



# EPSOM

## COLLEGE

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# EPSOM

## COLLEGE

### Section 1                      STATEMENT OF GENERAL POLICY

Epsom College is, through all levels of management, committed to ensure, so far as is reasonably practicable, that:

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
- Pupils and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
- No work is carried out by the College or contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

The Board of Governors has the ultimate responsibility for the implementation of this policy and through the Chairman will ensure that the requirements of all health and safety legislation are established. The Head is responsible for the implementation of this policy within the College. Matters that cannot be resolved at this level must be referred to the Board of Governors.

The College's objectives are:

- To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
- To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
- To provide means of access and egress, which are safe, and without risks to health.
- To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
- To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
- To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- To ensure the College will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.

This policy is largely dependent upon the total co-operation of every person who works for the College and indeed all employees have a legal duty to:

- Observe all health and safety rules and procedures as laid down by the College and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
- Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

### **Staff Consultation**

The College will hold staff Health and Safety meetings termly or as required. Any points raised will be duly minuted, reported to senior management and actioned accordingly.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

Signed:



Date:

10/5/22

**Chairman of the Board of Governors**

## Section 2

## ORGANISATION

The Chairman of the Board of Governors of Epsom College, and the Board of Governors are responsible for ensure that this health and safety policy is implemented.

The Head is responsible for advising any contractors, residents, visitors and employees on the adequacy of facilities and equipment provided for their safety whilst on the premises. The Head is also responsible for communicating the College's rules and guidelines on health and safety to staff.

The Head and COO & Bursar must ensure that all school staff are trained to the appropriate level of competence, having regard to the general risk assessments carried out, and that all equipment used is safe and where necessary certified as such.

The Head and COO & Bursar are also responsible for monitoring the results of the health and safety policy, reviewing its contents on an annual basis and making recommendations to the Board of Governors.

The Safety Officer, in close co-operation with the Health and Safety Committee Chairman, is responsible for the implementation of training programmes through the school and for keeping them under constant review. They are to be updated to meet changes in legal requirements and, where necessary, improvements made to meet operational needs.

They also have responsibility for advising on and monitoring the practical implementation of the health and safety policy. As and when the Health and Safety Executive determine new regulations, they will ensure that the relevant instructions are passed to staff at all levels.

The Safety Officer is also responsible for monitoring the results of the Health and Safety Policy and, where necessary, in consultation with the Health and Safety Committee and our appointed safety advisers, reviewing its contents on a regular basis and making recommendations to the Board of Governors.

The COO & Bursar is responsible for ensuring the practical implementation and monitoring of records pertaining to all maintenance, dangerous occurrences, emergency procedures and health hazards.

The Estates Manager is responsible for ensuring that the safety of personnel and buildings are maintained at a high level.

Assurity Consulting have been appointed as our Health and Safety advisers.

### **Section 3**

## **MANAGEMENT RESPONSIBILITIES**

### **Health and Safety Committee**

There will be a Health and Safety Committee comprising the COO & Bursar, Second Master, Estates Manager, Director of Sport, a Senior Housemaster or Housemistress, Facilities Manager and the Nurse Manager. This Committee will consider any representations made by staff in respect of health and safety matters. It will meet termly or as required.

### **The Head**

The Head will be responsible to the Governors of Epsom College for the safe functioning of School activities. He will:

- a. constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors as appropriate
- b. consult with the COO & Bursar and the Facilities Manager, the latter being nominated as Safety Officer
- c. recommend changes in the Health and Safety Policy in the light of experience
- d. ensure co-operation of all staff at all levels as regards working to this Policy
- e. be responsible for ensuring that all Heads of Department, Housemasters and Housemistresses, those in charge of games and sport, and the Officer in Charge of the CCF, fully understand their responsibilities and are given both the time and the encouragement to pursue them
- f. take steps to ensure that any changes in curriculum are considered for their Health and Safety implications.

### **COO & Bursar and Facilities Manager**

On a day-to-day basis, the Head responsibility regarding the domestic and administrative arrangements of the School will be devolved through the COO & Bursar to the Facilities Manager who is nominated as Safety Officer.

### **The Facilities Manager will:**

- a. monitor the effectiveness of this Policy and report back to the COO & Bursar, as appropriate
- b. be responsible for obtaining, interpreting and disseminating all relevant health and information within the College via the normal line management structure
- c. be responsible for the monitoring of activities on school premises of outside maintenance contractors, and for ensuring compliance with the Control of Contractors Policy.

### **The COO & Bursar will:**

- a. chair the School Health and Safety Committee
- b. ensure the maintenance of the system for the reporting back of all accidents, incidents, near misses and damage to school property, and investigate accordingly
- c. be responsible for liaising with outside bodies who may from time to time use the facilities of the school, and ensure that appropriate action is taken to ensure these bodies have sufficient knowledge of the school procedures, and that the school itself is appropriately indemnified

- d. with the line managers, be responsible for the safe operation of all Administrative, Maintenance, Grounds and Domestic staff.

### **Estates Manager**

The Estates Manager is responsible for:

- a. As “Fire Officer” for ensuring that Fire Risk Assessments are regularly carried out and Fire Safety is maintained at all times.
- b. As a “competent person” to assist in undertaking the measures necessary to comply with relevant statutory provisions in respect of:
  - Asbestos
  - Electrical work
  - Provision and use of Work Equipment (PUWER)
  - Pressure systems, Written Schemes and Examinations
  - Manual Handling
  - Control of Legionellosis
  - Personal Protective Equipment (PPE)
  - Work at Height
- c. The monitoring of activities on school premises of outside maintenance installation and construction contractors, and for ensuring compliance with the Control of Contractors Policy.

### **Heads of Department**

Heads of Department will be responsible to the Head for the following:

- a. For ensuring that his/her department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the School. To include the production and review as appropriate of the general and task/specific risk assessments relevant to their department's activity.
- b. They will maintain a local training matrix (High Risk Areas) for all staff training and refresher training their staff require to be able to work safely and provide a safe education/ environment for pupils.
- c. They will be responsible for ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility. This will include the need to ensure that General and Department / Task specific Risk Assessments are completed and reviewed on a regular basis.
- d. They will be responsible for ensuring that these teachers are aware of the degree of priority that these matters carry and that, where appropriate, they will be provided with both the means and encouragement to pursue such matters.
- e. Notify the Head of any matters in this field that they feel are beyond their competence to deal with.
- f. They shall be responsible for reporting to the COO & Bursar any accidents, incidents, near misses or damage for appropriate investigation.
- g. They shall be responsible for ensuring adequate supervision of pupils both inside the School during normal teaching activities, and also on external trips.
- h. As regards the Control of Substances Hazardous to Health (COSHH) Regulations, they will be responsible for

ensuring that the management of any Chemicals they/their Department use will be in accordance with the appropriate regulations and best practice.

- i. They will be responsible for ensuring that the teaching staff, for whom they are responsible co-operate fully with any fire practices and other emergencies, as specified in Part 3 of this Policy.
- j. They will be responsible for ensuring the number and readiness of fire extinguishers provided and advise the Estates Manager (Fire Officer) if there is a problem with their location or allocation.

### **Housemasters and Housemistresses (HMM)**

Apart from their normal supervisory role, Housemasters and Housemistresses have very specific duties as follows:

- a. Ensuring that all fire doors are kept closed at night
- b. Make arrangements for night-time fire practices at the agreed frequency
- c. Ensure that all pupils and sleeping-in staff in the House are fully familiar with all instructions
- d. Monitor all the Dormitories, Studies and Day Rooms as to correct use of electrical equipment
- e. Ensure that all means of escape, in case of fire, are at all times kept free and unobstructed
- f. Contact the Estates Manager if there are any problems with the location and allocation of extinguishers.

### **Laboratory Assistants**

They will be responsible to the Head of Department, as appropriate, for the following:

- a. Isolating gas supplies to laboratories at the end of each teaching day
- b. The constant security of all toxic and highly flammable substances that may be used in their departments
- c. Ensure that all chemical and equipment stores are kept securely locked when not supervised
- d. Be responsible for ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm.

### **Employees**

In general, it is incumbent on everyone who supervises the work or activity of others, whether they are employees or pupils, to ensure that they are instructed in any danger involved, and that they take all reasonable precautions.

All staff are to ensure that when new hazardous substances are introduced, advice is taken as to whether additional assessments under the COSHH Regulations are necessary.

No safety policy is likely to be successful unless it actively involves employees themselves. In connection, the attention of all employees is drawn to Section 7 of the Health and Safety at Work 1974 that reads:

'It shall be the duty of every employee whilst at work:

- a. to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- b. as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate within so far as is necessary to enable duty or requirement to be performed or complied with.'

Details of any accident involving injury are to be notified to the Medical Centre during term time and must be recorded on the appropriate Accident Form. If a pupil is involved the Medical Centre Staff will inform the Housemaster/Housemistress immediately. Outside term time notification of such accidents is to be given to the COO & Bursar's Office



## Section 4

### LOCAL RULES

It is the School's intention that in this part of the Policy, which will be constantly enlarged, specific standards will be established to cover specific risks, and these standards will be constantly monitored:

#### **a. Access, Security and Visitors Policy**

Epsom College encourages parents and other people to visit the school and believes that there are many potential benefits which can result from increased interaction with the public. At the same time the school has a legitimate interest in avoiding disruption to the education process, protecting the safety and welfare of the pupils and staff, and to protect the school's facilities and equipment from misuse or vandalism.

See the separate Access, Security and Visitors Policy for full details

#### **b. Accident / Incident Reporting**

All accidents, no matter how trivial, should be reported on either: the Pupil Incident Report for Pupils, or the Adult Incident Report for College employees, visitors, contractors or hirers' and then submitted to the Medical Centre. The Safety Officer will be responsible for passing on details to the Health and Safety Executive, if appropriate.

The School will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations (2013)

Whenever any of the following events occur, it must be reported to the Health and Safety Executive:

1. The death of any person as a result of an accident arising out of or in connection with work
2. Any person suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:
  - a. Fractures, other than to fingers, thumbs and toes
  - b. Amputations
  - c. Any injury likely to lead to permanent loss of sight or reduction in sight
  - d. Any crush injury to the head or torso causing damage to the brain or internal organs
  - e. Serious burns (including scalding) which: covers more than 10% of the body, causes significant damage to the eyes, respiratory system or other vital organs.
  - f. Any scalping requiring hospital treatment
  - g. Any loss of consciousness caused by head injury or asphyxia
  - h. Any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
3. Any of the dangerous occurrences (27) as listed by the Health and Safety Executive.
4. The employee is incapacitated for his or her normal work for more than seven consecutive days as a result of their injury ("over seven day" 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.

5. Non-fatal accidents to non-workers (e.g. 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.
6. In the case of a death, specified major injury, or a specified dangerous occurrence, Health and Safety Executive must be notified immediately, e.g. by telephone, or on-line and this to be followed up within seven days by a written report to the Health and Safety Executive.

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.

#### c. **Asbestos**

The school recognises its obligations under the Control of Asbestos Regulations 2012 to manage the risk from asbestos by:

- Taking reasonable steps to determine the location of asbestos
- Presume the presence of asbestos unless there is strong evidence to the contrary
- Make and maintain an up to date record of the location and the condition of materials containing asbestos or presumed to contain asbestos.
- Assess the likelihood of anyone being exposed to fibres from those materials.
- Prepare a plan setting out how the risks from the materials are to be managed and put into action.
- Review and maintain the plan periodically.
- Provide information on the location and condition of the materials to anyone who is likely to work on or disturb them

In practice any dealings with known or suspected asbestos materials are to be referred to a specialist and suitably licensed contractor.

All matters pertaining to asbestos on site are to be managed by the Estates Manager/ Foreman.

#### d. **Catering**

The College is committed to comply with all aspects of Food Safety Legislation, compliance with NMSB standard 8 - The Provision and Preparation of Food and Drink, Codes of Practice and industry guidance notes and operates a “Food Safety Operating Manual” to assist in this aim.

Its responsibilities cover the following:

- That food handlers are fully aware of the correct methods of storing, preparing, serving and dispensing of food stuffs and that these methods are properly implemented through appropriate training and supervision.
- That the correct food safety procedures are carried out and that these are monitored to ensure compliance and appropriate checks are made on a regular basis
- To have comprehensive records to demonstrate that food handlers are aware of their responsibilities and are carrying them out.

To assist us in fully meeting our food safety commitments we have engaged the service of Honour Safe Foods, who provide training and advice and an annual audit of our procedures. See the College's separate Food Safety Policy for further information.

**e. CCTV**

The College recognises the importance of closed circuit television CCTV in monitoring the safety of those who work and live on site. The key objectives of the system are:

- To protect the school buildings and their assets
- To increase personal safety and reduce the fear of crime
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the school

The management, operation and use of the system on site is strictly regulated complying with CCTV CoP 2008 issued by the ICO and incorporating NMSB standard 5.6. These regulations are detailed in the CCTV Policy available from the COO & Bursar.

**f. Competent Persons**

Under the arrangement of Health and Safety at Work Regulations 1999, (as amended), the School appointed the following Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions:

- a. Health and Safety Matters – Assurity Consulting, and Facilities Manager, and Assistant Head (Total Curriculum).
- b. Fire Evacuation Procedures - All teaching staff and designated non-teaching staff
- c. Electrical Work – Estates Manager/ Foreman.
- d. Asbestos Management – Estates Manager/ Foreman.
- e. Control of Legionellosis – Estates Manager/ Foreman.
- f. Work at Height – Estates Manager/ Foreman and Facilities Manager
- g. Provision and use of Work Equipment – Estates Manager/ Foreman and Head of Design and Technology, and Head of Department's as appropriate.
- h. Pressure Systems, Written Scheme and Examination – Estates Manager/ Foreman.
- i. Display Screen Equipment, eye and eyesight tests – Facilities Manager/ HR.

**g. Control of Legionellosis**

The School recognises that it operates hot and cold-water systems where there is a foreseeable risk of Legionellosis and which therefore require control.

The School will do all that is necessary to fulfil the requirements of the Approved Code of Practice by identifying and assessing sources of risk, preparing a scheme for preventing or controlling the risk, implementing, and managing precautions and keeping appropriate records of precautions implemented.

The School recognises that Legionella may colonise storage tanks, calorifiers, pipework and associated plant including taps, showers and other appliances. In particular, it is recognised that Legionella is most likely to multiply in calorifiers where water temperatures are insufficiently high and in pipework leading to taps and showers.

The main objective of the School is to operate water services at temperatures that do not permit growth of

Legionella and to avoid stagnation. The School will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.

Where possible, water services will operate at temperatures that prevent the proliferation of Legionella. It is recognised that water temperatures in excess of 50 °C give rise to a danger of scalding, and where necessary "fail safe" thermostatically controlled mixing valves will be used to allow the hot water system to run safely at higher temperatures to control Legionella. These thermostatically controlled valves will ensure that the water supplies to basins, baths and showers be no more than 43°C.

Where the above water temperatures cannot be maintained, weekly thermal disinfection of the system will be carried out. This will involve raising the temperature of the whole of the contents of the calorifier and then circulating this water throughout the system for at least an hour. Each tap and appliance will be run sequentially for at least five minutes at this full temperature.

It is recognised that if a calorifier or substantial part of the system is on stand-by operation, or if it is out of use for a week or longer for maintenance or other purposes, water will be raised to the operating temperature throughout for at least an hour before being brought back into use.

The following regime of routine inspection and maintenance will be established for the plant:

- a. Water temperatures at calorifiers will be checked monthly;
- b. Water temperatures at taps after one-minute running will be checked annually;
- c. Conditions in tanks for the presence of organic materials, vermin etc. annually;
- d. Conditions in calorifiers for organic materials and undue buildup of scale, annually;
- e. The condition of accessible pipework and insulation annually.

The system will be cleaned and disinfected if routine inspection shows it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes or following an outbreak of suspected Legionellosis.

The following records will be kept:

1. A simple description and plan of the system identifying storage and header tanks, calorifiers and relevant items of plant;
2. Details of the risk assessment;
3. Details of system operation relevant to controlling the risk, and the precautions to be implemented;
4. Procedures for inspecting and checking the system;
5. Details of precautions carried out.

The nominated officer responsible for ensuring this policy is implemented is Estates Manager.

#### **h. Control of Substances Hazardous to Health Regulations 2002 (COSHH)**

The School will take all necessary steps to comply with the above Regulations.

It is recognised that substances to which the Regulations apply will be used in the teaching of Science, the teaching of Art, Design and Technology, the offices, maintenance, domestic cleaning, catering and by the grounds staff.

Each department will establish and keep a folder in which will be listed the data sheets for each hazardous substance brought into the School, together with a COSHH Assessment of the exposure of all persons who may use or be exposed to these substances.

The School will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.

The School will undertake the appropriate statutory examinations of all engineering controls that are part of the Regulations.

**i. Covid-19**

The school follows guidance issued by Public Health England and the DfE and has produced a Covid-19 Risk Assessment and Action Plan detailing the measures in place to minimise the risk to pupils, staff and visitors. Each HoD is responsible for appropriate controls and risk assessment within their departments.

The COO & Bursar and Second Master are responsible for updating/ amending the Risk Assessment and Action Plan in line with current government guidance (the RA is published on the school website)

**j. Dogs**

The school recognises that the safety of pupils, staff and visitors on site is of paramount importance, and as such continues to take precautions to reduce the risks to health of pupils, staff and visitors which might be associated with dogs on site.

Visitors are discouraged from bringing dogs onto College grounds.

All dogs must be under strict control and on a lead, whilst on College grounds. Fouling is to be avoided, and any excrement cleared away by the owner immediately, bagged and placed in one of the bins on site.

As the majority of the site is used for school teaching/sporting/social activities, we ask that dogs are not, whenever possible, exercised on the grounds. If this is unavoidable, then visitors are asked to keep their dogs to the perimeter of the site.

The school reserves the right to ask any visitor to leave the grounds if unwilling to keep to these rules.

**k. Display Screen Equipment (DSE)**

It is the policy of the School to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

The School will provide for a suitable and sufficient analysis of all workstations to assess the health and safety risks to exposed persons.

The School will encourage the activities of "users" to allow periodic breaks or changes of activity.

The School will arrange for appropriate eye and eyesight tests to be carried out on "users" by a Competent Person, on request, and at appropriate regular intervals as recommended by the Competent Person.

All "users" will be involved in appropriate workstation analysis assessments; the arrangements for work interruption, where necessary, and be trained in the use of their workstation.

See separate DSE briefing note and Risk Assessment available on the shared drive

**l. Electricity at Work Regulations**

The School will take all necessary steps to comply with the above Regulations. The School recognises that they have a duty to maintain a formalised system of maintenance for all electrical systems.

The School will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.

The School will prepare an inventory of all electrical apparatus used in the School and this will routinely inspected and tested and an appropriate register kept. All such apparatus will be visually inspected at the start of each term and any defects rectified. Where pupils bring electrical equipment onto the School premises, the College electrician must first approve this equipment.

The School will ensure that any temporary systems, e.g. stage lighting and control gear, are inspected and tested by a competent person every 3 months. In addition, the School will ensure that fixed electrical installations are inspected and tested by a competent person, and following any changes, before being energised.

The School recognises that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instructions prepared to cover the risks.

The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors' voltages above 25 volts or where large short-circuit currents could flow.

**m. Educational Visits**

The School seeks to encourage Educational visits, off site and residential activities as part of both the curricular and extra-curricular programs. There are a wide range of tangible and intangible benefits from such activities including improving knowledge and experience, increasing individual awareness, confidence and abilities as well as fostering teamwork and developing leadership potential.

The Educational Visits Policy details the processes and procedures that all staff who are planning or executing school visits are required to follow. In addition, the College adopts the OEAP national guidance and uses the EVOLVE system to plan and monitor off-site activities.

**n. Fire Safety Policy**

Fire drills in buildings that are not used at night will be carried out on an annual basis. As regards Boarding Houses, there will be practices once a term, in a night time/ early morning situation. A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings and the Assistant Head (Total Curriculum) will send this data to the Estates & Facilities Managers.

The warning in case of fire shall be given by a siren or bell, which is not used for other purposes and can easily be recognized by staff and pupils and will be heard clearly in all parts of the buildings.

This fire alarm system will be tested weekly by the Maintenance Department. The work will be done by the maintenance staff and the testing will be done sequentially from one operating point to the next. Details will be kept of these tests.

Any person discovering a fire should immediately raise the alarm so that evacuation procedures commence. The person discovering the fire will then summon the Fire Brigade, inform the Head, COO & Bursar and Estates Manager, and undertake whatever duties are specified in these regulations.

All teachers in charge of a class will be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined roll call area that is detailed on the poster for each building. In the event of an actual fire, the Head and COO & Bursar will decide any subsequent movement.

From time to time there will be a need for a Personal Emergency Evacuation Plan (PEEP) to be prepared for individual pupils, staff or visitors who have restricted mobility. This should be prepared by the respective Housemaster/mistress in whose house the pupil or visitor is attached.

The Second Master will ensure that there is an effective system for ensuring that class registers, current to that day, are available for the roll call. The person responsible for bringing out the registers will be the class teacher.

Directions for the evacuation of pupils and others will be displayed in a prominent place in classrooms, common rooms, cloakrooms, prep rooms, offices, Big School, Main Hall, Medical Centre, Library, Sports Centre, dining rooms, kitchens and study bedrooms.

Arrangements will be made locally for all appliances using gas or electricity to be switched off, laboratory experiments rendered safe, as far as time and travel distance allow.

Exit doors leading from school buildings should not, under any circumstances, ever be locked or obstructed.

The Head, COO & Bursar and Second Master should ensure that under no circumstances during a fire practice or actual fire emergency should anyone not authorised re-enter the school premises.

For further information, see the College's separate Fire Safety Policy. This is available from the COO & Bursar or available on the shared drive.

**o. First Aid**

The First Aid policy and Procedures have been prepared in accordance with the Health and Safety (First Aid) at Work Regulations 1981, and the Education (Independent School Standards) (England) Regulations 2010

Management of first aid arrangements will be undertaken in such a way as to provide adequate arrangements for training and re-training of first aiders (every 3 years), provision of first aid equipment and facilities and for the recording of first aid treatment. Arrangements will be such that first aid may be offered to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

For further information, see the College's separate First Aid Policy and Procedures. This is available from the COO & Bursar or available on the shared drive.

**p. Grounds Staff**

All staff who use chain saws will be provided with hearing protection, visors, safety footwear and correct ballistic clothing. They will have been on a chain saw training course and work will proceed according to the current HSE Guidance Note.

All pesticides will be safely and securely stored and will be under lock and key except when being manipulated. The person responsible for the spraying of pesticides will have been on a course approved under the Control of Pesticides Regulations 1986 (as amended 1997) and will hold a certificate of competency issued by the National Proficiency Tests Council.

**q. Lone Working**

The College accepts its duty to organise and ensure the safety of solitary workers. Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with the College in the discharge of their legal obligations.

Heads of Departments are required to ensure that an appropriate Risk Assessment and Safe System of Work is in place for any member of staff who may be affected.

**r. Manual Handling**

It is the policy of the School to comply with the Manual Handling Operations Regulation 1992 (amended 2002). In particular, the School will:

- a. Avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury;
- b. Where a manual handling operation cannot be avoided a suitable and sufficient assessment be carried

out. The persons responsible for carrying out these assessments are the Head of Department.

- c. Take appropriate steps to reduce the risk of manual handling operation injury to the lowest reasonably practicable and provide employees with general indications on the weights of loads.

**s. Noise**

The School is aware of the Control of Noise at Work Regulations (2005) and where it believes that employees are exposed to the lower action values of 80 dB(A) an assessment of the risk from noise exposure and hearing protection is to be made available. Where there may be exposure to the upper action value of 85dB(A) an assessment of the risk from noise exposure and hearing protection is to be made available and the worker should also be supervised in the wearing of protection. Occupational Health or the individual's doctor should be involved to ensure regular surveillance of their hearing levels. The personal exposure limit value of 87dB(A) should not be exceeded

It is believed that these controls will be necessary in the following operations:

- a. Grass cutting;
- b. Use of chain saws;
- c. Use of all woodworking machinery;
- d. Strimmers
- e. Driving of tractors unless provided with Q cabs;
- f. Target Rifle Shooting

Copy of all risk assessments in connection with the above are to be maintained by the appropriate Head of Department.

**t. On site Vehicle Movement**

The School is committed to keeping the grounds safe for Pupils, Staff and Visitors alike to use for access, exercise and relaxation without risk from traffic.

Day to day responsibility for planning, monitoring and controlling on site movements and for car parking is delegated to the COO & Bursar, who is assisted by the Facilities Manager and the porters. The COO & Bursar manages the site safety, recommending measures that may be needed to enhance the safety of pedestrians.

Speed Limit in College Grounds - The maximum speed limit throughout the College is **10mph** and this limit is not to be exceeded.

For further information, see the College's separate Guidance on On-Site Vehicle Movements. This is available from the COO & Bursar or can be found in the Common Room Handbook.

**u. Personal Protective Equipment (PPE)**

It is the policy of the School to comply with Personal Protective Equipment at Work Regulations 1992 (amended 2002)

The School recognises that Personal Protective Equipment is a last resort and that wherever possible risks should be controlled by other means. Where the risks cannot be controlled by other methods and it is assessed there is a residual risk, then suitable Personal Protective Equipment will be provided.

Where it is determined that Personal Protective Equipment is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it



can be easily repeated and explained.

All Personal Protective Equipment will be maintained, and accommodation provided for it when not in use.

Employees will be informed, instructed and trained on the risks which the Personal Protective Equipment will avoid, or limit; the purpose and manner in which the equipment is to be used and any action they need to take to ensure it is in good repair and efficient working order.

The person nominated to co-ordinate the above is the appropriate Head of Department.

#### v. **Risk Assessments**

The School recognises its obligations under The Management of Health and Safety at Work Regulations 1999 which require an assessment of risks to the Health and Safety of persons who may be affected by the School's activities.

The College's key objectives are to ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk, that identified control measures are implemented to control risk so far as reasonably practicable, that those affected by school activities have received suitable information on what to do and that risk assessments are recorded and reviewed when appropriate.

The Facilities Manager/Heads of Department are responsible for ensuring that risk assessments are prepared in line with the above objectives.

Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place.

All staff who prepare risk assessments will receive guidance on risk assessment as necessary. Assessment training will be provided on specific areas where identified by the Facilities Manager/HoD's.

Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

The Facilities Manager/HoD's will be responsible for the maintenance of risk assessment records. Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice

- when there are legislative changes
- annually if for no other reason

<b>Responsible Person</b>	<b>Area covered</b>
Facilities Manager - Whole Site	External Areas, Internal Areas, Lone Working, DSE, Safety Management, Cardboard Baler, Events
Heads of Department, Academic and Support	General RA's, Task / Department specific, plus DSE, Lone Working as appropriate
Second Master in conjunction with HMM's	General Day & Boarding House based RA's
Director of Examinations and External Visits	Off Site Visits and Activities
Estates Manager/ Foreman	General RA's, Task / Department specific, plus Fire, Asbestos, Legionella, Working at Height.
Sports Centre Manager	Sports Centre, Outdoor Sports Facilities
COO & Bursar, Director of HR, Facilities Manager	Expectant Mothers, First Aid Provision, Traffic and People Separation, Use of School Vehicles

Risk Assessments should be recorded, involve those people who are directly involved in the activity/task in question and be regularly reviewed. This is particularly the case in the event of any material change to the activity/task, the area in which it is carried out, the people, or as a result of any accident/incident necessitating a review of the whole process.

**w. Safety of Pressure System**

The School will take all necessary steps to comply with the Pressure Equipment Regulations 1999 and Pressure Systems Safety Regulations 2000.

The School recognises that the Regulations will apply to all pressure systems on site containing at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than .5 bar (7psi).

The School will use manufacturer literature and information available from their Competent Person who carries out current thorough examination and test of pressure systems, to establish the safe operating limits of its pressure systems.

The School has produced a written scheme for the periodic examination of its pressure systems and this was prepared by a Competent Person.

The School will then arrange for the Competent Person to carry out examination of the pressure system in accordance with the written scheme.

The School will provide adequate and suitable instructions to employees who have to operate pressure systems and this will include training, close supervision, provision of data and, if necessary schematic or flow diagrams to help with the identification of important controls, valves, etc.

The School will ensure that its pressure systems are properly maintained in good repair so as to prevent danger.

The School will ensure that it keeps the correct documentation. This documentation will consist of the following:

- a. An initial report and examination of the pressure system upon it being taken into use;
- b. The last report of examination of the pressure system made by the Competent Person;
- c. Any other reports if they contain relevant data to assist safe operation, or referring to repairs and modifications;
- d. Information referring to data supplied by the designers or manufacturers.

**x. Science Teaching**

**i. Chemical Storage**

It is the policy of the School that chemical storage will be along the general lines of that recommended by CLEAPSS (see for guidance CLEAPSS Laboratory Handbook section 07 - Chemicals, and other CLEAPSS documents). However, if necessary, specific guidance and interpretation of this policy will be given by Safety Audit UK.

**ii. Experimental Safety**

The method of conducting all experiments in the curriculum will be according to the standards laid out in Chapter 10 of Topics in Safety (11th edition) published by the Association for Science Education. Copies are available to all staff.

**iii. Eye Protection**

The School recognises that consideration of eye protection is essential for practical work. Note is taken of the guidance in Topics in Safety (11th edition) Chapter 5, section 3, with local risk assessments as appropriate to the activity and circumstances.

**iv. Fume Cupboards**

It is the policy of the School that fume cupboards will be assessed once a year, and performance will achieve or surpass the minimum standard required by the DfSS. This inspection will conform to the 14-month requirement for the examination of engineering controls under COSHH Regulations (2002); see Topics in safety (11th edition), Chapter 7, section 7, and general guidance for school fume cupboards given in CLEAPSS Laboratory Handbook, section 20.10.6

**v. Microbiology & Biotechnology**

It is the policy of the School that all Microbiological and Biotechnology experiments will be assessed and categorised in accordance with Topic 15 of Topics in safety (11th edition) published by the Association for Science Education.

All DNA Technological experiments will be assessed and categorised in accordance with Topic 16 of Topics in safety (11th edition) published by the Association for Science Education.

The School will ensure that technique precautions appropriate to the level will be adopted as contained in Topic 15 & Topic 16.

The treatment of contaminated equipment, treatment of spillages and disinfection procedures will be in accordance with the above topics to comply with ASE guidelines.

**vi. Radioactive Sources**

It is the policy of the School to comply with the CLEAPSS guidance in their document: L93 Managing Ionising Radiations and Radioactive Substances in Schools (2008), endorsed by the Department for Children, Schools and Families (DCSF). The School will use the radioactive sources as required by the science curriculum, and will not carry out independent experiment outside the standard syllabus.

The Head of Physics is appointed as Radiation Protection Supervisor for the whole School, and will ensure that the syllabus is taught within the guidance of CLEAPSS L93.

The Head of Physics will be responsible for producing the Local Rules necessary under the Ionising Radiations Regulations referred to above and in formulating these Local Rules reference will be to the guidance CLEAPSS L93, copy of which will be in the department handbook.

**y. Smoking**

In line with legislation smoking is only permitted on site in private accommodation or in the designated smoking shelter located within the Catering Department car park. Staff are not permitted to smoke in College vehicles.

Furthermore, the school policy review in September 2015 includes the use of electronic cigarettes and treats them on the same basis that these products do not provide recognised health benefits and include undermining the enforcement of the Smoking Policy.

**z. Swimming Pool**

Under the COSHH Regulations, full details will have been obtained regarding the chlorination system. The full instruction for safety during the manipulation and use of the chemicals will have been obtained by the suppliers and will be worked to.

As regards supervision of the swimming pool, note is made of the publication prepared jointly by HSE and the Sports Council entitled "Safety in Swimming Pools".

The Swimming Pool Rules, Normal Operating Procedure and Emergency Operating Procedure can be viewed as a reference document. W/Public/Health and Safety/ Norm Oper Procedures & Emergency Action Plan

**aa. Use of Private Vehicles**

It is the responsibility of any employee using his/her own vehicle on College business to ensure the vehicle is in a roadworthy condition and, where required by law, covered by a valid MOT Certificate.

**bb. Vibration**

The Control of Vibration at Work Regulations 2005 requires the School to ensure an assessment is carried out on any workers that may be exposed to vibration levels that could give rise to Hand-arm Vibration Syndrome (HAVS) or Whole Body Vibration (WBV).

Action is required when the daily vibration exposure exceeds the Exposure Action Value (EAV). The daily Exposure Action Value must not exceed the Exposure Limit Value (ELV). If this were to occur the School must undertake health monitoring of the worker and maintain their records accordingly.

Control Measures - The School aims to engineer out risk through design and planning. However, when such controls are not sufficient, the workers daily vibration dose must be reduced. Controls such as reducing the magnitude of vibration, the length of time exposed. The elimination of certain tasks, choosing better equipment, ensuring equipment is well maintained and job rotation would all help limit exposure.

**cc. Working at Height**

The School recognises The Work at Height Regulations 2005 and seeks to ensure full compliance. Where reasonably practicable work at height is to be avoided. Where such work is unavoidable the proposed task is to be risk assessed and a safe system of work is to be adopted.

The majority of such work is undertaken by members of the Estates Managers maintenance team and, to a lesser extent, members of the Facilities team. Regular training, condition surveys and records of the access equipment, ladders, towers etc. should be part of the routine cycle.

Use of the Tallscope and ladders in conjunction with the theatre lighting and stage sets should only be carried out in accordance with the agreed safe system of work, signed off by the theatre technician in conjunction with the play manager.

Teachers and support staff requiring access to high shelves, notice boards and the like should limit their use to kick steps or folding steps with a max 3 steps with platform height being no higher than 750m off the ground. The unit should incorporate a vertical handrail allowing the user additional stability.

**dd. Work Equipment**

All work equipment and machinery used is subject to The Provision and Use of Work Equipment Regulations 1998, which relate to the safety of all work equipment, including the adequacy of guarding and maintenance.

Head of Department's have a responsibility to ensure that any equipment their department use is maintained in a safe and serviceable condition.