



PRIORY SCHOOL

EDGBASTON

HEALTH AND SAFETY POLICY

Mission Statement

Priory School is a thriving Independent Catholic school which welcomes those of all faiths and none.

We love, live and learn joyfully as children of God.

In partnership with parents or guardians, we provide a caring community with high standards of teaching and learning, enabling all pupils to achieve success.

Approved by Risk & Compliance Committee 19 January 2018

1. The governors and staff of Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.
2. The staff, governors and pupils are committed to the safeguarding and welfare of pupils and staff.
3. To meet the needs of our school community all our policies, including this one, can be made available in different formats such as different font sizes or styles, colour or alternative languages.
4. The governing body understands that it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

PRIORY SCHOOL**Health and Safety Policy****STATEMENT OF INTENT**

1. The Governors recognise that under the Health and Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.
2. The Governors accept these duties and it will continue to be their priority to promote high standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and approved Codes of Practice. It is considered by the Governors that Health and Safety is a responsibility at least equal in importance to that of any other function of the School.
3. The Governors will take all such steps as are reasonably practicable to meet its Health and Safety objectives, which are:
 - 1.1 The creation of an Organisation Structure and a positive Health and Safety culture, which supports risk control at all levels within the School, particularly at Senior Management level.
 - 1.2 Systematically identify and control risk as an effective approach to injury, ill health and loss prevention.
 - 1.3 Maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards.
 - 1.4 Provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare.
 - 1.5 Provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
 - 1.6 Develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for Health and Safety at all levels and be responsive to internal and external change.
 - 1.7 Provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment.
 - 1.8 Control effectively the activity of all outside contractors when on the School's premises.

- 1.9 Make arrangements for the establishment of a Safety Committee. Representation of the committee will cover all appropriate areas of work or special hazards.
- 1.10 Use Health and Safety to preserve and develop human and physical resources and hence contribute to the School's performance.
- 1.11 Ensure that this Policy is used as a practical working document and that its contents are publicised fully.
- 1.12 The Governors are committed to providing adequate resources to ensure its Health and Safety objectives and this Policy are met.
- 1.13 The school is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 1.14 The Governors and School are aware of, and will meet, the requirements under the Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the School's Health and Safety policies and practices. It is the intention of the School to follow the advice given in 'The Children Act Guidance and Regulations Volume 5'.
- 1.15 The Governor appointed to "champion" Health and Safety within the School is Mr S Gilmore.
- 1.16 The Governors and School recognise the guidance contained in 'Managing Health and Safety in Schools' and 'Health and Safety Guidance for School Governors and Members of School Boards', both prepared by the Education Service Advisory Committee of the Health and Safety Commission, and intends to follow the good practice recommendations they make.
- 1.17 The School will provide and maintain a written Risk Assessment of the risks to the Health and Safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.
- 1.18 The Governors and School recognise the good practice contained in 'Health and Safety of Pupils on Educational Visits', prepared by the DfEE and intends to follow the recommendations it makes.
- 1.19 The Governors consider that this Health and Safety Policy is an integral element of the overall School Business and other resource policies.
- 1.20 This policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Signed: _____ (Chairman of the Governing Council)

Dated: _____

Reviewed and Revised by K Bird and J Williams

2 MANAGEMENT STRUCTURE

This section of the Policy document details the specific responsibilities of all members of the School towards Health and Safety. Individual responsibilities are contained within the following sub sections:

- 2.1 Members of the Governing Council
- 2.2 The Headmaster
- 2.3 The Facilities Manager
- 2.4 The Deputy Heads
- 2.5 Heads of Department
- 2.6 The Head of Science
- 2.7 All employees
- 2.8 Specialist Advisers
- 2.9 Hirers, Contractors and others

2.1 Members of the Governing Council

- 2.1.1 Members of the Governing Council (the Governors) accept the delegated responsibility from Priory School for Health and Safety. They will monitor the effectiveness of the implementation of this Policy, and they will ask for a Health and Safety briefing from the Facilities Manager at each of their meetings. The Governors will revise this policy document where and when necessary, and ask the Facilities Co-ordinator to ensure that any changes are drawn to the attention of all employees.
- 2.1.2 The Governors will, so far as is reasonably practicable, ensure the Health, Safety and Welfare of all Staff and pupils at the School. However, responsibility for the day-to-day implementation of the Policy rests with the Headmaster and with the Facilities Manager (as Health and Safety Adviser) who, in turn, will work in collaboration with the Staff and the recognised safety representative to ensure compliance.

2.2 The Headmaster

The Headmaster will be responsible to the Governors for the safe functioning of all School activities and will:-

- 2.2.1 Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors as appropriate.
- 2.2.2 Consult with the appointed Health and Safety Adviser (the Facilities Manager).
- 2.2.3 Recommend changes in the Safety Policy in the light of experience.
- 2.2.4 Ensure the co-operation of all staff at all levels as regards working to this Policy.
- 2.2.5 Be responsible for ensuring that all Heads of Department, Teaching Staff and Administration Staff fully understand their responsibilities and are given both the time and encouragement to pursue them effectively.
- 2.2.6 Take steps to ensure that any changes in the School curriculum and systems of work on the domestic side are considered for their Health and Safety implications.
- 2.2.7 Ensure that all accidents, incidents, near misses and damage to School property are investigated by the Facilities Manager. (The results of these investigations should then be discussed by the School's Health and Safety committee.)

2.3 The Health and Safety Adviser

On a day-to-day basis the Headmaster's responsibility as regards the administrative (Health and Safety) side of the School will be delegated to the School Facilities Manager as Health and Safety Adviser

. In particular, the H & S Adviser will:-

- 2.3.1 Monitor the effectiveness of this policy and report back to the Headmaster as appropriate. This involves ensuring that updates/new policies are issued and that all staff read and understand the H&S manual.
- 2.3.2 Be appointed as the School's nominated **Safety Adviser** having responsibility for obtaining, interpreting and disseminating all relevant Health and Safety information to the School via the normal line management structure
- 2.3.3 To compile a report for presentation to the H & S committee.
- 2.3.4 In a line management function (as Facilities Manager), be responsible for the safe operation of all facility soft services staff.
- 2.3.5 Be responsible (as Facilities Manager) for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School's non educational functions are fully used and kept up to date.

- 2.3.6 Be responsible for liaison with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is properly indemnified.
- 2.3.7 Be responsible (as Facilities Manager) for the selection of outside maintenance contractors and the monitoring of all activities on the School premises and in this context, liaise fully with any appointed building professional as appropriate.

2.4 The Deputy Heads

The Deputy Heads in charge of the Senior and Preparatory Departments in the School will be responsible to the Headmaster to ensure that this Policy is implemented and that procedures laid down are fully understood by all members of staff.

- 2.4.1 Ensuring all sections are run according to the standards laid out in this Policy, and with minimum legal standards and other appropriate standards that may be set by the School.
- 2.4.2 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.
- 2.4.3 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 time and the encouragement to pursue such matters.
- 2.4.4 Notifying the Headmaster of any matters within this policy which they feel to be beyond their competence to deal with.
- 2.4.5 Reporting any accidents, incidents, near misses or damage to the Facilities Manager for appropriate investigation.
- 2.4.6 Ensuring adequate supervision for pupils both inside the School during normal teaching activities, and outside the school while on external trips.
- 2.4.7 Notifying the H & S Adviser under COSHH regulations of any new substances they require to purchase for their department.
- 2.4.8 Ensuring that the teaching staff for which they are responsible co-operate fully with any fire practices and emergency drills.

2.5 Heads of Department and Subject Coordinators

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

- 2.5.1 Ensuring their departments are run according to the standards laid out in this Policy, and with minimum legal standards and other appropriate standards that may be set by the School.

- 2.5.2 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.
- 2.5.3 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 time and the encouragement to pursue such matters.
- 2.5.4 Notifying the Headmaster of any matters within this policy which they feel to be beyond their competence to deal with.
- 2.5.5 Reporting any accidents, incidents, near misses or damage to the Facilities Manager for appropriate investigation.
- 2.5.6 Ensuring adequate supervision for pupils both inside the School during normal teaching activities, and outside the school while on external trips.
- 2.5.7 Notifying the H & S Adviser under COSHH regulations of any new substances they require to purchase for their department.
- 2.5.8 Ensuring that the teaching staff for which they are responsible co-operate fully with any fire practices and emergency drills.

2.6 Head of Science

In addition to other duties as Head of Department, the Head of Science will be responsible to the Headmaster for the following:

- 2.6.1 Ensuring that the gas taps are turned off at the end of each teaching day.
- 2.6.2 Ensuring that all science labs are locked when not in use for teaching.
- 2.6.3 The security and secure storage of all toxic and highly flammable substances which may be used in his/her (or any other) department.
- 2.6.4 Ensure that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm.
- 2.6.5 Ensuring that a sufficient number of the correct fire extinguishers are readily available in, or close to the laboratories where experiments are to be conducted.
- 2.6.6 Ensure appropriate risk assessments are conducted for any experiments undertaken.
- 2.6.7 Ensure safe storage and disposal of chemicals eg COSHH Regulations, COSHH records are kept up to date, accurate and retrievable.
- 2.6.8 Ensure that the ordering of all substances is monitored so that decisions may be taken for additional assistance.

2.7 Employees

- 2.7.1 The employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions, and they must be fully aware of their duties under Section 7 and 8 of the Health and Safety at Work Act 1974, and also under the specific Codes of Regulations. It is their duty to understand, support and implement the School's Health and Safety Policy, and they are to set a personal example through safe behaviour, and comply with the appropriate safety warnings.
- 2.7.2 They must wear and use all Personal Protective Equipment and Safety Devices that are provided for their protection, and they must co-operate fully with the management when the latter are pursuing their responsibilities under the above Act.
- 2.7.3 They will observe all Safety Rules and Regulations, both statutory and School, and they will conform to any safe systems of work that may be developed.
- 2.7.4 They must report all accidents, incidents and damage, either to their immediate superior, or to the H & S Adviser.
- 2.7.5 They must familiarise themselves with procedures for the emergency evacuation of the location in which they are working.

2.8 Specialist Advisers

The Governors recognise there will be occasions when the School will require specialist advice on air monitoring, local exhaust ventilation systems (LEV), specific inspections etc.

2.9 Hirers, Contractors and Others

- 2.9.1 When the premises are used for purposes not under the direction of the Headmaster then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
- 2.9.2 The Facilities Manager will seek to ensure that hirers, contractors and others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 2.9.3 When the School premises or facilities are being used out of normal School hours for a School-sponsored activity, then for the purposes of this policy, the 'leader' of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the School premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:

- a) introduce equipment for use on the School premises
- b) alter fixed installations
- c) remove fire and safety notices or equipment
- d) Take any action that may create hazards for persons using the premises or the staff or pupils of the School.

- 2.9.4 All contractors who work on the School premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with s.3-4 of the Health and Safety at Work, Act 1974.
- 2.9.5 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Facilities Co-ordinator in consultation with the Headmaster and Facilities Manager may remove the contractor from site.
- 2.9.6 The Governing Body draws the attention of all users of the School premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

2.10 Codes of Practice and Safety Rules

- 2.10.1 In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in School.
- 2.10.2 From time to time the Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, which will normally incorporate such codes into their Health and Safety Policy and Procedures. If the Headmaster considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar high standard of Health and Safety.

2.11 Violence Toward Staff

- a) Priory school operates a Zero Tolerance policy relating to any kind of violence towards staff.
- b) There is CCTV system in operation around the campus for the monitoring of behaviour and general Health and Safety.
- c) There is a reporting procedure in place to report any instance of violence toward staff.

2.12 Head's Emergency Plan

2.12.1 The Head Teacher will ensure that the Emergency Plan is prepared to address incidents which could put at risk occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) save life
- b) prevent injury
- c) minimise loss

This sequence will determine the priorities of the emergency plan.

2.12.2 The plan will be agreed by the Governing Body and be rehearsed at least once per year to ensure topicality and the correct operation of any equipment concerned. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

2.12.3 The SERT team (school emergency response team) will respond to critical incidents to ensure continuation of education for students and the reconstitution of the school.

2.13 Review

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and visitors.

HEALTH AND SAFETY MANAGEMENT SYSTEM

It is the School's intention that in this part of the Policy, specific standards and arrangements will be established to cover specific risks, and that these standards will be constantly monitored and updated as necessary. Because of the size of some policies it has been necessary to refer out to separate manuals

Local Rules have been prepared and they are contained in the following sub sections:

- 3.1 Fire and Bomb Evacuation Policy
- 3.2 First Aid Policy
- 3.3 Ground Staff
- 3.4 COSHH Regulations
- 3.5 Electricity at Work Regulations
- 3.6 Use of School facilities by Members of the Public
- 3.7 Accident Reporting
- 3.8 Control of Legionellosis
- 3.9 Health and Safety Committee
- 3.10 Abrasive Wheels Machines
- 3.11 Safety of Pressure Systems
- 3.12 Outside Contractors
- 3.13 Noise
- 3.14 Display Screen Equipment
- 3.15 Manual Handling
- 3.16 Personal Protective Equipment
- 3.17 Management of Health and Safety at Work Regulations 1992 – Risk Assessments
- 3.18 Staff Training
- 3.19 Premises
- 3.20 Maintenance Records
- 3.21 Off Site Physical Education
- 3.22 School Trips and Visits
- 3.23 Use of Minibus
- 3.24 Asbestos
- 3.25 Young Workers and Work Experience
- 3.26 Pregnant Workers and New Mothers
- 3.27 Science Safety Manual
- 3.28 Design and Technology Manual
- 3.29 First Aid
- 3.30 Security
- 3.31 Portable Appliance Testing
- 3.32 Dog Policy
- 3.33 Pupil Welfare Policy

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- 3.34 Severe Weather Policy
- 3.35 Safeguarding Policy
- 3.36 Special Strains of Flu Policy
- 3.37 Medication Policy
- 3.38 Medical Situations Policy
- 3.39 e Safety Policy

3.1 Fire and Bomb Evacuation Policies

3.1.1 Basic Fire Safety Rules

There are a number of basic fire safety rules for Schools, many of which are no more than tidiness and good housekeeping:

- a) Combustible materials, such as cardboard boxes and packaging materials should not be kept about the School unless they are required, for example for making scenery in School plays or for art and craft purposes. When such materials are not in use, they should be kept in a designated storage area.
- b) Corridors, stairways, entrances and exits should be kept clear and, in particular, kept free of combustible materials. Stairways and corridors, which form part of escape routes, should **always** be kept clear.
- c) Classroom displays and work displayed in corridors should be set up with care. Decorations can be a fire risk if they are hung near sources of heat or from light fittings.
- d) Waste paper should not be left lying around and rubbish should not be allowed to collect in hidden places. Particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances.
- e) The School operates a **No Smoking Policy in accordance with current statute** and reminder signs are placed in key areas of the School. Operating such a policy makes for a significant reduction in Fire Risk in the school. Smoking is prohibited throughout the school and its grounds.
This includes:
All school buildings (Main buildings and out-buildings)
All school grounds (Fields and lawn areas, car parks, patio areas and all outside areas within the outer school fenced boundary).
- e) Boiler rooms must be kept clean, clear and locked.
- f) Electrical equipment must be used properly and kept in a safe working order. Electrical points should never be overloaded and wiring must be checked regularly.
- g) Some clothing and costumes which are used for School plays and shows are highly inflammable. If these must be used, they should never be placed close to any heat source. E.g. floodlights or other stage lighting.

- 3.1.2 This policy is a “serious and imminent danger procedure” under the Management of Health and Safety at Work Regulations 1992.
- 3.1.3 Once per term (or more often as the Headmaster may decide) the school will hold a fire drill, the timing of which will be known only to selected staff. The Headmaster and Facilities Manager will have the power to exempt certain staff from the drill.
- 3.1.4 If the School is not cleared completely in the minimum time consistent with the difficulties inherent in the buildings, the drill will be considered inadequate and a further practice will be held until a satisfactory standard is achieved.
- 3.1.5 A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to all members of the Health and Safety Committee.
- 3.1.6 The warnings in case of fire will be given by a bell which is quite unlike the timing bells used throughout the School, and which is easily recognised by staff and pupils alike. This bell is clearly audible in affected parts of the School, and it is not used for any purpose other than as a fire warning.
- 3.1.7 In core hours (8.50am-4pm) teachers in charge of a class/group will be responsible for seeing that the whole class is evacuated safely. The defined roll call area for the Senior School is by the ‘old fountain’ at the rear of the School on the lower lawns. (The exact details of where to assemble is shown on a schematic located in each classroom) The defined roll call area for the Prep School and Poppets is at the rear of the Gymnasium on the lower lawns (The exact details of where to assemble is shown on a schematic located in each classroom). It is the responsibility of all teachers to familiarise themselves where this location is). In the event of a fire, any further movement will be decided by the Headmaster or Facilities Manager.

The procedures to follow regarding fire evacuation and who is responsible for certain actions are detailed in a separate policy ‘**Fire Procedures**’

3.2 FIRST AID—See separate policy document

3.3 GROUND STAFF

- 3.3.1 All staff that use chain saws are to wear the protective clothing provided by the School, namely visor, safety footwear and the correct ballistic clothing. They are to have undergone a chain saw training course, and work is to proceed according to the current HSE Guidance Note PM31.
- 3.3.2 All pesticides are to be safely and securely stored, and are to be kept under lock and key except when in actual use. The person responsible for

the spraying of pesticides is to have undergone a course of training approved under the **Control of Pesticides Regulations 1986**, and will hold a certificate of competence issued by the City and Guild, telephone number (Training 02476 857300) or (Policy 03459 335577) web address - www.nptc.org.uk.

3.4 COSHH REGULATIONS

All substances in use on the School premises (e.g. chemicals for Science; products for cleaning and maintenance) must be identified and assessed, as appropriate.

3.4.1 Registers of all substances must be maintained

- a) by the Science staff for chemicals used in Science lessons
- b) by the Facilities Manager for substances used in cleaning/maintenance and products ordered through the purchasing function.

The registers should record the name of the product, the storage location, suitability for use, requirement for COSHH assessment etc.

3.4.2 Data sheets must be obtained from suppliers for all substances in use on the premises and are used to provide details for the register and for the assessments.

3.4.3 A detailed assessment must be carried out for all hazardous substances, details being recorded on the appropriate form. Details include hazard warnings, possible routes of entry to the body, storage conditions and location, chemical constituents, maximum exposure limits (MEL) and occupational exposure standards (OES). For substances used in Science lessons, reference will be made to the appropriate "Hazcards". The assessment will be an estimate of any likely hazards which may arise from continued use of the product or generation of the substance. Recommendations for safe use will also be included.

3.4.4 Storage of Chemicals

The safe storage of chemicals must be assessed using the appropriate form on a termly basis and any unsatisfactory conditions noted for action e.g. unstable chemicals, chemicals for disposal, incorrect storage for flammables etc.

3.4.5 Disposal of Chemicals

- a) A review must be carried out regularly within the Science and Maintenance Departments of the School in order to establish a list of chemicals which are to be disposed of.
- b) A decision is made by the Head of Science and/or the Facilities Manager as to the appropriate timing and method of disposal (usually an approved Waste Disposal firm is called to attend.)

3.4.6 Chemical Spillage

- a) A risk assessment must be carried out on all chemicals before use within the School and this includes consideration of how accidental spillage or fumes should be dealt with.
- b) Should an incident occur – then reference is made to the appropriate risk assessment and/or “Hazcards” in order to deal correctly with the spillage/fumes.
- c) A log must be kept giving details of the manner in which any spillage/fumes have been dealt with. Any further follow-up action is then taken as appropriate.

3.5 ELECTRICITY AT WORK REGULATIONS

3.5.1 The School will take all necessary steps to comply with the Electricity at Work regulations 1989.

The School recognises that a formal system of maintenance be introduced for all electrical items.

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

3.5.3 Electrical apparatus used in the School is inspected and tested at least once every 12 months but sooner if the appliance in question is frequently used. The School is to write to all parents to state that any electrical apparatus brought onto the School premises by the pupils must be safe and of a high standard of manufacture and maintenance.

In addition, staff are asked to carry out the following **visual user checks** in each case when an item of electrical equipment is used:

User Checks (Visual)

Each time an item of electrical equipment is used a quick visual check should be made to verify that:

- a) the item is in good working order
- b) there is no damage, e.g. cuts to the cable sheath
- c) there is no damage to the plug, e.g. bent pins or cracked casing

- d) the socket is not overloaded – although the demand for power sockets in classrooms is often greater than the number of sockets available, the temptation to plug multi-socket into multi-socket must be resisted
- e) the coloured insulation on the internal wires is not protruding from the plug or equipment
- f) the equipment is not wet or excessively dusty
- g) there is no obvious damage to the outer casing of the equipment, e.g. loose screws
- h) there is no evidence of overheating, e.g. scorch marks
- i) extension leads are not a tripping hazard – if extension leads cannot be arranged so that they are well clear of circulation areas, they should be taped down or one of the proprietary cable holders should be used.

This should be part of everyday practice and the equipment must not be used if the visual check is not satisfactory.

All new portable electrical appliances will require PAT Testing when they are twelve months old.

Staff should provide FULL details of any new electrical items purchased for use in their department, to the Facilities Department for inclusion in the PAT Test Register. Details will include:

Type of Equipment, Make, Model, Serial Number, Date Purchased.

- 3.5.4 The School is to ensure that any temporary lighting systems (e.g. stage lighting or control gear) are inspected and tested by a competent person every 6 months. Fixed stage electrical installations are to be inspected and tested by a competent person annually or, following any changes, before being energized.
- 3.5.5 The School recognises that pupils must not be exposed to voltages in excess of 12 volts during classroom teaching etc, albeit mains electricity powered tools might well be used during DT practical sessions. Project work is to be individually assessed for potential hazards and written instructions must be prepared to control any associated risks.
- 3.5.6 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 at voltages above 12 volts, or where large short-circuit currents could flow.

Further information on this subject can be found in the separate policy document— Portable Appliance Testing (PAT)

3.6 USE OF SCHOOL FACILITIES BY MEMBERS OF THE PUBLIC

- 3.6.1 Dual usage of the buildings refers to:

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- Use of the premises by outside organisations (including the Friends of the Priory for activities and functions.
- Use of the premises for stage plays, dances, concerts, cinema shows.

3.6.2 A risk assessment is carried out on a regular basis, covering the various “dual usage of buildings” activities and bearing in mind that such users are far less familiar with the layout of the building and any permanent or short-term hazards.

Following the risk assessment, steps are taken to reduce the risks and to control remaining risks, for example:

- Informing users of fire precaution procedures and the whereabouts of the nearest available telephone.
- Informing users of First Aid provision.
- Checking beforehand apparatus and equipment which will be used by the hirer.
- Checking the safety of equipment being brought into the School by the user.
- Checking that:
 - i. Exit routes are unobstructed.
 - ii. Exit doors open easily.
 - iii. Exit routes and doors are clearly indicated.
 - iv. The need for security does not conflict with the need for adequate means of escape in case of fire.

3.6.3 In the case of theatre performances, public entertainment and cinema shows, a licence is obtained from the local authority, as appropriate.

3.6.4 The School has an emergency lighting system which is regularly tested and covered by a maintenance agreement. (Ignes Fire)

3.6.5 A discussion should take place between the two parties prior to hiring out the premises and a checklist should be completed to show that all of the above issues have been covered.

3.7 ACCIDENT REPORTING

3.7.1 All accidents, however trivial, are to be reported to the Facilities Manager on the forms provided T Main Reception, Prep Reception and Poppets Office.

3.7.2 The Headmaster’s PA following instruction from the Headmaster/ Deputy Head and /or First Aider will inform parents.

3.7.3 The School will comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR)

- 3.7.4 Whenever any of the following events occur, they must be reported to the Health and Safety Executive (HSE) by the Facilities Manager:
- a) The death of any person as a result of an accident arising out of or in connection with work at, or the work of the School.
 - b) Any person suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with the School:
 - i) Fracture of the skull, spine or pelvis.
 - ii) Fracture of any bone in the arm or wrist (but not a bone in the hand), or in the leg or ankle (but not a bone in the foot).
 - iii) Amputation of a hand or foot, finger, thumb or toe, or any part thereof if the joint is completely severed.
 - iv) Loss of sight to an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye..
 - v) Either injury (including burns) requiring medical treatment or the loss of consciousness resulting in either case from electric shock from any electrical circuit or equipment, whether or not due to direct contact.
 - vi) Loss of consciousness resulting from lack of oxygen.
 - vii) Decompression sickness requiring immediate medical treatment.
 - viii) Either acute illness requiring treatment, or loss of consciousness resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin.
 - ix) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected materials.
 - x) Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.
- c) The person at work is incapacitated for his or her normal work for more than 3 days as a result of an injury (an “over 3-day” injury) caused by an accident at work.
- d) The death of an employee if this occurs after a reportable injury which leads to the employee’s death, but not more than one year after the accident.
- 3.7.5 In the case of a death, specified major injury or condition, or a dangerous occurrence, the HSE must be notified immediately, e.g. by telephone, and this must be followed up in writing within 7 days to the HSE using Form F2508 (or F2508B in the case of a dangerous occurrence).
- 3.7.6 In the case of an “over 3-day” injury to a person at work, a written report must be sent to the HSE within 7 days of the accident on Form F2508.
- 3.7.7 The School will keep records of all reportable injuries and dangerous occurrences to show the date and time of the accident or occurrence, along with the full details of the person concerned and the action taken as

a result of the accident or dangerous occurrence. Copies of all Forms F2508 will be kept to fulfil this requirement.

- 3.7.8 The Facilities Manager will maintain the records applicable to all accidents and dangerous occurrences that are required to be reported to the HSE.
- 3.7.9 The School will investigate all accidents and “near misses” to determine the need for any remedial action, and such investigations are to be discussed and considered by the School’s Health and Safety Committee.

3.8 CONTROL OF LEGIONELLOSIS

- 3.8.1 The School operates both hot and cold water systems where it recognises that there is a possible risk of Legionellosis, thereby necessitating a number of controls.
- 3.8.2 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.
- 3.8.3 The School recognises that Legionella may colonise storage tanks, calorifiers, pipe work 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 sufficiently high, and in pipe work leading to taps and showers.
- 3.8.4 The main objective of the School is to operate water services at temperatures which do not permit the 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.
- 3.8.5 Where possible, water services will operate at temperatures that prevent the proliferation of Legionella, that is hot water storage (calorifiers) at 60° C; hot water distribution at least 50° C attainable at the taps with one minute of running; cold water storage and distribution at 20° C or below. 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.
- 3.8.6 Where the above water temperatures cannot be maintained, weekly thermal disinfection of the system will be undertaken. 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 5 minutes at this full temperature.
- 3.8.7 It is recognised that if a calorifier or substantial part of a 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 operating temperature for at least an hour before being brought back into use.

The following regime of routine inspection and maintenance has been established for the plant.

- a) Water temperature at calorifiers will be checked monthly.
 - b) Water temperatures at all taps after one minute of running will be checked annually.
 - c) Conditions in tanks for the presence of organic materials such as dead vermin will be checked annually.
 - d) Conditions in calorifiers for organic materials and undue build up of scale will be checked annually.
 - e) The condition of accessible pipe work and insulation will be checked annually.
- 3.8.8 The system will be cleaned and disinfected if routine inspection shows it to be necessary, if the system or any part of it has been altered substantially or entered for maintenance purposes, or following an outbreak or suspected outbreak of Legionellosis.
- 3.8.9 The following records will be kept:
- a) A simple description of the system identifying storage and header tanks, calorifiers and relevant items of plant.
 - b) Details of the risk assessment.
 - c) Details of system operation relevant to controlling the risk, and the precautions to be implemented.
 - d) Procedures for inspecting and checking the system.
 - e) Details of precautions carried out.
- 3.8.10 The nominated person within the School for ensuring that this policy is implemented is the Facilities Manager. He will ensure a contract is in place to carry out the essential checks of the School's hot water system. (Contract in place with Initial / Interserve).

3.9 THE HEALTH AND SAFETY COMMITTEE

- 3.9.1 The Health and Safety Committee will meet once per term, although members may request an emergency meeting should circumstances so dictate.
- 3.9.2 The School has routine fault detection/reporting procedures in place for dealing with day-to-day Health and Safety matters, and Heads of Department will monitor remedial action applicable to their own

departments. The Health and Safety Committee, therefore, will address the School's overall Health and Safety Policy, its accident/near miss trends, its fault development trends and its future strategy. The minutia of day-to-day Health and Safety issues are not for consideration by the Health and Safety Committee.

3.9.3 The Health and Safety Committee will comprise the following personnel:

Governor

Headmaster

Facilities Manager

Facilities Co-ordinator

Deputy Head of Preparatory School

Deputy Head of Senior School

Laboratory Technician

Heads of Department

Heads of faculty

Whilst the Committee's numbers will be kept to a working minimum, other staff representatives may be co-opted onto the Committee in a permanent or temporary capacity to advise on specific agenda items.

3.10 **ABRASIVE WHEEL MACHINES**

3.10.1 The School utilises abrasive wheel grinders. Under the Abrasive Wheels Regulations 1970, no person is allowed to mount any abrasive wheel unless he/she has been trained and is competent. Although these Regulations do not apply to Schools, the same standard will be adopted.

The person appointed by the School to use abrasive wheels is

Mark Hammond – Maintenance Engineer

3.10.2 Tool rests on abrasive wheel grinders are to be adjusted as close as practicable to the exposed part of the abrasive wheel.

3.10.3 Eye protection (BS2902.1) must be worn when using the grinder, and all eye shields are to be kept in a clean and serviceable condition.

3.11..SAFETY OF PRESSURE SYSTEMS

3.11.1 The School will take all necessary steps to comply with the Pressure system Safety Regulations 2000

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

3.11.3 The School will use manufacturers' literature and information available from their appointed Competent Person who carries out or commissions thorough examinations and tests of pressure systems to establish the safe operating limits.

3.11.4 The Contractor in conjunction will produce a written scheme for the periodic examination of its pressure systems.

3.11.5 The School will then arrange for their Contractor to carry out an examination of pressure systems in accordance with the written scheme.

3.11.6 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 and valves etc

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

3.11.8 The School will ensure that it keeps the correct documentation, including the following:

- a) A report of the initial examination of a pressure system upon it being taken into use.
- b) The last report of examination of the pressure system.
- c) Any other reports or relevant data supplied by the designers or the manufacturers to assist the safe operation of, or repairs and modifications to the pressure system.

3.11.9 Until a written scheme of examination has been established, the School will continue to arrange for thorough examinations and tests of all pressure systems under the previous legislation.

3.12 OUTSIDE CONTRACTORS

3.12.1 The Facilities Manager will act as a Liaison with all outside contractors called in to the School, and he must be contacted before any work is allowed to commence. For large contracts involving new buildings or major refurbishment. it may well prove necessary to appoint a Project Manager and,

under such circumstances, he/she will be responsible for all liaison with the contractors involved, reporting back through the Facilities Manager.

- 3.12.2 Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their legal liabilities to the School, to third parties and to their own employees. Unless otherwise specified, the main contractor for any project will assume the legal liabilities to the School and to all third parties for the actions of any sub-contractors or other body engaged by the contractor.
- 3.12.3 Unless specifically agreed in writing with the contractor, all orders for work are placed on the basis that the contractor will provide all equipment, including ladders, trestles, tools, scaffolding and protective clothing and equipment for his employees. The use of the School's equipment, tools and supplies is prohibited unless agreed beforehand.
- 3.12.4 Contractors are not permitted to engage the assistance of School personnel unless agreed beforehand with the Facilities Manager.
- 3.12.5 When a contractor uses scaffolding or other access equipment on site, he must ensure that it complies with the Construction Regulations. Scaffolding inspections in accordance with the Construction (Working Places) Regulations 1996 are the responsibility of the contractor.
- 3.12.6 The contractor is responsible for seeing that any sump, pit or other excavation caused or worked on is securely fenced as required by the Construction Regulations.
- 3.12.7 The contractor shall ensure by proper boarding, shuttering or other means the protection from damage of any property of the School or other person's property adjoining the site.
- 3.12.8 No contractor's employee is allowed to interfere with or operate any valve, tap, switch or plant control without first obtaining permission from the Facilities Manager.
- 3.12.9 Contractors are reminded that, under the Electricity at Work Regulations 1989, Regulation 14, no work activity should be carried out on or near any "live" conductor unless it is unreasonable, having regard to all relevant factors, for the equipment to be "dead" while work proceeds; and that they are responsible for the work to be carried out on or near it while it is "live"; and suitable precautions are taken to prevent injury.
- 3.12.10 When portable electrical equipment is brought on to the site, it is expected to be of 110 volt, centre-tapped supply unless otherwise specifically authorised. All cables and extension leads are to be in good condition, properly maintained and terminated.
- 3.12.11 All gas welding or flame-cutting equipment brought on to the site is expected to be fitted with flashback arrestors, and proper arrangements are to be made by the contractors for securing cylinders whilst on site. This applies to in use cylinders and to spares. Cylinders which are not in use should be tied to a frame or trolley to avoid damage to the valves. The use of this equipment is subject to a **Hot Works permit**.
- 3.12.12 Any accidents that occur on site, whether or not they involve School personnel, are to be reported to the Facilities Manager. The School expects

the contractor to fully investigate any such accidents or, where School personnel are involved, to assist the School with its own investigation.

3.12.13 Contractors are asked to inform the Facilities Manager when they will be working on site, and they are not permitted to go into areas other than the designated site area without permission.

3.12.14 The contractor is required to inform the Facilities Manager about the health hazards of any substances he brings on to the site, and to advise on any additional precautions that need to be followed.

3.13 NOISE

3.13.1 The School is aware of the Noise at Work Regulations, and where it believes that employees are exposed to noise levels that would designate an area as Action Level 1 or Action Level 2, appropriate hearing protection will be provided and worn.

3.13.2 Hearing protection will, in most cases, prove necessary for:

- a) Grass cutting
- b) Use of chain saws
- c) Use of woodworking machinery
- d) Use of strimmers
- e) Driving of open tractors

3.13.3 The above list does not claim to be exhaustive, and all staff should be aware of the Noise at Work Regulations and take appropriate precautions. Where necessary, a copy of the Noise Assessment will be brought to the attention of staff

3.14 DISPLAYSCREEN EQUIPMENT – SEE SEPARATE POLICY

3.15 SLIPS AND TRIPS

3.15.1 For the prevention of slips and trips around the campus, the following rules are in place.

- a) During times when floors are being mopped or spillages are being dealt with, “**WET FLOOR**” signs should be displayed.
- b) There should be no storage of any items in corridors or other walkways that will cause a trip hazard.
- c) The condition of floor coverings, stair treads and stair handrails should be maintained in good order at all times.
- d) All staff and pupils should wear appropriate footwear at all times for the terrain to be walked or activity taking place.
- e) All exterior surfaces to be treated accordingly when there is ice, frost or snow.
- f) Good housekeeping should be observed when carrying out all tasks around the campus buildings and grounds.
- g) Regular inspections of the grounds should be carried out to detect potential trip hazards.

3.16 WORKING AT HEIGHT

3.16.1 It is the policy of the School to comply with the Working At Height Regulations 2005.

In particular, the School will:

- a) Carry out a specific risk assessment prior to any activity where access to significant height is required.
- b) Provide staff with appropriate access equipment for any activity where access to height is required.
- c) Ensure that staff are appropriately trained to work at height and that training to be commensurate with the level of access required.
- d) Where significant risk is perceived, work requiring access to height will be contracted out to suitably trained professionals.

3.17 MANUAL HANDLING

3.17.1 It is the policy of the School to comply with the Manual Handling Operations Regulations 1992.

In particular, the School will:

- e) Avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.
- f) Where a manual handling operation cannot be avoided, a suitable and sufficient assessment is to be undertaken using advice and guidance to be sought from the Facilities Manager.
- g) Take appropriate steps to reduce the risk of injury from manual handling operations to the lowest level reasonably practicable, and provide employees with general indications on the weights of loads.
- h) Training will be given to all staff on a yearly basis

3.18 PERSONAL PROTECTIVE EQUIPMENT

3.18.1 It is the policy of the School to comply with Personal Protective Equipment at Work Regulations 1992.

- 3.18.2 The School recognises that Personal Protective Equipment is a last resort, and that wherever possible risks should be controlled by other means or prevented at source. However, where risks cannot be controlled by other means, or where it is assessed that there is or may be a residual risk, then suitable Personal Protective Equipment will be issued to employees.
- 3.18.3 Where it is determined that Personal Protective Equipment is required, then an assessment will be made to determine the risks, to define the characteristics required of the protective equipment, and then to make comparison with the available equipment to ensure that any Personal Protective Equipment supplied is suitable for use. The assessment will be recorded unless it can be easily explained.
- 3.18.4 All Personal Protective Equipment is to be safeguarded by those to whom it has been issued, and the School will make adequate arrangements for its maintenance and storage.
- 3.18.5 Employees will be informed, instructed and trained (where necessary) on the risks which the Personal Protective Equipment will help to eliminate or limit; the purpose and manner in which the equipment is to be used; and any action they need to take to ensure it remains in good repair and efficient working order.
- 3.18.6 A record will be kept of all Personal Protective Equipment which is issued.
- 3.18.7 The person nominated to co-ordinate the above tasks on behalf of the School is the Facilities Manager

3.19 MANAGEMENT OF THE HEALTH AND SAFETY AT WORK REGULATIONS 1999

- 3.19.1 It is the policy of the School to comply with the Management of Health and Safety at Work Regulations 1999 and its Approved Code of Practice.
- 3.19.2 The School will make a suitable and sufficient assessment of the risks to the health and safety of its employees whilst they are at work to identify the preventative and protective measures necessary to comply with the requirements of the relevant statutory provisions. The Facilities Manager, as the School's Health and Safety Adviser, will carry out the assessment.
- 3.19.3 The results of the assessment, including identified risks and any necessary preventative and protective measures, will be brought to the attention of the relevant employees.
- 3.19.4 Full risk assessments are held in both the senior and prep staff room. It is the responsibility of all staff to read and sign that the assessments have been read and understood on a yearly basis. The assessments will be reviewed by the Facilities Manager at least once per year. (The Facilities Manager will offer advise and guidance to all staff on request).

3.20 STAFF TRAINING

Reviewed and Revised by K Bird and J Williams

3.20.1 On appointment all staff are given initial training in Health and Safety procedures within the School. This covers:

- The School's Health and Safety Policy and management system.
- The statutory background to Health and Safety.
- The major hazards which exist in the School.
- The concept of risk assessment.
- Safe working methods and accident prevention.
- Fire and emergency procedures.
- First aid arrangements.
- Safe use of minibuses (see "Minibus Policy").
- Planning of School trips (see "School Trips Policy").

3.20.2 Further refresher and updating training is provided as required from time to time, e.g.

- Regular updating of First Aid certificates.
- Manual handling procedures.
- COSHH procedures.
- Fire safety procedures etc.
- Safe use of minibuses.
- Safeguarding Training

3.20.3 Records are kept of all staff training in the Facilities Office.

3.20.4 Pupils are given training, as appropriate, where they are called upon to participate in an activity which involves a risk to health and safety or where specific risk control measures are required, e.g.

- Carrying heavy equipment.
- Using personal protective equipment (PPE).
- Emergency procedures.

Maintenance Staff Training

The Facilities Team are trained in various aspects of Health & Safety, including :

- Fire Marshalling
- Asbestos
- Working at Height
- General Health & Safety
- Manual Handling

- Safeguarding
- Legionella
- Pat Testing

3.21 PREMISES

3.21.1 A system of regular checks is in place, whereby the premises are regularly monitored for defects which may pose a risk to Health and Safety. Checks take place on a monthly/termly/annual basis (as appropriate).

3.21.2 Record any defects and pass to the Facilities Manager for follow-up action.

3.21.3 The Facilities Manager and the Facilities Co-ordinator delegate responsibility for safety checks to key members of staff in certain areas (e.g. P.E./Games equipment and apparatus).

3.21.4 The management of the School are charged with the responsibility of maintaining adequate insurance cover for all aspects of the School, including Employers' Liability. A certificate of insurance is displayed in the Main School Reception Area.

3.21.5 Maintenance Records

All key items of equipment are listed on the School maintenance schedule. This schedule records the dates when inspections/testing are due for each item. All inspection reports are centrally located in the Facilities office. The following items of equipment are included in the regular maintenance schedule:

| Item | Frequency |
|-------------------------------------|--------------------|
| Fire alarm panels showing no faults | Daily |
| Fire exit checks | Daily |
| Fire bell tests | Weekly |
| Fire break glass tests | Monthly |
| Emergency lighting | Monthly |
| Fire exit doors operate correctly | Monthly |
| Fire extinguisher Checks | Monthly |
| AOV (smoke vent) | Monthly |
| Fire door operation | Monthly |
| Fire alarm panel servicing | Every three months |
| Fire drills – whole school | Termly |
| Fire extinguishers servicing | Annually |
| Kitchen fire suppression system | Annually |

| | |
|----------------------------------|-----------------------------|
| Lint checks | Daily |
| Visual Field and tree inspection | Weekly |
| Playground equipment checks | Weekly |
| Boiler rooms | Weekly |
| Scale calibration | Annually |
| Burglar alarm systems | Annually |
| Fume cupboard | Annually |
| Portable electrical appliances | Annually |
| Minibuses | see separate Minibus Policy |

3.22 WORK EXPERIENCE

3.20.1 Selecting Placements

- When selecting suitable placements, a number of factors are involved and one key issue is obviously Health and Safety.
- Where possible, before reaching agreement on a possible new placement, not previously used by the School, the teacher responsible will visit the premises and seek to appraise their general suitability from a Health and Safety point of view.
- The teacher will also take into account the capabilities of the pupils in matching them to placements where they can benefit from the experience and where they can work safely. Any medical conditions of the pupils will also be taken into account at this stage in assessing their suitability for placements.

3.20.2 Risk Assessments

- Prospective employers will be asked to complete a risk assessment in relation to the possible student placement(s). The risk assessment will cover the working arrangements and the working environment and will:
 - a) Identify hazards and quantify risks.
 - b) Indicate control measures already in place.

- c) Assess residual risk and reach a conclusion as to the suitability or otherwise of any given work activity for a School pupil.
- Any problems or queries will be discussed fully before the start of the work experience placement.

3.20.3 Insurance

- Employers are asked to confirm that their Employers' Liability and Public Liability Insurance is adequate, or has been extended, to cover any claims which might arise as the result of the provision of work experience.

3.21 OFF-SITE PHYSICAL EDUCATION

Use is made by the School of off-site facilities for Physical Education, such as sports' halls, playing fields and swimming pools. Most of the guidelines, which are covered in detail in the School's policies for Trips and Visits and Use of Minibuses apply in this area. In addition, all staff are required to be aware of the following safety issues in taking pupils off-site for Physical Education:

- 3.21.1 Staff must ensure close and adequate supervision of the pupils at all times, particularly:
 - When travelling, embarking and disembarking from buses/minibuses.
 - When entering and leaving premises.
 - When pupils are using changing and showering facilities.
 - When pupils are engaged in activities.
- 3.21.2 Staff should count all pupils in their charge before departure, embarking, disembarking and returning to School.
- 3.21.3 Staff should carry a School First Aid Kit with them when using outdoor playing fields. First Aid Kits are always available on the School minibuses and First Aid facilities are available at all the indoor venues used by the School.
- 3.21.4 Staff should carry a mobile phone with them when taking pupils to off-site facilities.
- 3.21.5 Staff should ensure that they have details of medication, and any necessary medication for pupils in their charge, prior to departure.
- 3.21.6 The School employs a swimming instructor to teach the pupils and the pool provides a lifeguard. Staff should, nevertheless remain at the pool side at all times when pupils are swimming to provide reassurance and to communicate any specific information to the instructor regarding pupils.

- 3.21.7 Staff should comply with all safety regulations of the premises which they are using and familiarise themselves with the location of fire exits, with evacuation procedures and with the location of First Aid assistance.

3.22 SCHOOL TRIPS AND VISITS

See Priory School Policy for School Trips and Visits.

3.23 USE OF MINIBUSES

See Priory School Policy for Use of Minibuses.

3.24 ASBESTOS

The control of Asbestos at Work (Amendment) Regulations 2002 imposes a duty on Priory School to ensure any exposure to Asbestos products is maintained within safe control limits. Any concerns relating to Asbestos contamination should be referred in the first instance to the Facilities Manager who will arrange to assess, control and monitor any area where Asbestos or Asbestos products are identified.

The Facilities Manager and Facilities Co-ordinator will monitor the condition of any Asbestos and ensure suitable safe systems of work are in place for work involving Asbestos containing products.

All contractors working on site will have access to and sign the Asbestos Register before carrying out work. This will ensure the safety of all on site.

3.25 YOUNG WORKERS AND WORK EXPERIENCE - See separate policy

3.26 PREGNANT WORKERS AND NEW MOTHERS - see separate policy

3.27 SCIENCE SAFETY MANUAL - held in Science Department

3.28 DESIGN AND TECHNOLOGY MANUAL - held in the DT Centre

3.29 FIRST AID POLICY- see separate policy

3.30 SECURITY- see separate policy

3.31 PORTABLE APPLIANCE TESTING- see separate policy

3.32 DOG POLICY- see separate policy

3.33 PUPIL WELFARE- see separate policy

3.34 SEVERE WEATHER POLICY- see separate policy

3.35 SAFE GUARDING POLICY- see separate policy

3.36 SPECIAL STRAINS OF FLU POLICY- see separate policy

3.37 MEDICATION POLICY- see separate policy

3.39 MEDICAL SITUATIONS- see separate policy

3.40 e SAFETY POLICY- see separate policy

Monitoring and Review

Legislation and Codes of Practice as they apply to school policies are constantly being reviewed. Any change will be reflected in our documentation as soon as it is practicable.

This Policy will be monitored by the Facilities Manager who will report to the Headmaster on a regular basis.