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Health & Safety Policy

BETHANY SCHOOL
CURTISDEN GREEN
GOUDHURST
KENT

Copy Location	Master Copy: Staff Team Policy Channel

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14.1	January 2024	Amendments
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16.0	September 2025	Annual review
16.1	March 2026	H&S audit update (CDM)

Contents

HEALTH AND SAFETY POLICY

1. General Statement of Policy for Health and Safety (copy displayed in various locations across the site including the staff room, reception and the estates office)
2. Organisation & Responsibilities
3. Specific Responsibilities
4. Arrangements to monitor, establish and review measures needed to meet satisfactory health and safety standards
5. Training of staff in health and safety, including risk assessment
6. Consultation arrangements with employees
7. Recording and reporting accidents to staff, pupils and visitors – including those reportable under RIDDOR
8. Policy and procedures for Educational visits, including residential visits and any school-led activities. Please refer to the Educational Visits policy.
9. Dealing with health and safety emergencies – procedures and contacts
10. First aid and supporting medical needs (refer to first aid policy)
11. Occupational health services and managing work-related stress
12. Workplace safety for teachers, pupils and visitors
13. School security
14. Violence to staff (may cross-reference to the behaviour policy)
15. Water hygiene
16. Manual handling
17. Slips and trips
18. On-site vehicle movements
19. Portable Appliance Testing
20. Management of asbestos
21. Control of hazardous substances
22. Selecting and managing contractors
23. Maintenance (and where necessary examination and testing) of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)
24. Fire safety, including testing alarms and evacuation procedures (refer to fire documentation)
25. Lone Working
26. Display Screen Equipment (DSE)

27. CDM Regulations 2015

1 GENERAL STATEMENT OF POLICY FOR HEALTH AND SAFETY

The Governors of Bethany School (the Governors) are employers under the Health and Safety at Work Act (HSW Act) of all those who work within the School.

The Governors consider that one of their primary objectives is to provide the best possible working conditions for employees and pupils and to ensure that their work does not adversely affect the health and safety of themselves or others. The Governors recognise their corporate responsibility as employers to ensure as far as practicable that this environment is also provided for students and visitors to the school campus.

The Governors recognise the need to consult with employees on health and safety matters and they expect and encourage employees to bring to their attention through the School Safety Officer any matter relating to the Health and Safety at Work Act, which gives cause for concern.

The Governors will ensure that expert advice is sought where necessary to determine risks to health and safety and are committed to provide sufficient information and training for employees in respect of risks to health and safety. The Governors will also ensure this policy is reviewed regularly and that a revised statement is issued when necessary.

The Governors require all house staff, heads of departments and management at all levels to display a positive attitude and to instil this in others the same attitude to health and safety. In turn, the Governors expect employees at all levels and visitors to the School to pursue the Governors' objectives relating to the HSW Act. The Governors also expect all adults to remind pupils of the need to pursue the Governors' objectives in this respect.

The Governors require the Headmaster to bring this Policy to the attention of all employees of the School and to draw up the necessary instructions for ensuring that the Policy is implemented and to ensure that arrangements exist for carrying out the functions allocated to individuals for monitoring the effect of the safety policy.

The Governors are committed to ensuring that the School operates in accordance with current legislation. They are not, however, content to merely conform at the minimum acceptable standards but are determined to ensure that the best possible standards are met. They look to the Headmaster and to all members of the staff to ensure that this policy is observed.

Signed: (for the Governors) Date: September 2025

Signed: Francie Healy (Headmaster) Date: September 2025

2 ORGANISATION & RESPONSIBILITIES

2.1 THE GOVERNORS

The Governors of Bethany School:

2.1.1 Have overall responsibility for health and safety within the School.

2.1.2 Formally and publicly accept their collective role in providing health and safety leadership within the Organisation.

2.1.3 Requires that each Governor accept their individual role in providing health and safety leadership within the Organisation.

2.1.4 Will ensure that all their decisions reflect their health and safety intentions as articulated in their General Statement of Policy.

2.1.5 Recognise their role in engaging the active participation of employees in improving health and safety.

2.1.6 Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.

2.1.7 Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.

2.1.8 Are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.

2.1.9 Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.

2.1.10 Will monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and other procedural documentation will be revised.

2.1.11 Will ensure that any material changes in this Policy will be brought to the attention of all employees.

2.1.12 Will ensure that Management Systems provide for effective monitoring and reporting of the School's health and safety performance.

2.1.13 Will appoint one of its number to be the 'Chair of the Health & Safety Committee' but clearly acknowledge that this role does not detract either from the responsibilities of other Governors or from the health and safety responsibilities of the Governors as a whole.

2.2 HEADMASTER

On a 'day-to-day' operational basis, the Headmaster is directly responsible to the Governors of Bethany School for the safe functioning of all his School's activities. The Head will:

2.2.1 Be responsible for the implementation of the policy and ensuring, with the assistance of the Bursar, that the policy is regularly reviewed and updated.

2.2.2 Ensure that the objectives outlined within the School Health & Safety Policy and other procedural documentation are fully understood, observed and implemented by persons under his control.

2.2.3 Be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out with adequate records maintained available for inspection.

2.2.4 Ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments, which may affect employees, is adequately communicated to them.

2.2.5 Ensure that, so far as it is within his control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met.

2.2.6 Ensure that all persons under his control are adequately trained to carry out any task required of them in a healthy and safe manner.

2.2.7 In consultation with the School Health & Safety Advisors, ensure that the School's Active Monitoring Inspection Plan is completed in accordance with the timescales agreed with the Bursar.

2.2.8 Constantly monitor the effectiveness of this Health & Safety Policy and other procedural documentation as regards both academic and non-academic work and consult the School Health & Safety Advisors, Bursar and Assistant Bursar, as appropriate.

2.2.9 Consult with Deputy Head's/Bursar and appointed School's Health & Safety Advisors.

2.2.10 Recommend changes to the School's Health & Safety Policy and other procedural documentation in the light of experience.

2.2.11 Ensure the co-operation of all Staff at all levels as regards working to this Policy and Procedures Manual.

2.2.12 Be responsible for ensuring that all Heads of Department, Subject Co-ordinators, Teachers, Employees, etc, as appropriate, fully understand their

responsibilities and are given both the time and the encouragement to pursue them.

2.2.13 Take steps to ensure that changes in curriculum are considered for their health and safety implications.

2.2.14 Ensure he/she implements the School requirements with respect to Fire Matters.

2.3 **BURSAR**

The Bursar, with the Assistant Bursar, has responsibility for:

2.3.1 Monitoring the effectiveness of this Policy and other procedural documentation and reporting back to the Headmaster / Governors of Bethany School, as appropriate.

2.3.2 Monitoring overall health and safety within the School.

2.3.3 Recommending changes in the Bethany School Health & Safety Policy and other procedural documentation in the light of experience.

2.3.4 Ensuring that all those employees who work for the Bursar are fully aware of their responsibilities within their own spheres of control.

2.3.5 Ensuring that adequate insurances are maintained including Employer's Liability, Public Liability and that the appropriate statutory examinations are completed on the School's behalf.

2.3.6 Are appointed as the main 'Competent Persons' for Bethany School as required by the Management of Health & Safety at Work Regulations 1999.

2.3.7 Liaising with the School's Health & Safety Consultants.

2.3.8 In a line management function, the safe operation of maintenance and grounds staff.

2.3.9 Ensuring that all maintenance contracts involving outside bodies which monitor aspects of the Schools' functions are fully used and kept up to date. This includes boiler maintenance, fire alarms, emergency lighting, etc.

2.3.10 Ensuring the 'fabric' of School buildings are maintained in a sound and healthy condition.

2.3.11 Ensuring that fixed electrical installations on the Schools' premises are subject to at least 5-yearly inspection and test to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available by her for inspection.

2.3.12 Ensuring that Legionella Risk Assessments of all School hot and cold-water systems are completed and that the necessary management schemes are introduced.

2.3.13 Ensuring that the School has had an 'Asbestos Survey', including Risk Assessments, completed to determine the presence of asbestos and the necessary management plan to be implemented.

2.3.14 Establishing a system for the reporting back to her of all accidents, incidents, near-misses and damage to School and School property and the arrangements for their investigation. The results of these investigations, as well as being dealt with by the relevant line management functions, will then be discussed by the School's Health & Safety Committee.

2.3.15 Selecting of outside maintenance contractors and monitoring their activities on School premises and in this context liaising fully with the School's architects.

2.3.16 Ensuring that the School's Health & Safety Policy and other procedural documentation are kept up to date.

2.3.17 Co-ordinating health and safety monitoring activities across the whole School.

2.3.18 Developing the School's Compliance procedures, monitoring their completion and ensuring that this takes place within agreed timescales.

2.4 LINE MANAGERS

For the purposes of the School's Health & Safety Policy and other procedural documentation the term Line Managers includes Heads of Departments, Subject Co-ordinators, etc. These Line Managers are responsible to their immediate Line Manager or the Headmaster for:

2.4.1 Ensuring that his/her Department is run according to the standards laid out in the School Health & Safety Policy and other procedural documentation and other appropriate standards which may be set by individual Departments.

2.4.2 Ensuring that all Staff working underneath them understands the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.

2.4.3 The preparation and maintenance of Risk Assessments related to their department, workplace or area of responsibility.

2.4.4 Ensuring that their Staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters.

2.4.5 Ensure all departmental heads record and identify all training needs for their specific areas of responsibility and maintain a training matrix detailing the training undertaken and when it needs to be reviewed. These matrixes to be stored on the staff teams under Health & Safety.

2.4.6 Notifying the Assistant Bursar of any matters within this field which they feel is beyond their competence to deal with.

2.4.7 Reporting to the Assistant Bursar any accidents, incidents, near-misses, or damage for appropriate investigation.

2.4.8 Where appropriate, ensuring the adequate supervision of pupils, both inside their School, during normal teaching activities, and on external trips.

2.4.9 Any new substances that are required: firstly, you must seek substances that are not classified as hazards, and safer alternatives should be used. If no alternative can be found, notify the Assistant Bursar of any new substances that are required to be purchased by your Department in order that the Assistant Bursar can implement the required COSHH Assessments before use.

2.4.10 Ensuring that Staff for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the individual School Procedures.

2.5 EMPLOYEES

The term 'Employees' includes **ALL** employees who work for the School. Each employee is responsible for ensuring that:-

2.5.1 They take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work etc Act 1974, Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:-

HSW Act, Section 7*It shall be the duty of every employee while at work:*

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

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 with him so far as is necessary to enable that duty or requirement to be performed or complied with.

HSW Act, Section 8 N*o person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*

Management of Health & Safety at Work Regulations 1999, Regulation 14

Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device

provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.

Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees -

Of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and

Of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety, insofar as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.

2.5.2 They wear and use all Personal Protective Equipment and safety devices that are provided by the School and School School's Management for their protection and co-operate fully with their Managers when the latter are pursuing their responsibilities under the above Act.

2.5.3 They observe all Safety Rules and Regulations, both statutory, and School, and conform to any Systems of Work that are developed.

2.5.4 They report all accidents, incidents and damage to their immediate supervisor.

3 SPECIFIC RESPONSIBILITIES

Health and Safety Officer:	Assistant Bursar
School Oversight:	Bursar
Governor Oversight:	M Kellett - Governor
Fire Risk Assessment (School Buildings):	Assistant Bursar
Fire Risk Assessment (Other Buildings):	Assistant Bursar
Boarding House:	House-staff

Departments – Risk Assessments:	Head of Department
Kitchens:	Catering Manager (Contractor)
Asbestos Register:	Assistant Bursar
Fire Officer:	Assistant Bursar
Fire Records Keeper:	Bursar/Assistant Bursar
Maintenance of Fire Evacuations Log:	Assistant Bursar/Bursar
Maintenance of Fire Training Log:	Assistant Bursar/HR
Science Chemicals Risk:	Head of Science
COSHH Substances Register:	Head of Department and Cleaning Manager

4 ARRANGEMENTS TO MONITOR, ESTABLISH AND REVIEW MEASURES NEEDED TO MEET SATISFACTORY HEALTH AND SAFETY STANDARDS

All staff are reminded of their individual responsibility for Health and Safety. The School Health and Safety Committee meets termly to discuss any outstanding issues and to review any incidents.

The Members of the Committee are:
The Assistant Bursar
Bursar/Headmaster
Maintenance Co-ordinator
Cleaning Manager
Medical Centre – senior nurse
Heads of Science, DT, Boarding, Enrichment, Food Technology, Art, Drama and Sport
Catering Manager
Link Governor for H&S (Chair)

All staff are encouraged to raise issues through their individual representatives. Minutes of decisions and actions taken are to be distributed through representatives. All members of staff have the right and are encouraged to raise immediate concerns on health and safety directly to the Health and Safety Officer which is the Assistant Bursar.

In addition to internal checks, the responsible governor will carry out a detailed review of health and safety annually and the findings reported to the Board of Governors.

Regular external H&S audits are to be carried out to inform our compliance across the whole school, any additional training needs and improvements.

5 TRAINING OF STAFF IN HEALTH AND SAFETY, INCLUDING RISK ASSESSMENT

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations l999.

The Assessment will establish the following:

a) The Hazards associated with a particular activity.
b) The Potential Frequency and Severity of an accident.
c) The Control Measures being employed to minimise the risk of an accident occurring.
d) Any Further Action to be taken to adequately control the hazard.

Risk Assessments are written by the line manager of that particular activity, area or event and saved centrally on the staff team. Risk Assessments will be checked by the Assistant Bursar or Bursar as appropriate. Whole school events should be risk assessed by the overseeing person in charge. Copies should be shared with relevant staff and saved in the staff team.

A training matrix is maintained by each department head to identify what training needs each department requires, record that it was carried out and when it should be renewed. The matrix should be held centrally for each department on the Staff Team.

Regular training in the need for and production of risk assessments occurs. In addition H&S forms part of the new staff induction process and regular reminders are given to staff in all aspects of H&S.

A Risk Assessment Policy is in place.

6 CONSULTATION ARRANGEMENTS WITH EMPLOYEES

The School is aware of its obligations under The Health and Safety (Consultation with Employees)

Regulations 1996 and consults its employees on the following areas as covered by the regulations:

1. Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
2. Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
3. Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
4. The planning of Health and Safety training.
5. The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation, but the School may consult by way of the Health & Safety Committee if deemed appropriate.

7 RECORDING AND REPORTING ACCIDENTS TO STAFF, PUPILS AND VISITORS – INCLUDING THOSE REPORTABLE UNDER RIDDOR

Accidents that occur on the school site relating to pupils, staff, contractors and any visitors must be recorded by whomever attends the accident. Smartlog, our H&S compliance check recording software, available to all staff via a separate login, is used to record the accident. Many staff are first aid trained and those staff can administer first aid at the scene. For serious accidents or medical related issues, the Wellness Centre should be contacted. This can be via phone, radio or sending someone to get them. When recording the accident include the location of the accident, the suspected injury, if either the Wellness Centre (nurses) and/or the emergency services were called. If there is any indication the accident is serious you may need to obtain statements from the witnesses and the injured party including feedback from medical professionals. Consideration should also be made if the accident is RIDDOR reportable, see below. For any serious accidents and especially if the emergency services are called you must also inform a member of Senior Management either via the School Office if within school time or via the SMT phone. If an accident involves issues or suspected issues with the site or its buildings/equipment and areas/equipment need to be secured or repaired, you must also contact the Bursar/Assistant Bursar and the on-site caretaker immediately.

All accident reports are forwarded to the Bursar for a half termly review. Serious accidents will be investigated and the Headmaster or the Bursar will identify a competent person to carry out any investigations. If as a result of the investigation and if recommendations need to be made or further actions are required this will be handed to the relevant area, such as HR or the Assistant Bursar. Accidents including their location are reported to the H&S Committee once per term. Trends and issues will be raised at that committee, and if not already done so actions will be recorded and actioned appropriately. Smartlog records all accidents and can be interrogated and compared to previous years once this data has been collected for a few years.

Where a risk assessment or departmental procedures need to amended following an accident the relevant owner of the risk assessment will be asked to update it and notify/advise the necessary staff.

Investigations will be recorded by the Bursar and kept safe for future review. Files will be maintained on the Bursary Team. Where necessary the insurers will be notified by the Bursar and kept up to date with progress. If any accident involves the Health and Safety Executive (HSE) the Bursar and or the Headmaster will oversee any issues and report to the governors and H&S Committee as and if appropriate to do so.

The following procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

1. Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
2. Major Injury to Staff, Pupils or Any Other People in an accident on the premises - The Major Injury as listed in the Regulations.
3. Dangerous Occurrences listed in the Regulations.

b) Reporting

A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above.

A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
A report will be sent to the Health and Safety Executive in the case of ill health listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

d) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

8 POLICY AND PROCEDURES FOR EDUCATIONAL VISITS, INCLUDING RESIDENTIAL VISITS AND ANY SCHOOL-LED ADVENTURE ACTIVITIES

See the Staff Handbook, section K and the Educational Visits Policy.

9 DEALING WITH HEALTH AND SAFETY EMERGENCIES – PROCEDURES AND CONTACTS

See the Staff Handbook, section C24, General Staff Matters Crisis Action Plan and the Crisis Management Policy.

10 FIRST AID AND SUPPORTING MEDICAL NEEDS

See First Aid Policy

11 OCCUPATIONAL HEALTH SERVICES AND MANAGING WORK-RELATED STRESS

Occupational Health

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

- Laboratory Hazards
- Workshop Hazards
- Fieldwork and Site Work
- Clinical Activities
- Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign. Workshop activities are confined to Design and Technology where exposure to Noise and Vibration is minimal.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

Stress

The School is aware of the potential for Stress with its employees. A full procedure is in

place to manage anyone who might be stressed or have mental health concerns. This process covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress. A full stress risk assessment will also be completed and other strategies such as visiting the school's counsellor, utilising our whole staff Benenden Health care scheme or visiting an Occupational Health Advisor will be offered.

The School adopts a proactive approach to this issue and all staff are automatically subscribed to Benenden Health Care.

12 ON-SITE VEHICLE MOVEMENTS

The School regards Vehicle Control as a vital part of control over its activities on the site.

Warning Signs are employed to control the speed of vehicles in the grounds.

The following rules must be observed at all times:

a) Speed must be kept to a minimum
b) Care to be exercised always as there are children crossing roadways at all times
c) Parking only to be carried out in designated areas
d) A banksman should be used where appropriate

13 WORKPLACE SAFETY FOR STAFF, PUPILS AND VISITORS

Heads of Department have devised safe systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems will have taken into account the following principles as far as reasonably practicable:-

1. The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
2. Analysis of the tasks involved, including safety analysis and the provision of clear instruction.
3. Where appropriate, details of the correct sequence of operations involved.
4. Identification of safe procedures, both routine and emergency.
5. Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:

1 TECHNOLOGY WORKSHOP - use of machines
2 SCIENCE LABORATORY - general laboratory procedure
3 SCHOOL GROUNDS - use of hazardous machinery
4 ART DEPARTMENT – cutting
5 MAINTENANCE DEPARTMENT- Work at height, Hot work, Electrical work, Use of
workshop equipment
6 FOOD TECHNOLOGY KITCHENS
7 MAIN SCHOOL KITCHENS
8 DRAMA/PERFORMING ARTS/MUSIC
9 SPORT INCLUDING THE SWIMMING POOL
10 ENRICHMENT, HIGH ROPES AND CLIMBING WALL

Teaching Staff engaged have all received Teaching Training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

Ancillary, Ground, Caretaker and Cleaning Staff etc. will be given training, as necessary and appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training; staff will be competent to carry out the tasks for which they have been engaged.

Medical Centre has received the appropriate training commensurate with her duties. She will ensure that any Deputies, employed as Assistants, have adequate training.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them. They will then be required to sign to the effect that they understand it and agree to abide by it.

Safety

The School Staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

Staff must supervise the low ropes course and read the risk assessment before use.

Sport - General

The School has a full Policy in place devised by the Director of Sport. This, in conjunction with Schemes of Work and Risk Assessments, ensures that Sport Activities are organised and controlled correctly.

Day pupils, who do not bring a note to school stating a reason why they should not participate, will be expected to take part in the sport. The only exception to this will be in situations where injury or illness has occurred during the day where Sister has been involved and will confirm that the pupil is unfit.

The School employs Coaches for some sports on a part time basis and always ensures that they are fully qualified in their particular discipline before engaging them.

There is a recommendation by the RFU Guidelines that all pupils wear gum shields while playing Rugby and the School requires that all pupils comply with this. For other sports the relevant protective equipment must be worn.

The School follows the guidance from the ECB concerning the wearing of Protective Helmets for Cricket.

Sport - Injuries

In the event of injury in sport activities, other than minor scrapes and bumps, the Medical Centre will be involved. If the pupil involved is mobile then he will be accompanied to the surgery. If the injury is more serious then the Medical Centre will attend the injured person where the injury has taken place.

In the event of further action being needed the Medical Centre will contact the School Doctor or Ambulance as appropriate.

During school matches involving contact sports in the winter terms, the Medical Centre will be on the touch line and therefore available if required. For cricket matches in the summer term, Sister will be within the School grounds should she be required urgently.

Sports Hall

The Sports Hall is used by the School and others to whom it is let.

Use by others is covered by Risk Assessment carried out by the organisation using the Hall

School pupils are permitted into the Hall without direct supervision under strict conditions.

Equipment

All equipment in the Sports Hall is checked regularly to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

Shoes

There is a strict rule concerning the wearing of non-marking shoes in the Hall. It is also most important that the shoes are clean and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with.

In the event of injury, emergency equipment will be used as required and if necessary, the school nurse will be contacted to assist as appropriate.

Swimming Pool

The Swimming Pool has been constructed in such a way to ensure maximum safety at all times.

Full Swimming Pool Rules are in place and in addition, the School has a full Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) in operation which incorporates all aspects of running the Pool.

When the Pool is in use by the School, it is always under the strict supervision of two trained staff.

Emergency Procedures

The full emergency procedure can be found in the Emergency Action Plan.

Pool Water

The cleanliness and chemical balance of the water is monitored with tests undertaken three times per day when the Pool is in use.

Pool Compound

The Pool Compound is fully enclosed with locked gates preventing unauthorised access.

14 SCHOOL SECURITY

The School has taken all reasonable steps to prevent unauthorised entry to its premises.

While the grounds can be entered easily at any time, all buildings are locked at night when not in use. Access controls also restrict entry to most of the school buildings during certain times of the day. The school uses CCTV both inside and outside to monitor any breaches in security. External lighting, whilst kept to a minimum to comply with the local area's light zones, does act as a deterrent and aids safe egress through the site.

Main School Site

The responsibility for ensuring that the premises are secure rests with the Duty SMT, Housemasters, Estates and Duty Staff.

Should a problem with unauthorised entry occur in the future, The School will take the necessary steps to counteract the problem.

15 WATER HYGIENE

The School will establish suitable controls for the water supply systems within all areas of the site to ensure compliance with The Control of Substances Hazardous to Health Regulations 2002 ACOP L5 (sixth edition) published 2013 and the Health and Safety Executives guidance document L8 fourth edition published 2013 "Legionnaires' Disease, the Control of Legionella Bacteria in Water Systems".

The controls will include a suitable risk assessment for the water supply systems and a testing and maintenance regime to prevent legionella bacteria proliferation. This will be completed by a competent person appointed by the School and suitable records will be maintained.

16 VIOLENCE TO STAFF (MAY CROSS-REFERENCE TO BEHAVIOUR POLICY)

The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression. Please also refer to the Staff Handbook regarding Employment related activity and specifically sections on violence towards staff.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

The School has devised a Bullying & Harassment Policy which relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the School's Disciplinary Policy.

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

17 MANUAL HANDLING

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' L23 fourth edition published 2016 and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

1. Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
2. Where activities involving risk cannot be avoided they will be subject to an assessment.
3. The risk of injury will be reduced as far as reasonably possible:
   - assistance from other personnel
   - use of sack barrows or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

18 PORTABLE APPLIANCE TESTING

The School will ensure that a suitable inspection and test system is in place for portable electrical appliances. The system will follow the Health and Safety Executives guidance document Provision and use of work equipment regulations 1998 (PUWER) and INDG236 "Maintaining Portable Electrical Equipment in Low Risk Environments" and will ensure a suitable frequency of inspection is established. The inspection and test will be carried out by a competent person and records will be maintained.

Boarding pupils will be given clear guidance as to the type of equipment which is not to be used in sleeping or study areas. Boarding staff will visually inspect equipment at the start of each term.
All staff and pupils will be reminded that they should not bring mains electrical equipment into school unless it has been inspected by the nominated competent person.

19 SLIPS AND TRIPS

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:
- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an ongoing basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

20 MANAGEMENT OF ASBESTOS

A Policy for Asbestos is in place in the School.

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos.

Survey: A Management Survey / Asbestos register has been carried out for the premises and is maintained by Medway Insulations.

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

Management: The Assistant Bursar is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Assistant Bursar carries out the following:

- Keep and maintain an up-to-date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Oversees works for the sealing or removal of asbestos containing materials if there is a risk of exposure owing to their condition or location by appropriate contractors
- Monitor condition of asbestos containing materials
- Ensure any contractor reviews and signs the asbestos register before works commence
- Should any suspected asbestos containing materials be found on site, work / access to the area must stop immediately. The Assistant Bursar will ensure the area is sealed off until an appropriate survey has been undertaken to establish if asbestos is present or not
- Review the plan at regular intervals

21 THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 ACOP L5 (SIXTH EDITION) PUBLISHED 2013 (COSHH)

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

Listing of Substances being used to establish whether they come under COSHH Regulations. Lists of substances held on site should be maintained by dept and by the Senior Science Technician, Art Technician, Food Technician, DT Technician (including handling of dust, sawdust and metal filings etc), Cleaning Manager, Catering Manager and the Maintenance Co-ordinator. Oversite of these lists rest with the direct line manager of each named above.

Any new substances that are required: under the hierarchy of control you must try to find substances that are not classified as hazards and safer alternatives should be used. If no alternative can be found, notify the Assistant Bursar of any new substances that are required to be purchased by your Department in order that the Assistant Bursar can implement/instruct the required COSHH Assessments before use.

Carry out COSHH Assessment having regard to the following points:

- Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.

- Control Measures to be adopted.
- Maintenance of the Control Measures.

- Monitor the situation to establish that the measures are effective.
- Undertake Health Surveillance where relevant.
- Carry out Instruction and Training to ensure the following are understood:
- Use of the substances, their handling, storage and disposal
- Emergency Procedures
- Methods of Control
- Use of Personal Protective Equipment
- Record all information on relevant assessment form.

Blank HSE COSHH assessment forms can be located on the HSE website or via COSHH.

This type of assessment would be carried out by the Health and Safety Officer or a deputy with assistance from other Personnel as required.

RADIO-ACTIVE SUBSTANCES

The control of and safe use of radio active substances rests with the Head of Science supported by the Science Technician. HSE and CLEAPPS regulations on the use of radioactive substances have been followed with the Head of Science as our RPS (Radiation Protection Supervisor). Old substances are safely disposed of a the licence t hold these substances is with the RPS and the Asst Bursar. Specific fire evacuation related tasks to be initiated when there is a fire alarm and radioactive substances are in use in classroom. Please refer to the Fire Policy.

22 SELECTING AND MANAGING CONTRACTORS

The School is aware of its obligations under The Health and Safety at Work Act l974 in so far as it applies to contractors on the School Premises.
In order to meet these obligations. The School exercises control over contractors in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- Adequacy of Health and Safety Policy
- Control Structure
- Safe Systems of Work in Operation
- Training Standards
- Check HSE website for any prohibition notices or fines

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- Special Hazards applicable - e.g. Asbestos
- Safe Access to/egress from the site
- Confined Space Entry
- Chemical Storage
- Occupational Health Risks including Noise

3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

a) Nomination of person to co-ordinate all Health and Safety aspects

b) Pre-commencement meeting to establish Contractor Liaison Person

c) Arrangement of regular progress meetings

d) Regular inspection of Contractor's operations

e) Participation in site Safety Committee - where applicable

f) Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a) including risk assessments, often referred to as RAMS.

g) Notification by Contractor of all accidents etc.

h) All machinery on site to have documentary evidence of Statutory

i) Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015 - See separate sheet concerning these Regulations.

Where appropriate a formal set of terms and conditions will be used to contract with the chosen supplier, such as JCT agreements.

23 MAINTENANCE (AND WHERE NECESSARY EXAMINATION AND TESTING) OF PLANT AND EQUIPMENT (SUCH AS ELECTRICAL EQUIPMENT, LOCAL EXHAUST VENTILATION, PRESSURE SYSTEMS, GAS APPLIANCES, LIFTING EQUIPMENT AND GLAZING SAFETY)

Maintenance on all the School Equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2)(a) of the Health and Safety at Work etc Act l974. Some of the Inspections and Checks which are carried out includes:

a) Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
b) Biennial Checks on Electrical Equipment.
c) Annual Service of Fire Extinguishers.
d) Annual Service of Boiler Plant and Associated Equipment.
e) Five yearly checks on Fixed Wiring Installations.
f) Servicing of lifts under contract and lifting equipment under the Lifting operations and lifting equipment regulations 1998 (LOLER).
g) Servicing and inspection of dust and fume extraction equipment controlling airborne contaminants at work (LEV) third edition published 2017

24 FIRE SAFETY

Please refer to the Fire Policy.

25 LONE WORKING

It is the school's policy to discourage lone working. Where it is necessary as part of an employee's role e.g., a caretaker, care must be taken to only attempt activities that are safe. Each person is required to ensure someone knows when they are on site and must carry with them a means of contacting others, such as a radio or mobile phone.

26 DISPLAY SCREEN EQUIPMENT

Annually or as requested users of IT and especially those who work on IT at a desk for a significant amount of the working day must carry out a self assessment of their work space. Assessments should be managed by the IT dept and where adjustments are needed such as new equipment, lighting changes etc these should be purchased and instructed with the permission of the Bursar or Assistant Bursar. A useful self assessment form can be downloaded from the HSE website.

27 CDM REGULATIONS

Under Construction(Design and Management) Regulations 2015 the school has a legal duty to comply with these regulations under 5 key parts:-

a) Application of the regulations

b) Duties for all construction projects

c) Health & Safety duties to name the designer, principal designer, principal contractor and any other contactors

d) General requirements for all construction sites

e) Transitional arrangements and revocations

Key aspects that the school has to complied with includes:-

a) make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:

b) appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability

c) allowing sufficient time and resources for each stage of the project

d) making sure that any principal designer and principal contractor appointed carry out their duties in managing the project

e) making sure suitable welfare facilities are provided for the duration of the construction work

f) maintain and review the management arrangements for the duration of the project

g) provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project

h) ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins

i) ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site

j) For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), commercial clients must:

   i. notify HSE in writing with details of the project

   ii. ensure a copy of the notification is displayed in the construction site office

It is the responsibility of the school's project lead, normally the Bursar or Asst Bursar, to ensure CDM regs are complied with.