WELLS
CATHEDRAL SCHOOL

Health and Safety Policy

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HEALTH AND SAFETY POLICY

1. Statement of General Policy

"The first duty of any school is to ensure the health and well-being of its pupils, its staff and its visitors. This duty applies equally to Wells Cathedral School. Whatever else we achieve as an organisation will count for little if we do not ensure that all reasonable precautions are taken to ensure that our pupils, staff and visitors are safe. No organisation can eliminate all risks to health and safety. Indeed, allowing our pupils to challenge themselves, on the sports field, during outward bound expeditions and other such activities as part of their rounded development inevitably means accepting a level of risk. Our responsibility to ourselves and to each other is therefore to avoid risks to health and safety wherever possible and to mitigate those risks that cannot be eliminated completely to an acceptable level.

The Board of Governors and Executive Team of the School are committed to ensuring the health and well-being of its pupils, staff and visitors. We therefore commend this Health and Safety policy to you. You should consider its directions to take priority above all other considerations that guide your actions at the school and know that you have our full support in its implementation. To assist you in this responsibility, the School has a structured health and safety organisation, headed by the Bursar as the Health and Safety/Fire Safety Officer, which will provide you with the information, training and advice that you require. Details of this structure and named individuals with these responsibilities are given in this policy. Never hesitate to contact these members of staff for advice on Health and Safety matters whenever you wish to do so."

The Very Reverend Dr John Davies
Chairman of Governors

2. Introduction

Wells Cathedral School attaches the utmost importance to the safety, health and welfare of its employees and pupils. The School will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The School governors bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Head Master and the Bursar.

The School's Executive Team will take steps so far as is reasonably practicable to ensure that the

workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the School operations can work.

The Executive Team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees and their representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

3. Focus of Policy

The School's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances.
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant, vehicles and systems of work.
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

4. Policy Review

This policy will be regularly revised, by the Bursar, as necessary (but at a minimum of one year intervals). In conducting the policy reviews, due regard will be given to the following:

Planning: The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees. If appropriate, the School will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material;
- contractors in schools;
- vehicle movements within the school grounds;
- workplace arrangements, including housekeeping;
- educational visits;
- work experience arrangements;
- violence to staff;
- school security;
- stress management;

- letting of school premises to outside bodies;
- pupils with special needs, i.e. manual handling;
- any other site specific issue, e.g. swimming pools, golf courses etc.

Organisation: A review of the School's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control: Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review: All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed each quarter. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

5. Health & Safety Management

The School's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient financial provision is made available to support the policy. In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the School's Governors and Executive Team management and board meetings.

School Health & Safety Committee: There is a School Health & Safety Committee, membership being as follows:

- Bursar (Chairman & Secretary)
- Corporate Governance Manager
- Assistant Head (Pastoral & Co-curricular)
- Catering Manager
- Director of Outdoor Learning
- Director of Sport
- Head of Science Faculty
- Estates Bursar
- Junior School representative
- Head of Boarding & Houses
- School Nurse

The Committee meets once per term, minutes being sent to all members of the Executive Team, the Governor responsible for overseeing safety and all members of the Committee. The functions of the Committee are to coordinate and oversee implementation of the policy on safety, to monitor action, identify priorities and to make recommendations. Members of the Committee are also responsible for the production of departmental–level Health and Safety policies below:

- Science Health and Safety Policy (Head of Science Faculty, **Annex B**)
- Sports Health and Safety Policy (Director of Sport, **Annex C**)
- Outdoor Learning Health and Safety Policy (Director of Outdoor Learning, **Annex D**)
- Maintenance & Grounds Health and Safety Policy (Estates Bursar, **Annex E**)
- Catering Health and Safety Policy (Catering Manager, **Annex F**)

In addition to the Committee members, other specified staff have been allocated responsibilities for policy implementation, provision of advice and internal audit within their areas of responsibility. These responsibilities are outlined below (a list of individuals fulfilling these responsibilities and allocated areas of responsibility can be found at **Annex A**):

School Health and Safety Responsibilities: In addition to the Health and Safety Committee a number of other specified responsibilities for Health and Safety Management have been delegated to staff as follows:

- School Health and Safety/Fire Safety Officer – The Bursar has overall responsibility to the Head Master and Board of Governors for the implementation of this Policy and procedures derived from it.

- IOSH Qualified School Health and Safety Advisors (x7) – Provision of technical advice to the Health and Safety/Fire Safety Officer, advice to all other members of School staff, pupils and visitors on Health and Safety/Fire Safety matters. Regular internal audit of policies, procedures and risk assessments.

- Health and Safety/Fire Safety Zone Leaders (x33) – Implementation of Health and Safety/Fire Safety procedures within their physical and activity areas of responsibility. Completing risk assessments in accordance with the School's Risk Assessment Policy **(Annex G)** for their zone which are reviewed and updated annually, conducting a fire drill and completing a fire drill report every term. These documents are sent to Zone Leaders at appropriate times throughout the academic year by the Corporate Governance Manager.

- Corporate Governance Manager – Overseeing the School Health and Safety Accident and Incident Log, reporting of all reportable incidents to the Health and Safety Executive and liaising with the HR Bursar about the incorporation of Health and Safety training into induction and annual staff training sessions. Auditing H&S documents completed by Zone Leaders.

- Estates Bursar – Maintenance of the infrastructure of School buildings to comply with the relevant Health and Safety regulations. The management of contractors and overseeing the maintenance of plant and equipment **(Annex E)**

Duties arising from these specific responsibilities include: ensuring the production of risk assessments

for specified areas of the School and for specified activities conducted, both within and outside of its physical confines under its auspices; overseeing the delivery and attendance of mandatory training and; providing advice on, and internal audit of, compliance with the School's Health and Safety Policy and procedures. These responsibilities are outlined in more detail in **Annex A**. The School's policy on the production and use of risk assessments is at **Annex G**.

6. Co-operation and Individual Responsibility

All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full cooperation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this employees must:

- obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school/college risk assessments.
- exercise their awareness, alertness, self-control and common sense at work.
- report promptly to an appropriate Health and Safety/Fire Safety Zone leader, the Estates Bursar or the School Health and Safety/Fire Safety Officer all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures.
- report Health and Safety incidents - including 'near misses', using the School Health and Safety Incident Log which is held on the school Drive.

Employees should not be in any doubt that this policy forms part of employees' conditions of employment and that the School will apply disciplinary procedures to any employee who is in breach of the School's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and for those who may become involved in them.

7. Procedures for Dealing with Health and Safety Emergencies

For incidents requiring medical attention the assistance of a first aid qualified member of staff should be sought. If necessary, the staff at St Andrew's Lodge should be contacted on (01749 83)4625 for further treatment. If there is any concern that the incident is life threatening or otherwise requires emergency medical treatment then dial 999 to request an ambulance, and notify St Andrew's Lodge too if practicable. Further information is contained within the School's First Aid Policy.

In the event of a security incident, the school security staff should be summoned by calling any of the reception desks, or (including out of hours) by calling (01749 83)4321. If the situation requires the assistance of the police, call 999. Further information is contained within the School's Security Policy.

For all other incidents, assistance can be obtained and, if necessary, the School's incident response plan can be initiated, by calling (01747 83)4321. Detailed instructions for dealing with major incidents are detailed in the School's Resilience Management Policy in Part C: Response Plan and Immediate Action Aide Memoire.

8. Reporting and Recording of Accidents

All injury accidents, however minor, to staff, students or visitors, must be recorded using the Google Accident Report Form. Accidents requiring medical attention should be treated or referred to St Andrew's Lodge (Medical Centre) in accordance with the School's First Aid Policy. The Accident Report Form updates the central accident log and informs St Andrew's Lodge (Medical Centre) and the Corporate Governance Manager.

All work related deaths and, in certain circumstances, accidents which cause serious injury, or certain dangerous occurrences, not necessarily resulting in injury, fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. All potential RIDDOR-reportable incidents should be reported to the Corporate Governance Manager, or in their absence to the Bursar, through the completion of the Google Accident Report Form, where a decision whether to submit a RIDDOR report will be made.

In the event of a fatality a member of staff must notify the Head Master and Bursar or in their absence the Corporate Governance Manager immediately. The Head Master is the person responsible for notifying the relevant Enforcing Authority in the event of a fatality. In the first instance this should be by telephone to the RIDDOR Incident Contact Centre on 0845 300 9923.

Accidents which cause serious injury and certain diseases and dangerous occurrences should be reported to the Corporate Governance Manager immediately to enable them to notify the relevant Enforcing Authority to ensure compliance under RIDDOR.

It is essential that all accidents that cause serious injury or dangerous occurrences even if they do not involve personal injury are investigated. In the first instance it is the Health and Safety/Fire Safety Zone leader responsibility, in liaison with the Corporate Governance Manager to initiate the investigation as soon as possible after the event has occurred.

The Corporate Governance Manager is responsible for informing the HSE if the accident needs to be reported under RIDDOR.

9. Fire Safety

The School's Fire Safety Policy addresses all matters relating to fire safety in the School.

10. Vehicle Safety

The School's Driving and Vehicle Policy sets out the procedures for the driving and use of vehicles both on site and when travelling outside of the School.

11. Working at Height

Only staff who have been trained in working at height should attempt to undertake any activity which involves working at any height above floor level. Standing on chairs or other improvised means to access objects or conduct other activities at height should never be attempted. Staff whose role requires working at height will be trained during the induction process. Additional specialist forms of working at height such as use of scaffolding works towers or hydraulic lift require further specialist training from outside contractors before the equipment can be used, and will be arranged through the Maintenance Team. Further information about the use of working at height equipment can be found in the Maintenance and Grounds Health and Safety Policy at **Annex D**.

12. Manual Handling, Slips, Trips and Falls

All staff receive training in manual handling, slips, trips and falls as part of the mandatory health and safety training package undertaken by all staff and refreshed every other year.

13. Hazardous Materials

COSHH applies to a wide range of substances and preparations (mixtures of two or more substances) which have the potential to cause harm to health if they are ingested, inhaled, or are absorbed by, or come into contact with, the skin, or other body membranes. Hazardous substances can occur in many forms, including solids, liquids, vapours, gases and fumes. They can also be simple asphyxiants or biological agents. The School regards a substance as hazardous to health if it is hazardous in the form in which it may occur in the work activity.

Where risks are present, risk assessments and COSHH data sheets are kept in the relevant department and training provided to staff with use of these materials.

The management of Asbestos is referred to in the School's Asbestos Management Plan.

14. Selecting and Managing Contractors

The School's policy and procedure for selecting and managing contractors is covered in the departmental H&S policy **(Annex E)** and the following documents: -

Management of Visitors and Contractors Policy

Outside Providers and Contractors Questionnaire

15. Policy & Procedure for Off-site Visits

The School's policy and procedure for off-site visits, including residential visits and any school led adventure activities is covered in the School's Educational Visits & Events Policy

16. Violence to Staff

It is the policy of the school that violence in any form is unacceptable. Violence includes any form of verbal abuse, intimidation, threats, physical attack and property damage.

Any form of violence by an employee of the school against another employee, volunteer, student, parent, contractor or visitor to the school, if proved, will lead to disciplinary action up to and including dismissal for unacceptable conduct .

Further detail is contained in the School's Workplace Violence Policy.

17. Information, Training and Advice

All employees will receive mandatory health and safety training during their initial induction, plus refresher training on an annual basis. This includes training on slips, trips and falls, COSHH and manual handling (where appropriate) and fire safety. Other training events, such as regular fire drills, will also take place regularly under the direction of the staff with delegated Health and Safety Responsibilities, as outlined above, in accordance with the School's Fire & Emergency Drill Policy. The record of staff training is held by the HR Department at the individual level and whole-school completion performance is monitored by the Corporate Governance Department.

The specific duties of Fire Wardens (Zone Leaders) are detailed in the School's Fire Safety Policy. Additional training is provided to staff with additional delegated Health and Safety responsibilities in order to enable them to discharge their responsibilities effectively, including training on completing risk assessments. Members of staff with driving responsibilities should complete a driving safely course in accordance with the School's Driving & Vehicle Policy.

This policy and the Health and Safety Executive notice 'Health and Safety Law – what you need to know' is to be displayed prominently in locations throughout the School under the direction of the Bursar (Health and Safety/Fire Safety Officer). COSHH sheets are held in relevant departments where this applies.

A copy of this policy will be provided to all employees when they join the School. When changes are made to the policy, it will be re-shared with staff by email.

18. Occupational Health Services

Staff who have been absent for a period of six weeks or more will be referred to Occupational Health, for an assessment, to ascertain what reasonable adjustment the school could make to enable the employee to return to full duties. Individuals will also be referred to Occupational Health services after a long period of absence to ensure all reasonable adjustment are made to enable the employee to return to their place of work.

Each employee of the school will be issued with a copy of the school's policy on Managing Work Related Stress and Guidance and all new staff will be briefed on it as part of their induction. Every staff member will be made aware of his or her individual responsibility to ensure that the policy is effective. The development and dissemination of good practice, the recognition of the symptoms of stress, and the raising of school-wide awareness of work-related stress will be monitored through human resources in conjunction with the staff development coordinator. Training and development opportunities will reflect the school's policy on Work-related Stress.

Signed
(Bursar)

Annexes:

A. School Health and Safety Responsibilities
B. Science Department Health and Safety Policy
C. Sport Department Health and Safety Policy
D. Outdoor Education & CCF Health and Safety Policy
E. Maintenance and Grounds Health and Safety Policy
F. Catering Health and Safety Policy
G. Risk Assessment Policy

ANNEX A to
Health And Safety Policy
01 January 2019

School Health and Safety Responsibilities

School Health and Safety/Fire Safety Officer

The Bursar

Responsibilities: Overall responsibility to the Head Master and Board of Governors for the implementation of the Health and Safety/Fire Safety Policy and procedures.

IOSH Qualified School Health and Safety Advisors

- Bursar
- Corporate Governance Manager
- Head of Domestic Services
- Head of Estates
- Head of Grounds
- Head of Facilities
- Deputy Head of Junior School

Responsibilities: Assistance and provision of technical advice to the Health and Safety/Fire Safety Officer, advice to all other members of School staff, pupils and visitors on Health and Safety/Fire Safety matters. Regular internal audit of policies, procedures and risk assessments.

Fire Risk Advisor

1. Estates Bursar

Responsibilities: Completing Fire Risk Assessments for all H&S zones, maintenance of the infrastructure of school buildings and internal alarms to comply with the relevant Fire Safety regulations.

Health and Safety/Fire Safety Zone Leaders

Implementation of Health and Safety/Fire Safety procedures within their physical and activity areas of responsibility.

ZONE 1

Location:	Cedars House
Covering:	Boarding house, all offices in Cedars House building
Muster point:	Cedars Lawn
Zone leader:	Cedars Houseparent

ZONE 2

Location:	Kitchen, Dining Room, Snack Bar
Covering:	Dining room, Kitchen, staff common room, EFL classroom, toilets,
Muster point:	Cedars Lawn
Zone leader:	Catering Manager
Additional Responsibilities:	Catering Health and Safety Policy (**ANNEX F**)

ZONE 3

Location:	Haversham Hut
Covering:	Whole building
Muster point:	Polydor Lawn
Zone leader:	Head of Science, Junior School

ZONE 4

Location:	Jocelyn House area including Medical Centre
Covering:	Jocelyn House
Muster point:	Jocelyn playground
Zone leader:	Junior School Representative

ZONE 5

Location:	St Andrew's House & Ritchie Hall
Covering:	St Andrew's House & Ritchie Hall
Muster point:	Outside Senior School science labs
Zone leader:	Junior School Representative

ZONE 6

Location:	Science area
Covering:	All laboratories, technicians' rooms, Junior School Art
Muster point:	Jocelyn lawn
Zone leader:	Head of Science Faculty
Additional Responsibilities:	Science Department Health and Safety Policy (**ANNEX B**)

ZONE 7

Location:	Polydor House
Covering:	Offices, practice rooms and accommodation
Muster point:	Polydor lawn
Zone leader:	PA to the Director of Music

ZONE 8

Location:	Pre-Prep & Nursery
Covering:	All classrooms
Muster point:	Polydor lawn
Zone leader:	Junior School Representative

ZONE 9

Location:	8 New Street
Covering:	No. 8 building (3 floors)
Muster point:	8 New Street garden
Zone leader:	Pre-Prep representative

ZONE 10

Location:	Haversham House, 10 New Street
Covering	Boarding house and accommodation
Muster point:	Haversham garden
Zone leader:	Haversham Houseparent

ZONE 11

Location:	Mullins/Coach House
Covering:	All practice rooms, basement, coach house offices
Muster point:	Mullins car park
Zone leader:	Music Tutor

ZONE 12

Location:	Ritchie House & 7 New Street
Covering:	Boarding house, including extension and house parent accommodation
Muster point:	Ritchie garden
Zone leader:	Ritchie Houseparent

ZONE 13

Location:	Music School Concert hall, Music Technology & Lawn Rooms
Covering:	Concert hall, practice rooms, classrooms, offices, Lawn rooms
Muster point:	On grass adjacent to North Door of the Cathedral
Zone leader:	Music School administrator

ZONE 14

Location:	26 Vicars Close
Covering:	26 Vicars Close, practice rooms, classrooms, offices
Muster point:	Vicars Close
Zone leader:	Head of Instrumental and Vocal Coaching

ZONE 15

Location:	Shrewsbury House
Covering:	Boarding house, 17 Vicars' Close
Muster point:	Vicar's' Close
Zone leader:	Shrewsbury Houseparent

ZONE 16

Location:	Edwards House and Hutches
Covering:	Boarding house and accommodation
Muster point:	Edwards car park
Zone leader:	Edwards Houseparent

ZONE 17

Location:	Plumptre House
Covering:	Boarding house and accommodation
Muster point:	Plumptre car park
Zone leader:	Plumptre Houseparent

ZONE 18

Location:	Claver Morris House
Covering:	Boarding house and accommodation
Muster point:	De Salis car park
Zone leader:	Claver Morris Houseparent

ZONE 19

Location:	De Salis House & De Salis Cottage
Covering:	Boarding house and accommodation
Muster point:	De Salis car park
Zone leader:	De Salis Houseparent

ZONE 20

Location:	Art & IT Department
Covering:	Art rooms & IT Rooms
Muster point:	Laundry Gardens
Zone leader:	Head of Art & Graphics
Additional Responsibilities:	Art Health and Safety Policy (**ANNEX E**)

ZONE 21

Location:	Cook Building
Covering:	All classrooms, Common Rooms
Muster point:	Outside Cook Building by garden wall (north side)
Zone leader:	Head of Mathematics Faculty

ZONE 22

Location:	CCF Area & Sports Hall
Covering:	Room 14, 15 CCF stores, Sports hall, office, changing rooms, room 54, Swimming Pool, Gym, including all sporting activities
Muster point:	On grass at far side of pool
Zone leader:	CCF SSI
Additional Responsibilities:	Sports H&S Policy **(ANNEX C)** Co-Curricular Policy (**ANNEX D**)

ZONE 23

Location:	PJ Building
Covering:	PJ Classrooms
Muster point:	By Clothing Shop
Zone leader:	Head of Humanities

ZONE 24

Location:	Tudway
Covering:	All classrooms in Tudway block, including Drama Studio
Muster point:	By Clothing Shop
Zone leader:	Head of Classics

ZONE 25

Location:	Dance Studio
Covering:	Dance Studio
Muster point:	Outside Drama Studio/Tudway
Zone leader:	Dance teacher

ZONE 26

Location:	Bursary
Covering:	Bursary & Library
Muster point:	Stable Yard
Zone leader:	Head of Facilities

ZONE 27

Location:	Maintenance & Grounds HQ
Covering:	All buildings, cabins and stores
Muster point:	Cedars field
Zone leader:	Head Groundsman
Additional Responsibilities:	Maintenance and Grounds Health & Safety Policy (**ANNEX G**)

ZONE 28

Location:	Sports Pavilion
Covering:	Sports Pavilion
Muster point:	Cricket lawn
Zone leader:	Head of Estates

ZONE 29

Location:	6th Form Centre
Covering:	6th Form Centre, Stable Yard
Muster point:	Stable Yard
Zone leader:	Head of 6th Form

ZONE 30

Location:	Beaumont House
Covering:	Beaumont House
Muster point:	Rear of garden wall in Lovers Walk
Zone leader:	Beaumont House Houseparent

ZONE 31

Location:	Brock House
Covering:	Brock House
Muster point:	Mullins Car Park
Zone leader:	Brock House Houseparent

ZONE 32

Location:	Cedars Hall
Covering:	Cedars Hall
Muster point:	Cedars Lawn
Zone leader:	Cedars Hall Manager

ZONE 33

Location:	Mills Barn
Covering:	Mills barn, Mills changing rooms, clothing shop, bookstore
Muster point:	Stable Yard
Zone leader:	Head of Geology

Wells Cathedral School

Science Health & Safety Policy

Based on CLEAPSS Model Policy 2007

CONTENTS

Summary guidelines for staff

All teachers, technicians and support staff

1. Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates, the texts to which it refers and any Appendices. They must cooperate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific health & safety duties. They have a duty to report to local management any failure of equipment that has a health & safety function.
2. Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, eg, over the wearing of eye protection.
3. Staff must be familiar with emergency drills and with the location in each science room of: the escape route; fire-fighting equipment; the water tap with tubing for eye washing; the main gas cock; the main electricity switch and the nearest spill kit.
4. Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off if not in use.
5. Eating, drinking and the application of cosmetics should not take place in laboratories, storage areas or preparation rooms unless an area in which it is safe to do so has been created. Pupils should not be allowed to drink from water bottles.
6. When staff are alone in the science department, nothing should be done which could lead to an accident requiring remedial measures. A teacher or technician must assess risks very

carefully before conducting any practical operation in such circumstances.

7. In general, pupils must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff. Special arrangements may be needed for senior students doing project work, depending on the hazards involved, eg, an experienced member of staff in an adjacent room.
8. Science laboratories, preparation rooms and stores must be locked by staff when not in use. Pupils must never be allowed into preparation rooms unless 100% supervision can be guaranteed. Teachers who are not scientists using laboratories must be made familiar with the use of them and the rules for student conduct.

Teachers

1. At the beginning of each school year, teachers must make sure that their classes have copies of the student laboratory rules [see section 10] and issue them if necessary. They should be stuck into an exercise book, work folder or similar place.
2. Teachers must enforce the student laboratory rules, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining the rules, with appropriate demonstrations.
3. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required. Requisitions must not be handed in at the last minute; technicians must be given adequate time to prepare work safely. Time should be allowed for consulting more-senior colleagues where there is any doubt and to try out experiments, particularly those involving significant hazards. Teachers trying out new practicals and activities should make a risk assessment and check with a subject specialist, possibly obtaining a special risk assessment from CLEAPSS. Teachers should explain precautions to students as part of their health & safety education.
4. Open-ended investigations must be organised to allow the teacher to assess any risks and identify precautions before any practical work begins.
5. If, because of large class size or indiscipline, health and safety cannot be maintained during certain practical work, the work should be modified or abandoned. This decision should be reported to the Head of Department.
6. A teacher is responsible for the health and safety of any of his/her classes taken by a trainee teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Head of Department.
7. Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to remind technicians of such warning

WELLS CATHEDRAL SCHOOL SCIENCE FACULTY HEALTH & SAFETY POLICY

1. The role of this policy

This *Science Department Health & Safety Policy* should be read in conjunction with the employer's general Health & Safety Policy and the detailed arrangements for implementing that policy in this school. The purpose of this document is to record the arrangements made in the science faculty to implement the policy.

This document is maintained by the science faculty. It is copied to all new members of staff, ie, teachers, technicians, trainees, etc working in the department. Staff are expected to sign the list kept with the Senior Science Technician in the physics prep room to show that they have received a copy. A reference copy, together with various Appendices, is kept by the Head of Science available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document has been lodged with the school Bursar and another passed to the employer for endorsement.

This document recognises the right of any or every trade union in the workplace to elect health & safety representatives for its members. Issues can also be raised through the health & safety committee. The science faculty will cooperate with any union health & safety representative to promote health, safety and welfare and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

2. General aims

Science teaching has an excellent health & safety record and this faculty is keen to promote practical work as an essential component of good science teaching. It is determined that spurious concerns about health and safety should not be allowed to inhibit good teaching. However, it is the duty of all members of the science staff, ie, teachers, staff who work in the department occasionally, technicians, teaching assistants and other support staff eg, special needs staff and trainees:

- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work;
- to be familiar with this health & safety policy by periodic reference to it;
- to look out for any revisions;
- to follow its provisions, and
- to cooperate with other members of staff in promoting health and safety.

3. Health and safety roles

3.1 Duties, functions and tasks

The employer, Wells Cathedral School, has the ultimate duty to ensure the health and safety of employees and others on the site.

This employer has not currently issued any local instructions specific to science.

The task of overseeing health and safety on this site has been delegated by the employer to the Bursar. Within the science department, this task is further delegated to the Head of Faculty who has the particular function of maintaining this policy document. See section 10 for the names of the staff members currently with these functions.

This policy is reviewed annually during the Trinity term.

3.2 Communications

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the Head of Faculty with the assistance of subject specialists.

In this department, all staff are issued with this policy. A reference copy is kept in the physics main prep room, together with any Appendices.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing as well as being attached to the reference copy of this policy.

3.3 Monitoring and checking

The employer expects the science faculty to monitor the implementation of this policy. Records of monitoring are kept by the Head of Science.

Checklists on resources and facilities for annual use by technicians are kept by the senior technician. The timetable for such checks is kept with the reference copy of this policy. Records of the checks are kept by the Senior Technician in the *Safety Check File*.

4. Training policy

The person with the task of seeing that training is provided is the Head of Science. Updates on safety procedures are to be sent round to all teaching and technical staff who are to sign that they have read and understood the contents.

Generally, this faculty follows guidance in the CLEAPSS documents L238, *Health and Safety Induction and Training of Science Teachers* and L234, *Induction and Training of Science Technicians,* suitably customised, to identify the training needs of staff.

Particular training functions are delegated as follows (to be read in conjunction with section 10).

Health & safety aspects of the work of newly-qualified teachers and other new teachers	The Head of Department
Health and safety of trainees on teaching practice	The person delegated as the Teacher Training Mentor
Induction of newly-appointed technicians	The Senior Technician
Immediate remedial measures and other emergency procedures (spills, bench fires, etc)	The Head of Department
Training in the use of specialist equipment, chemicals or procedures (in line with CLEAPSS guides L238 and L234, as customised)	The Head of Department
Health & safety training of non-science support staff	The appropriate subject specialist
Health and safety of non-science teachers using laboratories	The member of staff who normally uses the laboratory
Manual handling for all staff using laboratories	The Head of Science
Healthy and safe procedures for laboratory cleaners	The Head of Science
Regular update training (covering new or changed regulations, new equipment etc)	The Head of Science/ Head of Department

Records of the training received by members of the science staff are kept in the *Safety Check File.*

5. Risk assessments

Every employer is required under various regulations to supply employees with a risk assessment before any hazardous activity takes place. (Common hazardous activities carried out in science departments are listed in the publications below.) Because it is impracticable for the employer to write risk assessments for each of the many activities in school science, this employer follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which school science departments adapt to their local circumstances.

The employer has endorsed the use of the following publications as sources of model (general) risk assessments.

CLEAPSS2 publications generally
CLEAPSS, *Hazcards*, current edition
CLEAPSS, *Laboratory Handbook*, current edition
CLEAPSS, *Recipe Cards,* current edition
CLEAPSS, L93, *Managing Ionising Radiations and Radioactive Substances*, (under revision, 2007)
ASE, *Safeguards in the School Laboratory*, ASE, 2006 (11th Edition), ISBN 978-0-86357-408-5
ASE, *Topics in Safety*, ASE, 2001 (3rd edition), ISBN 0863573169
DfEE, *Safety in Science Education,* HMSO, 1996, ISBN 011270915X

Whenever a new course is adopted or developed, all activities are checked against the model risk assessments and significant findings are incorporated into texts in daily use, ie, the scheme of work and technician notes. See section 10 for the member of staff with the task of overseeing this process3.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is obtained, following the employer's instructions, from CLEAPSS. In order to assess the risks adequately, the following information is collected.

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, ie, size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details, eg, high voltages, heavy masses, etc.

Since the scheme of work has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been agreed with the Head of Department.

We encourage the development of new practical activities (including at science clubs, etc) but these should be undertaken only after a prior check against model risk assessments and/or a special risk assessment has been obtained.

Where an activity must be restricted to those with special training, that restriction is included in a note on the text.

For technicians' activities in and around the prep room, the assessments in CLEAPSS publication PS25, *Model Risk Assessments for Laboratory Technician Activities* have been customised and form an Appendix to this document, kept with the reference set with the Head of Science .

6 Equipment and resources

6.1 Fume cupboards

The *COSHH Regulations* require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. Testing normally takes place each year in March/ April. The Senior Technician has the function of seeing that this happens. This employer has arranged a contract with Safelab (01934 421340) who will be allowed access to carry out the tests. The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE Inspector in the *Safety Check File* kept by the Senior Science Technician.

See section 10 for the names of the staff members currently with these functions.

All users have been trained to carry out a quick check that a fume cupboard is working before use.

No smoking of cigarettes is permitted in the school. However, demonstrations of a 'smoking machine' are permitted in fume cupboards in designated laboratories.

6.2 Electrical testing

To meet the requirements of the *Electricity at Work Regulations*, this employer requires portable electrical equipment to be inspected and tested regularly. The Senior Technician has the function of seeing that this happens within the science department. Testing normally takes place each year in the Epiphany or Lent Term.

This employer has arranged a contract with a PAT testing team who must be allowed access to carry out the work. Completed schedules are kept with the bursar and are available for staff reference and for inspection by the employer's representative or an HSE Inspector.
See section 10 for the names of the staff members currently with these functions.

All users have been trained to carry out a quick visual inspection before using mains-powered equipment.

6.3 Radioactive sources

The employer's *Radiation Protection Adviser* (RPA), and the *Teacher in Charge of Radioactive Sources* (*Radiation Protection Supervisor, RPS)* are identified in section 10.

This school follows the guidance in CLEAPSS Guide L93 *Managing Ionising Radiations and Radioactive Sources* and the provisions of AM 1/92, *The use of ionising radiations in education establishments in England and Wales* and the provisions of the *Radioactive Substances (Schools etc) Exemption Order* 1963.

The SOP for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPO and it is a function of the Teacher in Charge to see that they are adhered to. Staff using ionising radiations have been issued with their own copies, as a part of their training, and a reference set is filed centrally with this policy in the prep room.

The *SOP* is kept in the prep room filing cabinet and a copy held with the Health and Safety Officer.

The *Radioactive Sources History* (ie, authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in the prep room filing cabinet with a copy held by the school health & safety officer.

The *Use Log* (showing the times that any sources are removed from and returned to their store) is kept in the prep room filing cabinet.

The *Monitoring Record* of tests for leakage of radioactive sources and contamination by radium sources is kept in the prep room filing cabinet. Testing normally takes biannually in May by the RPA. An additional annual check is performed by the RPS.

It is the function of the Teacher in Charge to ensure these records are all kept up to date.

6.4 Pressure vessels

Autoclaves, pressure cookers and model steam engines need periodic inspection under the *Pressure Systems Safety Regulations*. Inspection normally takes place each year at the same time as PAT testing.

In accordance with this employer's Code of Practice, the appropriate written scheme of examination is selected from CLEAPSS Guide L214b *Examining Autoclaves, Pressure Cookers, Model Steam Engines: Written Scheme of Examination*, certified by the Head of Science and carried out by the Senior Science Technician. Records of examinations are kept in the *Safety Check File*, stored in the Physics Prep Room

6.5 Animals JGT , plants and microorganisms in schools HC

The hazards associated with the use of animals, plants and microorganisms are discussed in the texts listed in section 5 which also give advice on controlling them. This advice will be followed and any queries referred to the subject specialist for biology (see section 10).

6.6 Equipment safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose. Equipment listed by specialist educational equipment suppliers is taken to meet these regulations but all other equipment, especially gifts, is treated with caution and carefully assessed.

Advice on safety and suitability is sought from CLEAPSS, through publications and directly.
Any user who discovers a hazardous defect in an item of equipment must report it to the Senior Technician and Head of Department.

6.7 Personal protective equipment

The employer accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them. Laboratory coats are supplied by the employer and laundered by the school.

The employer expects eye protection to be available for students and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them.

The condition of the eye protection is checked regularly (see section 3.3, *Monitoring and checking*).

6.8 Chemicals

Offers of gifts of chemicals are viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included.

The task of arranging safe storage of chemicals (and, where necessary, disposal), including highly-flammable liquids, in accordance with the requirements of the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* is given to the Chemistry Technician who will ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

See section 10 for the name of the staff member currently with this function.

Hazardous activities involving chemicals restricted to those who have received special training (see section 4, *Training policy*) are identified in the texts in daily use as part of the risk assessment (see section 5, *Risk assessments*).

6.9 Waste disposal ACMC

Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS *Hazcards* (2007 edition or later). Other disposal follows guidance in the relevant section of the CLEAPSS *Laboratory Handbook*.

7 Activities and procedures

7.1 Outdoor activities

When planning any field trips etc, staff are complete the risk assessment and planning procedure by filling in a school visits form. There may need to be additional risk assessment for particular specialized activities.

7.2 Manual handling and working at height

All regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed to see if any may give rise to risks of injury (*Manual Handling Operations Regulations*) by the Head of Department and the technical staff.

As it is sometimes necessary to carry chemicals or equipment through heavy fire doors, we have assessed risks under both the *Manual Handling Operations Regulations* and under the *Regulatory Reform (Fire Safety) Order* and consider that the risk of manual handling injury is greater than the risk of fire injury. Therefore, we will prop open the fire door using hooks. We will endeavour to keep the fire door closed as much as possible by removing the prop as soon as practicable.

Occasional (ie, one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the Head of Science or Senior Technician. Technicians to receive appropriate training in manual handling.

See section 10 for the names of the staff members currently with these functions.

Following risk assessments under the *Work at Height Regulations*, when it is impossible to avoid storage or display above head height, glass or other fragile items are never stored above head height and only light-weight and rarely-used items are stored there. When displaying items at high level or fetching or replacing items stored at high level, step ladders or kick stools are used; staff never climb onto laboratory stools or benches.

7.3 Security

Access to laboratories and preparation rooms will be controlled to comply with the *Management of Health & Safety at Work Regulations*. All laboratories, preparation rooms and store rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. It is the task of the technician in charge to see that the room is empty and that the door is locked when the teacher leaves. No class is allowed to be in a laboratory without adequate supervision.

7.4 Concern for others

All science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

8. Emergency procedures

8.1 Fire

Science staff will follow the normal school procedures in case of major fires. All science staff are trained to deal with minor bench fires, clothing fires and hair fires. This training is supported by regular drills arranged by the Head of Science. See section 10 for the name of the staff member currently with this function.

Advice on fire-fighting is given in sections 4 and 5 of the CLEAPSS *Laboratory Handbook*.

8.2 Spills

Trivial spills are dealt with using plenty of water and moping up with damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose. Spill kits are kept in the chemistry prep room.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures which may involve calling the Fire and Rescue Service. This training is supported by regular drills arranged by the Head of Chemistry. See section 4 for the name of the staff member currently with this function.

8.3 Injury

Science staff will follow the normal school procedures in cases that require first aid. Science staff are trained to carry out immediate remedial measures (eg, eye rinsing), while waiting for first aiders, after the accidents which occur in science. See the most recent edition of the CLEAPSS *Laboratory Handbook* section 5.

See section 4 for the name of the person responsible for coordinating training in immediate remedial measures.

8.4 Reporting procedures

Injuries or suspected injuries to a pupil or a member of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures. Following an injury, so that the Regulations (*RIDDOR*) can be complied with, the accident report must be entered into the accident report book below the key cupboard in the physics prep room. The Head of Science should also be informed.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the Head of Science and recorded in the accident report book. These will be analysed and discussed at faculty meetings.

9. Laboratory rules for students

The rules for students during science lessons are as follows.

Laboratory Rules

The biggest danger in the lab is ***YOU!*** You are at risk when you don't understand the hazards or you are careless, or both. The person most likely to suffer from your mistakes is ***YOU!*** Report any accident or breakage to your teacher.

1. Only enter a lab when told to do so by a teacher. Never rush about or throw things in the lab. Keep your bench and floor area clear, with bags and coats well out of the way.
2. Follow instructions precisely; check bottle labels carefully and keep tops on bottles except when pouring liquids from them; only touch or use equipment and materials when told to do so by a teacher; never remove anything from the lab without permission.
3. Wear eye protection when told to do so and keep it on from the very start until all practical work is finished and cleared away.
4. When using naked flames (eg, Bunsen or spirit burners or candles), make sure that ties, hair, baggy clothing etc are tied back or tucked away.
5. Always stand up when working with hazardous substances or when heating things so you can quickly move out of the way if you need to.
6. Never taste anything or put anything in your mouth in the laboratory unless given permission to do so. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher.
7. Always wash your hands carefully after handling chemicals, microbes or animal and plant material.
8. If you are burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher.
9. Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.
10. Wipe up all small spills and report bigger ones to your teacher.

10. Staff roles and Emergency contacts

Staff roles

Staff roles and/or emergency contacts updated on:	
Advice on health & safety and all aspects of practical science	CLEAPSS helpline, 01895

generally	251496
Overseeing health and safety in this school	Peter Knell
Overseeing health and safety in the science department	Kenneth Padgett [mob 07776387792]
Senior technician	Alan Davis
Various training functions	See table in section 4.
Subject specialist for consultation over health & safety matters in biology	Kenneth Padgett
Subject specialist for consultation over health & safety matters in chemistry	Helen Tallett
Subject specialist for consultation over health & safety matters in physics	Charlotte Farmer
Overseeing the checking of activities against the model risk assessments and recording significant findings	Heads of Department
The teacher in charge of radioactive sources (Radiation Protection Supervisor, RPS)	Charlotte Farmer Alan Davis
The employer's Radiation Protection Adviser, RPA	Tony Butterworth, University of Bristol (RPA) Ian Hunt, Somerset Scientific (RPO)
The person considered competent to examine pressure vessels	Alan Davis
The person in charge of chemical storage and disposal	Sarah Porteus
The person in charge of manual handling	Kenneth Padgett
Emergency advice	CLEAPSS helpline, 01895 251496
Serious accident: Ambulance service	999/ 112

Serious accident: School first-aiders	Kenneth Padgett/ SAL
Serious accident: School health & safety officer	Peter Knell
[*Serious accident:* Employer's health & safety officer]	07777 695777
Major chemical spill: Fire & Rescue Service Chemical Incident Unit	999
Gas leak: Gas company	0800 111 999
Radiation accident: Hospital able to deal with radiation incidents	999
[*Radiation accident:* Local authority's RPO]	01235825313
[*Radiation accident:* Employer's RPA]	Dr Keith Bowker 01993832557
Animal welfare: Veterinary practitioner	01934 712229

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1 Risk assessments are required by the *Control of Substances Hazardous to Health* (*COSHH) Regulations*), the *Management of Health & Safety at Work Regulations*, the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* and others.

2 Most CLEAPSS publications for secondary schools are on the CLEAPSS *Science Publications CD-ROM*. This is updated annually and issued, free of charge, to all member schools in December/January. Science departments are encouraged to mount it onto school networks and copy it onto stand-alone computers, laptops and teachers' home computers.

3 See CLEAPSS guide L196, *Managing Risk Assessment in Science* on the latest CLEAPSS *Science Publications CD-ROM*.

SPORTS HEALTH AND SAFETY POLICY

Playing surfaces should be maintained to the highest possible standards by experienced, qualified grounds staff, and should not be used if referees or umpires consider them to be unsafe or an unnecessary hazard to the players.

Playing areas should be clearly marked where appropriate with full use of corner posts/flags, boundary markers etc. The size of the pitches should be appropriate to the age groups playing on them.

Dogs should not be allowed on playing areas used for school sport. Warning signs are recommended where playing fields may be subject to unauthorised use by outsiders.

All equipment should be in clean, safe condition. Match balls should be properly inflated where necessary and the recommended size for each age group. The correct size equipment should be used for each age group.

Appropriate protective equipment/clothing should be worn and all safety rules laid down by the governing bodies of sports observed.

Players should wear the appropriate footwear for each activity and studs/spikes checked on a regular basis. Emphasis should be made for the wearing of gum shields in appropriate sports and that they should be fitted buy a qualified dentist.

All activities/matches should begin with a 5-10 minute warm-up and a warm-down afterwards where this is appropriate. If the arrival of a visiting team is delayed, they should still be allowed sufficient time to warm-up even if this means a delayed start to the match.

Teachers/coaches/referees/organisers should be encouraged to gain recognised coaching and/or officiating qualifications. A well controlled match/practice in the charge of a qualified, knowledgeable official will help to minimise the risk of injury to the players.

All teachers who take charge of sports teams or teach games skills should be encouraged to gain a recognised First Aid qualification, in school time if necessary, and to attend regular refresher courses periodically.

A fully stocked First Aid kit should be made available by the 'home' team/school, next to the field of play. Fresh, clean or sterile water should be available. Away teams are also advised to provide their own First Aid kit wherever possible.

Access to an emergency telephone must be maintained at all times and the telephone number of the School sister/nearest hospital casualty department clearly indicated next to the telephone.

The access route for an ambulance onto the playing fields should be obvious and kept clear at all times.

The location of a stretcher and warm blankets should be known, although most serious injuries would not require the casualty to be moved other than by trained paramedics.

Good team management is an important factor in the maintenance of team discipline and the prevention of reckless play leading to injuries. Team managers and staff i/c games sessions have a responsibility to ensure that players have a good knowledge of the rules/laws and of the need to show restraint and self-discipline in physical contact sports. A national sports association will often produce a recommended 'Code of Conduct' and this should be posted on notice boards close to changing areas.

Spectators should be adequately supervised. The general rule is that schools are responsible for the conduct of their own spectators including parents. School sports players are easily influenced by ill-discipline and misconduct by spectators and this in turn can lead to ill-discipline on the field of play and an increased risk of injury.

A balanced programme of fixtures should be arranged so that pupils are not over-played, especially at the start or end of the season/term.

Pupils should be supervised at all times when apparatus us being used whether it be in the Sports Hall or on a sports pitch.

Staff must make sure that any store where equipment is kept is locked up after use.

Certain sports require certain recommendations and staff are requested to refer to the BAALPE book on 'SAFE PRACTICE IN PHYSICAL EDUCATION' kept in the PE office in the Sports Hall. (This includes Outdoor Pursuits.)

SWIMMING POOL

This Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) is in place for the Wells Cathedral School Swimming Pool. In conjunction with the Swimming pool risk assessment they form part of the Health and Safety arrangements for Wells Cathedral School. The governing body and the head of Wells Cathedral School are committed to maintaining a safe and healthy working environment for all staff, pupils and visitors.

The activities of the swimming pool will be conducted within the framework of relevant health and safety legislation. All persons who use the swimming pool will be encouraged to follow best practices at all times.

The swimming pool is used by:

- squad swimmers in a structured coaching session;

- pupils in structured teaching lessons;
- clubs hiring the pool through the Bursary;
- staff, pupils and their families using the complex for designated, programmed, recreational sessions.

1. Pool design and depth

- The dimensions of the pool are 25m x 12m. The water depth at the shallow end is 0.9 meters and in the deep end the water is meters 1.9m.
- The swimming pool has a sloping floor from the shallow end to the deep end.
- The two changing rooms are located at the shallow end of the pool and contain toilet facilities.
- The showers are visible on pool side.
- Racing blocks can be attached in the deep end.

2. Potential areas of risk

- Users of the pool should be aware of the following risk factors and have consulted the pool risk assessment which is kept in the Bursary and supplied to all users along with this document.

  - ➔ Slippery floors
  - ➔ Hand rails
  - ➔ Poolside equipment
  - ➔ Medical problems of users
  - ➔ Grills located at the bottom of the pool in the deep end
  - ➔ Entry to the pool
  - ➔ Unauthorised entry to the pool
  - ➔ Depth of the pool, especially gradual drop at shelf
  - ➔ Lack of, or no, supervision
  - ➔ Failing to check the bottom of the pool after a lesson
  - ➔ Failing to check register of those present before and after a lesson
  - ➔ Non-assessment of swimmers' ability
  - ➔ Non-Swimmers out of their depth without swimming aids
  - ➔ Staff not notified of swimmers with medical disabilities
  - ➔ Lack of understanding of instructions and commands
  - ➔ Unauthorised return to the pool after a lesson
  - ➔ Having classes in excess of the Amateur Swimming Association guidelines
  - ➔ Inadequate pool depth markings
  - ➔ Failure to follow wall mounted signs concerning poolside conduct
  - ➔ Pool water clarity
  - ➔ Inadequate lighting provision
  - ➔ Inadequately qualified staff
  - ➔ Drowning
  - ➔ Swimmers should be advised not to stand too close to the heating unit vents.

- ➔ Dehydration.
- ➔ Shoes which have been removed.

3. Arrangements for lessons

- Pupils should not enter the pool building before a member of staff.
- Pupils should not wear outdoor shoes on poolside.
- All removed shoes should be placed neatly against the side of the building.
- Spectators should also remove shoes.
- Valuables must be placed in the poolside valuables box.
- Pupils should be registered before the start of each lesson.
- All swimmers to use the free standing showers before and after swimming.
- Swimmers should be reminded to use the toilets before entering the water.
- Once in the water, pupils should remain there unless instructed otherwise by the teacher. This minimises the risk of accident in getting in and out, and the potential danger of jumping or diving onto a swimmer, especially in the younger age groups.
- The following group organisation methods should be considered when teaching swimming:

  - ➔ All swimmers work at the same time
  - ➔ Ability groups
  - ➔ Wave swimming
  - ➔ Cannon Swimming
  - ➔ Lane swimming
  - ➔ Pair Swimming
  - ➔ Continuous relay

- All poolside signs regarding conduct must be adhered to.
- Pupils will leave the poolside area quickly and quietly after a lesson.
- The teacher must then check the pool and surrounding area.
- The poolside changing rooms are small, so it is important that all clothing and kit is removed after use.
- In case of an accident there shall be a long blast on the whistle and the swimmers must quickly and sensibly leave the pool. Any subsequent action must follow the Emergency Action Plan.
- The staff member must always be the last to leave the pool building and secure it.

4. Non – Participants

- During Physical Education lessons students will sit on the side following instructions from the teacher.
- During Senior Games lessons students will be supervised in the Off Games room.

5. Swimming test

- All pupils must take a swim test on their first visit to the pool and again at the start of year 7.
- The swimming test takes place in the shallow end of the pool.
- It should comprises of:

  ➔ 1 width on front
  ➔ 1 width on back
  ➔ 1 width underwater

- A record is made of all non-swimmers and weak swimmers that need to be taught within their depth. This record is kept in the Sports Store and reviewed frequently by staff and updated as appropriate.

6. Responsibility for Safety

The person with overall responsibility for the safety in the swimming pool is the Bursar. The teacher in charge of the lesson is responsible for lesson arrangements.The Bursar will delegate certain responsibilities to other members of staff such as the pool attendant for maintaining the clarity of the water in the Swimming Pool, and the Head of Facilities for ensuring that equipment in the swimming pool and plant room is maintained and in safe working order.

7. Staffing Levels – Staff to Pupil Ratios

- The Amateur Swimming Association recommends one member of staff per twenty pupils in the water for teaching sessions and Wells Cathedral School follows this recommendation.
- The Amateur Swimming Association recommends one member of staff per thirty pupils in the water for training/coaching sessions providing they are very competent swimmers and Wells Cathedral School follows this recommendation.

8. Qualifications and Staffing

- All teachers of swimming have trained as either Physical Education specialists, with swimming having been a component of their practical course at university or are holders of the Amateur Swimming Association Swimming Teaching Certificate, level 2.
- All teachers shall be involved in on-going training in cardio-pulmonary resuscitation and in aiding a casualty from the pool. This is covered in the Royal Life Saving Society Rescue Test for Swimming Teachers' Award. The Head of Sport in consultation with the School Nurse will maintain a record of currency.
- In addition to the teacher, Wells Cathedral School shall utilise a 'responsible' person to act as an 'extra pair of eyes'. The teacher or 'responsible' person or both shall hold a recognised lifeguard qualification. This additional person will be familiar with the Normal Operating Procedures, Emergency Action Plan, lesson arrangements and ability of swimmers.
- It will not be necessary for the additional person to hold a life guard qualification providing that the teacher in charge is qualified in cardio-pulmonary resuscitation and in aiding the

casualty from the pool. See above for qualifications.

- If the teacher in charge of the lesson does not possess the required lifeguard qualification, the additional person must hold a recognised lifeguarding qualification such as Royal Life Saving Society National Pool Lifeguard qualification, as recommended by the British
- Association of Advisers and Lecturers in Physical Education 'Safe practice in Physical Education' section 18.6.
- For recreational unprogrammed swimming, 'free swimming', the Royal Life Saving Society states the National Pool Lifeguard Qualification (NPLQ) is required.

9. Maximum numbers

The pool has a recommended maximum bathing load of 35 for unprogrammed swimming activities. If numbers reach this we must have a member of staff qualified with the NPLQ supported by a second person with an appropriate lifesaving qualification.

10. Pupils with particular needs

The medical department gives to the swimming teachers a list of those students who have disabilities which may affect their performance such as asthma, diabetes, or epilepsy.

11. Pool Safety and Equipment

- There is adequate lifesaving, buoyancy aids and first aid equipment immediately to hand; it is highlighted by 'Yellow' areas.
- The equipment is checked daily and logged by the sports technician.
- There is access to an emergency telephone in the sports store giving access to the emergency services.
- Pool depths are clearly indicated. Teachers shall explain the significance to pupils, especially beginners.
- The pool will not be used unless the water is significantly clear to enable the bottom to be visible at all depths.
- The doors to the School pool will be locked when the pool is not in use.
- The canopy operating controls must not be tampered with, or used by anyone not so trained.
- Care must be taken to ensure that canoes and other "solid" equipment are thoroughly cleaned and are carefully lowered into the pool. Water will be polluted and damage will be done to the pool tiling otherwise.
- The pool water cover must only be operated by staff who have received training.
- The pool covers need to be removed by swimming teachers, coaches or lifeguards before swimmers are admitted onto poolside.
- All teachers, coaches and lifeguards are to ensure that nobody sits on the pool covers.

12. Water Temperature and Clarity

- The temperature of the water is 80 - 83 degrees Fahrenheit. The ambient air temperature is slightly above that of the water to avoid condensation.
- The water is treated by an automated chemical dosing system thus helping to ensure clarity and cleanliness.

13. Emergency Action Plan

- The school operates an Emergency Action Plan for the swimming pool. The Emergency Action Plan is brought to the attention of all teachers and any other parties using the pool.

14. First Aid Supplies

- The First Aid Box clearly labeled and near the main entrance.
- PE staff should treat only minor injuries. Should further treatment be required, the school nurse, or an ambulance, should be called using the emergency telephone in the sports store.

15. A Generic Job Description for all pool users

The key tasks and responsibilities for Academic Staff, lifeguards & Swimming Teachers are shown below.

Games Session, PE Lessons, Coaching episodes
Key Responsibilities For the health and safety of staff and pupils using the facilities. To work closely with the Director of Sport or Head Coach of Swimming Club.
Key Tasks ❏ Read and understand the Risk assessment, NOP and EAP. ❏ If in doubt, ask questions. ❏ Take the attendance record and do frequent head counts. ❏ Be in control of the swimmers at all times. ❏ Never leave the pool unattended at any time when swimmers are in the water. ❏ Ensure that all equipment is correctly put away at the end of the session. ❏ Ensure that all swimmers have left the building before securing the building and departing yourself. ❏ If you are in doubt about the quality of the pool water i.e. High chemical levels or

clarity, you must contact the Bursary or Head of Facilities immediately and inform them of your concerns – they will advise you of actions to be taken.

- ❏ Maintain hydration levels through drinking fluids regularly whilst on duty.
- ❏ Alter lifeguarding and teaching position regularly so the bottom of the pool can be observed; this is particularly important as the glare from the sun could mask an unconscious casualty on the pool bottom.
- ❏ Lifeguards should be asked, prior to any swimmers entering the water, for racing blocks to be fitted. Staff who have been trained to do this can assist the lifeguards.

Code of Conduct

- ❏ Attend staff training sessions and ensure that qualifications are kept up to date.

16. SWIMMERS AND VISITORS CODE OF CONDUCT

The following code of conduct is intended to ensure the safety and enjoyment of all swimmers and visitors. Any person who puts the lives or enjoyment of other swimmers and visitors at risk may be asked to leave or refused admission. Please remember this code of conduct is for yours and others safety!

- **Running -** is one of the most common causes of accidents as water is a lubricant to the human skin and therefore wet surfaces are very slippery to people in bare feet. No one should run in the pool area.
- **Pushing In -** The person pushed may be a non-swimmer and/or may strike the poolside or another visitor. There must be no pushing in.
- **Bombing -** Although 'bombing' may not be viewed as particularly dangerous to the individual performing the act there is a possibility that a weak swimmer may be unprepared for the consequential splash and wave. There must be no bombing.
- **Smoking –** Wells Cathedral School has a no smoking policy.
- **Crockery & Glass -** Items of crockery and glass should not be taken on to poolside or the changing rooms. The consequences of breakages are obvious and this rule should be strictly enforced.
- **Petting –** Swimmers and visitors are asked to refrain from petting in or around the courts.
- **Spectacles -** The wearing of spectacles is discouraged.
- **Wristwatches –** The wearing of a wristwatch is not permitted during swimming lessons.
- **Diving into swimming pools –** Competitors may only dive into the pool during structured lessons or galas.
- **Photography & Videoing -** no cameras or videos to be used without prior permission of the supervisor or teacher in charge – details of the person wishing to use the equipment must be

logged in the duty log.

- **Ball** – No balls other than inflatable beach ball type are permitted within the swimming pool unless water polo is being taught or skills practised.

17. Maintenance

Plant Rooms

To ensure a high level of water quality the plant room is maintained by a trained plant room operator. The Head of Facilities has attended a familiarisation session of the plant room. Non-qualified staff should not enter this building.

Water tests

Water quality tests are carried out at least twice per day or as appropriate to the results. The last Water test is carried out by the sports technician at 4pm. If a problem is spotted he will remedy the situation and ask the Head of Facilities to check the water again at 5pm and make any further adjustments.

Emergency Alarms

These are not fitted to the swimming pool. The fire officer does not require a fire alarm.

Poolside Equipment/Building

Wells Cathedral School operates a system for repair of buildings, equipment and machinery. Please report defects to the sports technician.

Cleaning

The Poolside is cleaned twice daily by the sports technician while on duty. A specialist machine is used to support the cleaning of the pool bottom. This must not be in the pool with swimmers.

Emergency Action Plan

In the event of:

1. An injury, the teacher will sound 1 long blast of the whistle and all swimmers must quickly and sensibly leave the water. The qualified lifeguard will help the casualty from the water. The lifeguard or responsible person contact either the school nurse or telephone the Emergency Services.

2. A fire, complete electrical failure or a bomb threat, the lifeguard or responsible person will evacuate the building and call the Emergency Services.

NOTIFY THE FOLLOWING MEMBERS OF STAFF

The Bursar: Phone number x4280 or 07777 695777 if out of hours.

Estates Bursar: x4289 or 07796 542660 if out of hours.

The Director of Sport: x4229

Otherwise, contact Reception using the Sports Store Telephone.

3. Activation of the Fire Alarm - all persons must leave the building and assemble in Stable Yard. The lifeguard / responsible person will call the Emergency Services. The building must not be re-entered until instructions have been given that it is safe to do so.

4. Electrical Power Failure - if the main lighting fails all swimmers must leave the water until the main lighting is restored and instructions have been given that it is safe to return.

5. Bomb threat - In case of bomb threat follow emergency fire procedures.

6. The emission of toxic gasses - follow the emergency fire procedures. This is identified by the swimmers coughing as the gas moves along the surface of the water.

PROCEDURES FOR MAJOR INCIDENTS

Serious Injury to a Bather

1. Call for the assistance of another member of staff verbally or by making one long blast on a whistle, which should also clear the pool.

2. Carry out appropriate first aid. In cases of serious injury, broken bones or unconsciousness the patient should not be moved until first aid has been given.

3. Bleeding should be stopped by applying a wound dressing, or if necessary, by the direct application of pressure on an artery.

4. All cases of head injury should be treated as serious. An ambulance will be called by the most senior member of staff and the patient sat up to reduce the flow of blood to the injury. Under no circumstances should the casualty be permitted to return to the Pool at any stage even if they appear to be well; delayed concussion is a real possibility and may lead to loss of consciousness in the Pool.

5. Phone emergency services if necessary (Emergency phone is in the sports store). Support staff will assist with first aid if necessary.

6. It is important that staff support casualties by speaking to them confidently and reassuringly.

7. All accidents must be reported fully on the appropriate accident form kept in the Sports Store and returned to the school nurse.

Discovery of a Casualty in the Water

1. Before entering the water to recover a casualty either alert another Lifeguard or responsible adult or **use 1 long whistle blast with instruction to clear Pool.**

2. Enter the water in a safe manner, recover the casualty and land them at the nearest suitable landing point, with an assisted lift.

3. If breathing has ceased commence expired air resuscitation immediately whilst in the water and whilst towing to the side. Land the casualty and continue with Rescue breathing. Other staff will have arranged for an ambulance to be called.

4. **Emergency Phone is located in the Sports Store.**

5. If the heart has stopped beating commence cardiopulmonary resuscitation (CPR). Continue CPR and Rescue breathing until the casualty restarts breathing and a pulse is found, or until ambulance staff take over.

6. **Patients who have been resuscitated should be treated for shock until the ambulance arrives.**

7. Other School staff will render assistance as necessary and will control public ensuring that a crowd does not gather around the casualty.

8. As soon as possible after the incident all staff involved will be required to make a written statement to duty Manager.

9. No statements shall be made to the press or other members of the public.

Removal of a Casualty with a Suspected Spinal Injury

Spinal injuries may be caused by diving into water of an insufficient depth, misuse of diving equipment or other equipment provided for bathers' use. In the normal operating procedures are details of safe use of equipment and a specific diving policy.

Priorities

1. If the casualty is in a face-down position they must be turned into a face up position urgently.
2. If the casualty is not breathing commence Rescue breathing even if this risks further damage to the spinal cord.
3. Stabilise the casualty's head - rescuer will recover casualty making sure the head and neck are immobilised, as in lifesaving training.
4. Maintain the casualty in a horizontal position.

Rescue from deep water (greater than 0.7m) - Vice grip

1. If the casualty is face down, approach the casualty from the side and reach under the casualty, taking care to go round the casualty's near arm. Place your forearm along the casualty's sternum supporting the casualty's chin with your hand. Place your other arm along the casualty's spine with your hand on their head, fingers spread out. Keep your fingers, hands, wrists and elbows rigid and arms pressed together. Slide beneath the casualty and gently roll the casualty onto their back. Keeping the casualty in this position, make your way to shallow water using an egg-beater or front crawl leg kick.
2. If the casualty is face up approach them; secure the casualty and make your way to shallow water as described above.
3. Other staff will render assistance as necessary.

Stabilising the casualty

1. The casualty will be stabilised in the water (with untrained assistance if necessary).
2. The First Pool Lifeguard should direct a team member to stand at the casualty's head and place one hand gently and firmly on each side of the casualty's head, with their forefinger and thumb above and below the casualty's ear.
3. A third Lifeguard/person should gently support the base of the casualty's spine and buttocks with their forearms. The First Lifeguard can now remove their arm from the casualty's sternum and support the casualty's back. Their other arm can now be moved from along the casualty's spine to support the shoulders. A fourth person can be used to support the casualty's legs using the forearms under the ankles and calves.

Rescue from shallow water - Bear Hug

1. This technique can also be used where a casualty is discovered on the bottom of the Pool in deep water.
2. Approach the casualty from one side, lean forward and reach under the casualty's armpits to take hold of the head with fingers outstretched and thumb and forefinger placed above and below each ear, lock your fingers, wrist, forearm and elbows applying gentle but firm pressure

to either side of the casualty's head and body.

3. Turn the casualty into a face up position by dropping one shoulder and rolling underneath the casualty to finish lying on the bottom with the casualty above you, with their head and neck secured by the bear hug grip.

4. The second Lifeguard should take over the head.

5. The third Lifeguard should place his forearms underneath the casualty's lower back and buttocks.

6. Once the second and third people are in position the first Pool Lifeguard can release the bear hug and slide out from underneath the casualty.

Removal of a spinal cord injury from the water

1. The most appropriate method of removing a suspected spinal cord injury casualty from water at Wells Cathedral School Pool is by a horizontal lift.

2. Other school staff will render assistance as necessary.

3. The casualty will be stabilised in the water (with untrained assistance if necessary).

4. In the event of a casualty having to be removed from the water urgently, possibly to perform CPR, a horizontal lift may be used. Otherwise the casualty will be kept immobile in the water, until the ambulance crew arrive and take over.

Horizontal Lift

1. This requires a minimum of five persons – four in the water and one on the side. The Team should be arranged with the strongest members at the casualty's shoulders and hips for ease of lifting, particularly with a large casualty.

2. It is preferable to land the casualty at a point that the emergency services can reach easily and that is approximately waist high to the shortest member.

3. On a command from the Lifeguard supporting the upper back the team lift the casualty out of the water, step forward and place the casualty on the poolside. As the casualty is lifted the person on the poolside places his hands over the hands of the team member controlling the casualty's head. The team members then slide their hands out from under the casualty starting at the feet and working up the body.

Dealing with Blood, Vomit, Faeces etc.

The following are circumstances in which pool staff should take immediate action:

<u>Diarrhoea</u>

1. If a substantial amount of loose, runny stool (diarrhoea) is introduced into the water then the pool should be immediately closed to bathers.

2. The Head of Facilities is to be contacted immediately to arrange for the pool water treatment plant to be checked and the set point on the automatic controller raised to the top of the

recommended range.

3. The pool will remain closed for the duration of three turnover cycles, then the filters will be backwashed and after having established that free chlorine levels are within the appropriate range, the pool will be re-opened.

Solid Stools

1. If the presence of these are spotted by pool staff or are reported by customers the pool should be emptied and the stools should be immediately retrieved from the pool. They should be disposed of in the nearest toilet.

2. After their retrieval the Head of Facilities or Sports Technician should be informed. They will immediately carry out a water test to establish that free chlorine levels and other plant operation are within the recommended ranges.

Blood and Vomit

1. If substantial amounts of blood or vomit are spilled into the pool, it should be temporarily cleared of people to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water.

2. Spillages of blood or vomit on the poolside should be contained and wiped up with appropriate cleaning cloths. A solution containing a disinfectant should be washed over the area.

3. The cloths used for this purpose should immediately be safely disposed of.

ANNEX D to
Health And Safety Policy
01 January 2019

Wells Cathedral School
Co-curricular Health and Safety Policy

This policy applies to situations where adults, acting in the course of their employment or as volunteers, have responsibility for students when taking part in activities on or off-site and educational visits. This policy specifically concerns Health and Safety regarding the aims of the co-curricular programme:

- Provide a competitive fixtures against equivalent independent schools in the core sports of rugby, hockey, netball, cricket and girls' tennis;
- Provide competitive fixtures for a wide spectrum and evolving set of minor sports;
- Support individuals as they pursue singleton sports of their choice;
- Encourage our very best sports students at representational level, learning from their experiences;
- Ensure that all pupils remain active and fit by providing a wide range of physical activities;
- Provide an activities programme focusing on Life Skills (Year 7-9) or Community Projects (Years 10-12);
- Provide an outdoor learning programme which aims to encourage all students to get outdoors and, at times, stretch themselves by doing something which is outside their comfort zone.
- Run inclusive drama/musical theatre productions in both the lower and upper school.

Extract from the Co-curricular Manifesto

Basic premises for keeping adults and young people safe

National Guidance starts from three basic premises:

1. Well planned and facilitated opportunities to learn in the real world, away from the classroom, and to experience adventure, help to improve the lives of young people.

2. Delivering learning outside or off-site does not need to be more difficult than delivering it inside a classroom. Planning and management should, therefore, be practical, proportionate and non-bureaucratic.

3. The key to effective and successful outdoor learning and off-site visits is:
    a. **The right leaders doing the right activities with the right young people in the right places at the right times**. The SAGE Variables: Staff, Activities, Group, Environment(s)

The SAGE Variables

Staff

While all activities and visits must have a single, designated, competent leader, getting the competence and composition of the team right is the single most important factor in the effective management of outdoor learning and offsite visits. Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not related to age or position within the establishment.

Competence:

- is situational – a leader who is competent in one activity or environment may not be so in another;
- involves breadth as well as depth - relevant experience is not necessarily gained by repeating the same thing several times, but by experiencing a range of different activities and environments.

Activities

Activities vary in range and suitability. Both the planned learning activities and any supplementary activities, such as those associated with travelling, 'free time' and accommodation, etc., must be considered. Some activities may require specific training or qualifications; some may need specialist equipment; and some may require a particular level of competence or prior training of the participants.

Group

The age, competence, maturity and behaviour of the participants must be matched to the other variables, and any individual, medical or special needs addressed. If a group comprises more capable participants, and there is appropriate leader competence, it should be possible for the group to experience a more challenging range of activities and/or environments.

Environment(s)

All environments and venues present their own challenges for the management of a group of young people. Considerations include whether the environment is indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance and the ease of communications between the group and base. The time of day/night, season of the year and weather conditions can also affect the complexity of the environment, and hence the considerations.

How SAGE is managed at Wells

Staff

The Co-Curricular committee is responsible for assigning competent adult staff or volunteers to lead or assist in leading co-curricular activities. Members of the committee take responsibility for assessing the; *skills, knowledge, awareness, judgement, training and experience of adults leading activities within their area of responsibility.*

Activities

In accordance with the *Co-curricular Manifesto* the Co-curricular committee members plan and manage activities set out in the manifesto for their area of responsibility. Educational Visits are planned by the visit leaders and approved using the school's visits management system Evolve.

Group

The age, competence, maturity of students is matched to the activities and educational visits. Where possible the group experience and competence is matched against appropriate challenges and/or environments.

Environment(s)

Environments are matched with group experience and competence. All environments are risk assessed at the planning stage. Key environments with specific health and safety requirements in addition to a risk assessment are covered by Standard Operating Procedures (SOPs). These environments include:

- Swimming Pool

Planning and Management requirements

The SAGE variables do not operate in isolation and the interplay between them should be planned for and managed. As an example, consider an annual visit which has run successfully for the past few years, but this year one variable changes (such as an experienced leader has left, or the weather is far worse than previously, or the participants are more 'difficult' than before): suddenly it is no longer the right people in the right place, doing the right things - and that's when things can go wrong. The interplay of the variables leads to a range of planning and management requirements that can be divided into two categories Standard and Enhanced.

The members of the Co-Curricular committee are responsible for ensuring all on or off-site and educational visits have undergone the appropriate level of planning and are managed appropriately.

'Standard' planning and management.

This is for activities and visits that take within the Wells Learning Area (but not in the classroom). The visits or activities must be:

• Clearly defined activities.
• Defined leader competencies/identification of approved leaders.
• Induction and training.
• Generic risk management procedures.
• Parental information and blanket consent (where consent is needed).
• First aid.

'Enhanced' planning and management

This is required when one or more aspects of the visit or activity are not covered by standard operating procedures. Enhanced planning and management may be as simple as adding another adult helper to the leadership team or ensuring that a particular young person has their medication. On the other hand it may involve
an intensive 12 to 24 month build up: for example, for an adventurous overseas expedition.

Director of Outdoor Learning
Co-curricular Committee

MAINTENANCE AND GROUNDS

HEALTH AND SAFETY POLICY

1. The potential for incidents is greater in the Estate Department including Maintenance, Grounds and Facilities Departments and it is therefore important that all members of the department and sub-contractors are aware of the need for extra care and control. The following paragraphs set out the H & S responsibilities of the Estates Bursar, Clerk of the Works,, Head of Facilities, Head of Grounds and their staff and all sub-contractors.

2. Clerk of the works/Head of Facilities/Head of Grounds

a. To organise and coordinate site work with minimum risk, and to comply with relevant regulations.

b. To ensure that staff are competent to operate plant and power tools and that, where applicable, certificates are held. Records are to be maintained.

c. To ensure that staff are given clear instructions in respect of H & S, and to supervise closely young persons and new entrants. To ensure compliance with the instructions contained in Appendices 3 to 10.

d. To maintain a tidy site and to ensure that the storage of material and substances is safe and complies with statutory regulations. Fire extinguishers appropriate to the risk are to be provided and 'No Smoking' policy enforced and displayed where necessary.

e. To ensure that all plant and equipment is safe to use and properly maintained.

f. To control and coordinate the work of sub-contractors and others working on site. Before commencing work at the School, all sub-contractors are to sign the declaration at Appendix 1, stating that they are conversant with HSW Act 1974, all relevant statutory provisions and approved codes of practice.

g. To ensure that staff are aware of the risks to their health caused by substances hazardous to

health, and to ensure the supply and use of adequate safety and personal protection equipment.

h. To ensure that all accidents are reported in the Accident Book held by the Corporate Governance Manager in the Bursary.

i. To cooperate with statutory authorities, and to rectify as a matter of priority, all defects notified by such authorities and by the Safety Officer, Western Counties Safety Group.

j. To ensure that the maintenance (and, where necessary examination and testing) of all plant and equipment including, but not limited to, gas appliances, ventilation systems, pressure systems, lifts, and that these are properly maintained with any compliance certificates recorded.

k. When carrying out refurbishment work ensure compliance to the relevant H&S requirements, such as having an Asbestos Refurbishment survey in place.

l. Inspection of glazing in compliance with safety glazing regulations and relevant Building Regulations.

3. <u>All Estates Staff</u>

a. To comply with the School's Safety Policy.

b. To use correct tools, equipment, safety protection and clothing (PPE) provided and where necessary ensure relevant training and risk assessments carried when using.

c. To keep tools and equipment in good condition and to report defects.

d. To report any accident, dangerous occurrence or condition to their line manager or to the Estates Bursar and or Bursar..

e. To take care of the safety of himself and others and where necessary carry out a visual or written risk assessment before carrying out works.

f. To avoid improvised arrangements and to suggest safe ways of eliminating hazards.

g. Not to operate any plant or equipment unless authorised to do so.

h. To observe all warning notices and instructions received.

i. To ensure that guards are in position whilst plant and portable tools are in use.

j. To switch off and/or secure unattached plant.

k. To wear appropriate clothing and footwear conducive to the work, and to use and take care of personal protective equipment.

l. To report defective plant and vehicles to the Line Manager, Estates Bursar or Bursar, and not use such items until repaired.

m. To inform the relevant Line Manager and or HR if they suffer from any allergy, health problems or are receiving medication likely to affect their work ability.

n. Not to indulge in any form of misconduct. Examples of misconduct, which will normally be subject to disciplinary procedures, are at Appendix 2. The list is not necessarily finite.

o. Follow the relevant guidelines on working at height consider all reasonable precautions where working at height cannot be avoided, including but not limited to
   - prevent falls
   - ensure the use of the right type of equipment;
   - minimise the distance and consequences of a fall
   - Carry out a risk assessment as necessary

p. *Manual Handling Operations Regulations must be followed and* all regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed to see if any may give rise to risks of injury

4. Contractors' Duties

Definitions

Outside Provider and Contractors – Anyone engaged by the school to undertake works or an activity on its behalf who is not a member of staff or volunteer at Wells Cathedral School..

Client – anyone commissioning a contract. Within school this will be a member of staff who has been authorised to do so, normally the Bursar or Estates Bursar.

The Law

When an outside provider or a contractor is engaged there is a variety of safety legislation to take into account. The extent of the legislation will depend on the works and activity. Advice can be sought from the Bursary.

Whatever the situation there is a responsibility on both sides to address the risks. Through case law it has been established that Wells Cathedral School (Client) in addition to its staff, pupils, member of

the public etc, has a responsibility for the health and safety of its outside persons, contractors, sub-contractors and their employees.

This means that there is a need to effectively monitor, coordinate and manage the activities and performance of outside provides and contractors from their service activity, safety guarding, finance and health and safety.

Responsibilities of all Sub-contractors and Sub-contractors' employees:

1. Before any work commences, sub-contractors are to report to the relevant person, so that they can be booked in and receive ID Passes from the Bursary/Main School Reception and should be supervised accordingly whilst on site..
2. All sub-contractors are to sign the Contractor's Declaration Form stating that they are conversant with Health and Safety at Work Act 1974, all relevant statutory provisions, approved codes of practice, the regulations for employment of young persons and that they will conduct their activities in accordance with the requirements of the Wells Cathedral School Health and Safety Policy.
3. Sub-contractors are to provide Risk Assessments and Method Statements before any work can commence on Wells Cathedral School campus.
4. Sub-contractors are responsible for ensuring that sub-contracting employees hold appropriate certificates of competence, and that current test certificates are held for plant and equipment as appropriate. Sub-contractors are to provide copies of such certificates at the request of Wells Cathedral School.
5. No article or substance is to be brought on site unless it is correctly labelled and in approved containers. Where appropriate, assessments or test certificates complying with statutory requirements are to be provided.
6. Sub-contractors have the duty and responsibility to ensure that all sub-contracting employees comply and co-operate with the relevant regulations, and with policies embodied in the Wells Cathedral School Health and Safety Policy.
7. All sub-contractors are to read the School Asbestos Register in conjunction with any associated works that is to be carried out within Wells Cathedral School Campus and sign the Asbestos Register Declaration Form.
8. Before work commences on any hazardous operation, consideration is to be given to the need for a 'permit-to-work'.:

    - Asbestos – Wells Cathedral School has specific arrangements in place; do not start work on the building until they have been completed.
    - Electrical Works – all works must be agreed with the Electrical Supervisor.
    - Working at Height – agree specific arrangements before work commences.
    - Ground Works – agree specific arrangements before work commences.
    - Hot Works - agree specific arrangements before work commences.
    - Confined Spaces – agree specific arrangements before work commences.
    - Boiler and Pressure Vessel - agree specific arrangements before work commences.

<u>Maintenance, Construction, Grounds and Logistics Contractors</u>

These contractors offer services such as but not limited to; repair, maintenance or hire of equipment, cleaning of windows, removal of waste, taxi and coach services, hire and erection of marquees, IT cabling, signage, photographers, security cameras, maintenance of buildings or grounds, construction and grounds based works.

These contractors must comply with the requirements of the school's Maintenance, Construction, Grounds and Logistics Contractor Policy, and on arrival at the school must report to the: Estates Bursar, Clerk of the Works,, Head of Facilities or Head of Grounds via Bursary Reception in order to receive a briefing and complete the Outside Providers and Contractors Questionnaire Form and review any other available information on the site / work area.

Completed Outside Providers and Contractors Questionnaire Form and Information Booklets should be returned to the Bursary Reception. These will then be filed and details uploaded to the Approved Contractors List. This will then allow staff to see who has been checked and who has not. Those contractors who have been checked will be issued with a 'Green' contractor badge which should be worn at all times. They will need to keep their checks up to date and these will be reviewed annually. Where necessary contractors will be employed under a formal contract (JCT or similar).

<u>If an Outside Provider or Contractor is Acting in an Unsafe or Unacceptable Manner</u>

If staff have a concern they should immediately raise the issues with the department/person who has organised for the contractor to be on site.

It is recommended that this be followed up in writing (an email) so that a record of the incident and the actions taken by the department/person(s) who has organised the works have a record of the incident.

The Health and Safety Advisor should also be copied into the email so that they are to monitor the situation and if necessary remove the contractor from our list of Outside Providers and Contractors.

Disclosure and Barring Service (DBS)

Inspection requirements dictates that all contractors who are working on our site should hold a clear Enhanced DBS. Each person's number should be provided, do not photocopy the disclosure document, pass this number and date to Human Resources who will retain for file purposes.

*it relates to the activity and frequency of the activity. Any contractor that may come into any kind of contact with children/pupils on a regular basis (ie more than 4 times a month or once a week) must undergo the appropriate checks.

For further information on the requirements for DBS can be found on the document Process for supervision of ancillary, contract and unchecked staff (held under staff section) or contact the Human Resources Department for further advice.

Insurance

Insurance Certificates should be inspected to ensure that they cover the period and work/activity that

have they been contracted to carry out – see Guidance on insurance cover required of contractors, consultants and suppliers who may have reason to be working / delivering to site or contact the Financial Controller for further advice.

Public Liability Insurance

Individual persons and companies should hold Public Liability Insurance. A copy of their certificate (as per the Outside Providers and Contractors Questionnaire) should be inspected and retained for file purposes.

Public Liability limits are dependent on the contractor's risk exposure. They should have a sufficient minimum limit of indemnity to cover the works/business they are contracted to do. Wells Cathedral School can always seek advice from our brokers as to whether cover is sufficient for the contractor's risk exposure is you are uncertain. Wells Cathedral School 's own Public Liability cover is £25,000,000.

Employee Liability Insurance

Where a person or a company employs people they should hold Employee Liability Insurance. A copy of their certificate (as per the Outside Providers & Contractors Questionnaire) should be inspected and retained for file purposes. The standard minimum for Employers Liability is £10m (smaller companies may have £5m but the market standard is usually £10m minimum).

Further advice can be sought by contacting the Corporate Governance Manager, for example the limits of liability required.

Work Equipment

When selecting work equipment for purchase we consider its suitability for the tasks required. We also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Where we purchase machinery or equipment from outside of the EU, we recognise that we may become the importer and are consequently responsible for ensuring that the equipment meets conformity requirements as set out within Regulation 10 of the Provision and Use of Work Equipment Regulations and relevant CE Marking and EC Directive requirements. All portable electrical equipment bought in from outside the EU by students is checked.

Portable electrical equipment is subject to portable appliance testing by an external specialist electrical contractor. The frequency of testing is scheduled in accordance with IET guidance in line with the following;

- equipment bought by the IT department is checked and tested on arrival and before issue to staff
- All boarding house equipment is tested annually between September and November.
- All other office/classroom equipment is tested every 2 years. This testing is in addition to the pre-use inspections that all staff are instructed to carry out.

Defects are reported via the school's 'job log system' to the relevant department (IT or electrical), who ensure that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

For equipment which is hazardous to those who are untrained, use of the equipment is restricted to authorised persons. Where necessary, these restrictions are supported by locking off the area or the power supply and by the display of signs indicating the names or job titles of authorised persons.

Safe systems of work are also developed for the use and maintenance of hazardous equipment and relevant safety signs are clearly displayed. These control measures are based on general risk assessments which have been undertaken for the use and maintenance of the equipment.

Power tools are of 110v CTE type or battery powered. In the unusual circumstance that it was necessary to use a 240v tool on site, this would be carried out using an RCD adaptor and only then in dry conditions and where mechanical damage was unlikely.

It is our policy that staff are not permitted to use their own tools for work purposes, as this could make it very difficult for us to ensure that the equipment is suitable and properly maintained.

All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Maintenance is only carried out by persons who have been suitably trained. In the case of passenger lifts, cherry picker, access tower etc; this maintenance is carried out by specialist contractor.

Fixed machinery is inspected during our monthly workplace monitoring programme as well as by users and supervisors on a day to day basis. This inspection checks general condition, the presence of fixings, the correct operation of safeguards and the presence of guarding. Staff are also instructed to check that guards are correctly in position before using work equipment.

Suitable storage arrangements are provided for work equipment and should not be left unattended at any time.

Where we hire equipment on a long term basis we ensure that the maintenance and repair responsibilities are clearly agreed between ourselves and the hire company. All users should be appropriately qualified.

Records of maintenance are kept by the department / maintenance manager.

APPENDICES:

1. Contractor Declaration
2. Outside Providers and Contractors Questionnaire
3. Misconduct – subject to disciplinary procedures
4. Ladders and Step Ladders
5. Scaffolds and Trestle Platforms
6. Excavations and Earthworks
7. Roofing
8. Plant, Machinery and Electricity and Power Tools
9. Plumbing and /Heating Engineers
10. Carpenters and Woodworking Machines
11. Lifting Appliances and Equipment

CONTRACTOR DECLARATION

I hereby declare that I and my employees are fully conversant with the requirements of the Health and Safety at Work Act 1974 and all other statutory regulations and requirements, and that we will conduct our operations and activities in accordance with the provisions therein, and all codes of practice, assessments, and the School's Safety Policy, and annexes and appendices attached thereto.

Firm .....

Signed .....Name and Initials .....

Outside Providers and Contractors Questionnaire

Please complete the sections 1 to 9 and return to Wells Cathedral School. . Additional guidance on individual sections can be found on pages 6 and 7.

Section 1: Company Details	Evidence Provided Please indicate
Name and Address of company/organisation	
Contact Person, Position, Telephone Number and Email Address	
Section 2: Scope of Works	
Explain the scope of the work or specific project to be undertaken on site.	
Section 3: Outside Provider and Contractors Professional Competence	
Provided evidence, examples of evidence includes word of mouth/reference from previous clients, Professional or Trade Associations, Qualifications/Certificates.	
Section 4: Disclosure and Barring Service (DBS) and other Employment Checks	
Wells Cathedral School requires all of its contractors' employees to have a clear Enhanced DBS checked. Name of each employee who will be working on site, their date of disclosure, level of disclosure and unique reference number (if necessary add an additional sheet).	
Additional Checks are required for contractors' employees who work at Wells Cathedral School	Yes/No

on a regular basis. Name of each employee who requires additional checks and confirmation that they have been carried out (see page 3).	N/A
Section 5: Insurance	
Provide a copy of Public Liability Certificate; confirm Expiry Date and Policy Number.	
Provide a copy of Employers Liability Certificate; confirm Expiry Date and Policy Number.	
Section 6: Health and Safety Arrangements	
Provide a Risk Assessment(s) specific to the work, task and/or activities on Wells Cathedral School site.	
Provide a Method Statement(s) specific to the work, task and/or activities on Wells Cathedral School site.	
Provide a copy of the Health and Safety Policy (for companies with 5 or more employees).	
Provide Equipment Certificates relevant to the work, task and/or activities on Wells Cathedral School site.	
Provide Training Certificates and/or Licences for the employees who will be on site as relevant to the work, task and/or activities on Wells Cathedral School site.	
Section 7: Sub Contractors and Casual/Temporary Employees	
Will Sub Contractors be employed on any of the Wells Cathedral School sites? If so, have the relevant checks been undertaken?	Yes/No
Will Casual or Temporary staff be employed on any of the Wells Cathedral School sites? If so, have the relevant checks been undertaken?	Yes/No
Section 8: Outside Providers and Contractors Induction Booklet	
Confirmation that 2 copies of the booklet have been received and that all employees are aware of the expected conduct while working on Wells Cathedral School site.	Yes/No
Where appropriate specific information will be agreed on arrival at the start of the works. For example the number of vehicles on site and the location(s) for them to park, welfare facilities for use, Emergency Grab Sheets explained and working area closed/restricted to contractors only.	
NB: It is expected that the points raised in the booklet, where appropriate, will be covered in the risk assessments provided.	
Section 9: Signature of Contact Person	
NB: this person should have the authority to provide the information requested above and will act as the responsible person for their company. Signature, Position and Date	

Section 10: Wells Cathedral School Staff Confirmation	
Confirmation that the works, task, activities and/or specific project has been discussed and that the evidence collected has been checked and agreed. Signature, Name, Position, Department and Date	
Section 11: Outside Providers and Contractors Induction Booklet continued	
For contractors who are on site on a regular basis the induction booklet should be discussed once a year.	
For specific projects the induction should be carried out at the start of works and again as appropriate to the needs of the project/contractors on site.	
Confirmation that the Induction Booklet has been signed by the contractor and Wells Cathedral School member of staff (the signed booklet should be filed with the above paperwork and a copy retained by the Contractor). Date of Induction:	

(Wells Cathedral School Staff: Once completed send a scanned copy of the form and attachments to the Bursary so that the contractor can be added to the Outside Providers and Contractors List on the School Drive).

Additional Guidance

Outside Providers and Contractors should be able to demonstrate they have previous experience in the task or activity in which they wish to be contracted for.

Section 3: Outside Provider and Contractors Professional Competence

- Where appropriate please provide copies of qualification or professional membership numbers. These can then be viewed/checked by Wells Cathedral School Staff.

Section 4: Disclosure and Barring Service (DBS)

- The unique reference number, the date of disclosure and the level of disclosure should be recorded on the questionnaire for each employee who will be working on site. An additional sheet of paper can be added if required.
- Under no circumstances should a photocopy of the disclosure be taken and supplied.
- If an employee requires a DBS follow the process below:-

	Action	To be Completed By
1	HR to be informed by department of any new contractors coming onto site with unsupervised access to pupils. HR to be provided with contractor contact details (name, address, email and telephone number).	Department

2	HR to contact contractor/s and arrange to see appropriate ID. Details to be logged.	HR
3	Three forms of identification to be seen (one form of ID has to be photographic evidence e.g passport or drivers licence) photocopied and verified (date seen and name of person who saw originals).	HR
4	Electronic DBS applications to be forwarded to contractors for completion.	HR/Contractor
5	HR to complete and submit online DBS application to the Disclosure and Barring Service.	HR
6	Contractors to make cheque made payable to Wells Cathedral School for £51.50 (cost of DBS) to be given to HR.	Contractor
7	Disclosure to be logged by HR department on receipt.	HR
8	Department to be informed when DBS disclosure returned, and should be advised of any information listed. (Name, Company and Date of DBS)	HR
9	Any listed information to be discussed with contractor and decision made as to whether they are suitable to work on the School premises.	Department

- Should you have any queries in regards to the DBS process please contact the Human Resources department, or alternatively, further information can be found by visiting the DBS website www.DBS.gov.uk

Section 4 continued: Additional Checks

- Please list the names of employees who require additional checks. Please see information below on the additional checks required:-

Additional checks will also be necessary if the contractor works on a regular basis* (these are to be done prior to commencing with Wells Cathedral School), these will be conducted by the contractors company and include:

- ➢ Enhanced disclosure
- ➢ Identity
- ➢ Medical fitness Declaration
- ➢ Previous employment history/CV
- ➢ Character and/or employment references (2)
- ➢ Qualifications (where appropriate)
- ➢ Overseas checks (where appropriate if the person has been out of the country in the last 5 years for more than 3 months at a time)
- ➢ Right to work in the UK

Wells Cathedral School will need written confirmation from the contractors company that all these checks have been done. Should you require additional information please contact Wells Cathedral Schools HR Department.

* relates to the activity and frequency of the activity. Any contractor that may come into any kind of contact with children/pupils on a regular basis (ie more than 4 times a month or once a week) must undergo the appropriate checks.

Section 5: Insurance

- Certificates need to be in date, to clearly show the certificate number and to cover the type of activities that the contractor will be undertaking. Please provide a photocopy.

Section 6: Health and Safety Arrangements

- Provide a copy of the Health and Safety Policy. Although not required for companies with 5 or less employees it is considered to be good practice for all companies to have a policy.
- Risk Assessment, Method Statements and other safety related information should be specific to Wells Cathedral School site and the tasks/activities which are to be carried out.
- Provides copies of appropriate certificates for staff, plant and equipment. These should support the risk assessments and other safety related documents.

Section 7: Sub Contractors and Casual/Temporary Employees

- If sub-contractors etc are to be employed further discussions will be required before a contract is given.

Section 8: Outside Providers and Contractors Induction Booklet

- Provide 2 copies of the booklet – 1 to be signed and returned, the other to be retained by the Contractor for briefing of their staff.
- The booklet provides general arrangements for health, safety and wellbeing, again this must be followed. However, there may be further specific requirements related to the task. For example asbestos, electrical works etc.

Responsibilities of Head of Grounds and Gardens, Head of Estates and Head of Facilities:

Before any work commences within the Wells Cathedral School Campus all sub-contractors should be briefed on the following items:

1. Procedures to follow in the event of hearing a Fire Alarm.

2. Procedures to follow in the event of creating a Fire.
3. Procedures to following in the event of an accident occurring.
4. Procedures to follow in the event of discovering Asbestos.
5. Sub-contractors' behaviour while working within Wells Cathedral School Campus.

MISCONDUCT – subject to disciplinary procedures

1. Deliberate violation of regulations.
2. Symptoms of prescribed drugs and alcohol abuse.
3. Unauthorised driving of vehicles.
4. Unauthorised operation of plant and machinery.
5. Horseplay.
6. Removal of safety devices, eg guardrails, toe boards, machine guards.
7. Unauthorised removal of warning signs and notices.
8. Smoking or using naked lights in prohibited places.
9. Damage or abuse of safety equipment.
10. Unauthorised repairs to electrical plant and equipment.
11. Removal of materials and equipment from site without authority.
12. Wearing of unsuitable clothing not conducive to the work.
13. Throwing of materials from above.
14. Overloading plant and equipment and structures beyond safe limits.
15. Giving false information during enquiries i.e. investigations of accidents and occurrences.
16. Failure to report defective equipment or hazardous situations and operations.

17. Failure to wear personal protective equipment issued in respect of head protection, COSHH, abrasive wheel and other regulations.

LADDERS AND STEP LADDERS

1. All ladders, step-ladders and steps are to be properly constructed, of sound material and adequate strength, and must be free from defect.

2. Ladders must be secured at the top at each stile by lashing or proper clamps. If not practicable they can be staked at the base, footed or weighted down.

3. Ladders must be pitched out near to 1:4 angle as possible.

4. Ladders must rise at least 1.05m above a place of landing or secured alongside an upright hand hold.

5. Ladders and steps should be free from obstruction at the base area.

6. Ladders should be pitched plumb, either with a levelling device of a prepared base.

7. One person at a time only should be allowed on a ladder.

8. Heavy materials or tools are not to be carried, either ascending or descending ladders.

9. Ladders should only be used for light work of short duration.

10. Ladders must be pitched with reinforcement either under the rungs or facing the building.

11. Overhead cables should be identified and rendered safe, when using metal ladders.

12. No ladder, or run of ladders, may rise a vertical distance of more than 9.0 metres.

13. Each landing platform must be provided with suitable and sufficient guardrails and toe boards.

SCAFFOLDS AND TRESTLE PLATFORMS

1. Scaffolding and mobile towers are to be erected to BS5973 standards and manufacturers' instructions before use and only by registered and fully trained personnel.

2. Scaffolding and mobile towers are to be erected and inspected by a competent person before use with tickets issued where applicable.

3. Bay width and loading tables are to be strictly adhered to.

4. Scaffold incomplete notices must be displayed as required.

5. Access ladders are to be secured to prevent unauthorised use after working hours.

6. Sheeted scaffolds must comply with the amended standards to BS5973 with regard to tying in.

7. Scaffolds should be secured against bad weather conditions and short boards secured down.

8. Guardrails and toe boards must be maintained in good order.

9. Entries must be made in the F91 register for all platforms over 2m high and the scaffold checked weekly.

10. Inspections must be carried out by a competent person.

11. Scaffold components should be inspected to ensure good condition.

12. Sole boards not less than 1,000 sq.cm. must be fitted under base plates, other than on concrete or steel surfaces.

13. No persons are to be permitted to remain on platforms during the moving and repositioning if the tower.

14. For mobile towers, the height to base ratio must not exceed manufacturers' instructions or 3.5:1 inside buildings or 3:1 outside buildings.

15. For static towers, the height to base ratio should be 4:1 inside buildings and 3.5:1 outside buildings.

EXCAVATIONS AND EARTHWORKS

1. Excavations more than 1.2m deep are to be supported with trench sheets and telescopic props, safety boxes or hydraulic support systems, or:

2. Battered to the angle of repose.

3. Spoil heaps should be kept low, 1.5m away from the excavation, and battered to the angle of repose.

4. HSE Guidance Notes are to be available to ensure proper methods are complied with.

5. Excavations are to be inspected by a competent person before use with entries being made in the F91 Part 1 register, weekly.

6. Barriers should be fixed to prevent falls in the excavation and stop blocks used to prevent vehicles approaching too close.

7. Safety helmets are to be worn in excavations and near excavations.

8. Construction (Lifting Appliance) Regulations are to apply to excavators being used as cranes.

9. Ladders should be available to provide access and egress. Such ladders are to be secured to prevent slip or fall and inside the supported area of the excavation.

ROOFING

1. Crawling ladders, boards or staging, must be provided for roofs more than 30˚ pitch to ensure a safe foot and hand hold if necessary.

2. Edge protection should be fitted where falls of more than 2m can occur.

3. Fragile roofing, ie cement asbestos and roof lights should be barriered off or covered over and warning noticed fixed.

4. Staging should be provided in advance of the working edge during sheeting operations.

5. Precautions must be taken to prevent material falling on people below, either by providing fencing, barriers, fans or prohibiting entry.

6. Access should be provided by secure ladders and if necessary access towers an hoist towered for materials.

7. Tar boilers must be sited safely with LPG gas cylinders at least 3m away.

8. Fire extinguishers must be available to hand where tar boilers or hot work takes place.

9. Where a 240 volt supply is used, the equipment must be protected by a Residual Current Circuit Breaker.

10. Precautions must be taken during inclement weather and high winds to prevent material falling from roofs.

PLANT, MACHINERY AND ELECTRICITY AND POWER TOOLS

1. Plant and machinery, provided or hired must be appropriate to intended purpose, checked before use, in good condition and services regularly.

2. Guards covering moving parts must be maintained at all times where practicable.

3. Hand tools must be kept sharp, where necessary, and in good serviceable condition.

4. Power tools should be inspected before use and maintained at regular intervals.

5. Where necessary, training should be given and certificates issued, particularly in respect of cartridge and abrasive tools.

6. Any 240 volt circuits must be protected by Residual Current Circuit Breakers.

7. Electrical regulations must be complied with particularly with regard to weather conditions and mechanical damage.

8. Electrical equipment on site should be tested at 6 monthly intervals.

9. Electrical equipment in workshops should be tested at 6 monthly intervals.

10. Electrical equipment in offices should be tested at 12 monthly intervals.

11. Records are to be kept of all tests and inspections.

12. Personal protective equipment is to be supplied and worn, ie helmets, gloves, goggles, masks, aprons and boots etc.

PLUMBING AND HEATING ENGINEERS

1. Health and Welfare regulations must be complied with, especially in respect of welding fumes and washing facilities.

2. LPG cylinders and blow torches must be kept in good condition and when in use a fire extinguisher be made available at the place of work.

3. Descaling fluids and other hazardous substances should be subject to the COSHH regulations and assessments to hand.

4. Asbestos removal from old systems will be subject to the Asbestos Regulations. Written assessments must be made and instructions provided.

5. Threading machines should be properly fitted with pipe guards and equipment properly maintained.

6. Welding equipment, where necessary, should be maintained and cylinders confined to a cradle, cylinder stand or tied upright to prevent falls and damage to the valve groups.

7. Rubber tubing must be securely attached to equipment, inspected regularly and, if necessary, renewed.

CARPENTERS AND WOODWORKING MACHINES

1. Work in public places must be conducted safely and protective measures taken to ensure that members of the public are not exposed to undue hazards.

2. Machinery should be guarded as laid down in Woodworking Regulations.

3. Machinery should not be used unless operatives are competent and have been properly instructed and trained.

4. Abrasive wheels are only to be mounted by trained, competent persons.

5. Floor and working areas should be kept clear of debris and accumulation of flammable materials.

6. Trestles, steps, ladders etc should be used to gain access to higher levels.

7. Took and equipment, where necessary, should be kept sharp and in good condition.

8. Defective equipment should not be used and should be reported to supervisors to enable maintenance to be carried out immediately.

9. Personal protective equipment eg dust masks and eye protection, to approved standards, must be worn.

10. All injuries and accidents must be reported and entered in the Accident Book.

LIFTING APPLIANCES AND EQUIPMENT

1. All lifting operations are to be supervised by a competent trained person.

2. Lifting appliances must only be operated by competent, certified and authorised personnel.

3. Appropriate Certificates of Test in respect of all Lifting Appliances and Lifting Equipment must be available for inspection before use.

4. Structures and ground surfaces from which Lifting Appliances will operate must be adequately constructed and prepared to ensure, as far as practicable, the stability of the appliance during use and monitored accordingly.

5. Only trained and authorised competent Slingers/Banksmen should be permitted to carry out Slinging and Banksmen duties.

6. Practical steps must be taken to prevent falling and spillage of materials.

7. Where necessary, barriers and fencing must be erected to protect operatives and members of the public during Lifting Operations.

8. Safe working loads of appliance or equipment should not be exceeded.

9. A competent person must be responsible for carrying out inspections, tests and examinations and compilation of records, as necessary.

CATERING

HEALTH & SAFETY POLICY

The School is committed to producing and supplying food that is safe and meets all legal requirements, so it shall ensure that all food supplied to and by the School is produced to high standards of safety and wholesomeness, in accordance with good hygiene practice and the principles of HACCP*. The School will comply with the requirements of the Food Safety Act 1990; the Regulations made under that Act; all other relevant legislation, Codes of Practice, Industry Guides and other approved guidance. The School expects its food suppliers and contractors to do the same.

PHYSICAL STANDARDS

Design and Construction

The design, structure and layout of premises, and the provision of necessary services, equipment, facilities, etc, must satisfy the requirements of legislation and the industry guidance. The structure must be sound, with no significant defects. There must be sufficient space for all the different activities, such as storage, preparation, cooking, service/display, staff changing, etc. There must be sufficient space to allow good food hygiene practices, such as protection against cross-contamination in food storage and preparation areas. Surfaces and equipment in food rooms must be of materials which are smooth, impervious, non-toxic, non-tainting, easily cleaned, durable and non-reactive to food ingredients. All surfaces coming into direct contact with food, food utensils, crockery, etc. must be made from suitable materials and be in sound condition.

Services

Adequate supplies of electricity, gas and water must be provided and there must be mains drainage, laid with sufficient fall, with the provision of water traps at all connections and grease traps where necessary. A potable, mains supply of piped hot and cold water should be available at each appliance, for the following uses : i) washing food, ii) inclusion as an ingredient, iii) cleaning surfaces and equipment, iv) hand washing.

Equipment

There must sufficient in a good state of repair. Equipment should be mobile or positioned to permit access for effective cleaning and, where appropriate, must have working guards in place. Emergency cut-off controls must be available within the kitchen, for electrical and gas fuelled equipment. Dangerous machinery including mixers, slicing machines, dishwashers, chopping or mincing machines, pressure steamers, must have warning signs displayed near to them. Staff must be a minimum of 18 years of age, and trained in their use, cleaning and precautions. Refrigeration should be sufficient capacity for the amount and style of catering being practised; including blast chillers where necessary and should be located away from heat producing appliances, in well-ventilated areas. Operational temperatures must allow food to be stored at the following : fridges 0 to 5 degrees C and freezers -18 degrees C or lower. Food holding and service must be capable of holding hot food at a minimum of 63 degrees C and cold food displays must be capable of holding food at a maximum of 5 degrees C. Food display equipment should be suitably screened on the customer side.

Storage

Dry goods and vegetable storage should be in a good state of repair and adequately ventilated to provide cool, dry conditions with an air temperature range of 10 to 25 degrees C. Sufficient storage racking or shelves must be available, to allow all food and equipment to be kept 150mm clear of the floor. Free standing stainless steel or plastic racking is preferable, but if not, the materials used need to be durable and capable of being effectively cleaned.

Facilities

Sinks are needed for the washing of food and equipment. These must be of a sufficient number and capacity. Hot water tap temperature should be 50-60 degrees C. Dishwashers are essential for all but the smallest catering operations and should be in good working order and of adequate capacity. The rinse cycle water should exceed 80 degrees C. An adequate number of wash hand basins are needed for staff use. These should be located so that staff can have convenient access to them. Liquid soap and paper towel dispensers should be provided at each basin.

Lighting

This must be adequate and glare-free in all areas. Light fittings must be suitably covered or provided with diffusers. Recommended lighting standards are : i) 500 lux for food preparation, cooking and service areas ii) 200 lox for all other areas.

Ventilation

Kitchens and dishwasher rooms must have mechanical ventilation, with cooking equipment enclosed by a ventilation hood fitted with outlet grease filters. Extractor hood filters and ducting must be free

from grease deposits, removable or otherwise accessible for cleaning and maintenance purposes. Ventilation must be capable of removing excess heat, steam and odours from cooking processes, refrigeration equipment, dishwashing, etc.; also odours and stale or damp air from staff facilities and stores. Ventilation expressed in terms of minimum air changes per hour (ach) is recommended as follows : i) 30 ach for kitchens ii) 6 ach for toilets, restaurants and rest rooms iii) 3 ach for cellars and stores. All ventilation openings should be positioned to prevent any flow of air from contaminated to clean areas (e.g. from toilets or refuse storage areas to food rooms). All ventilation openings, e.g. windows, doorways, airbricks, ducted inlets etc. should be fitted with insect-proof screening.

Refuse Storage and Disposal

Sufficient capacity must be available for refuse storage, with a maximum collection frequency by a licensed refuse contractor of once a week. Storage areas or compounds should be hard surfaced and in sound condition, preferably laid to a suitable fall and drained. A sufficient number of covered bins or other waste receptacles should be provided. Metal-framed plastic sack holders are preferred, fitted with a foot-operated cover. Bins, etc. must be taken to the external refuse store when full and at the end of each session. Yards and other refuse storage areas should be washed down weekly, or as necessary. Refuse containers must be pest-proof, covered bins or skips with sufficient capacity to contain all the refuse produced. Lids or covers of refuse containers must always be in place. Cardboard and other bulky waste should be broken flat to reduce volume. Refuse must not be stored on the floor in bags, cardboard boxes or other unsuitable containers. All refuse collectors, including those companies removing waste oil and food for recycling, must be licensed.

Staff Facilities

Staff must have facilities separate from food rooms where they can change and store their street clothes and personal effects. Toilet facilities should be separately provided for staff, but shared use is acceptable for small operations. All facilities should be in a good state of repair and cleaned daily. Provision of lockers is recommended for staff clothing and other belongings, located in a changing room. Toilets should have a wash hand basin, with liquid soap and paper towels, and a sign stating “Now Wash Your Hands” needs to be on display. Warm air hand dryers are acceptable as an alternative to paper towels. Areas containing a WC or urinal facility must only communicate with a food room or work room via an intervening ventilated space.

Equipment Maintenance

All gas and electrically-powered equipment must be serviced, repaired, etc. when necessary and at least once per annum. i) for gas equipment, this will be done by a competent (i.e. Gas-Safe registered person) and include an annual safety check where necessary. ii) for electrical equipment, inspection and testing will be in accordance with the Electricity at Work Regulations 1989.

OPERATIONAL STANDARDS

Purchase & Delivery

Only those food suppliers approved by the School are permitted. The delivery vehicle must be checked to determine its suitability for carrying food. Food must be examined and the following checks made before being placed into storage :- i) condition of packaging and containers, ii) condition of food, iii) labelling to include product description, storage conditions and "use by/best before" dates), iv) delivery storage - raw and cooked foods kept separate, suitable containers and packaging in use), v) acceptable temperature range (degrees Celsius) chilled 0 to 8, frozen -12 or below. If the food is delivered in an unsatisfactory condition, it must be rejected. It is essential that someone is always available to receive food on delivery. Food deliveries left unattended in an outside location is unacceptable. Food deliveries must be properly stored as quickly as possible under appropriate conditions. Priorities are : chilled and food frozen foods. New stock should be stored behind old to encourage use of the oldest stock first (i.e. first in - first out)

Storage

There must be adequate storage capacity and facilities for the quantities being ordered Sufficient shelving or racking should be available to avoid the use of floor pallets or platforms. Space beneath the lowest shelf needs to be enough for effective cleaning and pest inspection. Recommended floor clearance is 150mm. Outer packaging should, wherever possible, be removed from food deliveries before the food is stored away. Food must always be stored above floor level and away from contact with walls in store rooms, cupboards and walk-in refrigerators, unless kept in a suitable container. Raw and cooked/ready-to-eat foods must be stored separately, ideally in separate fridges. If fully separate facilities are not available, the raw foods must be kept below or otherwise apart from other foods. Once opened, food must be subsequently stored fully wrapped or covered with food-grade material. Suitable materials can be washable or disposable, but need to be of an impervious nature and food-grade. Food must not be stored or heated in opened cans. Food should be immediately used or the contents decanted into a suitable, food-grade container and must also be adequately labelled. The existing label on pre-packed, date coded food must not be removed or altered. Goods with expired date codes should be removed from the premises, as should all unfit and unsaleable items. Items awaiting disposal must be segregated from sound stock and clearly labelled or signed "not for use". Unnecessary glass should be kept out of food rooms, unless protected as in the case of light fittings. Non food items should be kept out of food storage and preparation areas - particularly those which may contaminate through leakage or airborne taint - such as cleaning chemicals.

Preparation

Where space permits, areas should be designated for particular types of food preparation - e.g. pastry, veg/salad, sandwiches, raw meat, fish, etc. Separate equipment (tables, knives, chopping

boards) is desirable for use with raw and cooked/ready to eat foods. If there is a colour-coding system for boards this must be understood and followed by staff. Where full separation by space and/or equipment is not possible, this can be achieved effectively by thorough cleaning and disinfection between each type of use.

Personal Appearance

Food handlers must present for work in a clean state – hair, clothing and body. A high standard of personal cleanliness is required, with particular concern for the hands and hair. Fingernails must be short and clean. Nail varnish and false nails must not be worn. Jewellery should be kept to a minimum. The only types permitted are sleeper-type earrings and plain finger rings. Long hair must be tied back or enclosed within a hat or hair net. Protective clothing must be worn by all food handlers and fulfil the following : clean and in good repair, washable, lightweight, of light-coloured material and cover all outer clothing and the hair. Staff who handle high-risk food must not travel to and from work wearing their protective clothing. This should be kept at work so that all clothes changing is on-site. Strong, closed toe, "sensible" shoes with slip-resistant soles should be worn to protect against slipping, hot spillages, etc.

Hand Washing

Hands are to be washed in wash hand basins provided only for this purpose and no other. Each requires a supply of hot and cold running water, liquid soap and disposable towels. Wash hand basins must be kept in a clean condition, provided with a plug, and its location or other equipment must not obstruct access. Hands should be washed frequently, but in particular on the following occasions : i) before starting work AND after any break, ii) after visiting the WC, iii) after handling raw food, iv) after handling dirty equipment (including money), v) after handling delivery packaging, vii) after handling refuse, viii) after cleaning surfaces or equipment.

Personal Habits

The direct handling of high-risk food should be avoided whenever possible. Implements such as tongs and spoons should be readily available. Other bad habits to be avoided include the following : i) tasting food by dipping fingers or reusing an unwashed spoon, ii) scratching, coughing/sneezing over food, iii) taking breaks in food rooms, iv) washing hands in a food or equipment sink, v) sitting on food preparation surfaces, vi) touching hair. Personal belongings, outdoor clothing, etc. must be kept out of food rooms and stored in the staff facilities.

Injury and Illness

Food handlers must immediately notify their manager of any of the following: i) diarrhoea, vomiting, nausea, stomach pains (i.e. symptoms of food-borne illness), ii) colds, coughs and other respiratory or chest infections, iii) skin infections or conditions, e.g. septic wounds, dermatitis, eczema, rash, iv) infections of the eye, ear, mouth, nose and throat, v) symptoms of food-borne illness in the food

handler's household, vii) return from any trip overseas. On return from any sickness absence or trip overseas, food handlers must complete a Return from Holiday Questionnaire. A fully stocked first aid kit should be available within the kitchen area, which must include a supply of detectable waterproof dressings. All cuts, abrasions and burns must be covered with a waterproof dressing.

Temperature Control

Food storage areas and equipment must be kept within the following specifications : i) ambient stores (e.g. dry goods, produce, bread) to be within 10 to 25C C, ii) fridges to operate within the 0 to 5 degrees C range, iii) freezers to operate at or below –18 degrees C. All refrigeration equipment should have a temperature display on the casing, or have an internal thermometer and must be verified at least once daily by use of an electronic probe thermometer. Temperatures of all refrigeration storage equipment should be recorded in writing at the following frequencies : i) fridges twice per day ii) freezers twice per day. Each kitchen must have an electronic probe thermometer, spare battery and a supply of disinfectant wipes. All "high risk" foods must be stored under refrigeration, including raw eggs and other foods with label instructions requiring refrigeration. Doors of refrigeration equipment should be opened only when necessary, and closed immediately after use. Fridges must not be overloaded. Adequate air circulation is necessary. Any food found to be fully or partially thawed must not be re-frozen. Frozen food required to be thawed before cooking should be carried out under refrigeration or in a rapid thaw cabinet and not at ambient room temperature. High-risk food should never be permitted to thaw outside refrigeration. Food should not be left at ambient temperature during preparation, transfer, equipment defrost/breakdown and waiting periods for longer than necessary.

Cooking and Reheating

Food must be thoroughly cooked throughout to a time and temperature combination effective in destroying pathogens. Both cooking and reheating must be accomplished as quickly as possible. A minimum 75 degrees C internal temperature for a period of 2 minutes must be achieved. An electronic probe thermometer should be used to determine procedures and to check their effectiveness at the end of the cooking time. Only recognised cooking equipment is suitable - holding equipment such as bains-marie and hot cupboards are not to be used for cooking or reheating. Quantities to be cooked must not be so large as to make it difficult to achieve the above time/temperature combinations. Meat pieces should not exceed 4kg weight. Cooking/reheating temperatures of a selection of foods should be recorded daily

Cooling, Holding, Display

Food will be cooked and served or held hot immediately. After cooking, food must be cooled as rapidly as possible before being refrigerated. This period should ideally not exceed 90 minutes which may be achieved by any of the following : use of a blast chiller, breaking down food into smaller quantities after cooking covering and placing in a cool, well-ventilated area. Food must not be put into a fridge until it has cooled to near ambient temperature. Reheating can be carried out once only,

of previously cooked and cooled food. Food which has been reheated should be discarded at the end of a service session. When being held prior to service either on display, or as “back up,” food must be maintained at the following temperatures : • hot food at 63 degrees C or above • cold food at 0 to 5 degrees C. Food on display must be maintained at the above temperatures, but if display equipment is not effective, or the food is presented as a served at a buffet, the following exemptions are permitted : hot food can be held below 63 degrees C for up to 2 hours and cold food can be held above 5 degrees C for up to 4 hours. After the above periods, food must be discarded. Probe thermometers should be checked monthly by immersion in iced and then boiling water. Temperatures of a selection of displayed foods should be recorded daily.

Cleaning and Disinfection

A range of cleaning products suitable for use in a food handling environment is needed. They should leave no toxic or tainting residue and the methods of use should ensure that food and equipment are not contaminated. Generally, commercial, food-grade chemicals should be in use and household chemicals avoided, as these are often of limited effectiveness and may be scented. The following types of cleaning product are recommended for use : oven cleaner, surface degreaser (floors, walls, tiling, cookers, etc.), surface sanitiser (work surfaces, fridges and freezers, processing equipment, etc.), hand wash up detergent, machine wash up detergent and rinse aid. Chemical storage should be separate from food where possible, and only sufficient for immediate use should be kept in the food areas. If stored in the same room, chemicals should all be at low level and food stored above. Chemicals must be stored in their original, labelled containers. Decanting must be avoided, but if chemical is diluted into a spray bottle, this is acceptable provided the bottle is labelled. Chemical storage must take account of the potential hazards involved - for example, acid-based products must be kept away from chlorine-based disinfectants. Suitable and adequate protective clothing must be available and used when handling cleaning products. Depending on the product in use, this may include rubber gloves, goggles, face mask and aprons. Cleaning equipment should be suited to the purpose for which it is intended and be in good repair. Use of mops, cloths, brushes, etc. must avoid contamination of clean areas and equipment, by ensuring no overlap between low risk and high risk areas. Separate equipment is needed for food and non-food areas. Cleaning cloths should preferably be of the disposable type, but washable cloths are satisfactory if laundered daily. Equipment should be kept in a suitable store room or cupboard, separate from food and sanitary facilities. A written cleaning schedule must be in evidence and staff trained in its use. This should cover session, daily, weekly, monthly and long-term cleaning practices. The following information is necessary : i) areas and equipment to be cleaned (every item must be included), ii) frequencies of cleaning, iii) materials, methods and equipment to be used, iv) persons responsible, v) safety procedures (e.g. personal protective equipment, general instructions). It is essential that the internal and external environment be kept clean, tidy and free from any foreign matter. Surfaces and equipment coming into contact with food or hands requires thorough cleaning and disinfecting. All necessary details must be contained in the cleaning schedule. All equipment, utensils and machinery must be cleaned in accordance with the manufacturers' instructions. These should be referred to or incorporated into the cleaning schedule. In addition to any requirement of the above, all spillages must be cleaned up immediately and food rooms kept tidy. Washing up can be carried out either in the dishwasher, or by

hand : Dishwasher - wash and rinse cycles should be set at the appropriate temperatures, which are : i) wash at 50 to 60 degrees C, ii) rinse at 80 + degrees C. Hand - the two sink method is necessary. One is the wash sink, the other is for rinsing. Temperatures are limited by the piped hot water supply, but should be at 60 degrees C. Drying up - rinse temperatures should be high enough to allow rapid air drying of washed items, and an adequate amount of drying rack or tray space is needed to accomplish this. Cloths should not be used for drying or polishing, but disposable paper towels or roll can be used. Water temperatures of the dishwasher cycles should be regularly monitored, using a probe thermometer or the equipment display.

Pest Control and Prevention

Premises should be covered by the pest control service contract Operable doors and windows located in food rooms and openable direct to the outside air should be fitted with fly screening. Electric fly killers (EFKs) need to be regularly serviced and emptied. Staff must be aware of the signs of potential pest infestation and should be encouraged to notify suspicious signs to the Catering Manager. Any treatment for pests must only be carried out by the contracted pest control operator.

HACCP* - HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP)

A method of ensuring food safety by examining every step in a food operation, identifying those steps critical to food safety and implementing effective control and monitoring procedures at these steps. HACCP is a preventative system that gives a high level of food safety assurance and is considered to be the best approach to producing safe food and thus preventing food-borne illness. The Food Hygiene (England) Regulations 2006 require food businesses to ensure:

- All operations are carried out in a hygienic way.
- All food safety hazards are identified and effectively controlled, by:

    i. Analysing the identified food safety hazards.
    ii. Deciding which hazards are critical to food safety (i.e. critical points).
    iii. Identifying and implementing effective hazard controls.
    iv. Monitoring procedures at the critical points.
    v. Reviewing the above periodically and when necessary.

ANNEX G to
Health And Safety Policy
01 January 2019

RISK ASSESSMENT POLICY

The School's Risk Assessment Policy can be found at:

School Risk Assessment Policy