked to ensure that the School is provided with a labelled spare Epi-pen. This must be kept in the Medical Room. All Epi-pens must be labelled with the child's name, by the parent.

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parents, doctor and class teacher agree they are mature enough. The reliever inhalers of younger children are kept in the classroom by the form teacher. An emergency generic salbutamol inhaler is kept in the medical room for use if the child's own inhaler is faulty, empty or missing.

Staff requiring medicines for their personal use are asked to keep them secure so that there is no risk that the medicines could be found or used by children or other members of staff. The Nurse Manager is able to provide some over the counter medicines on a self-medicating basis.

### **New and Expectant Mothers**

Expectant mothers are responsible for notifying their line manager and HR. The HR Manager will instigate a risk assessment by the Line Manager and any adjustments made to working practices and work environment made. Risk assessments are to be reviewed throughout the pregnancy and on the staff member's return to work. Training where necessary will be provided.

### **Noise and Vibration**

Heads of Department are responsible for identifying any sources of noise and vibration and/or from equipment which may be harmful to users. They must notify the Estates Manager so that necessary safety control measures can be put in place. The Heads of Department are responsible for ensuring relevant risk assessment(s) are carried out and monitoring of individual's exposure to noise and vibration is recorded and monitored.

### **Notices**

The following notices are to be on display in places where they are easily accessible to members of staff:

- Certificate of Employer's Liability Insurance as required by the Employer's Liability (Compulsory Insurance) Act 1969 and the Employer's Liability (Compulsory Insurance) (Amendment) Regulations
- the 2009 version of the 'Health and Safety Law - What you should know' poster with details of local health & safety representatives in the designated spaces;
- notices specifying:
  - the location of First Aid equipment and boxes;
  - the names and locations of First Aiders and Appointed Persons;
- information and notices necessary to comply with the Regulatory Reform (Fire Safety) Order 2005, setting out evacuation procedures and the position of fire alarm points, extinguishers and fire exits.

## Occupational Health

The school engages an Occupational Advisor as needed, this is organised by HR. Where members of staff are particularly at risk from working in hazardous environments or undertaking hazardous activities, regular health surveillance will be organised if required.

## Onsite Vehicle Movements

There is a risk assessment for onsite vehicle movements which is kept under review. It is written and reviewed by the Estates Manager. There are safety control measures including writing to parents, one way systems, marked parking bays, speed bumps and speed signage and on site supervision when deemed necessary.

## Out of Bounds (high risk areas)

The school makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them. Areas temporarily out of bounds are fenced or cordoned off and appropriate warning notices are placed to describe the danger.

Pupils are informed or reminded by teaching staff of the dangers of entering high risk areas of the school. They are made aware that to enter such an area deliberately is regarded as serious. There are areas of the school site which are out of bounds without staff supervision and these are shown on a map in the School Planner.

These areas include:

Building or Area	Control Measures
Beyond the limit of the school grounds	Pupils are not allowed to leave site without staff supervision or with parental consent
Lower Playing Fields	Fencing of sloping areas in place once operational
Staff Car Parks	Signage in place
The wood within the school ground housing Forest School's classrooms	Supervised use only during lesson time and hobby time
We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science Laboratories, The D&T room, the Swimming Pool and indoor sport facilities	Accesses locked when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.
Boiler Rooms and the Maintenance Area	

Lower Playing Fields	Fencing of clopping areas in place once operational
Staff Car Parks	Signage in Place
The Woods within the School ground housing Forest School Classrooms.	Supervised use only during lesson and hobby time.
We ensure that pupils don't have unsupervised access to potentially dangerous areas such as Science Labs DT room, Swimming Pool, Boiler Rooms etc.	Access locked when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.
Potentially dangerous areas within the School grounds, including the School Pond	Specifically mentioned to pupils at briefing sessions.
School Kitchen	Strict no-entry signs and doors locked where appropriate
Electrical & Gas Outlets Securely locked off	Warning notices placed
Roof voids & lofts	Accesses locked
Ceiling voids	Accesses locked
IT Switch rooms and cabinets	Accesses locked

### **Personal Protective Equipment (PPE)**

The requirements for the use of PPE as a safety control measure will be identified through the risk assessment process. Heads of Department are responsible for identifying the need for PPE. Where a need is identified the aforementioned will:

- Provide PPE to employees (free of charge) and to pupils

- Select PPE suitable for the risks, the employee, the pupils and the work environment
- Maintain the PPE and provide suitable accommodation for storage
- Ensure that the PPE is properly used with training and instruction as necessary
- Provide PPE with the relevant CE mark
- Review PPE condition annually to ensure it is still fit for purpose and replace if necessary.

Staff and pupils are to use the PPE provided, and care for it according to the instructions and training given. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from. Pupils will report any loss or defects to their Form Tutor, who will report it to the Maintenance Manager for repair.

PPE includes protective laboratory and workshop equipment, such as protective clothing, safety footwear, face masks, and respiratory protective equipment.

The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

## **Pesticides**

The Control of Pesticides (Amendment) Regulations 1997 place obligations on the manufacturer, supplier and users of pesticides. A certificate of competence is required by users of pesticides. The Head of Grounds is responsible for school level storage in accordance with DFE Guidance security, storage and precautions to be taken when using pesticides.

## **Play Equipment**

Play equipment is subject to an annual inspection by a competent person. It is also checked and the safety surfaces around it on a daily basis by the Play Supervisors and any issues reported to the Estates Manager or Maintenance Manager. If a piece of equipment is found to be faulty, it must be put out of use until the issue has been remedied.

## **Pressure Systems**

A compressor is situated within the Grounds building. Boilers are located throughout the school. The Estates Manager is responsible for organising the relevant servicing, planned preventative maintenance, repair and statutory required inspections. The Head of Grounds is responsible for ensuring a relevant risk assessment for the compressor is carried out and reviewed as necessary. All of the aforementioned should be carried out in compliance with the Pressure Systems Safety Regulations and Pressure Equipment Regulations.

The Estates Manager is responsible for ensuring relevant staff who use such pressure systems are trained in the correct use of such equipment.

## **Risk Assessment**

To effectively manage health and safety and in accordance with the Management of Health and Safety at Work Regulations 1999, Crosfields School maintains a set of risk assessments for activities and locations that may have the potential to cause harm, these may be at school or off site. The school aims to assess all reasonably foreseeable risks, and others which are identified by specific health and safety regulations. Each risk assessment takes into account the risk to anyone within and visiting the school environment, and in particular pupils and staff. Risk assessments will be reviewed if there is an accident, incident or near miss; guidance changes in relation to the potential hazards; the nature of the activity or participants changes or on a periodic cycle ranging from annually to 3 years depending upon the associated risks. Further information is contained within the *Risk Assessment Policy*.

## **Safeguarding**

See *Child Protection and Safeguarding Policy*.

## **Security**

Policy and procedures to reduce security risks are addressed in the *Security Policy*.

## **Slips and Trips**

The Workplace (Health, Safety and Welfare) Regulations 1992 stipulate that every floor, surface or traffic route in a workplace should be suitable for the purpose for which it is used, and should be properly constructed and maintained for safe usage. Additionally, the area should, so far as is reasonably practicable, be kept free from obstructions, articles or substances which may cause a person to slip, trip or fall.

All staff are responsible for ensuring that changing rooms, classrooms, corridors, outdoor areas and other work spaces are free from slip or trip hazards. In assessing the risk, the following factors should be considered:

- Environmental (floor, steps, slopes, etc.)
- Contamination (water, food, litter, etc.)
- Organisational (task, safety, culture, etc.)
- Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
- Individual factors (rain, supervision, pedestrian behaviour, etc.)

## **Sharps**

For the purposes of this policy, “sharps” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin. Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes

- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

### **Sharps injury**

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

### **Sports, Games and Activities**

Risk assessments are in place for all sport types, games and activities.

### **Stress**

Occupational stress should be treated in the same way as ill-health due to physical hazards in the workplace. Its root causes should be identified, assessed and then either eliminated or, if that is not possible, properly and effectively controlled.

Employers have a common law duty to ensure that the health of their staff is not placed at risk through excessive and sustained levels of stress arising from the way work is allocated and arranged, the way people deal and interact with each other and the day to day demands placed on staff.

The school provides a 24 hour counselling helpline service to all staff through its insurers. Details are displayed in Staff rooms.

## **Swimming**

The responsibilities for the management of swimming pool and activities are as follows:

- Head of Swimming - for pupils including Swim School
- Sports Centre Enterprise Manager - hiring
- Estates Manager – Pool Maintenance

There is a separate school swimming policy, normal operating procedures and an emergency operating procedures. These policies will include delegated health and safety checks on behalf of the Estates Manager and Nurse Manager.

## **Training (Health and Safety)**

The Bursar is responsible for undertaking a health and safety training needs analysis on a regular basis. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school. All employees will be provided with induction training in respect of health and safety and further role specific training will be arranged where appropriate. Heads of Department are responsible for identifying the necessary training for their staff through their local management arrangements, and risk assessments.

The HR Manager will retain training records for a minimum of 5 years. It is the school's policy that refresher health and safety training is delivered every 3 years, unless otherwise specified by legal requirements. Estates Staff training records, including Toolbox Talks to be included in training records.

## **Trees and Ground Safety**

The Estates Manager arranges periodic inspections of trees. Where a tree poses an immediate danger to pupils and other site users, a cordon will be established and arrangements made to make the tree safe.

The Head of Grounds is responsible for the weekly inspection of the grounds, including ponds, to identify any potential hazards and to take the necessary action to render the area safe.

## **Violent, Abusive or Threatening Behaviour**

An employee is required to report any act of violence, abusive or threatening behaviour arising out of or in connection with work and directed towards him/her by any person – including children, students, colleagues, members of the public etc to the Head as soon as practicable, who will decide on the appropriate course of action.

## **Weather**



The Head will make any decisions as to the need to close the school in the event of adverse weather. In making a decision they will take into account the risks associated of moving around school and travelling to and from school for staff and pupils.

## **Welfare**

The Senior School Deputy Head (Pastoral) is responsible for the Mental Health & Wellbeing Policy

Staff should be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. Further support is available from the HR Manager and/or the confidential helpline provided by the school's insurers.

## **Working At Height/Ladders**

Heads of Department are responsible for identifying 'work at height' activities. Relevant risk assessments must be completed and necessary safety control measures implemented. Ladders can only be purchased by the Estates Manager, who will include these on the school ladder register and ensure formal ladders checks are undertaken on at least an annual basis. Ladder users are responsible for doing pre use ladder checks, in accordance with their training.

Where a risk assessment identifies the use of other methods of access, such as mobile elevated work platform or scaffolding, the Estates Manager will ensure that adequate resources are provided for this and work is only undertaken by approved competent work at height specialists or trained staff.

Any contractors working at a height of over 2m using a step ladder, ladder, scaffold or other lifting equipment will be issued a Permit to Work (PTW). PTW to be issued by Estates Manager, Maintenance Manager or Maintenance Supervisor.

## **Work Equipment**

Heads of Department are responsible for identifying work equipment which requires safety control measures to be implemented, this is through the risk assessment process. The aforementioned are then responsible for ensuring that all identified safety control measures are implemented and reviewed as required. The Estates Manager should be notified of any maintenance and/or inspections that are required on specific equipment so that necessary arrangements can be made by the Estates Manager.

## **Young People**

If any young person under the age of 18 is employed or given a work experience placement, the HR Manager will ensure that a relevant risk assessment is completed, the findings communicated to the young person and their supervisor. The person managing or hosting the young person is responsible for ensuring the risk assessment is updated if required and all the safety control measures are implemented.