

HEALTH AND SAFETY POLICY

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1 Health and Safety Statement of Intent

Emanuel School and its governing body places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all the pupils, staff and visitors. To this end, the school will endeavour to create and develop a working and learning environment in which there is an awareness of the vital importance of health and safety and which encourages everyone to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

The school governors bear ultimate responsibility for the implementation of this policy and will ensure that the requirements of all health and safety legislation are established. Establishing and maintaining the high standards of health and safety is a collective responsibility. The governors, headmaster and staff of the school accept and will meet their obligations under the Health and Safety at Work Act 1974 (the "Act"), regulations made under the Act and related approved codes of practice.

Emanuel School and its governors are committed, so far as it is reasonably practicable, to establishing and implementing arrangements that will:

- create an organisational structure and a positive health and safety culture which supports risk control at all levels within the school.
- provide a safe and healthy working and learning environment that considers arrangements for those with special needs/medical needs.
- prevent accidents and work-related ill health.
- meet our legal responsibilities and obligations under health and safety legislation as a minimum.
- ensure there is adequate information, instruction, training and supervision to avoid hazards.
- ensure the competence of all staff, contractors and others who may be required to undertake activities at or on behalf of the school.
- ensure safe working methods and provide safe work equipment.
- ensure that there are safe arrangements for the operation, handling, storage, maintenance and transport of plant, equipment and substances.
- provide adequate welfare and first aid arrangements and facilities throughout the school.
- ensure that emergency hazard and evacuation plans are in place and that risk assessments including a fire risk assessment are prepared, circulated, actioned and reviewed to meet the changing needs of existing legislation and the school.
- ensure all contractors can demonstrate that they have suitable arrangements for securing proper health and safety; this aim will be achieved in part by demanding copies of the contractor's safety policies at the tender stage.
- encourage full and effective two-way **consultation** on health and safety matters by utilising the management structure of the school and the school's health and safety committee.
- systematically identify and control **risk** as an effective approach to injury, ill health and loss prevention (see also *Risk Assessment Policy*);
- ensure adequate resources are made available for the implementation and monitoring of the health and safety policy.

This list is not intended to be exhaustive.

Health and safety management procedures will be adopted and responsibilities appropriately assigned, to ensure the above commitments can be met. All governors, staff, pupils and visitors play their part in its implementation.

The governors will make appropriate committee arrangements for the consideration of health and safety matters.

The school makes arrangements for consulting and involving staff in health and safety related matters by holding termly health and safety committee meetings or as required. Any points raised will be minuted, reported and actioned accordingly.

This policy will be monitored to ensure it remains effective. It will be regularly reviewed and revised as circumstances may require and, in any event, at intervals of no more than 12 months.

2 Organisation

The policy requires full cooperation of all staff in promoting and achieving a healthy environment in which to work and learn. It is important that staff, pupils and visitors to the school understand one another's duties, functions and responsibilities which are described in this section.

2.1 Governors' Responsibilities

The governors of Emanuel School recognise and accept their collective responsibility for providing, so far as reasonably practicable, safe and healthy workplaces, work practices and working environments for all employees, pupils and visitors. They have a responsibility to ensure that health and safety issues are considered and addressed and to monitor the effectiveness of the implementation of this policy.

The governors are committed to ensure that the school operates in accordance with current legislation and, where necessary, all reasonable resources will be provided to facilitate this. This will include ensuring the provision of sufficient training opportunities to staff to be able to work in a safe manner and that clear roles and responsibilities for health and safety have been created.

The governing body has appointed a health and safety link governor to provide adequate oversight of health and safety matters and to scrutinise and review performance of this policy ensuring the school learns from experience and keeps in line with changes in current legislation. The health and safety link governor will:

- regularly visit the school and gain a good understanding of the policies being put into practice,
- ensure that staff and pupils are not exposed to unacceptable risks, and that significant risks are adequately controlled,
- make sure that monitoring procedures are in place for health and safety, through direct observation and discussion,
- attend the termly school's health and safety committee,
- provide a termly report to the full governing body.

This list is not intended to be exhaustive.

The governing body has delegated the day-to-day management of health and safety to the headmaster and will hold the headmaster to account in respect of the requirements set out in this policy.

2.2 Headmaster's Responsibilities

The headmaster is responsible and accountable to the governors for implementing the policy effectively and for all matters relating to health, safety and welfare within the establishment.

The governors require the headmaster to ensure the school's health and safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.

The headmaster has appointed the bursar as chair of the school's health and safety committee, who will arrange meetings as necessary to resolve uncertain areas of responsibility, consider problems or recommendations and referrals to the governing body.

The detailed implementation and management of the school's policy has been delegated to the designated health and safety lead (estates director) who reports to the bursar.

2.3 Bursar's Responsibilities

The bursar works closely with the designated health and safety lead on the detailed implementation and management of the health and safety policy.

The bursar chairs the school's health and safety committee and will regularly report health and safety matters to the headmaster (*and members of the Cabinet as applicable*).

2.4 Designated Health and Safety Lead

The estates director is the designated health and safety lead at Emanuel School. The person also carries the role of the school's fire safety officer. The designated health and safety lead will:

- Ensure that any work that has health and safety implications is prioritised and that all work under their control is undertaken in a safe manner.
- Monitor the effectiveness of the policy and immediately report any concerns regarding unresolved hazards in school to the bursar.
- Advise the bursar on all aspects of Health and Safety at Work Act and related legislation.
- Arrange as appropriate for external consultants to advise on matters of health and safety within the school.
- Co-ordinate all contractual work and maintenance carried out on school premises including management of contractors.
- Be responsible for building security, registration and control of visitors, site traffic movements.
- Be responsible for testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Be responsible for health and safety matters regarding grounds/maintenance service contracts.
- Compile registers, identifying known hazardous substances and materials (e.g. asbestos, flammables).
- Be responsible for emergency procedures involving the evacuation of the school premises.
- Ensure compliance with procedures in respect of managing legionella risk.
- Ensure that regular health and safety inspections are performed.
- Be responsible for appropriate repairs and general maintenance of the school swimming pool.
- Ensure the health and safety policy is adequate and sufficient, submitting any recommended changes to the bursar, health and safety committee, governor representative and headmaster for approval. Accident/incident trends, annual reviews of policies and procedures, monthly departmental health safety meeting recommendations and audit finds will determine whether changes are necessary to the policy.
- Work with the deputy heads, to ensure that the heads of departments are carrying out their responsibilities.
- In a line management function, be responsible for the safe operation for all the maintenance and grounds staff.
- Establish a system for the reporting back of all accidents, incidents, near misses and damage to school property and investigate accordingly. The result of these investigations, as well as being dealt with by the line management function, should then be discussed by the school's health and safety committee.
- Where individual employees in the various domestic functions listed above are given posts of intermediate responsibility, identify those posts in this policy and ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given.
- Following completion of work associated with the COSHH Regulations, ensure that substances are ordered through the relevant department so that decisions may be taken for additional assessments.
- Be responsible for liaising with outside bodies that 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 appropriately indemnified.
- Be responsible for coordinating the school's preparation of statutorily required risk assessments, manual handling assessments, personal protective equipment assessments and display screen equipment workstation assessments.

- Be responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers and logbooks.
- Fully co-operate with health and safety arrangements during larger building projects.

This list is not intended to be exhaustive. Please refer to related policies for additional health and safety responsibilities.

The designated health and safety lead (estates director) delegates day to day responsibility for undertaking some of these duties through line management to the health and safety officer and other members of the estates team as appropriate.

2.5 Health and Safety Officer

The health and safety officer works closely with the designated health and safety lead (estates director). Responsibilities include, but are not limited to:

- Being responsible and accountable to the designated health and safety lead for all matters relating to health, safety and welfare within the sphere of his/her activity.
- Undertaking a weekly health and safety inspection of the school and report findings to heads of department and designated health and safety lead. The facilities manager will monitor and report on progress against any required action.
- Ensuring all statutory inspections and certification is undertaken by competent contractors. This will include electrical, gas, lifts and lifting equipment, asbestos, water systems and fire systems testing and inspection.
- Supporting the health and safety induction for new members of staff.
- Ensuring that everything received from supplies (for direct school use) i.e machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Informing the designated health and safety lead whenever contractors are due to enter the school to undertake maintenance, service or works contracts.

This list is not intended to be exhaustive.

2.6 Compliance Manager

The compliance manager will work with the health and safety officer and designated health and safety lead to ensure that policies and practice meet current legislation, guidance and agreed processes.

2.7 Heads of Department

Heads of department (HoDs) are responsible and accountable for taking appropriate steps relating to health and safety and welfare within their department.

In the exercise of this responsibility, heads of department must:

- Ensure that all staff under their control receive instruction in their duties regarding health and safety matters, understand the practical aspects of this policy and the departmental health & safety policy (*as applicable*) and the various legal requirements that apply within their areas of responsibility.
- Ensure that all staff under their control are adequately trained to carry out their duties efficiently and effectively.
- Be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
- Heads of departments where specific risks and/or hazards have been identified (e.g. Science, Art) are required to review the departmental health & safety policy (including safe working arrangements) at least annually. Content of the policy needs to be in line with the school's other health and safety policies and procedures and must be approved following the school's

approval process. Where specific risks and/or hazards have been identified, they are responsible for producing their own departmental safety policy, defining safe working arrangements and bringing it to the attention of members of staff including new entrants and supply teachers;

- Ensure that these teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters.
- Ensure adequate supervision for pupils both inside the school, during normal teaching activities and on external trips as detailed within this policy.
- Report to the health and safety officer all problems, defects and hazards.
- Display a copy of the school's emergency procedures including assembly points prominently in all rooms and areas for which they are responsible and report to the health and safety officer any that are missing.
- Ensure that all hazardous substances in their areas of control are identified and assessed.
- Co-operate with the health and safety officer/advisor as necessary to help carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of (hazardous) substances.
- Ensure that everything received directly from suppliers - machinery, equipment and substances etc. - is accompanied by adequate information and instruction prior to use.
- Co-operate with the health and safety officer/advisor as necessary to help ensure all machinery and equipment is inspected and certified if required by a competent contractor. These will include all wood and metal work machinery and equipment, Local Extraction and Exhaust (LEV) kilns, lighting gantries.
- Contact the health and safety officer if they require advice regarding any concern regarding the provision of adequate control measures.

This list is not intended to be exhaustive.

2.8 Academic Staff

Teaching staff and technicians are responsible and accountable to their head of department for the implementation of the school's *Health and Safety Policy* and the departmental health & safety policy (as applicable) in the performance of their duties.

- They must be familiar with the school's *Health and Safety Policy*, the implications of that policy and equally any procedures, arrangements and practices relating to their department.
- They must conform to responsibilities as laid down in their own departmental health and safety policy and safe working arrangements.
- They must ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- They must report to their head of department all problems, defects and hazards that are brought to their notice.
- Supply teachers must be made aware of the school's *Health and Safety Policy* and any special arrangements, procedures, relating to their work before commencing work.

Technicians are responsible to the head of department as appropriate for the following:

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

- Be responsible for ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the prep rooms and reporting any additional requirements to the health and safety officer.

2.9 Catering Manager

The school's catering manager:

- Must familiarise themselves with the school's *Health and Safety Policy* as it relates to their departmental activities.
- Must work in conjunction with any policy statement, health and safety rules and guidance issued.
- Should ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- Should be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.
- Must inform the health and safety officer of any potential hazard or defects.
- Must ensure that new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the kitchen and have completed the required health and safety training. This training may be provided by the school and/or the catering company as agreed with the school.
- Will arrange in conjunction with the estates team for external consultants/professionals to advise on health and safety matters in catering.

This list is not intended to be exhaustive.

2.10 Support Staff Line Managers

- These managers are responsible for the safe running of their activities, including ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this policy.
- They are responsible for ensuring that staff have appropriate training according to the needs of their work.
- They will undertake the necessary training to ensure compliance with the COSHH Regulations.
- They will be responsible for ensuring that all agreed systems of work are followed.
- When they come across matters that they feel are not within their competence to deal with, they should refer the matter to the health and safety officer.
- They should be responsible for investigating any accident or incident and report accordingly.

This list is not intended to be exhaustive.

2.11 School Nurse

Please refer to the school's *Medical and First Aid Policy* for detailed responsibilities.

2.12 Staff

All members of staff must take reasonable care of their own health and safety and that of others who may be affected by their actions and must be fully aware of their duties under sections 7 and 8 of the Health and Safety at Work etc Act 1974 and also under the specific Codes of Practice.

Staff are also responsible for:

- co-operating to help the school comply with health and safety legislation.
- following any instructions/safety rules or complete health and safety training that they are asked to complete.
- only carrying out activities which they are competent to undertake.
- adhering to training and instructions received.

- conforming to any safe systems of work that may be developed including wearing and using personal protective equipment and safety devices that are provided for their protection. Any faults or damage to PPE need to be reported and replacements arranged.
- reporting all accidents, incidents and damage to their line manager.
- reporting any work situations that present a serious or imminent risk.
- reporting any other failings they identify in the school's health and safety arrangements.
- removing or reporting tripping and slipping hazards.
- cleaning up spillages or to make arrangements for it to be cleaned.
- reporting an accident, near miss, fire, ill health and/or incident promptly.
- notifying the health and safety officer when any aspect of their DSE workstation and work environment changes (*DSE users only*).
- ensuring the safety of their visitors.
- ensuring that fire escape routes are kept clear.
- ensuring the safe disposal of hazardous wastes.
- adhering to other responsibilities described in the school's *Fire Safety Policy*, *Fire Evacuation Procedure*, *Risk Assessment Policy* and other health and safety policies.

This list is not intended to be exhaustive.

In case of doubt about any health and safety matter, staff should consult their line manager or the designated health and safety lead.

2.13 Consultation Arrangements with Staff

2.13.1 Health and Safety Committee

The health and safety committee meets once per term to:

- address the school's overall health and safety policy and related policies,
- discuss matters concerning health and safety including any changes to legislation,
- monitor the effectiveness of health and safety within the school,
- monitor the implementation of professional advice,
- review accident/near miss trends, and discuss preventative measures,
- review fault development trends, emerging issues and future strategy.

The minutiae of day-to-day health and safety issues are not normally for consideration. Committee members have recourse to call for an emergency meeting should circumstances dictate.

The bursar chairs the committee with standard attendance by staff representatives: deputy head: pupils, deputy head: co-curricular, partnerships and admissions, estates director (designated health and safety lead), governor representative, school nurse, compliance manager and health and safety officer. The director of Sport and head of Science attend as well as representatives from catering, the DT, Drama and Art department.

2.13.2 Staff Consultation Committee

This meets once a term and provides an additional forum for employee representatives to raise health and safety concerns or issues, which can then be actioned or escalated as necessary to the school's health and safety committee or the finance and building or personnel committees of the governing board.

3 Specific Health and Safety Arrangements

3.1 Assessing and Managing Risks (Risk Assessments)

The management of Health and Safety at Work Regulations requires the school to assess risks and put in place proportionate control measures. The school will assess all reasonably foreseeable risks

and others which are identified by specific health and safety regulations and will record details, the measures taken to reduce these risks and expected outcomes.

The outcomes will explain to others what they are required to do and help staff with planning and monitoring.

The school has a standalone *Risk Assessment Policy* which details arrangements and the types of risk assessments that are carried out both in school and off-site and should be read in conjunction with this policy.

3.2 Training

The provision of appropriate health and safety information, instruction and training is essential to work safely and without risks to health. The school will comply with the Health and Safety at Work Etc Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training.

The school will provide staff with:

- general health and safety training, including risk assessment, arrangements for first aid, fire and emergency evacuation as part of the induction programme.
- adequate instruction and training on precautions they must take before entering danger areas that have been identified in their workplace (e.g. new work equipment or technology).
- relevant training/instruction when changing jobs/taking on extra responsibilities with new health and safety implications.
- refresher training on health and safety matters, as appropriate.

Staff whose work involves a greater element of risk will be asked to complete extra or specific training, for example when:

- using industrial machinery
- managing asbestos
- having responsibility for the storage and accountability for potentially hazardous materials.

Heads of the science and DT department arrange departmental health and safety meetings for any high-risk activity addressing key risks and required control measures.

3.3 Accident/Incident/Near Miss Recording and Reporting

The school has a legal responsibility to ensure that all accidents occurring on the school's site, or to pupils and staff involved in school activities outside the school, are recorded. Any accident/incident leading to injury will be recorded in the accident book which is kept in the nurse's office.

Accidents, incidents and near misses will be recorded on the Accident/Incident/Near Miss online report form (referring to supporting guidance). The form will record the investigation, findings and recommendations to avoid reoccurrence. The form will be completed by a competent member of staff and submitted to the HoD for approval. The HoD is responsible for completing any actions following investigation and will be overseen by the health and safety officer. The root cause of any accident, incident or dangerous occurrence will be identified and reported to the health and safety committee. Any serious incidents will be brought to the attention of all health & safety committee members during the termly meeting.

Reportable events under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) guidelines are as per HSE guidelines but would not include for example sporting injuries unless the injury arose out of or in connection with the work of the school (e.g. *faulty equipment or inadequate supervision*).

3.4 Educational Visits Processes and Procedures

Emanuel School encourages educational visits, off site and residential activities, as part of both the curricular and extra-curricular programs. The *Educational Visits Policy* details the processes and procedures that all staff who are planning or executing school visits are required to follow.

3.5 Health and Safety Emergency Procedures

Emanuel School has plans in place to be able to manage and respond to health and safety emergencies including significant damage to school property (e.g. fire), criminal activity (e.g. bomb threat), public health incidents (e.g. flu pandemic) and others. Please refer to the *Emergency Procedures (Evacuation, Lockdown, Run Hide and Tell), Incident Management Plan, Fire Evacuation Procedure* and other related policies.

3.6 First Aid and Supporting Medical Needs

The *Medical and First Aid Policy* has been prepared in accordance with the Health and Safety (First Aid) at Work Regulations 1981, and the Education (Independent School Standards) (England) Regulations 2010 and has been published on the school website. Please refer to the separate policy for details about the school's first aid and medical needs arrangements.

3.7 Occupational Health Services and Managing Work-related Stress

Emanuel School places great importance on the wellbeing of its staff. The school will as far as practicable protect its staff from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the school's needs.
- Providing pre-employment screening of all employees.
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance.
- Providing an efficient first aid service.
- Ensuring that occupational health provisions are within, and assist, school health and safety policies and that they comply with all relevant legal and statutory obligations.

Emanuel School will arrange appropriate support mechanisms to assist individuals where work-related stress has been identified. HSE's Management Standards approach will be considered when managing work-related stress. Please refer to the *Supporting Individual Employees Procedure*.

3.8 Display Screen Equipment (DSE)

The school meets its obligation to comply with the Health and Safety (DSE) Regulations 1992 by:

- Consulting with staff who regularly use DSE as a significant part of their daily work (for continuous periods of an hour or more) by not only giving them information and training, but also listening to them and taking account of what they say before making health and safety decisions.
- Assessing the risks associated with using DSE equipment and any special needs/medical needs of individual staff. The assessment will include posture, seating, training, the display screen and monitor, the keyboard and workstation, the environment, cleaning and ancillary equipment, activity levels, homeworking, use of laptops and telephones. The *Workplace and Display Screen Equipment (DSE) Checklist* is used for this purpose. Any required remedial actions will be taken to reduce all hazards to the lowest reasonably practicable level.

- Making sure controls are in place (e.g. well-designed workstations, breaking up long spells of DSE work to prevent fatigue and postural problems). Specialist equipment may be provided as required.
- Providing eye and eyesight tests on request, and special spectacles if needed.
- Reviewing the assessment when the user or DSE changes.

Staff are reminded that the suitability of their DSE working conditions need to be reviewed when any aspect of the workstation and work environment changes. The health & safety officer needs to be notified.

3.9 Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is defined in the PPER 1992 as 'all equipment (*including clothing affording protection against the weather*) which is intended to be worn or held by a person at work and which protects the person against one or more risks to that person's health or safety, and any addition or accessory designed to meet that objective'.

Where the school finds PPE to be necessary after a risk assessment, using the hierarchy of hazard controls (elimination/substitution/engineering controls/administrative controls/PPE), PPE suitable for the risks and work environment will be provided free of charge.

The heads of department have to ensure appropriate PPE is used for the risks involved and that sufficient information, instruction and training on the use, maintenance and storage of PPE is given.

Where necessary, records of personal protective equipment with a manufacturer expire date and/or that require filter changes, will be kept.

3.10 School (Site) Security

Emanuel School has procedures for controlling access and barring individuals from premises.

The main entrance to the school is across the Memorial bridge from Spencer Park. The security kiosk is manned (*with a security barrier*) when the main school gates are unlocked.

The Battersea Rise gate is only open for pedestrians at certain hours and is monitored by the estates department. The pedestrian access gate to Wandsworth Common is kept locked at all times. Opening and locking up procedures are the responsibility of the estates department.

Staff are required to sign in/out with their key (ID) card when arriving/leaving the school site. This allows the school to account for staff during an emergency evacuation.

Visitors to the school are required to sign in/out at the security gate except for special functions (*open days, concerts etc*) when large numbers of visitors are on site and are managed by the event organiser.

A close circuit television network is operated at the school (please refer to the school's *CCTV Policy*).

3.11 Work-related Violence

Any form of violence against staff is unacceptable and may affect their psychological as well as their physical and mental health. Violence to staff will not be tolerated in any circumstances and any proven case would represent gross misconduct. Please refer to the *Staff Code for Conduct*.

3.12 Manual Handling

The school will comply with the Manual Handling Operations Regulations 1992.

In particular, the school will:

- avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.

- where a manual handling operation cannot be avoided a suitable and sufficient risk assessment will be carried out to identify the risks of injury and the steps necessary to reduce those risks so far as reasonably practicable.
- Take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable and provide employees with general indications on the weights of loads.

The designated health and safety lead (estates director) is responsible for co-ordinating the above on the school's behalf.

3.13 Slips and Trips

Slip and trip accidents are the most common cause of injury at work. The school follows best practice guidance to prevent slips and trips accidents (e.g. effective arrangements for both routine cleaning and dealing with spills, replacing/repairing damaged flooring, keeping walkways clear of obstructions).

3.14 On-site Vehicle Movements

Access is controlled at the main entrance by security guards. Speed restriction signs are clearly visible to manage and inform drivers of vehicles. Security guards verbally remind drivers of the 5mph speed limit.

Parking areas are clearly marked and only marked spaces may be used unless special arrangements have been made.

Commercial vehicles should avoid entering the school site at the beginning and end of the school day or during break times. Estates and/or catering staff will act as banksman to vehicles coming to the general office entrance during peak times. Heavy goods vehicles must have a banksman at all times when travelling through the school site (from either catering or estates staff).

Manoeuvring and reversing should be kept to a minimum. When manoeuvring and reversing vehicles, it is essential that drivers, whilst taking the normal care needed for such an operation, keep in mind the fact that pupils are the main users of our premises.

Where contractors are on site the guidance for the management of site vehicles is specific and appropriate to the project in question.

Vehicles that are not roadworthy, taxed and insured are not permitted onto the school site.

3.15 Asbestos Management

Asbestos is the collective name for a group of fibrous minerals which are mechanically strong and resistant to heat and chemicals. Asbestos has been used in a wide range of applications in the past because of its excellent thermal insulation, fireproofing and other physical and chemical properties.

Asbestos does not present a health hazard provided it is in good condition and remains undisturbed. However, when it is disturbed or damaged it can release fibres into the air, which when inhaled can become a danger to human health.

The Control of Asbestos Regulations (2012) requires the school to carry out a risk assessment on work with or near asbestos materials or any material suspected as, or likely to contain, asbestos.

In accordance with Regulations, the school will:

- take reasonable steps to determine the location of materials in premises likely to contain asbestos.
- presume that materials contain asbestos unless there is strong evidence to suppose they do not.
- make a written record of the location of asbestos and suspected asbestos material and keep it up to date.

- keep a check on the condition of asbestos and suspected asbestos materials to ensure that they are not deteriorating.
- assess the risk of exposure from asbestos and suspected asbestos materials and record the action necessary to ensure that:
 - Any material that contains or is presumed to contain asbestos that may create a risk of exposure (because of its state and location) is repaired or, if necessary, removed by an approved and licensed contractor.
 - Any material known or suspected to contain asbestos is maintained in a good state of repair.
 - Information about the location and condition of material containing asbestos, or suspected to contain asbestos, is known and given to anyone potentially at risk.

It is the school's policy not to remove known asbestos unnecessarily and to ensure it is kept in sealed and stable condition and monitored and managed on a regular basis.

3.16 Control of Substances Hazardous to Health (COSHH)

In line with the *Control of Substances Hazardous to Health Regulations 2002 (COSHH)*, the school has appropriate measures in place to ensure that the risks to the health and safety of pupils as well as staff from exposure to hazardous substances are minimised.

It is recognised that hazardous substances to which the regulations apply include many chemical substances such as paints and cleaning materials, as well as wood dust and welding fumes. Risk is especially considered in the following areas of the school:

- Science, Art and DT department
- Maintenance and ground activities
- Swimming pool
- Contractors (including cleaning staff).

Heads of departments are responsible for ensuring that all hazardous substances in their areas of control are identified and assessed. The precautions which are to be taken are determined by the nature and the degree of risk in the circumstances of each case.

Sufficient information/instruction is provided to staff who may be required to work with, or in the vicinity of hazardous substances so that they understand the principles of the regulations and what to do to prevent, reduce and/or adequately control exposure to these hazards. This includes the appropriate storage of hazardous materials.

A single school register will be in place which accounts for all hazardous substances, where stored and details of safe use. The health and safety officer must be informed when a new hazardous substance is being considered for use.

Please refer to the departmental health and safety policies for further information.

3.17 Working at Height

The school will take all necessary steps to comply with Work at Height Regulations 2005 where there is a risk of a fall liable to cause personal injury. A sensible approach is taken when considering precautions for work at height at Emanuel School.

Working at height is primarily undertaken by members of staff of the drama and/or estates department who receive appropriate instruction/training. Before working at height, the following steps will be considered:

- Working at height is avoided where it is reasonably practicable to do so.

- Where work at height cannot be avoided, the right type of work equipment will be provided to prevent falls.
- Where the risk of a fall cannot be eliminated, measures must be taken to minimise the distance and consequences of a fall should one occur.

Ladders will only be used when an assessment of the risk for carrying out a task has shown that this would be the most suitable equipment and where they can be used safely, e.g. where the ladder will be level and stable, and can be secured (*where it is reasonably practicable to do so*).

Access equipment is inspected and certified annually. It is the departments' responsibility to ensure ladders and stepladders are checked monthly and secured when not in use. An up-to-date record of the detailed visual inspections must be kept.

The guidance [Safe Use of Ladders and Stepladders](#) should be followed.

3.18 Lone Working

The Health and Safety Executive (HSE) defines lone working as those who work by themselves without close or direct supervision.

Lone workers face the same hazards at work as anyone else, but there is a greater risk of these hazards causing harm as they may not have anyone to help or support them if things go wrong.

Please refer to the school's *Lone Working Policy* for further details and arrangements.

3.19 Managing Contractors (Competency and Safe Working)

Contractors are routinely employed to work in the school on the maintenance, modification or installation of plant and equipment and in building operations. A contractor is anyone the school asks to do work who is not an employee.

The following rules for contractors are issued to all contractors working within the school and for work which is not covered by the Construction (Design and Management) Regulations 2015 (CDM regulations).

The school will appoint nominated contractors authorised to work within the school after successfully completing rigorous vetting checks which include compliance to school policies and procedures, financial and company checks, enhanced DBS checks, certification of competency, safeguarding, and reference checks.

- The school liaison manager for contractors is the project manager (for most this is the estates director and for larger one-off contracts, with a value in excess of £1 million, will be the bursar). He must be contacted before any work commences. The school requires contractors to book in and out of site daily, and this is to be arranged with the project manager.
- Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their legal liabilities to the school, third parties and their own employees. It is a condition of contract that any main contractor assumes the legal liabilities to the school and third parties which may be occasioned through the actions of any sub-contractor or other body employed or engaged by the contractor up to £5m unless otherwise specified.
- Unless specifically agreed in writing with the contractor, orders are placed on the basis that the contractor will provide all equipment including ladders, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of school equipment such as lifting equipment, electrical supplies, tools and access equipment is prohibited unless specifically authorised by the project manager.
- Contractors are not permitted to engage the assistance of school personnel without specific authorisation from the project manager.

- When a contractor uses scaffolding or other access equipment on site he must ensure that it complies with the CDM Regulations. Scaffolding inspections, in accordance with these Regulations are the responsibility of the contractor.
- The contractor is responsible for seeing that any sump, pit or other excavation caused or worked on is securely fenced as required by the CDM Regulations.
- The contractor shall ensure, by proper boarding, shuttering or other means, the protection from damage of any property of the school or other persons' property adjoining the site.
- No contractor's employee is allowed to interfere with or operate any valve, tap, switch or plant control without first obtaining permission from the project manager.
- 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 it is reasonable for the work to be carried out on or near it while it is 'live'; and suitable precautions are taken to prevent injury.
- When portable electrical equipment is brought to the site, this 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.
- All gas welding or flame-cutting equipment brought on to site is expected to be fitted with flashback arrestors, and proper arrangements are to be made by the contractors for securing cylinders while on site. This applies both to gas cylinders which are in use, and spares. Cylinders which are not secured to a trolley should be tied back to a frame or other support to avoid damage to valves. Hot works permit should be completed when this work is carried out.
- The school site includes areas of high fire risk which are identified by appropriate signs. The ban on smoking and naked lights in these areas is rigidly enforced and contractors must be vigilant in observing these conditions.
- Any accidents that occur on site must be reported to the project manager. We expect the co-operation of contractors in the investigation of any accidents which may occur.
- Contractors are required to advise the project manager where they will be working on site and should not go into other areas without prior authorisation.
- Contractors are required to provide the project manager with the names of all staff before they come on site and confirm that appropriate DBS checks have been carried out.
- The contractor shall inform the estates director of the health hazards of any substances he brings on to the site, the likely exposure risks of our employees or pupils, and any precautions that need to be followed.
- Any queries or problems on site should be referred to the project manager. In his absence a nominated deputy should be contacted who will assist the contractor in their endeavor to ensure safety on our premises.

3.20 Noise Control

The school prevents or reduces the risks to health and safety from exposure to noise in line with the Control of Noise at Work Regulations 2005. Where it believes that employees are exposed to noise levels that would designate the area as either action level 1 or action level 2, appropriate hearing protection will be provided and worn.

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

- Grass cutting operations,
- Use of chain saws (*contractors only*),
- Use of all woodworking machinery, where risk assessment recommends,
- Strimmers.

A noise risk assessment will be carried out, where necessary and appropriate, and held by the health and safety officer.

The school is also aware of and seeks to ensure contractors on site comply at all times with the [Construction Code of Practice](#) (January 2022) issued by Wandsworth Council. Adhering to the Code demonstrates a positive attitude and commitment towards minimising environmental disturbance including noise.

The emission of noise will be taken into consideration when purchasing and hiring equipment.

3.21 Maintenance of Plant and Equipment

It is the intention of the school that all machinery, whether static or mobile, academic or maintenance, will be guarded, according to the relevant assessed risks, in accordance with the regulations of the Provision and Use of Work Equipment Regulations 1998 utilising guidance given in Booklet L22. The standards that have been established and laid down for many years under Sections 12, 13 and 14 of the Factories Act 1961 and associated legislation will be utilised, even though, for the most part, that legislation did not apply to the school.

More specifically the matter of guarding will be those detailed in BS5304:1988 and other relevant standards with interpretation of the Standards being provided by the school's health and safety consultants.

3.22 Electrical Safety

- The school follows statutory guidelines for the maintenance of electrical systems.
- The school will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.
- The school prepares an inventory of electrical apparatus used in the school which is routinely inspected and tested. It is the responsibility of the head of the department to keep the register of all portable electrical products for their department up to date.
Each year all apparatus is visually inspected and any defects rectified.
- Pupils and staff should not bring their own electrical items into the school's premises.
- Personal electrical items other than mobile devices and chargers require explicit written permission to be used on school premises from the head of department and the designated health and safety lead.
- The school will ensure that any temporary systems, e.g. stage lighting and control gear are inspected and tested by a competent person as needed. In addition, the school will ensure that fixed stage electrical installations are inspected and tested as per statutory guidelines.
- Project work will be individually assessed for potential hazards and written instructions prepared to control the risks.
- The school will ensure that electrically competent teachers and technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors.

3.23 Fire Safety

All staff should adhere to the *Fire Safety Policy* and the *Fire Evacuation Procedures*.

3.24 Control of Legionellosis

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

The school will do all that is necessary to fulfil the requirements of the Approved Code of Practice (ACOP) 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.

Safe working practices ensure the appropriate management of legionellosis. The estates director is responsible for overseeing these procedures and ensuring they are adequate and effective. The school

will provide regular training of all staff involved, to ensure they have a level of knowledge and competence for their roles. A review of the risk assessment and control measures will take place as considered needed or if any significant changes occur to the systems or legislation.

Designated staff responsible for implementing the control of legionellosis are outlined in the risk assessment. Financial resources are made available for prevention or minimising the risk arising from legionella within the school. All personnel whether involved in assessing risk, carrying out precautionary measures, planned preventive maintenance and those carrying out refurbishment or alterations will be competent, trained and aware of their responsibilities.

The responsible person will take a lead role in its implementation and will propose amendments to the policy that may be necessary and ensure provision of resources for implementing the requirements of the ACOP L8. The responsible person shall nominate in writing all deputy responsible persons. Deputy responsible persons are responsible for maintaining the scheme of control measures.

The following present a risk of legionellosis:

- Hot and cold-water systems
- Main school pitch irrigation tanks
- Other plant and systems containing water which are likely to exceed 20°C and may release a spray or aerosol during operation, when being maintained or tested may also present a risk.
- Garden hoses

The main objective of the school is to operate water services at temperature that do not permit growth of Legionella and to avoid stagnation. The school will ensure that the system is clean to minimise the opportunity for bacterial contamination.

The following outlines the school's control measures:

	Frequency	
Logbook audit	Termly	Health and safety officer
TMV Service	Annually	Contractor
Showers sanitise	Quarterly	Contractor
CWST inspections	Annually	Contractor
Calorifier blowdowns	Annually	Contractor
Irrigation tank inspection	Annually	Contractor
Risk assessment review	As required	In-house
Temperature tests all outlets	Monthly	In-house
Flushing little used outlets*	Bi-weekly	In-house

* During school holidays all outlets will be tested.

3.25 Infection Control

The school maintains a clean environment and practices good standards of personal hygiene to prevent the spread of infections including respiratory infections such as COVID-19, flu and other winter illnesses.

Emanuel School complies with the Workplace (Health, safety and Welfare) Regulations 1992 requirements and continues to follow the government guidance for People with Symptoms of Respiratory Infections, including COVID-19, and on Reducing the Spread of Respiratory Infections in the Workplace which includes improved ventilation in occupied spaces and supporting and enabling staff who wish to take up the offer of the national vaccination programme.

Good hygiene practice is followed by all those involved with general cleaning, cleaning of blood and body fluid spillages, clinical waste, laundry and use of personal protective equipment. Healthy hygiene behaviours are supported by providing adequate and sufficient supplies including soap, hand dryer and/or paper towels, no-touch/foot pedal bins.

Staff and pupils are reminded of respiratory, cough and hand hygiene as deemed necessary. If the school experiences high levels of staff and/or pupils with respiratory infections, actions to reduce the spread will be promoted and more rigorously applied.

The school asks visitors to be mindful of the [NHS guidance](#) before coming onto the school site.

4 Policy Review and Evaluation

The school monitors and reviews this policy (*and related policies*) at least annually. As part of this monitoring, the school will always investigate health and safety incidents to ensure that:

- appropriate corrective actions are taken,
- learning is shared as appropriate,
- necessary improvements are put in place.

Changes to policies and procedures will be made as necessary ensuring the effectiveness of the school's procedures and its response.

Policy Owner	Bursar
Policy Review	Bursar, Designated H&S Lead, H&S Committee members
Date of last review	February 2023 (full review), October 2023 (update)
Approved by	Cabinet: 9 th March 2023 Health & Safety Committee: February 2023 Full Governing Body: 13 th March 2023
Responsible Committee	Health & Safety
Date of next review	Spring 2024

Mid-Year Updates

Date	Change
October 2023 (V2)	Paragraph 3.25 (Infection Control) has been added to replace the recently published <i>Respiratory Infections Action Plan</i> . Role update from health and safety & compliance officer to health and safety officer.

5 Related Policies and Documents

- CCTV Policy
- Departmental health and safety policies and risk assessments
- DfE [Health and Safety: Responsibilities and Duties for Schools](#)
- Educational Visits Policy
- Emergency Procedures (Evacuation, Lockdown, Run Hide and Tell)
- Fire Evacuation Procedures
- Fire Safety Policy
- Lone Working Policy
- Medical and First Aid Policy
- Medical Room Handbook
- Minibus Procedure
- Risk Assessment Policy
- Supporting Individual Employees Procedure