



Health, Safety and Welfare Policy

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Part 1:

General Statement of Health, Safety and Welfare

The Governing Body of Rookwood School recognise that under the Health and Safety at Work etc 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 non-employees including pupils, contractors and visitors.

The Governing Body of Rookwood School accept these duties and it will continue to be its policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under the Act and Approved Code of Practice. It is considered by the Governing Body of Rookwood School, that health and safety is a responsibility at least equal in importance to that of any function in the School.

The Governors of Rookwood School will take all such steps as are reasonably practicable to meet its health and safety objectives, which are: -

- the creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level
- that the School will systematically identify and control risk as an effective approach to injury, ill-health and loss prevention
- to 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
- to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare
- to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. Relevant information will be disseminated to staff as appropriate
- to 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
- to provide a safe environment for all authorised visitors to the Schools premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment
- to control effectively the activity of all outside contractors when on School premises. It is the intention of the Governing Body of Rookwood School that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of contractors' Safety Policies at the Tender stage, where appropriate

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- to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing
- to use health and safety to preserve and develop human and physical resources and hence contribute to the School's performance
- to ensure that this Policy is used as a practical working document and that its contents are publicised fully
- to constantly scrutinise and review performance and the details of this Policy so that the School learns from experience and keeps in line with changes in current legislation

The Governing Body of Rookwood School is committed to providing adequate resources to ensure its health and safety objectives and this Policy are met.

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.

The School will provide and maintain written Risk Assessments 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.

This Policy will be brought to the attention of all employees and periodically reviewed.



C Hardiman
Chair of Governors
November 2021



A Kirk-Burgess
Headmaster
November 2021

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

2.1 Responsibilities of The Governing Body

The Governors of Rookwood School:

- accept full responsibility for health and safety within the School
- formally and publicly accept their collective role in providing health and safety leadership within the Organisation
- requires that each Governor accepts their individual role in providing health and safety leadership within the Organisation
- will ensure that all their decisions reflect their health and safety intentions as articulated in their General Statement of Health, Safety and Welfare
- recognise their role in engaging the active participation of employees in improving health and safety
- consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people
- recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School
- are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met
- will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues
- will monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and the Procedure Manuals will be revised
- will ensure that any changes in this Policy will be brought to the attention of all employees
- will ensure that Management Systems provide for effective monitoring and reporting of the School's health and safety performance
- will appoint one of its number to sit on the School's Health and Safety Committee who will monitor and evaluate the effectiveness of the health and safety systems within the school

2.2 Responsibilities of the Headmaster and Bursar

The Headmaster and Bursar will share responsibility for developing a culture within the school which incorporates health and safety into all school activities including those organised on behalf of the school but being undertaken away from the school site.

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The **Headmaster** is responsible for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the 'day-to-day' curriculum associated activities and the safety of curriculum associated individuals e.g. teaching, learning support staff, peripatetic music teachers and pupils.

The **Bursar** is responsible for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the 'day-to-day' non-curriculum associated activities and the safety of non-curriculum associated individuals e.g. maintenance, admin, catering staff and visitors.

Within the sphere of their respective responsibilities, the Headmaster and Bursar will:

- ensure that the objectives outlined within the School Health & Safety Policy and Procedures Manuals are understood, observed and implemented across the school
- be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out with adequate records maintained available for inspection
- ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters is adequately communicated to respective individuals
- ensure that, so far as it is within their control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met
- ensure that all persons under their control are adequately trained to carry out any task required of them in a healthy and safe manner
- ensure that the School's Active Monitoring Inspection Plan is completed in accordance with agreed timescales
- monitor the effectiveness of this Health & Safety Policy and Procedures Manuals
- facilitate the co-operation of all Staff at all levels as regards working to this Policy and Procedures Manuals
- ensure that all staff fully understand their responsibilities and are given both the time and the encouragement to pursue them
- ensure that changes in curriculum and school practices are considered for their health and safety implications
- recommending changes in the Health & Safety Policy and Procedures Manuals in the light of experience

More specifically, the Bursar is:

- appointed as chair of the School's Health & Safety Committee

2.3 Responsibilities of the Estates Manager

The Estates Manager is the Health & Safety Coordinator and is responsible for the operational application of this policy. He is:

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- responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School's health and safety functions are fully used and kept up-to-date
- responsible for the 'fabric' of School buildings to ensure that they are maintained in a sound and healthy condition
- responsible for ensuring that the risk of fire is managed in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999
- responsible for ensuring that electrical installations on the School's premises are subject to testing in accordance with Electricity at Work Regulations 1989
- responsible for ensuring that Legionella Risk Assessments of all School hot and cold water systems are completed and that the necessary management schemes are introduced
- responsible for ensuring that the School has had an 'Asbestos Survey', including Risk Assessments, completed to determine the presence of asbestos and the necessary management plan to be implemented
- responsible for the selection of outside maintenance contractors and the monitoring of their activities on School premises
- co-ordinating the School's preparation of statutorily required Assessments, as follows
 - Fire Risk Assessments
 - Asbestos Risk Assessment
 - COSHH Assessments
 - Legionella Risk Assessment
 - Personal Protective Equipment Assessments
 - Work Equipment Compliance Checks
 - Gas Safety Checks
 - Electrical safety Checks

The Headmaster and Bursar may delegate functions to other or single members of staff who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with.

2.4 Responsibilities of the Deputy Head

The Deputy Head will assume the responsibilities of the Headmaster in his absence.

2.5 Responsibilities of the Line Managers

Line Managers are responsible to their immediate Line Manager for:

- ensuring that his/her Department is run according to the standards laid out in the School Health & Safety Policy and Procedures Manuals and other appropriate standards which may be set by individual Departments
- ensuring that all Staff working underneath them understands the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility
- the preparation and maintenance of Risk Assessments related to their department, workplace or area of responsibility

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- ensuring that their Staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters
- notifying the School Health & Safety Coordinator of any matters within this field which they feel is beyond their competence to deal with
- reporting to the School Health & Safety Coordinators any accidents, incidents, near-misses or damage for appropriate investigation
- where appropriate, ensuring the adequate supervision of pupils, both inside their School, during normal teaching activities, and also on external trips
- ensuring that Staff for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the individual School Procedures

2.6 Responsibilities of All Staff (including temporary and volunteers)

All staff are to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Staff must also co-operate with the management of the school to ensure that all parties comply with their health and safety responsibilities. In particular, all staff must:

- participate in the school's risk assessment process and comply with findings
- report any defects in the condition of the premises or equipment of which they become aware
- report all accidents/Incidents in accordance with the school's procedure
- be familiar with the procedure to be followed in the event of a fire/emergency
- make use, where relevant, of personal protective equipment provided for safety or health reasons
- follow all relevant codes of safe working practice and local rules
- report any unsafe working practices to their Line Manager

2.7 Responsibilities of Teaching Staff (including supply)

Teaching staff are responsible for the health and safety of all pupils under their control and in particular should ensure:

- effective and appropriate supervision of the pupils
- that appropriate safety instructions are given to all pupils prior to commencing practical sessions
- that they are conversant with the school's Health and Safety Policy and any arrangements specific to their own department
- they know the emergency procedures
- where relevant, that all personal protective equipment is suitable and in good condition prior to issue
- that, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice
- that they report any defective equipment to the relevant person
- all accidents and incidents are reported and reviewed or investigated

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2.8 Responsibilities of the Estates Team

The Estates Team should ensure:

- the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- that any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger
- that periodic health and safety inspections are carried in their respective timescale, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas
- that they are competently trained
- that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment
- that all staff work in accordance with safe working practices issued by the school

2.9 Responsibilities of the Pupils

Pupils should be informed of and be required to comply with the following health and safety rules:

- exercise personal responsibility for the safety of themselves and others
- observe all the health and safety rules of the school
- observe standards of dress that are consistent with high standards of health, safety and hygiene
- listen to and follow the instructions of any member of staff especially in an emergency

2.10 Responsibilities of the Health and Safety Committee

The principal functions of the Health and Safety Committee are the promotion of the health, safety and welfare of all persons when on school premises and of staff and students when engaged upon activities relevant to the school's purposes.

The Health and Safety Committee Terms of Reference are detailed at Appendix 1.

Part 3:

Arrangements

Accidents/Incidents/Dangerous Occurrences/Near Misses

Accident Reporting – Internal

All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported.

Pupil accidents are reported on the School's database 'SchoolBase'. Staff or visitor accidents are reported on the Accident Reporting Form and submitted to the Health & Safety Coordinator.

The Health and Safety Coordinator shall investigate all accidents, report the findings to the Headmaster/Bursar and act accordingly to minimise the risk of further occurrences. Where equipment or systems of work are found to be a causal affect, remedial actions shall be taken immediately.

More specific reporting of pupil accidents can be found in the Health and First Aid Policy.

Accident reporting will be retained in accordance with data protection guidelines.

Accident Reporting – HSE

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), a report is required only when:

- the accident is *work related*
- it results in an injury of a type which is reportable

Types of reportable injury

The death of any person

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

Specified injuries to workers

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

- fractures, other than to fingers, thumbs and toes
- amputations

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- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

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

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (e.g. members of the public)

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

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

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

Occupational diseases

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

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;

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

Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos-containing material in the school and the action to take if they suspect they or someone has or may disturb it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept in the school's Asbestos File of the location of asbestos that has been found on the school site, asbestos register, asbestos management plan, training records and asbestos surveys and reports.

Cleaning

The importance of maintaining clean and hygienic premises is recognised. The following health & safety arrangements are in place:

- A cleaning rota has been established for all areas of the school.
- A cleaning rota has been established for all school equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of pupils.
- All premises are to be cleaned and tidied before pupils arrive.
- Routine cleaning does not take place during school hours.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Outside sand pits are covered and cleaned/changed regularly.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.

Cleaning of Blood and Body Fluid Spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

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When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages, use disposable paper towels.

Make spillage kits available for blood spills.

Consultation

There will be effective arrangements for joint consultation between Senior Management and staff within the school.

All staff are required to report potential hazards and if they are not satisfied with the actions taken to address their concerns they may raise the issue with their line manager. If the problem remains unresolved, then the issue may be referred to the Headmaster.

Consumption of Alcohol and Drugs

Employees must never arrive at work incapable through the effects of alcohol or drugs. Drinking alcohol or taking drugs (apart from appropriately prescribed medication or over the counter remedies) at work or during breaks is also strictly prohibited. The consumption of alcohol at staff events or meetings is subject to the authorisation of the Headmaster.

Contractors

Contractors will agree health and safety practices with the Health and Safety Coordinator or his representative before starting work.

Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment.

All contractors are to report to reception and sign in. If a contractor provides a valid DBS clearance then they may have unaccompanied access to the school site. Where no DBS clearance can be confirmed, contractors will be accompanied at all times when on site.

All work is to be arranged at suitable times of the day to minimise the risk to employees and pupils.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances include chemical and biological agents, including cleaning chemicals, adhesives, paints and substances. These should be kept locked away at all times when not in use. Staff should not keep their own stock.

Chemicals should always be stored in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. The contents and hazards clearly labelled.

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Incompatible chemicals, (e.g. oxidising agents and solvents) should be stored separately. Hazardous liquids should be stored in suitable secondary containment that would safely contain any leakage.

COSHH Assessments for all of the chemicals on site are to be completed and made known to the individual using the chemical.
Staff will wear appropriate Personal Protective Equipment (PPE).

Hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) is an advisory service providing support in science and technology and can provide COSHH information for the curriculum based chemicals.

Design Technology

All Design technology activities must be risk assessed and suitable controls to reduce risk to an acceptable level implemented prior to the activity taking place. CLEAPSS have produced guidance and model risk assessments to assist the process.

Display Screen Equipment (DSE)

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request and at regular intervals thereafter by a qualified optician. Corrective glasses will be provided if required specifically for DSE use. The DSE assessment should highlight the need and any expenses should be approved in advance by the Bursar.

Electrical Safety (portable and fixed)

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All employees shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order.

Electrical equipment is sited carefully to avoid trailing leads.

Electric socket safety covers shall be fitted in Early Years classrooms and other locations where necessary.

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Portable electrical equipment is regularly PAT tested by a competent person and records retained.

Fixed installations shall be tested by competent persons.

Educational Trips and Visits

All school trips and visits are planned in advance and risk assessed.

Refer to the Educational Trips and Visits Policy for further details.

Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Fire Safety

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least termly.

Fire alarm testing will take place weekly and every 6 months by competent contractor
New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

A Fire Safety Management Log will be maintained.

Refer to the Fire Safety Policy for the school for full details.

Gas Safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer with appropriate qualifications.

Gas pipework, appliances and flues are regularly maintained.

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All rooms with gas appliances are checked to ensure that they have adequate ventilation.

General Health and Safety Rules

Make sure you fully understand the safe and proper way to do your job. If you are in any doubt, ask your line manager for advice or further instructions.

Report unsafe conditions, tools, equipment and practices to your line manager so that any hazard can be removed before it can cause an accident.

Observe warning and hazard notices.

Home Economics

All Home Economics activities must be risk assessed and suitable controls to reduce risk to an acceptable level implemented prior to the activity taking place.

- Appropriate food hygiene standards must be observed
- Passageways must be kept clear for safe movement
- Coats and bags must be stored in a safe area
- The floor must be kept clean, and 'clean as you go' practices should be adopted
- Spillages must be cleared up immediately and the area dried with paper towels

Insurance

The School has purchased and shall maintain, suitable levels of public liability insurance to cover our activities and facilities.

Kitchen Safety

Specific to the kitchen areas in place include:

- The kitchen is out-of-bounds to all persons except kitchen staff.
- Environmental health regulations are to be enforced.
- The floors are to be kept dry and free from obstruction.
- Care shall be taken when handling heavy and/or hot items.
- Training in food preparation and handling is offered to appropriate staff.
- Food preparation and handling procedures are monitored and assessed regularly.
- Food preparation areas shall be kept clean and hygienic.
- Pupils are encouraged to eat a healthy and well-balanced diet.

Further details can be found in the Catering & Hygiene Policy.

Legionella

In order to minimise the risks from legionella and similar waterborne bacteria, the following arrangements are in place:

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- A full water risk assessment will be undertaken and reviewed annually, or following significant changes to the water supply, and related systems.
- The Health and Safety Coordinator is responsible for ensuring the following control measures are introduced and regularly conducted.
 - Identifying and regularly flushing rarely used water outlets on a weekly basis and after school holidays
 - Conducting monthly water temperature checks
 - Disinfecting and descaling showers, and other areas where water droplets may form, on a quarterly basis
 - Ensuring the school's water supply systems are regularly inspected and maintained by a competent contractor
- Any contactors working on the school's water supply, or related systems, must ensure that they have taken in to consideration measures to minimise the risk from legionella.

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of this policy, and will have responsibility for complying with this policy and the School's Lettings Policy and risk assessments.

Lifts

Lifts are serviced every six months by a competent contractor who is accredited to standard BS EN 45004.

Defects will be attended to immediately and the lift will be taken out of service until such time as the defect is fixed.

Access to lifts will be restricted and only used by those with a necessity to do so.

Lifts are not to be used in the event of a fire.

Lone Working

Lone working may include:

- Late working.
- Home or site visits.
- Weekend working.
- Estate Manager/Estates staff duties.
- Site cleaning duties.
- Working in a single occupancy office.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

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If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Lone worker risk assessments will be completed where necessary, communicated to those involved and reviewed on a regular basis.

See Lone Worker Policy for further details.

Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.
- Risk assessments will be completed for roles and tasks that are identified as needing an assessment.

Monitoring and Inspection

A general inspection of the school's premises, equipment and facilities shall be conducted termly by Health & Safety Coordinator.

Monitoring inspections of individual departments shall be conducted regularly by Department Heads or nominated staff.

Monitoring inspections shall be recorded on the provided form and records of monitoring inspections and reported to the Health & Safety Committee.

The Health and Safety Coordinator and Compliance Officer are responsible for following up items detailed in monitoring inspections.

Inspections of technical and key safety related equipment (e.g. fire alarms, fire extinguishers, emergency lighting, gas appliances, electrical equipment etc) shall be conducted by competent contractors, as detailed in the appropriate sections of this policy.

New and Expectant Mothers

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When a member of staff has become pregnant the Headmaster should be notified and an appropriate risk assessment will be carried out to ensure that while at work and on returning to work while breastfeeding, conditions are suitable.

Personal Protective Equipment (PPE)

Staff are to use PPE appropriate for the task and as detailed in respective risk assessments.

Play Equipment

All play equipment used by pupils will be subject to regular maintenance checks. Equipment found to be in need of repair, it must be removed, replaced or repaired immediately. If this is impractical, steps are to be taken to ensure that it presents no danger to children by immobilisation, or erecting protective fencing.

All inspections and maintenance programmes should cover the whole play area and not just the play equipment or impact surface. Fences, gates, seating and open areas of play should also be assessed.

Risk Assessment

General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be coordinated by the Health and Safety Coordinator and Compliance Officer, following the guidance contained in this policy.

These risk assessments are available for all staff to view and are held centrally on the School's IT Network 'Staff Share Drive'.

Risk assessments shall be reviewed annually or following significant changes to the activity or premises, following an accident/incident, or following feedback from an interested party. Staff are made aware of any changes to risk assessments relating to their work.

Risk assessments shall take account of the individual needs of all employees, pupils, parents/carers, visitors and any other persons affected by the School's activities.

Individual Risk Assessments

Risk assessments relating to individuals, e.g. staff member or pupil, are held on that person's file and will be undertaken by suitably qualified person and reviewed on a regular basis.

It is the responsibility of employees to inform the Headmaster and/or the office staff of any medical condition (including pregnancy) which may impact upon their work.

It is the responsibility of pupils' parents/carers to inform the School of any medical condition which may require support during school hours.

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Curriculum Activity Risk Assessments

Risk assessments for curriculum activities will be carried out by the responsible staff member, referring to the model risk assessments, and advice from the Health and Safety Coordinator.

Whenever a new course is adopted or developed, all activities are checked against the model risk assessments and significant findings incorporated into the course plan documentation.

Refer to Risk Assessment Policy for Pupil Welfare for more information.

Science

All Design technology activities must be risk assessed and suitable controls to reduce risk to an acceptable level implemented prior to the activity taking place. CLEAPSS have produced guidance and model risk assessments to assist the process.

Site Security

See the Security and Access Policy

Smoking

Smoking is not permitted on the school premises.

Sports Equipment

Staff and pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

PE equipment is checked at least annually by a specialist contractor.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Head of PE who will report it to the Health and Safety Coordinator. Broken equipment is to be immediately withdrawn from use.

Sports Facilities and Activities

Equipment and premises are to be safe for use with clear written guidance and procedures.

All activities must be supervised by an appropriate adult.

Staff are to be appropriately trained for the activity.

Activities are to be risk assessed.

Swimming Pool

The following safety measures are to be adhered to:

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- Safe systems of work for pools.
- Cleanliness of water and facility and ensuring temperature is correct.
- Hygiene – Legionella water quality testing
- Sufficient lifesaving equipment and supervision.
- First aid equipment is available.
- Safe procedures and pool rules are displayed and staff and pupils are aware of them.
- When not in use the pool will remain secure.
- The pool will be cleaned and only appropriate chemicals will be used.

Training & Communication

All new employees, including work experience students, shall receive training in health & safety aspects related to their role as part of their induction.

Staff training includes, but is not limited to, manual handling, emergency procedures, health & hygiene, first aid, COSHH, working at height and display screen equipment.

Any changes to health & safety arrangements shall be briefed to appropriate individuals as deemed necessary.

Health & safety is a standing item on all staff meeting agendas.

Training and briefing records shall be held in the Bursary.

The Health and Safety Coordinator and Compliance Officer shall ensure refresher training is completed within the prescribed time limits.

The statutory health & safety poster has been completed and is on display throughout the school.

Employees are encouraged to provide feedback on health & safety issues. Feedback received shall be considered by the Health and Safety Coordinator, Bursar and Headmaster and acted upon if deemed appropriate.

Vehicles on Site

Vehicular access to the school via the front car park, is for staff, pre-arranged visitors (including deliveries) and parents temporarily parking to drop off and collect pupils. Staff and parents may park in recognised areas throughout the school.

Vehicle drivers must adhere to speed signs and pedestrian crossings.

Staff arriving and leaving the school are to be particularly vigilant for the movement of unexpected children in the car park area.

Visitors

All visitors including contractors and unchecked staff are asked to sign in at the main reception.

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Any visitors or contractors not wearing a badge will be challenged by staff. Staff not challenging unidentified visitors will be neglecting their duty to ensure school security and pupil safety. Remember that infrequent visitors, even parents, volunteers etc. will not be known by all staff and therefore need to be wearing a badge.

All visitors remain the responsibility of the person they are here to see or in the case of unchecked staff, their line manager.

No visitors should be issued with the codes to the School's electronic locks except those people hiring the facilities outside of the normal School day. The code will be changed annually and termly in the Little Rooks area of the Rookery.

No doors fitted with an electronic lock should be left on the latch at any time.

In the event of an emergency requiring the premises to be evacuated, visitors are to be accompanied to the assembly point by the member of staff who they are visiting. It is the responsibility of that member of staff to ensure the visitor is aware of the emergency evacuation procedure, which is posted in each room.

Visitors who regularly help in school are asked to undergo a Disclosure and Barring Service (DBS) check.

The Headmaster or in his absence the Deputy Head, has the right to seek the removal of and to prohibit from the school site of any person whose presence constitutes a risk to the safety or well-being of any member of the school community.

For the purposes of this policy we define visitors as being all those on the school site who are not employed by the school and those employed who are not yet DBS cleared. By this definition parents attending the school at any time outside of the normal drop off and pick up times or helping with classroom activities, are visitors.

Working at Height

Working at height will be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Ladders are held by the Estates Team only
- Pupils are prohibited from using ladders
- Staff are to wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained staff

HEALTH & SAFETY COMMITTEE

TERMS OF REFERENCE

To meet termly to review all aspects of health and safety policy in the school, to identify problem areas, areas for improvement and to recommend action to be taken. The Health & Safety committee reports to the Governing Body through the Bursar.

Composition

- Bursar (Chairperson)
- Governor Representative
- Deputy Head
- Estates Manager
- Head of Senior School
- Head of Lower School
- Representative from Science
- Representative from PE
- Representative from Design Technology
- Head of Boarding
- Representative from all staff

The First Aid Coordinator will normally provide the secretarial support at each meeting.

Quorum

A quorum is at least 50% of members including two of the Governor, Deputy Head and the Bursar.

Meeting Frequency

The Committee will normally meet once a term.

Agenda

- Welcome and Apologies
- Minutes and Matters Arising
- Policy & Procedures
- Risk and Risk Assessments
- Fire safety
- Security
- Any other business
- Date of next meeting

Terms of Reference:

The Committee shall have executive powers to:

1. monitor issues of Health and Safety at Rookwood School

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2. review and amend the Health and Safety Policy for recommendation to the Governing Body
3. advise the Headmaster where deemed necessary to take action to ensure the safety of all pupils, staff and visitors with regard to the building and grounds
4. consider improvements or replacements to the buildings and grounds that are necessary or desirable with regard to Health and Safety for recommendation to the Governing Body via the Finance Committee
5. advise the Governing Body on priorities regarding Health and Safety, for the maintenance and development of the school's premises
6. ensure that staff well-being is given due consideration
7. ensure that the procedures detailed in the school's Health and Safety Policy are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents
8. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School
9. ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare
10. oversee procedures which ensure the health and safety of outside users of the school premises or for extended services, subject to governing body policy
11. keep under review the Accessibility plan
12. review the accident register
13. review staff training at least annually
14. promote a positive and pro-active Health & Safety culture