



Abingdon Foundation - Health and Safety Policy

Part 1: General Statement of Health and Safety Policy

Abingdon School, Abingdon Prep School and Abingdon School Enterprises Limited (“the School”) recognise our responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our pupils, employees, contractors, visitors (including parents) and others who could be affected by our activities. The Board of Governors will regularly monitor the effectiveness and implementation of our Health and Safety Policy. We attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner.

The Senior Leadership Team (Senior Management Team at the Prep School), Academic Heads of Department and Support Heads of Department will take all reasonably practicable steps to:

- Provide and maintain a safe and healthy working environment including safe access/egress arrangements and suitable welfare facilities;
- Provide information, instruction, training and supervision to enable governors, employees, contractors and pupils to perform their roles safely; including displaying a copy of this policy at the School premises and drawing the policy to the attention of new governors and employees as part of the induction process;
- Undertake risk assessments, implement the identified control measures, and ensure that safe systems of work are applied in relation to all of our activities;
- Ensure that any events organised by the School are well managed so that they are safe and without risk to health;
- Ensure that all work equipment is suitable for purpose and properly maintained;
- Ensure safety and the absence of risks to health in connection with the storage, handling, use and transport of articles and substances;

- Minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls;
- Make available all necessary safety devices and protective equipment and supervise their use;
- Take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to H&S;
- Be prepared for emergencies such as fire and medical emergencies;
- Promote a positive H&S culture within the organisation;
- Ensure that any food sold, cooked, stored/handled, prepared, and/or distributed, is done so in accordance with the relevant legislation.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, other staff, visitors, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Director of Finance and Operations and other members of the Senior Leadership Team ("SLT") in order to enable the School to comply with health and safety duties. All members of staff are also responsible for reporting to the Health and Safety Advisor any significant risks or issues.

All employees, on appointment, are required to read this policy and confirm that they have read and understood it. Employees are also regularly provided with updates to key policies and procedures, either at inset meetings, onsite training events or electronically. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

This policy is reviewed annually by the Audit, Risk and Compliance Governors' Committee and submitted to Full Governing Body for further review. Changes may be made to this policy by the Director of Finance and Operations between governor reviews to reflect updates in legislation and best practice, any such changes will be reported to the next ARC meeting.

Mike Stevens
Chair of Governors
For and on behalf of the Board of Governors

5 December 2018

Part 2: Organisation and Responsibilities

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy.

Board of governors ("The Board")

The Board has collective responsibility for the oversight of health and safety within the School. It will seek to ensure so far as is reasonably practicable that a suitable management structure is in place such that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. The full board reviews the Health and Safety Policy each year. A nominated governor attends the meetings of the school's health and safety committee.

Audit, Risk and Compliance Governors' Sub-Committee ("ARC")

ARC will support the Full Board in its oversight of health and safety. ARC meets termly and seeks to ensure that adequate resources are made available, so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. A full report on Health and Safety written by the Health and Safety Advisor is tabled at each ARC meeting. The Headmaster and Director of Finance and Operations will also report to ARC and the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

Headmaster

The Headmaster, working closely with the Director of Finance and Operations will be responsible to the Governors for the safe functioning in particular of academic, pastoral and co-curricular aspects of health and safety and will seek to ensure that all Heads of Department, academic staff and pupils are aware of and fulfil their responsibilities as described in this policy.

Director of Finance and Operations

The Director of Finance and Operations, working closely with the Headmaster and supported by the Director of Estates will be responsible to the Governors for facilities, estates and administrative aspects of health and safety and will seek to ensure that all of his direct reports and other non-academic staff fully understand their responsibilities and are given the time and encouragement to fulfil them.

Health and Safety Committee

Chaired by the Headmaster and meeting termly, this committee reports to ARC.

The other members of the Committee are:

- The Senior Leadership Team, except Deputy Head Academic and Director of Admissions and Marketing
- Head of Boarding
- Abingdon Foundation's Health and Safety Advisor
- Abingdon School's Health and Safety Officer (Teaching)
- Abingdon Prep School's Health and Safety Officer (Teaching)
- Director of Estates
- Director of Sport and PE
- Head Nurse

- Commercial Director
- A Governor as a representative of the Board and in order to report back to the Board

The role of the Committee is to:

- consider matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review risk assessments;
- consider training requirements;
- monitor the implementation of professional advice;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the workplace;
- encourage suggestions and reporting of defects by all members of staff.

Director of Estates

The Director of Estates (who reports to the Director of Finance and Operations) will support the Director of Finance and Operations and have day to day management responsibility for seeking to ensure that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff health and safety induction

Health and Safety Advisor

The Health and Safety Advisor (who reports to the Director of Estates and meets regularly with the Academic Health and Safety Officers) whose duties will include:

- advising the DFO, Director of Estates and Academic Health and Safety Officers on general health and safety requirements
- reporting (termly) to the Health and Safety Committee on all matters pertinent to Health and Safety across the Foundation
- attending the Health and Safety Committee
- reporting (termly) to ARC on all matters pertinent to Health and Safety across the Foundation
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns

- a weekly meeting with the Director of Estates to discuss Health and Safety issues
- reporting notifiable accidents to the Health & Safety Executive (RIDDOR)

Health and Safety Officers (Academic)

At each of Abingdon School and Abingdon Preparatory School there is a designated member of staff acting as Health and Safety Officer who can provide health and safety advice and support to colleagues. They will take advice and receive support where necessary from the Health and Safety Advisor.

Heads of Department

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. They receive appropriate training in risk assessments. Areas of the School requiring risk assessments include:

- Teaching Departments (including more hazardous departments - science, sports, DT and outdoor lessons)
- Trips and visits - Educational Visits Officer
- Catering and cleaning functions - Catering Manager (outsourced)
- Ammunition and firearms - Combined Cadet Force Commanding Officer
- Boarding - Head of Boarding and Boarding House Masters
- Abingdon School Enterprises Limited - Commercial Director
- Other Heads of Department including :
 - Director of Estates
 - Financial Controller
 - IT & IS Managers
 - Catering Manager (Sodexo)
 - Senior Nurse, Health Centre
 - Head of HR
 - Director of Development and Alumni Relations
 - Director of Partnerships
 - Director of Admissions and Marketing

Heads of Department will ensure that:

- Health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Appropriate working procedures and safety management systems are brought to the attention of all staff under their line management
- Appropriate action on health and safety issues referred to them is taken
- Sufficient information, instruction, training and supervision is provided to enable staff and pupils to avoid hazards and work safely
- Training requirements within their areas are identified and communicated to HR accordingly

Heads of Department will seek to ensure that:

- the HR Department organises relevant training and maintains appropriate training records
- all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated where appropriate with advice from the Health and Safety Advisor.

Estates Department

Staff within the Estates Department will assist the Director of Estates and the DFO with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors (particularly external contractors on school sites)
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities

External Health and Safety Advisors

The DFO and Director of Estates will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The Catering Manager arranges for:
 - the sanitisation of all kitchen equipment and cutlery by trained individuals
 - an independent hygiene and safety audit of food storage, meal preparation and food serving areas by the Environmental Health Officer on a regular basis. Termly audits are also carried out by in-house business support managers.
 - professional advice from and in-house nutritionist dietician on healthier food, menu planning and special diets as needed.
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, 5 times a year.
 - appropriate pest control measures to be in place
 - appropriate checks on safety cut out measures for HVAC equipment and gas, with linkage to the fire alarm are carried out by the School Estates Department.

- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
- An external health and safety consultant reports periodically on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The school has a suitable and sufficient risk assessment for legionella and a water sampling and testing regime in place.
- The school maintains an asbestos register and an asbestos management plan managed by the Director of Estates. The Director of Estates is responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's Radiation Protection Supervisor (RPS), (John Brooks or in his absence Ben Simmons) is responsible for liaison with the appointed Radiation Protection Adviser (RPA) to ensure compliance with the Ionising Radiation Regulations (2017). This includes ensuring the use of radiation sources is Registered with the Health and Safety Executive (HSE) and that a radiation risk assessment and local rules are produced and adhered to so as to comply with these regulations. The RPS, as advised by the RPA, is also responsible for ensuring compliance with other legislation relevant to radioactive materials held by the school.

The School Nurse

The Head Nurse will be responsible for:

- Maintaining an accident book and reporting notifiable diseases to Public Health England.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Managing pupils who are required to go to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

School Staff

The cooperation of all staff is essential to the success of the Policy and the School requires that staff should notify their Head of Department / School Safety Advisor of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the School's Health and Safety Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the school or any other person under health and safety law and cooperate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff

- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

Part 3 - Practical Arrangements and Operational Procedures

This part of the policy deals with the practical application of Health and Safety procedures across the School.

3.1. The School's Risk Assessment Policy (16a)

3.1.1 Health and Safety risks arising from our work activities

Risk assessments for all activities presenting a significant risk and all 'risky areas' within the school are conducted by the relevant staff and reviewed on an annual basis, or sooner if circumstances change. Where appropriate, safeguarding risks to individuals are also considered as part of school risk assessments.

3.1.2 Risk assessments are undertaken by:

- Heads of Department in collaboration with teachers and staff
- Activity & Trip Leaders, Event Organisers
- Health and Safety Officers and Health and Safety Advisor
- The School maintains a subscription to CLEAPSS and their publications are used as sources of model risk assessment within Art, Science and DT.

In addition, welfare monitoring systems are in place and are overseen by the School's Safeguarding Team.

The Health and Safety Advisor undertakes regular risk assessment training with Heads of Department and others.

3.1.3 Heads of Department are responsible for ensuring that any actions required by the Risk Assessment are implemented.

3.1.4 The School is moving to an online system for managing risk assessments.

3.1.5 The findings of the risk assessments will be checked by:

- The Second Master and Health & Safety Officer (Academic-AS) for all educational visits at the Senior School
- The Health and Safety Co-ordinator for all other types of risk assessments at the Senior School
- The APS Headmaster for all educational visits at the Prep School
- The Health and Safety Officer (Academic-APS) for all other types of risk assessments at that Prep School
- The Director of Estates for fire risk assessments
- Sodexo management for catering activities

3.1.6 Any action required to remove / control risks will be approved by one of the following as appropriate:

- Heads of Department
- Headmaster / Second Master
- Director of Finance and Operations

3.2. Consultation with employees

- 3.2.1 Consultation takes place via: agenda item on departmental team meetings, termly Health and Safety Committee meetings, or on a needs basis with line manager, Health and Safety Officers or Health and Safety Advisor.

3.3. Safe plant and equipment and electrical safety

- 3.3.1 Heads of Department are responsible for:
- checking that new plant and equipment meets health and safety standards before it is purchased
 - ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required
 - seeking to ensure that any equipment or plant needing maintenance, service and inspection is identified
 - ensuring that effective maintenance procedures are drawn up and implemented
- 3.3.2 All staff are required to report any problems found with plant/equipment. Defective equipment must be clearly marked and taken out of service pending repair/disposal.
- 3.3.3 All staff are asked to conduct a visual inspection of plugs, cables and electrical equipment prior to use and to report any defective equipment.
- 3.3.4 Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors:
- Fixed wiring is tested every 5 years
 - Portable Appliance Testing is carried out regularly by an approved contractor.
 - Personal items of equipment (electrical or mechanical) should not be brought into school without authorisation and must be PAT tested. This does not apply to personal telephones, their chargers or computer equipment although these will need to be PAT tested if required by the School.
 - A water risk assessment of the School is regularly reviewed by an approved contractor who conducts regular legionella testing of water systems.
 - Radiation Protection Adviser is Dr K W Bowker.
 - Abingdon Preparatory School outdoor playground equipment is inspected by an accredited play equipment inspection company.

3.4. Safe handling and use of substances (Control of Substances Hazardous to Health COSHH)

- 3.4.1 Heads of Department are responsible for identifying substances used or occurring during their department's work activity requiring a COSHH risk assessment. In particular, Science, Grounds, Design Technology, Catering and Housekeeping and Maintenance. This includes:
- undertaking COSHH assessments and ensuring that all actions identified in the assessments are implemented, and all relevant employees are informed.
 - checking that new substances can be used safely before they are purchased

- assessments are reviewed regularly to ensure the assessment is still suitable and sufficient.

3.5. Asbestos

- 3.5.1. An asbestos survey and management plan is in place for the school in accordance with the Education & Skills Funding Agency Managing Asbestos in your School February 2017 and Control of Asbestos Regulations 2012. The School's Asbestos Register and Survey data is held by the Estates Manager who oversees all maintenance work requests. Areas identified as containing asbestos are marked with asbestos hazard warning labels and must not be disturbed except by authorized personnel.

3.6. Information, instruction and supervision

- New staff receive a Health and Safety induction. Refreshers and reminders are provided as appropriate by notice, team meeting or during Inset.
- The School is a No Smoking site; this includes buildings and grounds.
- It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.
- Heads of Department are responsible for instructing staff in departmental safety management systems and ongoing supervision of Health and Safety in their areas.
- The Health and Safety Law poster is displayed on main departmental or common room notice boards. Health and Safety advice is available from the Health and Safety Officers and Health and Safety Advisor.

3.7. Health and Safety Training

- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which will include basic 'manual handling' and 'working at height training', if relevant. Health and safety training that is related to an individual member of staff's functions, such as a science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of staff involved with trips and visits.
- Areas of work that require additional training include Catering (outsourced) and Housekeeping, Maintenance, Grounds, Science, Art and DT Technicians, D of E and CCF expedition and adventurous activities leaders
- Health and Safety related training records are kept by the HR Department who will issue reminders for refresher training within prescribed time limits. This includes safeguarding training records.
- Staff are responsible for drawing their line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

3.8. Display Screen Equipment ("DSE") Policy

- 3.8.1. The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for an hour or more at a time. If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:

(a) You should try to organise your activity so that you take frequent short breaks from looking at the screen.

- (b) You are entitled to a workstation assessment.
(c) You are entitled to an eyesight test by an optician at our expense (please refer to the Staff Expenses Policy for further information).

- 3.8.2. If following your own work-station self-assessment you have concerns about any aspect of your working environment you must contact your manager or the Health and Safety Advisor to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.
- 3.8.3. The School will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases the School will pay the cost of basic corrective appliances only.
- 3.8.4. The School will usually authorise requests for lower value workstation tools/aids for DSE/VDU use, even if that item is requested as a matter of personal preference rather than medical need so please discuss your requirements with us. Costs will be covered from the 'central furnishing budget'. Equipment should be bought by us and installed (if necessary) by us.
- 3.8.5. Where a request is made for a tool/aid with a cost of more than £100 then this will only be purchased by the school on the basis that there is a medical need following a DSE assessment carried out by the Health and Safety Advisor. The School will decide in its absolute discretion what medical evidence will be required but in the first instance a confidential approach to the Health and Safety Advisor in writing or person is suggested to begin the process.

3.9. Lifting and Handling / Slips & Trips

- 3.9.1 Generic risk assessments for regular manual handling operations are undertaken and relevant staff are provided with training where appropriate and information on safe moving and handling techniques is provided.
- 3.9.2 Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.
- 3.9.3 Staff are reminded to be aware of 'slips and trips' hazards in their areas and report any issues to the maintenance team via maintenance@abingdon.org.uk. Staff should also report any slips or trips resulting in a near miss or accident via the school's intranet.

3.10. Accidents, first aid and work-related ill health and RIDDOR reporting

- 3.10.1 Accidents:
- All accidents and cases of work-related ill health are recorded either electronically by Abingdon School Health Centre and Abingdon Prep School Reception or on accident report forms via the school's intranet. Abingdon School Enterprises Limited also use this system.
 - A senior member of staff such as a Head of Department is responsible for investigating minor accidents or incidents. The Accident investigation form is available on the staff intranet and the Health and Safety Advisor should be sent an email.

- In the case of incidents of a moderate or serious nature, including all RIDDOR reportable incidents (see below), the School will arrange for these to be investigated (a) to determine the need for any remedial action and (b) in appropriate cases where litigation is anticipated to arise, the dominant purpose may be to act upon legal advice and investigate in order to prepare for the conduct of such litigation. The person responsible for deciding who shall carry out the investigation is the Director of Finance and Operations (DFO). For moderate or serious incidents, the DFO should obtain specialist health and safety legal advice before commencing any investigation. In appropriate cases, the specialist lawyer will commission an investigation and report for the dominant purpose of the conduct of anticipated litigation. Such reports will be protected by legal privilege and circulation of the full report will need to be restricted, although details of any remedial actions may be circulated more widely as appropriate.
- In the case of serious accidents or near misses, the Headmaster or DFO will promptly advise the Chair of Governors.
- Accident report forms for out of hours or off-site accidents, are available from the Health Centre or the Health and Safety Advisor. Access can also be obtained via the 'incident and near miss reporting' link on the school's intranet.
- A termly summary of accidents, near-misses and incidents is submitted to the Health and Safety Committee and ARC.

3.10.2 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- The Health and Safety Advisor (and/or the Senior Nurse for notifiable diseases) are responsible for reporting accidents, diseases and dangerous occurrences (RIDDOR) to the enforcing authority.
- Accidents, injuries and incidents falling within the RIDDOR guidelines must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring. These will include:
 - accidents which result in death
 - a specified injury such as fracture, loss of sight, serious burns
 - occupational diseases such as hand-arm vibration syndrome, carpal tunnel syndrome, occupational dermatitis
 - accidents which prevent the injured person from continuing their normal work for more than seven days

3.10.3 Injuries to pupils and visitors are only reportable under RIDDOR if the accident results in:

- the death of the person and arose out of or in connection with a work activity,
- An injury that arose out of or in connection with a work activity and the person is taken directly to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Note that sports injuries are reportable if the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity.

3.10.4 First Aid: (see [First Aid Policy](#) for further information)

The School has assessed the need for first aid provision and identified areas and activities where suitably first aid trained staff need to be in attendance.

- Abingdon School Health Centre is staffed by two registered general nurses and 3 Health Care Assistants who all hold the First Aid at Work (FAW) training.

- Appropriate staff undertake Emergency First Aid at Work Training (EFAW) when they are recruited and renew their training periodically.
- Staff leading adventurous trips or hazardous activities undertake the 3 day First Aid at Work training or similar level outward bound first aid training as appropriate.
- Prep School staff working with EYFS children take an additional paediatric module.
- A list of trained first aiders is displayed on main notice boards
- First Aid boxes are kept at appropriate points in each building and in minibuses.
- First Aid bags are available from the Health Centre for trips and sports fixtures.

3.10.5 Health Surveillance and work-related stress:

- Occupational Health Services will be consulted for staff who might need occupational health guidance and possibly health surveillance
- Health surveillance identified for high risk occupations and all records are held by Health and Safety Advisor.
- Investigations are currently made up of combination of paper, google forms and Assessnet
- Teaching staff welfare issues are dealt with by the Second Master and Senior Teacher including managing work related stress. Similarly Heads of Administrative and Support Department staff are responsible for managing work related stress issues in their departments. The School has a separate Stress Policy giving more detail.

3.10.6 Work related ill-health:

The Head of HR is responsible for investigating work-related causes of sickness absences and then escalating as necessary.

3.11. Personal Safety and Lone Working

- 3.11.1 Staff are encouraged not to work alone in school. Work involving potentially significant risks, such as work at height, must not be undertaken whilst working alone. The School has a separate [Lone Working Policy](#) with further detail.
- 3.11.2 Staff working outside or normal school hours must obtain permission of their line manager and sign in and out of the school premises at Park Lodge and leave a mobile phone number for emergency contact. They should also ensure that someone knows where they are and when to expect them back (buddy system).
- 3.11.3 Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone.
- 3.11.4 Lone working guidance is issued at staff induction. Staff should not take risks or undertake any hazardous activities when working alone such as heavy lifting, working at height, working with chemicals that pose a risk.

3.12. Visitors and Contractors (see Security, Access Control, Workplace Safety and Lone Working Policy for further information).

- The School aims to provide a safe and secure environment for pupils, staff and visitors and to protect the buildings, grounds and equipment.
- The main entrances are secured by automated gates with keypad locks, lighting is provided around the buildings. Main doors to boarding houses are kept locked and are

operated by keypads, school buildings are secured out of school hours with keypad locks.

- Key buildings are fitted with intruder alarms and porters carry out a final lock up and security check at 11pm
- All visitors (except those instances detailed in the School's Visitor Policy) are required to sign in at Park Lodge Reception and be escorted whilst they are on site. They are issued with a visitor's pass. Full details are available in the [Visitor Policy](#).
- All staff are required to wear the School lanyard and identity card.
- All contractors are selected subject to a defined tendering process.
- All contractors must report to Faringdon Lodge Reception and sign the contractors' visit register. Contractors are required to wear school issued contractors' high visibility tabards.
- Regular contractors must have DBS clearance before they can be allowed on site unescorted and must wear the school issue contractors' high visibility tabards.
- The Estates Manager is responsible for overseeing the appointment of suitable contractors and maintaining relevant records.

3.13. Vehicles on Site and School Minibuses

3.13.1 Vehicles on Site:

- To protect pedestrians on the school site, vehicular access is restricted to school staff, some visitors/contractors and is not for general use.
- Staff driving on the school site must observe the 5mph speed limit and safe reversing procedures. School vehicles are fitted with reversing beepers to alert pedestrians and vehicles with obscured rear vision such as food delivery must be assisted when reversing.
- Coaches arriving in the morning and evening are supervised by duty staff to ensure pedestrian safety.

3.13.2 Minibuses (see [School Minibus Policy](#) for further information)

- The Director of Estates is responsible for ensuring that the school minibus safety arrangements fully comply with all transport and health and safety requirements.
- The Transport Coordinator maintains a list of drivers who have received training in order to drive a minibus and conducts an annual check of their driving licences (half-yearly for frequent drivers for example the Abingdon Preparatory minibus drivers).
- The HR department arranges Minibus MIDAS awareness training which is renewed every four years.
- The Transport Coordinator ensures that all minibuses are serviced and maintained in accordance with the relevant regulations.

3.14. Monitoring

3.14.1 To monitor the effectiveness of the Health and Safety Policy a range of safety checks and inspections take place:

- Systematic inspections of plant and equipment take place at appropriate intervals to ensure the effective operation of workplace precautions such as engineering examinations of lifting equipment, inspections of LEV equipment, PAT tests, formal and informal inspections of ladders.

- Periodic examination of documents such as risk assessments and training records to ensure they are kept up to date and that training requirements and needs are properly addressed.
- Regular internal workplace/classroom safety inspections.
- Regular fire risk assessment reviews, fire safety inspections and planned fire drills to check the effectiveness of the fire safety measures.
- Termly reports are submitted to the Health and Safety Committee by the Health & Safety Advisor and Officers, Health Centre Senior Nurse, Director of Estates, Commercial Director and Catering Manager.
- A termly summary H & S report is submitted to the Governors via the Audit, Risk and Compliance Committee.
- The risk register is reviewed termly by the governors' Audit, Risk and Compliance Committee

3.15. Emergency procedures – fire and evacuation (see [Fire Policy](#) for further information)

3.15.1. The Director of Finance & Operations in collaboration with the Director of Estates acting as Fire Safety Manager is responsible for ensuring fire risk assessments are undertaken and the necessary safety measures are implemented.

- Fire and emergency evacuation procedures are detailed in the [staff handbook](#) and made available to all staff as part of the health and safety induction.
- Most alarms are linked to the Estates Department Building Management System which sends text alerts to the maintenance team and Porters. The alarms are not linked to the Fire Services and an emergency call would have to be made if a fire is discovered.
- Fire risk assessments are reviewed regularly and fire safety checks are carried out regularly.
- The fire alarm call points are tested weekly in rotation and recorded in the log book kept by the fire panel.
- Planned fire drills for all buildings are carried out at least annually and planned fire drills for boarders are carried out termly during 'boarding time'. These are recorded in the fire drill log book
- Fire extinguishers are maintained and checked by an approved contractor regularly.
- Fire Detection, Alarm Systems and Emergency Lighting are maintained and checked by an approved contractor.
- Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.
- The School also has a Lock Down procedure that is practiced regularly.

Key Health and Safety Contacts

Director of Finance and Operations: Justin Hodges, 01235 849260, justin.hodges@abingdon.org.uk

Director of Estates: Martin McKenna, 01235 849128, martin.mckenna@abingdon.org.uk

Health and Safety Advisor: Karen Iszkula, 01235 849126, karen.iszkula@abingdon.org.uk

Health and Safety Officer (Senior School): Su McRae, 01235 849367, su.mcrae@abingdon.org.uk

Health and Safety Officer (Prep): Annabel Gaskell, 01865 391570, annabel.gaskell@abingdonprep.org.uk

Director of Finance and Operations

Last internal review: December 2018

Last governor review: December 2018
Next governor review: December 2019