

# LUCTON SCHOOL



## HEALTH & SAFETY POLICY

**Safety is everybody's business.**

COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT

## AMENDMENTS & REVIEW DATES

Ser	Amendment / Review	Date	Remarks / Details
(a)	(b)	(c)	(d)
1	Authored	26 Jul 17	Operations Manager – R J Brown
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT

## CONTENTS

Page	Contents
(a)	(b)
1	Title Page
2	Amendments & Review Dates
3	Contents
4	
5	
6	
7	
8	
9	
10	
11	
12	

COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT

## INTRODUCTION

### Aim

01001. The aim of this document is to bring together all aspects of Health & Safety which apply throughout the whole of Lucton School. It will additionally be able to be used as the under arching document when dealing with Health & Safety issues.

01002. This policy applies to all areas of school activity; Nursery, Prep School, Middle, Senior and Sixth Form as well as the swimming pool, sporting activity, school trips (both foreign and domestic), extracurricular activities maintenance / building works, carried out by our own staff or contractors. It covers the operational procedures of the school until further review confirms 2017 policy and beyond.

### HEALTH & SAFETY POLICY STATEMENT

01003. The Board of Governors and Head Teacher state that:

- a. The Governors and Head Teachers (Nursery, Prep School & Main School) are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.
- b. The objective of the Health and Safety Policy is to minimise risks to the Health and Safety of the Pupils, Staff and others affected by the School's activities, by identifying and then controlling hazards.
- c. The Head, assisted by the Health and Safety Officer, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- d. Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
- e. Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department or their respective Head Teacher.

Signed:

Mrs. Gill Thorne - Headmistress

Signed:

Mr. David Llewelin – Chairman, Board of Governors

Dated: 1 September 2017

Lucton Pierrepont School  
Educational Trust



Lucton School  
Lucton  
LEOMINSTER  
HR6 9PN

COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT

## **RESPONSIBILITIES**

### **Board of Governors**

02001. The Board of Governors responsibilities are:

- a. Will ensure that there is an effective policy for Health and Safety within the Schools and will be responsible for ensuring the establishment and effectiveness of that programme.
- b. Will periodically discuss the effectiveness of the policy with the Heads of the Schools and ensure that any necessary changes are made.
- c. Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

### **Head Teacher**

02002. The Head Teacher's responsibilities are:

- a. Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for the establishment and effectiveness of that programme.
- b. Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c. Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d. Will ensure that responsibilities are properly assigned and accepted at all levels.
- e. Will take direct interest in the Health and Safety Programme and support all persons carrying it out.
- f. Will ensure that all areas of the School are inspected, from a Health and Safety point of view, each term.
- g. Will review the Health and Safety Manager's reports and take action where appropriate.
- h. Will ensure that all Teaching and Ancillary Classroom Staff have adequate training for the tasks that they are required to perform.
- i. Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

### **Bursar**

02003. The Bursar's responsibilities are:

- a. Will fully familiarise himself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Will draw up safe methods and procedures, written where appropriate, for operations under his control.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

- c. Will ensure that Personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- d. Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Manager, as necessary.
- e. Will ensure that all plant and equipment, both mechanical and electrical, is maintained and / or tested regularly and that adequate records are kept.
- f. Will ensure, in conjunction with the Head that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- g. Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected.
- h. Will be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurances etc. in place.
- i. Will, in conjunction with the Head, ensure that all areas of the School are inspected, from a Health and Safety point of view, regularly.
- j. Will, in conjunction with the Head, review the Health and Safety Manager's reports and take action where appropriate.

## **Health & Safety Manager**

02004. The Health & Safety Manager's responsibilities are:

- a. Will supervise the School Health and Safety Programme.
- b. Will inspect plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly.
- c. Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- d. Will report to the Governors, Head and Bursar concerning Health and Safety matters, making recommendations as necessary.
- e. Will, in conjunction with the Head, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- f. Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- g. Will inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the School, in conjunction with the Head and Bursar.
- h. Will ensure that all areas of the School are inspected from a Health and Safety point of view regularly.
- i. Will undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Management of Health and Safety at Work Regulations 1999 and other regulations as appropriate, calling in experts in specific fields as necessary.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

## **Nursery Manager**

02005. The Nursery Manager's responsibilities are:

- a. Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Will draw up safe procedures, written where appropriate, for the Nursery.
- c. Will, as far as reasonably practicable, ensure that all classrooms / work areas are safe before they are used by any person.
- d. Will, as far as reasonably practicable, ensure that all equipment is safe before it is issued by any person.
- e. Will ensure that protective equipment, where appropriate, is used at all times.
- f. Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar without delay.
- g. Will ensure that all Nursery Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- h. Will ensure, as far as reasonably practicable, that the Nursery is safe and secure for all pupils.
- i. Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within her control.

## **Heads of Department**

02006. The Heads of Department responsibilities are:

- a. Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Will draw up Safe Methods and Procedures, written where appropriate, for operations within their department with Risk Assessments as required.
- c. Will, as far as reasonably practicable, ensure that all classroom / work areas are safe before they are used by any person.
- d. Will, as far as reasonably practicable, ensure that all equipment is safe before it is used by any person.
- e. Will ensure that Protective Equipment, where appropriate, is used at all times.
- f. Will ensure that any hazardous or dangerous conditions or situations are reported to the Heads or Bursar without delay.
- g. Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

## **Teaching Staff**

02007. The Teaching Staff have the following responsibilities:

- a. Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Will ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.
- c. Will ensure that all classroom / work areas are safe before they are used by any person.
- d. Will ensure that all equipment is safe before it is used by any person.
- e. Will ensure that Protective Equipment, where appropriate, is used at all times.
- f. Will ensure that any hazardous or dangerous conditions or situation are reported to the Head or Bursar without delay.
- g. Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

## **All Other School Staff**

02008. The responsibilities for other school staff are:

- a. Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b. Will observe Health and Safety Rules at all times.
- c. Will conform to all advice given by the Health and Safety Adviser and instructions of others with a responsibility for Health and Safety.
- d. Will report all accident, damage, hazardous or dangerous conditions or situations to their Heads of Department, Head or Bursar without delay.
- e. Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.
- f. Will ensure that working areas are kept clean and safe.
- g. Will inspect all equipment and plant before use to establish that it is safe to use.
- h. Will familiarise themselves with First Aid and Fire Procedures.
- i. Will look after all Health and Safety equipment properly and report any defects immediately.

## **All Other Persons on the School Property**

02009. All other persons on the school property should have the following responsibilities relayed to them by their sponsor for the visit:

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**



- a. Will observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.
- b. Will not work on the premises until the relevant rules are read, understood and accepted.
- c. Will not work on the premises until covered by insurance against risk.

## **METHODS & PROCEDURES**

### **Safe Systems**

03001. Heads of Department have devised Safe Systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

03002. The systems will have taken into account the following principles as far as reasonably practicable:

- a. The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- b. Analysis of the tasks involved, including safety analysis and the provision of clear instructions.
- c. Where appropriate, details of the correct sequence of operations involved.
- d. Identification of safe procedures, both routine and emergency.
- e. Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

### **Areas Where Written Procedures are Required**

03003. The following areas require a specific written set of procedures:

- |  |   |                                |
|--|---|--------------------------------|
| a. Art Room                                | - | Use of equipment               |
|  | - | Room rules                     |
| b. CDT Workshop                            | - | Use of equipment               |
|  | - | Room rules                     |
|  | - | Annual inspection of machinery |
| c. CDT Computer Room                       | - | Use of equipment               |
|  | - | Room rules                     |
| d. Science Laboratories                    | - | Safety procedures              |
|  | - | Use of equipment               |
| e. Domestic Services (Catering & Cleaning) | - | Use of hazardous equipment     |
|  | - | Use of hazardous substances    |
| f. School Grounds                          | - | Use of hazardous equipment     |
|  | - | Use of hazardous substances    |
| g. Maintenance                             | - | Use of hazardous equipment     |

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

## **Training**

03004. Teaching Staff engaged have all received teaching training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

03005. All staff receive Induction Training in line with the School's Induction Programme. Ancillary Staff etc. will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

03006. Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them.

## **Playground Safety**

03007. The School Staff have a Duty Rota to ensure that adequate supervision is available at all times. Staff are to ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

03008. Playground areas at the Nursery and Prep School are fully enclosed which ensures that safety is ensured. The Middle, Senior and Sixth Form areas are not fully enclosed and have roadways running through them. The configuration is such that full enclosure is impractical. Extra vigilance will be required in these areas. If Duty Staff identify an area of the School Grounds that has become unsafe, they may designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work. Supervision on this site is such that the entry can be observed by staff at Break Times.

30009. In all cases Lucton School are to ensure that staff supervising the playground activities, are competent to undertake the task.

## **Sport - General**

03010. Sport in the Schools is co-ordinated and organised by the Director of Sport. They have devised full policies for sport activities complete with Risk Assessment as required. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

03011. Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils will be excused sport.

03012. For all sports, the School requires that the relevant protective equipment be worn.

03013. Where sport is undertaken off site, full Risk Assessment should be in place to cover the venue and the activities. Where venues are hired they should be asked for copies of their Risk Assessments specific to the area being used.

## **Sport - Injuries**

03014. There is a full procedure in place for injury in sport activities. Sport Staff should be First Aider trained where possible and will handle the situation provided that it is within their sphere of competence. Where appropriate, the School Nurse at the site will be involved and if it is deemed appropriate then an Ambulance will be summoned as appropriate. Staff are required to assess the

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

situation and make a reasoned judgement as to whether an Ambulance is required and in such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

## **Swimming**

03015. Swimming is carried out at the Prince Edward Pool. Staff are appropriately trained for swimming tuition and full Risk Assessment has been carried out for activities.

## **Sports Hall & Gymnasium (Weights Room)**

03016. The Sport Hall is normally only used by the School itself and pupils are not permitted into the Hall without supervision. The Hall is multi-purpose and is used for other activities as well as PE. In this situation care is exercised in the selection of activities so that injury from other non-sport equipment in the Hall is minimised.

## **Sports Equipment**

03017. All equipment in the Halls used for Sport is checked regularly to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

## **Shoes**

03018. There is a strict rule concerning the wearing of non-marking shoes in the Halls. It is also most important that the shoes are clean and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with.

## **Injury**

03019. In the event of an injury, emergency equipment will be used as required and where appropriate, the School Nurse and / or a First Aider at the site will be involved. Full injury procedure can be found in the Lucton School First Aid Policy.

## **FIRE**

### **Fire Procedures**

04001. All School property / buildings are regularly inspected to ensure that they comply with all relevant requirements. This includes a Full Fire Risk Assessment and is in place in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

### **General**

04002. Fire Procedures for each site are posted in all classrooms and call points with specific instructions as to the route to be followed in the event of fire.

04003. Details of assembly points are included in Fire Procedure instructions.

### **Fire Drills & Practise**

04004. At the beginning of each term all pupils are instructed in the action to be taken in the event of fire. Fire practices are carried out each term and these practices are recorded in the site Fire Log.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

## **Fire Policy & Procedure**

04005. Full details of Lucton School's Fire Policy and Procedures can be found within the policy and precaution logs and records.

## **OFF SITE ACTIVITIES**

### **Field Trips & Visits**

05001. For trips of this nature the School's trips' policy applies, its main provisions are summarised below:

- a. Careful planning of trip with prior visit made by organiser if necessary.
- b. Adequate evaluation of all Health and Safety factors involved.
- c. Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

### **Supervision**

05002. The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

05003. For all off site activities the following points will be taken into consideration:

- a. Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b. The expertise of Staff accompanying the trip.
- c. Accident and Emergency procedures.
- d. Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.
- e. Risk Assessment of any hazards that are likely to be encountered
- f. Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

## **FIRST AID & MEDICINE CONTROL**

06001. First Aid and Medicines are under the control of the School Nurse in Croft House

06002. First Aid Boxes are always kept topped up from a supply kept in the Sick Bay by the School Nurse.

06003. Pupils who are on medication are required to hand their medicine to the person in charge of First Aid for it to be administered as appropriate. The only exception to this is for pupils who are asthma sufferers who are permitted to administer their own medication as instructed by their doctor.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

06004. The following items are also controlled by the School Nurse:

- a. Lucton School Accident / Incident Reporting Form - filled in for any injury, however minor, requiring treatment – copies sent to relevant personnel.
- b. Pupil's Medicines - kept in a locked cabinet and administered as directed.
- c. Medicines Book - detailing what has been given to whom, for the record.
- d. A small stock of proprietary tablets and medicines for general use - kept in a locked cabinet.

## **DOMESTIC SERVICES**

### **Catering**

07001. The School contracts its catering arrangements out to Compass Group and the activities in the Kitchen are under the control of the Bursar, Catering Manager and Operations Manager.

07002. The Bursar ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the School's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

07003. In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out.

- a. Cleaning schedules are established and details recorded.
- b. Equipment temperature checks are carried out daily and the results recorded.
- c. Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- d. Equipment is maintained by a competent person on both a planned and *ad hoc* basis.
- e. A full management system for Food Hazard Analysis and Critical Control Point has been implemented.
- f. Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands except for a wedding band is not permitted.
- g. Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- h. General hygiene inspections are carried out on a regular basis.
- i. Full Risk Assessments of activities and safe systems of work are in place.
- j. Mandatory training records may be inspected on each site.
- k. Recommendations, following visits by the Environmental Health Officer, are instigated without delay.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

## **Cleaning**

07004. Cleaning is under the control of the Bursar, assisted by the Operations Manager who ensures that all areas of each site are cleaned in an appropriate manner in line with an established schedule.

07005. Cleaning Schedules are in place and site specific. Their equipment will be maintained by a competent person on both a planned and *ad hoc* basis.

07006. A full Management System for Control of Substances Hazardous to Health has been implemented. Induction training for new personnel is carried out to ensure there is a full and safe understanding of COSHH, the safe use of equipment, Manual Handling and Risk Assessment.

## **VEHICLES**

### **Minibuses**

08001. As a “school with private business status”, the School operates passenger-carrying minibuses on a Public Service Vehicle (Small Bus) Operator Licence. Only drivers who hold a full D1 licence (i.e. “for hire and reward”) and who engage with Driver CPC are permitted to drive a School minibus carrying pupils.

In order to meet the regulatory requirements involved in maintaining the licence, the School has laid out its systems, procedures and documentation in a PSV Operator Licence Statement supported by the Minibus Guidance Book & Procedures. Both these documents are reviewed on an annual basis.

### **Other Vehicles**

08003. Other road vehicles operated by the School are all fitted with seat belts and are regularly serviced in accordance with manufacturers' recommendations.

08004. Vehicle checks are carried out on a daily basis and confirmation recorded in a log book kept on the vehicle. Any repairs carried out to the vehicle are also recorded in the log book.

08005. Each vehicle is to be equipped with the following items:

- a. First Aid Kit
- b. Fire Extinguisher
- c. Torch
- d. Basic Tools
- e. De-Icer (in Winter)

08006. The School subscribes to a Fleet Rescue Service, thereby ensuring that its vehicles are recovered in the event of a breakdown.

08007. Before commencing a journey the following procedure will be adopted:

- a. The Member of Staff driving (the Driver) will satisfy him or herself that the vehicle is in good order and ready for the road.
- b. The Driver will ensure that any load carried inside or outside is secured correctly.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

- c. The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

08008. In the event of a breakdown, the following procedure will be adopted:

- a. The Driver will summon help by using a mobile telephone which is always taken on journeys and will remain with the minibus but in a place of safety until assistance arrives.

## **Control of Vehicles**

08009. Control of vehicles is of paramount importance within the School's site. Speed limits are employed to control the speed of vehicles in the grounds.

08010. In order to assist safety the vehicle areas are separated from the playground areas by fencing and gates at the Nursery and Prep School. At the Main School area, the configuration of the site is such that vehicles and pedestrians cannot be separated. In all cases, the following rules must be observed at all times:

- a. Speed must be kept to a minimum.
- b. Care to be exercised always as there may be pedestrians crossing roadways.
- c. Parking only to be carried out in designated areas.

## **SECURITY**

### **Security of the Sites**

09001. The School has taken all reasonable steps to prevent unauthorised entry into its premises. The main school building has a controlled entry system, requiring an authorised fingerprint to gain access. The same applies for the Prep School, where in addition they have a voice link and camera system to gain access. Access to the Nursery is via the Prep School main entrance.

09002. Both boarding houses, Croft House and the School Cottage have fingerprint access. This access has varying permissions dependent upon the level of access required.

09003. In all cases, visitors are required to report to reception on arrival to book in and receive a Visitor Badge.

09004. Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.

09005. The CCF have their own Security Orders due to the nature of their equipment and governance by the Ministry of Defence (MOD).

## **MACHINERY & PLANT**

### **Maintenance of Machinery and Plant**

10001. Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The inspections and checks are carried out as follows:

- a. Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff, Catering Staff, Cleaning Staff, Teaching Staff and Classroom Ancillary Staff before use.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

- b. Annual servicing of Fire Alarm System.
- c. Annual Service of Heating Equipment.
- d. Annual service of Fire Extinguishers.
- e. Annual service of extraction systems and fume cabinets.
- f. Annual servicing of Design & Technology workshop machinery & equipment.
- g. Servicing of Catering Equipment as required.
- h. Servicing of Cleaning Equipment as required.
- i. Regular checks on Portable Electrical Equipment – PAT testing.
- j. Five yearly checks on fixed wiring installations.

## **ENVIRONMENTAL CONTROL**

### **Classrooms & General Areas**

11001. Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

### **Art Room, Science Laboratory & CDT Workshop**

11002. Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 2002. These areas use dilution ventilation and local exhaust ventilation as necessary.

### **Smoking**

11003. The School has a No Smoking Policy and smoking is not permitted on any of the School's sites.

## **WASTE DISPOSAL**

### **General Waste**

12001. The disposal of this waste is carried out in the usual manner by an appropriately licensed and registered contractor (Biffa Group Limited).

### **Food Waste**

12002. This waste is similarly disposed of by an appropriately licensed and registered contractor (Biffa Group Ltd).

### **Recyclable Waste**

12003. Recyclable waste such as cans, glass, paper and plastics are collected by a registered contractor (Biffa Group Ltd.). The school also has a cardboard skip, which is regularly emptied.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**



## **Sanitary Waste**

12004. Sanitary waste disposal bins are provided and serviced on a regular basis by an appropriately licensed and registered contractor (Initial Waste Management) and located in all adult toilets designated for female use, all disabled toilets and some toilets for female pupil use. (We are advised by the Environment Agency that the small amount of soiled disposable nappies does not warrant special disposal procedures.)

## **Fluorescent Light Bulbs**

12005. Fluorescent light tubes are disposed of by the Maintenance Team as and when necessary.

## **Chemical Waste Disposal**

12006. Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, action will be taken and specialist contractors will be employed.

## **Medical Waste Disposal**

12007. Medical waste will be disposed of on an ad hoc basis by a registered company as the School does not create a vast amount. Sharps are disposed of through the local G.P. surgery in Kingsland via the School Nurse.

## **REPORTING PROCEDURES**

### **Accidents and Near Misses**

13001. The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as follows:

- a. Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:
  - (1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
  - (2) Major Injury to Staff, Pupils or Any Other People in an accident on the premises
  - (3) The Major Injury as listed in the Regulations
  - (4) Dangerous Occurrences listed in the Regulations.
- b. Reporting:
  - (1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1), 2) and 3) above.
  - (2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
  - (3) A report will be sent to the Health and Safety Executive in the case of ill health listed in the Regulations.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c. Reporting arrangements:

(1) Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

d. Record Keeping:

(1) A record will be kept of any injury, occurrence or disease requiring report as follows:

Time	Date	Place	People Involved	Description of Event
------	------	-------	-----------------	----------------------

## HAZARDOUS SUBSTANCES

### Control of Hazardous Substances

14001. Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

a. Listing of Substances being used to establish whether they come under COSHH Regulations.

b. Carry out COSHH Assessment having regard to the following points:

(1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.

(2) Control Measures to be adopted.

(3) Maintenance of the Control Measures.

(4) Monitor the situation to establish that the measures are effective.

(5) Undertake Health Surveillance where relevant.

(6) Carry out Instruction and Training to ensure the following are understood:

(7) Use of the substances, their handling, storage and disposal:

(a) Emergency Procedures

(b) Methods of Control

(c) Use of Personal Protective Equipment

c. Record all information on relevant assessment form.

(1) This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### **Use of PPE**

15001. There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

- a. Provide suitable PPE
- b. Assess present PPE
- c. Maintain PPE
- d. Provide correct storage for PPE
- e. Ensure PPE is compatible
- f. Replace PPE where lost or damaged
- g. Ensure PPE is used properly through instruction and training of staff

16002. Under the same Regulations, Staff will:

- a. Use the PPE correctly
- b. Always wear PPE
- c. Report any loss or defect

## **DISPLAY SCREEN EQUIPMENT (DSE)**

### **Use of DSE**

16001. Lucton School, in line with The Display Screen Equipment Regulations 1992, is to carry out the following procedure when equipment is used that comes under the regulations:

- a. Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b. If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c. Implement any requirements established in b).
- d. Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e. Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f. Provide appropriate eye and eyesight corrective appliances as necessary.
- g. Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

## **RISK ASSESSMENT**

### **Use of Risk Assessments**

17001. Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998. The Assessment will establish the following:

- a. The Hazards associated with a particular activity.
- b. The Potential Frequency and Severity of an accident.
- c. The Control Measures being employed to minimise the risk of an accident occurring.
- d. Any Further Action to be taken to adequately control the hazard.

17002. The Assessments will be carried out by the Health and Safety Adviser or School Staff as appropriate.

17003. Lucton School has a Risk Assessment Policy in place.

## **MANUAL HANDLING**

### **Use of Manual Handling Procedure**

18001. Lucton School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a. Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b. Where activities involving risk cannot be avoided they will be subject to an assessment.
- c. The risk of injury will be reduced as far as reasonably possible:
  - (1) Gain assistance from other personnel
  - (2) Use of sack barrows or other similar equipment etc.

18002. All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

## **WORKING AT HEIGHT**

19001. The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

19002. The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

19003. In order to ensure that the School complies with these regulations, the following will be taken into account:

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

- a. Work at height will be properly planned and organised.
- b. Those involved in Work at Height will be properly trained and competent.
- c. A Risk Assessment will be carried out to establish the correct access equipment.
- d. Equipment for Work at Height will be properly inspected and maintained.

19004. In addition, risks due to work on or near fragile surfaces will be properly controlled. The School will further comply with the Work at Height Regulations by taking account of the following:

- a. Avoiding Work at height if reasonable to do so.
- b. Using work equipment or other measures to prevent falls where Work at height cannot be avoided.
- c. Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

## **NOISE**

20001. Lucton School regards Noise as a very important issue and takes the following action in order to minimise its effect:

- a. Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- b. Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- c. Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

20002. Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

## **VIBRATION**

21001. Lucton School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

- a. Equipment is selected carefully to ensure that the vibration level is as low as possible.
- b. Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- c. Exposure time by employees will be established, which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

21002. If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

21003. Vibration White Finger (VWF), also known as Hand-Arm Vibration Syndrome (HAVS) or dead finger, is a secondary form of Raynaud's Syndrome, an industrial injury triggered by continuous use of vibrating hand-held machinery. Use of the term "vibration white finger" has generally been superseded in professional usage by broader concept of HAVS, although it is still used by the general public. The symptoms of vibrating white finger are the vascular component of HAVS.

21004. HAVS is a widespread recognized industrial disease affecting tens of thousands of workers. It is a disorder that affects the blood vessels, nerves, muscles, and joints, of the hand, wrist, and arm. It's best known effect is vibration-induced white finger (VWF), a term introduced by the Industrial Injury Advisory Council in 1970. Injury can occur at frequencies between 5 and 2000Hz but the greatest risk for fingers is between 50 and 300Hz. The total risk exposure for hand and arm is calculated by the use of ISO 5349-1; this stipulates a max damage between 8-16Hz and a rapidly declining risk at higher frequencies.

[HAVS & VWF Click Me](#)

## **CONTROL OF CONTRACTORS**

22001. Lucton School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on Lucton School Premises. In order to meet these obligations The School exercises control over contractors in the following way:

- a. Identification of suitable bidders - The following items will be taken into account:
  - (1) Adequacy of Health and Safety Policy
  - (2) Control Structure
  - (3) Safe Systems of Work in Operation
  - (4) Training Standards
- b. Identification of Hazards in the Specification - The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:
  - (1) Special Hazards applicable - e.g. Asbestos
  - (2) Safe Access to/egress from the site
  - (3) Confined Space Entry
  - (4) Chemical Storage
  - (5) Occupational Health Risks including Noise
- c. Appointment of Contractor - Based upon the best bid, taking into account all factors
- d. Acceptance by Contractor of School Safety Rules for the Site - Full list of Site Rules available for contractors.
- e. Control of Contractor on Site:
  - (1) Nomination of person to co-ordinate all Health and Safety aspects

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

- (2) Pre-commencement meeting to establish Contractor Liaison Person
- (3) Arrangement of regular progress meetings
- (4) Regular inspection of Contractor's operations
- (5) Participation in site Safety Committee - where applicable
- (6) Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a)
- (7) Notification by Contractor of all accidents etc.
- (8) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable.

22002. Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015.

22003. Issue of 4Cs paperwork to visiting personnel

### **CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 (CDM)**

23001. Lucton School is aware of its obligations under the CDM Regulations and where projects are such that they come under these regulations, the School, as client, will carry out the following:

- a. Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase
- b. Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating health and safety in the construction phase of a project
- c. Ensure that, where there is more than one contractor, a Health and Safety File is prepared on completion of the project and is kept available for those subsequently carrying out construction work.
- d. The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principal Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.
- e. On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where the School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

23002. The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

## **SAFETY COMMITTEE**

### **Lucton School Safety Committee**

24001. The School has a Safety Committee which meets on a regular basis and its purpose is to carry out the following:-

- a) To promote Health and Safety throughout the School
- b) To receive reports from the Health and Safety Consultant on the effectiveness of the implementation of the Health and Safety Policy
- c) To consider and introduce additional Safety Rules that may be required from time to time
- d) To ensure that current Health and Safety legislation is being complied with
- e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- f) To carry out any inspection of the School that may be required
- g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- h) To investigate any special hazards and to recommend action to be taken
- i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

## **CONSULTATION WITH EMPLOYEES**

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Safety Committee if deemed appropriate.

## **ASBESTOS**

A Policy for Asbestos is in place in the School.

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos.

### **Survey**

A Management Survey has been carried out for the premises and various amounts of Asbestos have been removed.

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**



## Management

The Bursar is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Bursar carries out the following:

Keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;

Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;

Maintain asbestos containing materials in a good state of repair;

Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material;

Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the The Control of Asbestos Regulations 2012;

Review the plan at regular intervals.

## CRITICAL INCIDENTS

The School has anticipated the possibility of a Critical Incident occurring, requiring a recovery from a disaster and has devised a Critical Incident Management Plan (denoted as a Crisis Policy).

The Plan covers the constitution of a Critical Incident Committee which allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the School would take.

Under Disaster Recovery, we list:

The actions to be taken in order for the School to return to normal operations and

The action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

## OCCUPATIONAL HEALTH & STRESS

### OCCUPATIONAL HEALTH

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

- Laboratory Hazards
- Workshop Hazards
- Fieldwork and Site Work
- Clinical Activities
- Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign. Workshop activities are confined to Design and Technology where exposure to Noise and Vibration is minimal.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

## **STRESS**

The School is aware of the potential for stress with its employees and adopts a proactive approach to this issue.

## **SLIPS and TRIPS**

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

Spills are managed carefully and are signed if immediate remedial action is not possible

Appropriate cleaning regimes are in place

Effective matting systems are employed with appropriate mats in place

Footwear is specified and/or selected correctly for employees and pupils

School premises have been designed or modified to ensure Trip Hazards are controlled

Plant and the Premises are maintained on an on going basis

Flooring is specified appropriately and renewed when necessary

Housekeeping is maintained to a high level

Supervision of Staff and Pupils is in place as required

Risk Assessment is undertaken where extraordinary situations exist

## **VIOLENCE**

The School acknowledges that it has a legal duty of care towards those who work at and attend the School, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**

The School has devised a Violence Risk Assessment which relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the School's Disciplinary Policy.

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

## **MONITORING POLICY**

The Health and Safety Policy will be monitored on an on-going basis by the Health and Safety Adviser. Checks will be made regularly with an inspection being made of all areas of the School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the document is fully up to date and correctly reflects the activities.

**COMPASSION • COURAGE • INITIATIVE • INTEGRITY • RESPONSIBILITY • RESPECT**