

Health and Safety Policy

(Seniors, Juniors, Infants including EYFS)

STATEMENT

1. The Governors of Bristol Grammar School (the School) recognise their responsibility under the Health & Safety at Work, etc. Act 1974 to provide for the health, safety and welfare of their employees, pupils, members of the public and any others who may be affected by the School's activities.
2. To this end the Governors will, so far as is reasonably practicable, fully comply with the requirements of the said Act, and such of its attendant Regulations as may apply, by making suitable and sufficient arrangements to:
 - a. develop and maintain safe systems of work;
 - b. give sufficient information, instruction, training and supervision to ensure the health, safety and welfare of all its staff, pupils and others working within School premises, and during sporting activities and visits away from the School;
 - c. protect the health, safety and welfare of visitors to the School;
 - d. provide competent technical information and professional guidance as required;
 - e. provide plant and equipment that is fit for purpose and maintained in accordance with the necessary requirements;
 - f. ensure the safe use, handling, storage, transportation and disposal of articles and substances;
 - g. maintain a safe and healthy place of work, with safe access to/egress from that place of work;
 - h. positively consider the environmental impact of all School activities and reduce carbon emissions where possible;
 - i. formally consult with employees on all matters having effect on their health, safety and welfare at work.
3. Without detracting from the responsibility of the Governors, day-to-day management of Health and Safety within the School rests with the Headmaster, the Infant and Junior School Headmaster, the Health and Safety Co-ordinator, Heads of Department and others as detailed in the 'Organisation' section of this Policy.
4. The Governors' acknowledge that no Health and Safety Policy can be successful without the full cooperation of all staff. The Headmaster, with the support of the Senior Leadership Team, will ensure that staff understand their Statutory Duty to take reasonable care for the health and safety of themselves and others, and to cooperate with their employer in the implementation of the Health and Safety Policy and safe working practices.
5. The Governors recognise that risk is inherent in most human activities and that it is impossible to avoid them completely. However, by the use of formal Risk Assessment processes the Departments within the School will identify any significant risks associated with the work/workplace and put in place any necessary control measures to reduce those risks to an acceptable level.
6. This Health and Safety Policy, and other specific Health and Safety related policies will be reviewed at least annually by the Health and Safety Coordinator, the appointed Governor, Mr David Shelton, the Independent Health & Safety Consultant. The policy will be approved at a F&GP Governors' Committee Meeting in accordance with the approved review timescale for this policy. Any amendments will be brought to the notice of staff that may be affected by them.
7. The School's Health and Safety policies are available for reference on the School's staff drives.

David Shelton

Health and Safety Governor
Date August 2022

ORGANISATION

1. The Board of Governors

The ultimate responsibility for health and safety rests with the Board of Governors. The Governors will, so far as is reasonably practicable, provide sufficient resources to enable this Health & Safety Policy (the Policy) to be implemented effectively.

The Health and Safety Policy will be overseen by the Governors' Finance and General Purposes Committee.

2. The Headmaster

The Headmaster is responsible to the Governors for the implementation of the Policy within the Senior, Junior and infant Schools.

The Headmaster will ensure that:

- he is familiar with the Policy;
- the H&S Policy Statement is included in the Staff Handbook for the attention of all staff;
- all staff are aware of the objectives of the Policy and of the responsibilities the Policy places upon them;
- the health and safety performance of the school is effectively monitored.

3. The Health and Safety Co-ordinator

The Health and Safety Co-ordinator is the Bursar who is responsible to the Headmaster for the day-to-day operation of the Policy. The Bursar will work closely with key members of the BGS team, such as the Facilities Manager to ensure efficient and safe day to day operations. They will:

- ensure that the arrangements for implementing the Policy are effective in operation;
- liaise with the H&S Independent Adviser to review and update the Policy in the light of new legislation, changes in organisation, etc.;
- ensure that the Health and Safety policies are accessible to all staff;
- where appropriate, direct matters concerning health and safety to the H&S Independent Adviser;
- monitor the health and safety performance of the school via observation, safety audits, hazard spotting and risk assessment;
- ensure with the Assistant Head: Compliance, Deputy Head: Operations and Planning and Head of HR that all staff receive suitable and sufficient training to enable them to carry out their work without risk to their health, safety or welfare;
- ensure with the Facilities Manager that registers and records of all safety checks are maintained;
- with the Deputy Head Operations taking the lead ensure that full practice fire evacuation drills are undertaken in accordance with the fire safety policy;
- ensure appropriate training needs are identified and addressed, including those working alone and/or after normal hours (lone working out of normal school hours is avoided where possible);
- be Chairman of the School's Health and Safety Committee.

The Bursar will work closely with the Facilities Manager and Senior Leadership Team coordinate health and safety advice given by specialist advisers and produce, with the support of Heads of Department, suitable and practical action plans:

The Bursar will report any breaches to the Headmaster and in addition will ensure that:

- adequate insurance cover is in place, taking specialist advice from a reputable insurance broker;

- all regulatory inspections, tests and maintenance of equipment and systems provided for health and safety within the school are carried out as necessary by competent specialist contractors;
- adequate measures are in place to ensure effective management of fire risks, including comprehensive Fire Risk Assessments and Action Plans approved by the Health and Safety Independent Consultant;
- systems to ensure the health, safety, welfare and security of pupils, staff, parents, visitors etc. are in place and effectively managed;
- suitable arrangements are in place for the management of vehicles on site and the maximum speed limit of 5 miles per hour is adhered to;
- all school vehicles are properly maintained and roadworthy;
- where necessary, the school complies with all the requirements of the current Construction (Design and Management) Regulations.
- suitable and sufficient Risk Assessments are carried out, with independent advice where necessary, with priority on areas where there are the greatest risk.

Academic Departments

4. Heads of Teaching Departments and Head of the Infant and Junior School “Heads of Department”

Heads of Department are responsible for ensuring the health and safety of all pupils, staff, visitors and any other in their department.

Heads of Department will:

- where applicable, issue detailed departmental instructions and guidelines to staff for their activities, and ensure staff are conversant with these;
- ensure staff receive suitable and sufficient training/refresher training to enable them to carry out their functions safely and with no risk to health for pupils, teachers, parents or visitors;
- ensure that equipment necessary for the work of the department is maintained in compliance with current regulations and or/ policy and that appropriate notices are displayed adjacent to specific hazards;
- direct any matters concerning health and safety to the appropriate member of the Senior Leadership Team;
- monitor the health and safety performance of the department including observations, risk assessments and audits especially when any activities, operations or equipment change;
- ensure that assessments for all hazardous substances used within their departments are undertaken as specified by the Control of Substances Hazardous to Health (COSHH) Regulations, independent advice to be used where appropriate;
- CLEAPPS guidelines will be used to minimise risk in science, technology and other departments where considered appropriate.

In particular, the Heads of those Departments where risks levels may be higher (i.e. Science, PE, Design & Technology, Art, Textiles and Food Technology as examples) will, as applicable:

- prevent unsupervised access by pupils to potentially dangerous areas or equipment;
- check that all scientific and D&T equipment is switched off at the end of the school day;
- secure flammable materials used in securely locked, fire resistant storage; and
- ensure that radiation sources, if any, are kept in a securely locked, fire resistant store, and that their condition and use are monitored by a suitably qualified member of staff i.e. the Head of Physics and that independent audits are undertaken;
- ensure that any PE Department starting pistols are kept under safe lock and key;
- ensure that knives and other sharp instruments and tools are safely and securely stored when not being used for practical lessons.

5. Teachers

Teachers are responsible to their Head of Department for all matters relating to health and safety in their classes/teaching areas.

Teachers will:

- instruct pupils in practical safety procedures in operations or processes involving known hazards;
- ensure proper use of personal protective equipment (PPE) where necessary;
- ensure that tools and equipment are in good condition and have been tested, as appropriate, for safe operation;
- ensure that any hazards identified, or concerns about the implementation of the Policy are reported to the Head of Infant and Junior School/Head of Department;
- ensure that fire doors are not propped or wedged open other than if there is a safeguarding or public health requirement. It is the responsibility of the teacher, or other staff members, to remove the wedge from the fire door if the room, or area, is going to be unoccupied and unsupervised after the lesson or meeting.

6. Classroom Assistants/Technicians and All Other Staff

Classroom Assistants and Technicians will assist their Heads of Department and teachers in the discharge of their duties with regard to health, safety and welfare.

All staff are responsible to their Line Manager and are required to assist them and the Health and Safety Co-ordinator in the discharge of their duties with regard to health, safety and welfare.

Technicians are responsible to ensure that there is no pupil access to prep rooms or workshops containing equipment that may be dangerous unless there is strict supervision.

7. The Facilities Manager (FM) and in the FM's absence the Assistant Facilities Manager and Maintenance Supervisor (where relevant these responsibilities also apply to the Pavilion Manager at Failand and Head Groundsperson at Failand) "The Facilities Manager"

The Facilities Manager is responsible to the Health and Safety Co-ordinator for all matters regarding the maintenance of the structure and fabric of the School Buildings. The Facilities Manager will act as the School's Contractor Liaison Manager and ensure that all contractors working on School premises are aware of any particular hazards associated with the areas in which they are working, and that they are aware of relevant sections of the School's policies.

The Facilities Manager and his facilities support team will arrange, within the appropriate timescales, and keep records of, regulatory inspections, tests and maintenance of equipment and systems provided for the health and safety within the school, including:

- Electrical safety testing;
- Regular portable appliance testing;
- All gas appliance (boiler, kitchen equipment etc.);
- Landlord's gas safety certificates (domestic accommodation);
- Legionella (including keeping an up to date Legionella Risk Assessment);
- Lift maintenance records;
- Tree Surveys;
- The capacity of spaces are adhered to;
- School vehicle maintenance testing and records;
- The Sport Operations Manager will be responsible for arranging the testing/retesting of the 3G pitch to be within both FIFA and World Rugby guidelines and the safe operation of other sports areas.

- 1532 Theatre Manager is responsible to ensure all equipment including seating is tested as required.

The Facilities Manager, including the support team, will also have overall day-to-day management control of:

- the maintenance of a suitable and sufficient potable water supply;
- the Facilities Online Site Helpdesk on Sharepoint here any problems / defects can be reported - with an audit trail of when these items are resolved / addressed;
- Air quality monitoring within the school and reporting results to the Health & Safety Coordinator;
- ensuring that drains, gutters, etc. are kept unblocked. Checking that all drain runs are clear (using external contractors if necessary)
- the regular school maintenance functions, (including working at heights, electricity, manual handling, building and maintenance work, use of power tools, use of other equipment, COSHH and flammable materials);
- ensuring compliance with the new CDM Regulations by contractors working on the School premises and liaising with independent surveyors when used by the School;
- the Asbestos Register and Asbestos Management Plan;
- Liaison and planning with the Health & Safety Coordinator and the Governors' Estate Committee for any estate works during the summer holidays or at other times;
- ensuring that equipment necessary for the work of the department is maintained in compliance with current regulations and/or policy and that appropriate notices are displayed adjacent to specific hazards. Particular attention will be given to the guarding of dangerous machines;
- issue, as necessary, detailed instructions and guidelines, safe systems of work, method statements and/or risk assessments to staff relating to any safety aspect of their activities and ensure staff are conversant with them;
- ensure that staff are provided with any necessary safety and/or personal protective equipment.
- direct any matters concerning health & safety to the Health and Safety Co-ordinator;

The Facilities Manager will:

- have day to day management control of the building security (e.g. alarms, locking external doors, gates and windows, etc.);
- oversee the work of the cleaning contractor;
- arrange for the safe set up of rooms and facilities for school and appropriate third party lettings;
- arrange for the weekly test of the fire alarm system;
- ensure the thorough inspection and testing of the fire alarm system and fire extinguishers by specialist contractors in accordance with the school Fire Safety Policy;
- maintain the Fire Precautions Log Book.

8. Porters and Grounds staff

The Maintenance Team, Porters and Grounds staff will assist the Facilities Manager and Heads Groundsman, respectively, in the discharge of their responsibilities with regard to health, safety and welfare. Where porters in particular are working after normal school hours and any security issues arise it is the school policy that they must call for assistance and not investigate alone.

9. School Nurse/s

The School Nurse will organise and manage the School's health care arrangements including:

- maintaining an accident book and reporting system notifiable accidents to HSE;
- keeping statistics of accidents and preparing termly summary report for the Health and Safety Committee;
- arranging for pupils to be escorted to hospital (and informing their parents) where a parent or a member of the teaching or coaching staff is not available;
- maintaining all first aid boxes and eye washes;
- delivery of suitable first aid training.

The Head of HR also has a key role to play in the health and welfare of the school staff referring matters to the appropriate managers when any concerns may be raised by BGS colleagues.

10. Responsibilities and Risk Assessments during a Pandemic

There is a collective responsibility of all staff to ensure the safety of colleagues, pupils and third parties during a pandemic. Adherence to guidelines is of paramount importance. In these circumstances, a specific risk assessment (RA) will be produced, with the owners of the RA being Deputy Head Staffing and the Deputy Head Operations. Responsibilities for controls will be delegated to the school's senior management team and key managers.

11. Health and Safety Independent Adviser

The H&S Adviser, an independent consultant, reporting to the Health and Safety Co-ordinator and Facilities Manager, is responsible to the Board of Governors for advising on all matters relating to health, safety and welfare with regard to the School. In addition to scheduled days working within the School, the H&S Adviser is contactable during normal working hours via the following methods:

Priority 1 Health and Safety Ltd

www.priority1uk.com

Martin Harrison-Bond CMIOSH MIIRSM ALfireE

Tel: 03300 88251

Mobile: 07875 497944

Email: healthandsafety@priority1.uk.com martin.harrison-bond@priority1uk.com

The Health and Safety Adviser will:

- undertake Health and Safety Audits and assist in the undertaking of Department Risk Assessments as required by the Headmaster, H&S Co-ordinator and Heads of Department, priority will be placed on areas of greater risks although all departments will be reviewed;
- produce written reports and records to assist in providing an effective safety monitoring system;
- assist the Health and Safety Co-ordinator in maintaining the Policy;
- update staff on latest developments in health and safety;
- Work with the Facilities Manager to regularly review the school's Fire Risk Assessments including overseeing the action plan together with appropriate time scales for any items to be addressed.
- assist in the investigation of accidents (particularly 'reportable' accidents) as required; and,
- attend meetings of the School Health and Safety Committee.

12. Catering

The Catering Manager, liaises with the Deputy Head Operations and the Bursar, and is responsible for the day to day operation of BGS Catering and for following items:

- The BGS Food Safety Audit;
- Hazard Analysis Critical Control (HACCP) system of food safety awareness;
- The Control of Substances Hazardous to Health Regulations (COSHH) in relation to catering;
- BGS Healthy Eating Policy;
- BGS Catering Risk Assessments including Food Allergen and intolerance assessments reporting and labelling and
- Health & Safety and food safety training and induction for all catering staff.

Independent third party consultants are used to help with these processes and procedures where considered appropriate.

13. In Addition

It is the duty of all members of staff, contractors, pupils and visitors to take reasonable care for the health and safety of themselves, and of any others who may be affected by their acts or omissions. They must not misuse any item of equipment provided for health and safety and must report any defects and/or hazards to the Health and Safety Co-ordinator or other senior member of staff as soon as possible.

ARRANGEMENTS

Bristol Grammar School has a number of documented policies and procedures in relation to the health, safety and welfare of pupils, staff, visitors and contractors. A summary of these policies and procedures is given below, together with the location of further information:

1. Accessibility

The School has an Accessibility Plan which seeks to remove barriers to entry to pupils with disabilities and other special educational needs. With regards to physical disabilities the school makes every effort in consultation with the pupil and their parent/guardian to improve, where practical, the physical environment of the school to suit the needs of the pupil within the constraints of the school site and buildings.

[Accessibility Plan](#)

2. Asbestos

The School's Facilities Manager has commissioned an asbestos survey to identify the location and condition of asbestos in the school, the results of the survey are kept in the School's Asbestos Register. The register is held by the Facilities Manager who is responsible for keeping it up to date. The Facilities Manager will also arrange for any removal or treatment by specialist contractors and will ensure building contractors are fully briefed on areas where asbestos is/may be present and tests will be undertaken before the commencement of work.

Details of the School's Asbestos records are available from the School's Facility Manager.

3. Catering and Food Hygiene Policy

The Catering Manager, liaises with the Deputy Head Operations and the Bursar, and is responsible for all matters relating to health and safety concerning catering and food hygiene.

The Catering Manager arranges for:

- An independent Food Safety Audit;
- Healthy Eating Policy and special dietary requirements;
- Catering Risk Assessments and Allergens Reporting and
- Recording of staff training

Independent expert advice will be commissioned when required.

4. Competent Advice

The School employs a professionally qualified Facilities Manager, an independent Health & Safety Consultant and professionally qualified School Nurses and Counsellors. External specialists are engaged, such as experienced Building Surveyors and Specialist Contractors for items such as high level inspections as and when necessary for expert advice and regular monitoring and or management of specific projects within the School.

5. Contractors

The term "Contractor" is defined as anyone (individual or organisation) who enters into an agreement (written or oral) with the School to carry out services.

The Contractor Liaison Manager is the Facilities Manager, who will ensure that Contractors receive an appropriate induction, are made aware of any particular hazards associated with the areas in which they are to work, and that they are aware of the relevant sections of the H&S Manual. The Facilities Manager will arrange contractual documentation between the School and the Contractors and arrange access for Contractors to departments and different areas of the School. Contractors must book in and out of site daily, by arrangement with the Facilities Manager and the Safeguarding requirements adhered to.

Full details of the School's Contractors policy and procedure can be found at Section 3 of the School [H&S Manual](#).

Cleaning

The School's cleaning arrangements are contracted out to, and managed by, Rapid Cleaning Limited "Rapid".

Rapid employ a site manager and a local and regional contract manager who report to the School's Facilities Office Manager, weekly audits are undertaken of performance and these are monitored against a set of Key Performance Indicators "KPIs". Rapid is responsible for the training and health and safety monitoring of its employees who work within the School. Rapid is also responsible for the security of any cleaning products used.

A separate third party contractor Thompson is responsible for the cleaning contract at Failand. The manager reports to the BGS Director of Sport.

6. Control of Substances Hazardous to Health

Assessments will be made for all hazardous substances as specified by the Control of Substances Hazardous to Health Regulations (COSHH). The results of these assessments and precautions necessary will be recorded and brought to the attention of the staff involved. Substances classified as 'Hazardous to Health' will be eliminated or, where elimination is not possible, substituted with less hazardous substances wherever possible.

All necessary precautions will be taken for the use, handling, storage and disposal of any material or substance. Further information can be found in Section 7 of the School [H&S Manual](#).

Training

Suitable and sufficient training will be provided to all staff, this is the responsibility of their line manager, to enable them to meet their obligations under the Health and Safety Policy (the Policy):

- On appointment, new staff will be given induction training which will include but not be limited to the Policy and Health and Safety operations within the school, First Aid arrangements and Fire Precautions/Procedures.
- Appropriate additional training will be provided where staff are exposed to new or increased risks due to a change of responsibilities, the introduction of new work equipment or technology or a change in working practices.
- Appropriate refresher training will be provided as and when necessary.
- Additional training will be provided where an employee takes on a key Health and Safety supporting role within the school

The person responsible for the co-ordination of safety training is the Director of CPD and Health and Safety Co-ordinator and Facilities Manager in liaison with and recommendations from Heads of Department and Line Managers. The School will maintain departmental records of training given to staff.

7. Enforcing Authorities

Officers of the Enforcing Authorities (HSE, Environmental Health Officers, Fire Service, etc.) have the right to visit the School and have sight of relevant School documentation.

8. Employee Consultation

We will consult with staff on matters concerning their health, safety and welfare and there is both the H&S Committee and ICE Committee as forums for this.

9. Health & Safety Committee

The School Health & Safety Committee fulfils an essential role in the effective implementation of the Policy and School health and safety procedures. The Committee will normally meet once per term, but members may call for an additional meeting where circumstances dictate.

The Committee will consider the School's Health and Safety Policy and Procedures, accident/near miss trends, reports from Departments, points raised by members of the committee and/or the Health and Safety Adviser, and

the School's future health and safety strategy. Day-to-day management of health and safety is the responsibility of Heads of Department and Line Managers.

Committee personnel will comprise:

- The Nominated Governor will be invited to attend
- The Bursar
- The Chairman of the Common Room Committee
- A member of the Senior School Staff
- A Science Head of Department
- Head of DT
- A Senior Representative of the Sports Department
- A senior member of the Infant & Junior School Staff
- The Facilities Manager
- The Health & Safety Adviser
- A representative from the Technical Support Staff
- The Deputy Catering Manager
- The School Nurses
- The Sports, Lettings and PAC Operations Managers
- Other parties, as may be agreed by the Committee

Particular people may be co-opted onto the Committee when their presence will assist in the discussion of specific agenda items.

10. Departmental Safety Policies and Procedures

Because of the potential hazards associated with their activities, the following departments will develop and maintain their own safety policies and procedures: Art, Catering, Design & Technology, Drama, Grounds Maintenance (Failand), Facilities Maintenance, Physical Education and Science.

To assist in the monitoring of Departmental health and safety performance, Department documentation will include, as necessary:

- Health and safety audits by the Health and Safety Adviser or other specialists. Results of which to be recorded and held on file in the department.
- Specific risk assessments of hazards identified during any of the above activities will be undertaken, as appropriate.

11. The Health and Safety Manual

The School's [Health and Safety Manual](#) (the Manual) will contain further details of the School and Departmental Health and Safety Policies and procedural documentation.

Heads of Department will be responsible for amendments to their own departmental policies and procedures and ensuring specific and specialist departmental equipment is serviced regularly and appropriately.

12. Fire Precautions

All fire exits/doors will be clearly marked and kept free from obstructions at all times. Fire Orders showing the route of escape in the event of an emergency are fixed to the back of doors.

Competent specialist contractors will be contracted to test, inspect and maintain the fire alarm system, the fire extinguishers and fire signage.

Fire drills, including a full evacuation of the premises, will be carried out at least once per term. Further information is available in the [Fire Safety and Procedures Policy](#).

13. Gas Safety

All gas appliances used in the School are subject to annual tests and inspections by a competent contractor (i.e. “Gas Safe” registered) as per the requirements of the Gas Safety (Installation and Use) Regulations 1998. This work is overseen by the School Facilities Manager.

14. Health and Safety Notices

Formal health and safety signage throughout the School conforms to the requirements of the Health and Safety (Signs and Signals) Regulations 1996. The display of these signs is overseen by the School Facilities Manager.

15. Legionella

The School has commissioned a professional legionella risk assessment to identify the location of water supplies, boilers, hot and cold water outlets and the position of “dead legs”; the results of assessments have been used to formulate the School’s Legionella Management Plan. The removal of dead legs is undertaken wherever possible during School maintenance and refurbishment. Regular testing is carried out by an independent professional firm, this work is overseen by the School Facilities Manager.

16. Lightning Protection

Lightning protection is fitted to the highest points of the school and is inspected annually by specialist contractors, this work is overseen by the School Facilities Manager.

17. First Aid

A list of certified First Aiders is posted on notice boards within the School, as detailed in [First Aid Policy](#). The School Nurse is responsible for ensuring that First Aiders are trained and re-trained as required and for keeping the posted list of First Aiders up to date.

First Aid boxes are located at various points within the School, as detailed in [First Aid Policy](#).

The School Nurses are responsible for the maintenance of the First Aid boxes; they will ensure, by inspection, that:

- first aid boxes are in place and clearly identified; and,
- the contents of the first aid boxes meet the requirements of the Health and Safety (First Aid) Regulations.
- the first aid update training from the school nurse is given to all staff at the start of the academic year.

18. Accident Reporting

The Assistant Head: Wellbeing and the School Nurses have introduced an online accident reporting system with a link on Sharepoint. Details of all accidents to staff and members of the public must be recorded as soon as possible.

The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR) require specified injuries and diseases associated with working activities in school, or during educational activities elsewhere, to be reported to the HSE.

The Bursar and where appropriate the Facilities Manager will oversee this but in practice it will be the responsibility of the School Nurse/s to make the report within the specified time scales using the online procedure.

The Bursar assisted by the Facilities Manager will arrange for accidents and “near misses” to be investigated to determine the need for any remedial action. Where appropriate the matter will be discussed at the Health & Safety Committee Meeting.

The School will keep a record of all reportable injuries, diseases and dangerous occurrences which will include:

- The date and time of the incident;
- The full name of the infected person;
- The occupation of the affected person;
- The nature of the injury or condition of the affected person;
- The place where the incident or dangerous occurrence happened;
- A brief discussion of the circumstances.

Details of the School's accident report policy can be found at Section 2 of the School [H&S Manual](#).

The Head will liaise with the Governors and Bursar regarding the requirement to report any particular incident to the Charity Commission.

19. Risk Assessments

In accordance with the School's Risk Assessment policy, risks associated with School activities and departmental workplaces will be identified by appropriate methods of Risk Assessment.

Those with suitable experience of the activity and/or workplace being assessed (departmental, activity, event or trip) will conduct and document the Risk Assessment. Staff should refer any clarification required initially to their line manager and the Health and Safety Adviser, or other specialist, will provide guidance and assistance in the Risk Assessment process as necessary. Further information is available in the Risk Assessment section of the [H&S Manual](#).

20. Personal Protective Equipment (PPE)

As far as possible risks will be controlled by other means but the School recognises that Personal Protective Equipment (PPE) is extremely important where the risks cannot be sufficiently reduced by other control measures, or where there is a residual risk after the implementation of control measures. The need for PPE will be assessed by line managers and suitable PPE will be provided as necessary.

Staff will be informed of when and where there is a need to use PPE, and the reasons for such need. Suitable instruction/training on the use, maintenance and care of the PPE will be provided. Arrangements for the appropriate storage of PPE will be made. Where required, PPE will be formally inspected as necessary.

It is the responsibility of teachers to ensure that their pupils fully understand the need for the PPE, how and when to use it, and to ensure that the PPE is used appropriately.

21. Use of School Premises/Facilities by External Organisations

The School will ensure, so far as is reasonably practicable, that external organisations contracting to hire School premises/facilities will be given sufficient information in order to allow them to conduct their activities without significant risks to their health and safety. The School's fire orders for evacuation are posted in the rooms occupied, and clearly defined guidance as to which parts of the premises external organisations will be granted access is to be given.

It will be the duty of external organisations using School premises/facilities to ensure that they provide adequate supervision, and take full responsibility for the health and safety of their customers/guests and provide their own adequate insurance cover.

22. Further Guidance

Further guidance on other health and safety arrangements is provided in the following sections of the [H&S Manual](#)

- New and Expectant Mothers at Work - Section 4
- Electrical Safety - Section 5
- Display Screen Equipment - Section 8
- Manual Handling - Section 9
- Provision and Use of Work Equipment - Section 10
- Environmental Protection - Section 11
- Stress in the Workplace - Section 12
- [Use of School mini-bus](#)
- [Activities](#)

Date	Last material change	Governors' Approval
August 2021	<i>JGM reviewed the policy and made minor amendments throughout including responsibilities for a risk assessment and controls during a pandemic. The policy and health and safety manual was reviewed and approved by the Independent Health & Safety Consultant.</i>	7 September 2021 at F&GP
September 2022	<i>JGM reviewed with further minor updates to reflect the operation of the school and the change in relation to the online medical reporting system.</i>	Policy Approved by the Independent H&S Consultant 1 September 2022. Revised H&S Policy with tracked changes reported to the Governors overseeing H&S 29 September 2022. Policy will be put before F&GP 24 November 2022
September 2023	<i>Reviewed by GM and the school's independent H&S Consultant – no material changes to the Policy or guidance Manual</i>	