

# PORT·REGIS

POLICY NAME	Health and Safety Policy	POLICY OWNER	Kevin Binns
DATE OF LAST REVIEW	September 2022	DATE OF NEXT REVIEW	October 2023

## 11a -HEALTH and SAFETY POLICY

Whole school policy including EYFS.

### HEALTH and SAFETY POLICY STATEMENT

The Governors are 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. They regard Health and Safety to be of paramount importance and give it the highest priority. They are however not merely content to conform to the minimum acceptable standards but are determined to ensure that the best possible standards are met. The Governors will ensure that expert advice is sought, as appropriate, to determine risks to health and safety and they are committed to provide sufficient resources, information and training for employees in this area.

The objective of the Health and Safety Policy which covers all children at the school including those in EYFS, is to minimise risks and to provide a safe and healthy working and learning environment for staff, pupils, contractors and visitors by identifying those risks and then controlling them.

Whilst the Governors bear the ultimate responsibility for ensuring a safe and healthy working and learning environment, the day-to-day responsibilities are delegated to the Bursar who is supported by the Head.

The Bursar, supported by the Head provides 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.

Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves pupils, contractors and visitors. 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 accidents or hazardous conditions to their Head of Department, the Bursar or Head.

The school is aware of all Government regulations with regards to Covid 19 and seeks to implement all recommendations at all times.

The prevention of accidents is essential for the smooth and efficient running of the School requiring full awareness and co-operation between all parties concerned.

The external Health and Safety adviser to the school is Stuart Letley of Clear Safety Services. Staff are kept informed on Health and Safety developments via staff meetings and training sessions and staff are encouraged to raise any Health and Safety concerns with senior management. As chair, I meet with Stuart Letley once a year to discuss all aspects of the schools Health & Safety.

The school's Health and Safety policy will be reviewed on an annual basis and implementation of the policy monitored termly.

Signed by: Chair of Governors

Counter-signed by: Headmaster

## COVID-19 ADDENDUM

Port Regis remains committed to the effective management of health and safety risk to provide an environment which is as safe as possible for our staff and pupils as well as contractors and other visitors to our school. In line with existing policies and procedures, we will use best endeavours and make reasonable adjustments to minimise the risks associated with COVID-19.

We acknowledge the change in circumstances due to COVID-19 and will follow government and local authority guidance to adapt our policies and carry out specific risk assessments, as necessary.

This addendum has been created using DfE guidance and other authoritative reports and guidance and in consultation with staff to provide a professional working environment which is as safe as possible. Where applicable, it supersedes key aspects of the school's existing policies, but should be read alongside the school's current Health and Safety Policy and all other health and safety-related risk assessments.

Where significant risks and hazards are identified, necessary preventative and protective measures will be put into place as far as is reasonably practicable, using a sensible risk management approach that will include:

- Providing a safe working conditions and safe equipment.
- Ensuring a systematic approach to the identification of risks and the allocation of resources to control them.
- Providing suitable information, instruction, training and supervision for staff.
- Promoting a positive and robust health and safety culture that is demonstrated by open communication and a shared commitment to learning and the importance of health, safety and wellbeing in the light of Covid-19.
- Promoting the principles of sensible risk management.
- Monitoring, reviewing and modifying policies and procedures, as required.

Port Regis has produced an overarching risk assessment which outlines the procedures and arrangements for managing the risk from Covid-19. These have been written using all available guidance and staff have been fully consulted throughout their development. Pre-existing departmental or activity-specific risk assessments will remain under constant review and will be adapted to conform with official guidance.

## RESPONSIBILITIES

### GOVERNORS

The Governors are responsible for ensuring that there is an effective policy for Health and Safety within the School and are responsible, through the Head and Bursar, for the establishment and effectiveness of that policy. By this means the Governors:

- a) Will periodically review the effectiveness of the Policy and ensure that any necessary changes are made.
- b) Will ensure that adequate staff, funds and materials are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- c) Will ensure that Health and Safety is a standing agenda item on the termly Wellbeing Meeting and will review the minutes of the termly Health and Safety Committee meeting.

### HEAD

- a) Will take a direct interest in Health and Safety and support all persons carrying it out.
- b) Will ensure via the HR Manager that all teaching and pastoral staff contracts explain the responsibility each member of staff has regarding Health and Safety.
- c) Will ensure via the Head of Pastoral Care that all new teaching and pastoral staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them as part of their induction training.
- d) Will ensure via the Head of Pastoral Care that all teaching and pastoral staff have read and understood the School's policy on managing risk which is contained in the School's Risk Management Policy.
- e) Will support the Bursar in ensuring that appropriate action is taken in the light of reports from the Health and Safety Adviser.
- f) Will support the Bursar in ensuring that all staff have adequate training for the tasks that they are required to perform.
- g) Will support the Bursar in ensuring that responsibilities are properly assigned and accepted at all levels.

### BURSAR (Health and Safety Co-ordinator)

- a) Will fully familiarise himself/herself 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.
- c) Will ensure via Support Staff departmental heads that Support Staff have adequate training in operating safe systems, have read and understood the Health and Safety Policy and have received induction training.
- d) Will liaise with HODs to ensure that up to date H+S training records are maintained.
- e) Will ensure that all areas of the School receive a Health and Safety inspection by the Health and Safety Consultant, on a regular basis.

- f) Will review the Health and Safety adviser's reports and take action where appropriate, with the support of the Head.
- g) Will chair the termly Health and Safety Committee meeting.
- h) Will ensure, in conjunction with the Head, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- i) Will produce termly accident report statistics for consideration by the Health and Safety Committee.
- j) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety adviser, as necessary.
- k) Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- l) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.
- m) 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 insurance in place.
- n) Will arrange for the following specialist risk assessments to be carried out and reviewed as required: Fire Safety; Asbestos; Legionella; Gas Safety; Electrical Safety and Lone Working.
- o) Will ensure that all departments under his control have read and observe the contents of the School's policy on Risk Assessment.
- p) Will identify on-going training needs for those members of his department.
- q) Will act as Secretary to the Health and Safety Committee.
- r) Will be responsible for the production, update and review of the following policies: Fire Safety Policy, Fire Risk Policy and Fire Procedures/Arrangements and Security, Workplace Safety and Lone Working Policy.

#### HEADS OF DEPARTMENT (ACADEMIC AND SUPPORT)

- 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.
- 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 situations are reported to the Bursar or Head without delay.
- g) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their

control.

- h) Will identify those areas of training which are required by members of their department and ensure training is carried out and recorded.
- i) Will observe the requirements of the School's Risk Assessment policy and manage risks accordingly.

#### HEALTH AND SAFETY ADVISER

- a) Will advise the school on all Health and Safety practice to ensure compliance with the law.
- b) Will regularly inspect plant and equipment 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 Head and Bursar concerning Health and Safety matters, making recommendations as necessary.
- e) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- f) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Head or Bursar.
- g) Will ensure that all areas of the School are inspected from a Health and Safety point of view on a regular basis
- h) Will undertake assessments under 'The Control of Substances Hazardous to Health Regulations 2002', 'The Management of Health and Safety at Work Regulations 1992' and other Regulations appropriate, calling in other experts in specific fields as necessary.
- i) Will attend termly Health and Safety Committee meeting.
- j) Will assist staff in their review of risk assessments for all departments on a regular basis and make recommendations accordingly.
- k) Will conduct a periodic review of staff H+S training records.

#### HEAD OF BOARDING, ASSISTANT HEAD OF BOARDING, HOUSEPARENT

- a) Will fully familiarise themselves with the Health and Safety Policy, Risk Assessment Policy and the location of relevant COSHH (Control of Substances Hazardous to Health) assessments as well as the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all personnel under their control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate. This training is to be recorded in conjunction with the HR Manager.
- c) Will ensure that the appropriate welfare aspects of the Boarders are adequately covered and the requirements for compliance with The Children Act 2004 as amended by the Care Standards Act 2000 where it applies to Boarding Schools are satisfied. This will also include meeting the standards set out in NMS.
- d) Will ensure that all boarding activities are risk assessed and reviewed annually.

#### SENIOR SCHOOL NURSE AND HEALTH CENTRE STAFF

- a) Will ensure that they are aware of the times school matches are taking place in order that they are available to give assistance in the event of injury.
- b) Will ensure that all medicines within the Health Centre are kept in a locked cabinet at all times.
- c) Will ensure that stocks of medicines for general use are adequate at all times.
- d) Will ensure that all First Aid Boxes are fully equipped at all times.
- e) Will administer Day Pupil's Medicines as directed.
- f) Will keep a Medicines Book detailing what has been given to whom and when.
- g) Will ensure that the Health Centre office and Treatment room are always kept locked when unoccupied.
- h) Will decide, in the absence of a note from parents, whether Day Pupils are fit to take part in Sport Activities.
- i) Will ensure that parents are immediately notified in the event of an accident.
- j) Will ensure that the obligations for the reporting of accidents etc under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' are complied with.
- k) Will be responsible for treating injuries and illness within the School in so far as it is within their jurisdiction and training, using outside medical authorities as appropriate and necessary.
- l) Will ensure that the Accident Book and adequate First Aid Records are maintained and will ensure that accidents are investigated as per the Reporting of Accidents policy (below).

#### HOUSEPARENTS

- a) Will have direct responsibility for male and female boarders as appropriate.
- b) Will ensure that evacuation of the Boarders at night in the case of Fire or Emergency is carried out effectively.
- c) Will ensure that the appropriate welfare aspects of the Boarders are adequately covered and the requirements for compliance with The Children Act 2004 as amended by the Care Standards Act 2000 where it applies to Boarding Schools are satisfied.

#### HEAD OF PRE-PREP

- a) Will fully familiarise herself with the Health and Safety Policy, Risk Assessment Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up safe procedures, written where appropriate, for the Pre-Prep including details of additional supervision that may be required to take account of the age of the pupils.
- c) Will ensure that all classrooms/work areas are safe before they are used by any person.
- d) Will 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 or Head without delay.
- g) Will ensure that all Pre-Prep Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them as part of their induction training.
- h) Will ensure that the Pre-Prep 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.

#### TEACHING STAFF

- a) Will fully familiarise themselves with the Health and Safety Policy, Risk Assessment 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 situations are reported to the Head of Department, Bursar or Head without delay.
- g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

#### HEAD OF DESIGN AND TECHNOLOGY

- a) Will maintain and review the School's policy on Health and Safety in Design and Technology.

#### DEPUTY HEAD (PASTORAL)

- a) Will produce, maintain and review the School's policies and ensure the school is compliant.

#### DIRECTOR OF SPORT & WELLBEING

- a) Will maintain and review the School's Swimming Pool Safety policy.

#### ALL STAFF

- a) Will make themselves familiar with the Health and Safety Policy and Risk Assessment Policy, especially the sections relevant to themselves and their departments.
- b) Will observe Health and Safety Rules at all times.
- c) Will conform to all advice given by the Head, Bursar and Health and Safety adviser together with instructions of others with a responsibility for Health and Safety.
- d) Will report all accidents, damage, hazardous or dangerous conditions or situations to their Head of Department, Bursar or Head without delay.



- e) Will wear 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, Accident Reporting and Fire procedures.
- i) Will look after all Health and Safety Equipment properly and report any defects immediately.

#### HEAD OF GYMNASTICS

- a) Will ensure safe operating procedures in line with British Gymnastics guidelines.
- b) Will maintain First Aid risk assessments for the gym.

#### ALL OTHER PERSONS ON THE SCHOOL PROPERTY

- a) Will observe the Health and Safety Rules and the Instructions 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 AND PROCEDURES

##### SAFE SYSTEMS

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.

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 instruction.
- 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:

- a) TECHNOLOGY WORKSHOP                      - use of machines
- b) CRAFTWORK SHOP                              - use of machines/hand tools

- c) SCIENCE LABORATORY      - procedures to be adopted for practical experiments  
    - general laboratory procedure
- d) SCHOOL GROUNDS            - use of hazardous machinery
- e) ART DEPARTMENT            - cutting  
    - spraying
- f) CATERING DEPARTMENT

#### TRAINING

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.

Ancillary, Ground, Caretaker and Cleaning Staff etc will be given training as part of their induction together with on going training as necessary, appropriate to the tasks that they 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.

The Head of Boarding, Assistant Head of Boarding, Houseparent, and School Nurses have received the appropriate training commensurate with their duties. The Head of Boarding will ensure that any deputies, employed as Assistants, have adequate training.

On-going training for Teaching Staff is carried out as appropriate and 'In Service Training Days' take place before the commencement of each term.

#### HEALTH AND SAFETY COMMITTEE

The following are the members of the Health and Safety Committee:

Bursar (Chair)	
Catering Manager	
Deputy Head (Pastoral)	
Deputy Head (Academic)	
Senior Master	
Head of Art	
Head of Craft and Design	Maintenance Supervisor
Head Groundsman	
Head of Science	
Director of Sport & Wellbeing	
Head of Gymnastics	
Head of the Pre-Prep	
Principal Housekeeper	
External Health and Safety Adviser	
Governor	
HR Manager	
School Nurse	

The Committee meets once a term and all members of staff are aware of the members of the Committee.

#### THE HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

- a) To promote Health and Safety throughout the School
- b) To receive reports from the Health and Safety adviser 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 report 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

#### PLAYGROUND SAFETY

The School Staff have a duty rota to ensure that adequate supervision is available at all times. There are two members of staff supervising during break times, one supervising play areas and treehouses and one supervising break time queues. Access to the treehouse is only permitted with the approval of the supervising staff and in accordance with the treehouse rules. The Rotas for the Pre-Prep School and Prep School are separate, taking account of the differing requirements of the two areas of the School. Staff ensure that pupils have a satisfactory amount of freedom in the Playground and treehouse, commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work. The Grounds Department conduct a weekly inspection of the playground equipment and treehouses to ensure that they comply with RoSPA (The Royal Society for the Prevention of Accidents) guidelines.

#### SPORT - GENERAL

The School undertakes a wide range of sports which cater for the requirements of boys and girls of all ages. The Sport activities are coordinated by the Director of Sport & Wellbeing.

The School employs Coaches for some sports on a part-time basis and always ensures that they are fully qualified in their particular discipline before engaging them.

Day pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in the sport. The only exception to this will be in situations where injury or illness has occurred during the day where the Health Centre has been involved and will confirm that the pupil is unfit.

There is a recommendation by IAPS (The Independent Association of Prep Schools) that all pupils wear gum shields while playing Rugby and the School requires that all pupils comply with this. For other sports the relevant protective equipment must be worn.

## SPORTS CENTRE

The Sports Centre is used by the School and others by prior arrangement. Pupils of the School are not permitted to use the Centre without supervision.

## SHOES

There is a strict rule concerning the wearing of non-marking shoes in the Centre. 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.

## SMOKING

It is the School's policy that the entire School site is smoke free, with the exception of the following designated smoking areas:

- Smoking shelter situated in the delivery courtyard behind the Dining Hall
- Designated smoking area outside of the Maintenance Building
- Designated smoking area outside of the Grounds Building

All School vehicles will also be smoke free. This policy applies to all employees, temporary employees, volunteers, governors, pupils, parents, visitors and contractors. Full details are contained in the School's Smoke Free Policy.

## EMERGENCY PROCEDURES

The Sports Centre has a First Aid kit available to treat minor injuries. The Head of Boarding or School Nurses will be summoned in the event of an injury which prevents the injured person going to the Health Centre.

Fire procedures are clearly displayed in relevant areas of the Centre.

## USE BY OTHERS

When the Sports Centre is used by others it is always by prior arrangement and their responsibility. The use of the Centre by others is only permitted when the School does not require it for its own use. Health and Safety aspects are the responsibility of the people using the Centre.

## GYMNASIUM

The Gymnasium is used exclusively for Gym activities and strictly in accordance with the rules displayed in the Gym.

Equipment used in the Gym is checked daily to ensure that it is in good order. Any equipment which is considered to be unsafe is removed from use and not used until it has been repaired and proved to be safe.

The nature of the activities in the Gym dictate that supervision is very tight and the School ensures that this is complied with and in some cases tuition is on a one to one basis.

## SPORT - INJURIES

In the event of injury in sport activities, other than minor scrapes and bumps, the Head of Boarding or School Nurses will be involved. If the pupil involved is mobile then he or she will be accompanied to the Health Centre. If the injury is more serious then the Head of Boarding or School Nurses will be contacted and will attend the injured person where the injury has taken place.

In the event of further action being needed the School Doctor will be contacted or an Ambulance will be summoned as appropriate.

During sport activity the Head of Boarding will be on the premises and therefore available if required should an injury occur. The Head of Boarding will ensure that he is aware of details of such activities.

#### SWIMMING POOL

The Swimming Pool is used only under the strict application of the Pool Rules which have been devised to ensure the safety of all pupils and staff using the Pool. Staff involved in teaching swimming or use of the pool are to familiarise themselves with the School's Swimming Pool Safety Policy. These Rules are displayed in the Pool Area and are adhered to at all times.

#### HEADINGS OF RULES FOR USE OF THE SWIMMING POOL:

- Swimming Rules
- Normal Operating Procedure
- Emergency Operating Procedure
- Week-end Rules and Supervision Procedure

#### MINIBUS

See the 'Minibus Policy and Staff use of Own Vehicles for transporting Children' filed in Central/Staff Handbook

#### EXPEDITIONS and VISITS

The School has a full Expeditions and Visits Procedure.  
See Expeditions Policy filed in Central/Staff Handbook

#### FIRST AID and MEDICINE CONTROL

First Aid and Medicines are under the direct control of the Medical Staff in the Health Centre.

First Aid Boxes are always kept topped up from a supply kept in the Health Centre.

The following items are also controlled by Medical Staff:

- 1) The Accident Book - filled in for any injury, however minor, requiring treatment. Medical Staff will also initiate an accident report in the event of a notifiable incident.
- 2) Day Pupils' Medicines - kept in a locked cabinet and administered as directed.
- 3) Medicines Book - detailing what has been given to whom, for the record.
- 4) A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

The Health Centre office and Treatment Room are always kept locked when the staff are not in attendance.

#### SHOOTING RANGE

The Shooting Range is operated only under the very strictest control of The Range Officer who has experience relevant to shooting. Risk assessments and Safe systems are in place and are adhered to rigidly to ensure that safety is never compromised.

The rules for the range are those laid out by The Preparatory Schools Rifle Association for a .22 Range and an Air Pistol Range.

#### CATERING

The School operates catering in-house. The Catering Manager is a member of the Health and Safety Committee and is responsible on a day to day basis for the clean and safe operation of the kitchen and dining hall. The Catering Manager is responsible for ensuring compliance with the Food Safety Act 1990 and the Health and Safety at Work etc Act 1974. The Health and Safety adviser undertakes and audit on a regular basis to ensure compliance with the relevant legislation and issues a report for any

recommended action to the Bursar. The Catering Manager will update and review the School's Catering and Food Hygiene Policy as required.

## CONTROL OF VEHICLES

The speed of vehicles, in the School grounds, is controlled by means of sleeping-policeman type ramps and a remote controlled electric rising bollard at the approach to Motcombe House. The school has a separate policy and risk assessment covering movement of vehicles on site.

Safety is of paramount importance and further traffic control measures will be taken as appropriate to ensure, as far as is practicable, the welfare of all on the School site.

Parking is in designated areas only, and drivers of vehicles are required to ensure that they remain on the roadways at all times and do not drive over grassed areas. All staff are to be aware of the School's Car Parking Etiquette.

## SECURITY OF SITE

The school considers security a priority issue. All reasonable measures are taken to safeguard the children. All reasonable steps have been taken to prevent unauthorised entry to its premises and several buildings have intruder alarms. All buildings are locked at night when not in use. All staff are regularly reminded to challenge any stranger they may see on the site and ensure that they are here at Port Regis on valid business (see Intruder Policy).

## PARENT ACCESS TO CLASSROOMS, BOARDING HOUSES AND CHANGING ROOMS

### BOARDING HOUSES

Parents are very welcome to visit the boarding houses at key times such as the beginning and end of term, exeats, half terms and Sunday/Monday morning pick-up/drop-off. Access outside of these times must be arranged by contacting a member of the Boarding Staff. Access to these areas is controlled by using a combination of keypads, alarms and signage.

- ACCESS TO GROSVENOR AND PRICHARD

The main point of access for children, staff and parents is through the double doors in the main entrance. Access via other doors is restricted and is governed by key pads and alarms.

- ACCESS TO TALBOT, STALBRIDGE AND HUXLEY

The main access to Talbot is via the staircase situated near the Old Assembly Hall. Access to Stalbridge and Huxley is via the 'Bookcase' stairs.

- ACCESS TO HEALTH CENTRE

The access to the Health Centre is via the stairs near the North Door.

### CHANGING ROOMS

Access to changing rooms is restricted to children and authorised staff. Any parent requiring access to the changing rooms at any time of day must be escorted and this can be arranged by contacting a member of staff.

### CLASSROOMS

Parents can access the classrooms in the morning at drop off but at any other times should request an appointment with the class teacher.

The Head Groundsman, who lives in a property owned by the school, also manages the site security on a day to day basis.

Staff, parents, governors, members of the Sports Club and Golf Club are issued with security stickers for the windscreens of their cars.

The arrangements for ensuring that the buildings remain secure are as follows:

#### TERM TIME

All buildings should be locked up at 2030 hours. The Dayroom will close at this time and will re-open at 0800 hours. Boarding Houses are locked by Houseparents.

#### HOLIDAY TIME

Buildings are locked by teachers as they depart at the end of each day and by holiday course administrators when holiday courses are running.

#### MACHINERY and PLANT

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 and Provision of Work Equipment Regulations 1998. The Inspections and Checks are carried out as follows:

- 1) Daily Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff.
- 2) Servicing of Fire Alarm equipment three times per year by Wessex Fire
- 3) Servicing of Fire Extinguishers annually
- 4) Servicing of Boiler and Air Conditioning plant twice per year
- 5) Servicing of large grass cutters monthly
- 6) Servicing of other grounds equipment as required.
- 7) Maintenance of catering equipment is carried out by appropriate contractors.

#### ENVIRONMENTAL CONTROL

##### CLASSROOMS, BOARDING ACCOMMODATION and GENERAL AREAS

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.

##### TECHNOLOGY WORKSHOP, ART ROOMS and SCIENCE LABORATORIES

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. All these areas use dilution ventilation and mechanical extract ventilation as necessary to ensure that air quality remains good.

##### COMPUTER ROOMS

The computer rooms are air-conditioned or otherwise effectively ventilated to ensure optimum conditions for the operation of the computer equipment.



## WASTE DISPOSAL

### GENERAL WASTE DISPOSAL

The disposal of this type of waste is carried out by a duly authorised contractor. Waste from staff residential accommodation is carried out by the local authority.

### CHEMICAL WASTE DISPOSAL

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, will be taken and specialist contractors will be employed.

### REPORTING PROCEDURES - Accidents and Near Misses.

The Accident Book and responsibility for reporting accidents rests with the Health Centre staff.

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 as follows:

a) IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD (TELEPHONE) IF ONE OF THE FOLLOWING RIDDOR Reportable incidents OCCUR:

Major Injuries from Schedule 1 of the Regulations:

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (whether temporary or permanent).
5. A chemical or metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electric shock or electric burn (including any electric burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury-
  - a. Leading to hypothermia, heat induced illness or to unconsciousness
  - b. Requiring resuscitation, or
  - c. Requiring admittance to hospital for more than 24 hours
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
  - a. Acute illness requiring medical treatment; or
  - b. Loss of consciousness.
10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
11. Reportable over-three-day injuries
  - a. If there is an accident connected with work (including an act of physical violence) and a pupil or member of staff or a self-employed person working at the school suffers an over-three-day injury it must be reported to the HSE within ten days.
  - b. An over-3-day injury is one which is not "major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days. You must notify the Health Centre who will take the necessary reporting action.



12. Dangerous occurrences from Schedule 2 of the Regulations (near-misses) are listed at <http://www.hse.gov.uk/riddor/guidance.htm#what>

b) REPORTING:

- 1) A written report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered by 1) 2) and 3) above.
- 2) A written report will be sent to the Health and Safety Executive within ten days for any other injury which results in Staff being absent from, or unable to do their normal work for more than three days.
- 3) A written report will be sent to the Health and Safety Executive within ten days in the case of ill health listed in the Regulations.
- 4) All other accidents that take place on the school site should be reported in the accident book as follows:

Sports Centre – Held by Director of Sport & Wellbeing  
School – Held by Medical Centre Staff  
Pre-Prep – Held by of Pre-Prep

Minor incidents – minor sporting and other injuries (eg in Science or Woodwork/Technology) will be recorded locally unless referred to the Health Centre in which case they will be recorded by the Health Centre.

There will be a review of accidents at the termly Health and Safety Committee meeting.

c) INVESTIGATION AND RECORD KEEPING:

All RIDDOR reportable incidents are to be investigated formally and the Accident Investigation Report submitted to the Bursar within 5 working days of the accident. The Accident Investigation Form is held on Central/Mastercopies/Accident Investigation. The Accident Investigation is to be conducted by the member of staff who witnesses the accident, or is first on the scene, or is on duty at the time. If necessary, liaise with a senior member of staff for further guidance on filling in the Accident Investigation Form.

For consistency, the RIDDOR report is to be completed by the Health Centre if they have overseen the First Aid Procedures. They are to conform to the reporting timeframe at para (b) above. The Accident Investigation Report can be used to provide the necessary information for the RIDDOR. If there is a need for any clarification of details the Health Centre should liaise with the member of staff responsible for having completed the Accident Investigation Form.

Full details concerning accident investigation can be found on the In House website at <https://safetymark.clinked.com>

HAZARDOUS SUBSTANCES

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

- a) Listing of Substances being used to establish where 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:

Use of the substances, their handling, storage and disposal

Emergency Procedures

Methods of Control

Use of Personal Protective Equipment

- c) Record all information on relevant assessment form.

#### PERSONAL PROTECTIVE EQUIPMENT

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 relevant to the activity
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation 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

Under the same Regulations, Staff will:

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

#### DISPLAY SCREEN EQUIPMENT

The School, in line with The Display Screen Equipment Regulations 1992 (amended 2002), carries out the following procedures where 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.
- 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.

#### RISK ASSESSMENT

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 1999. The School's policy on Risk Assessments is filed in Central.

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.

Risk assessments are stored in Central/ Risk Assessments and are updated regularly. Staff responsible for the preparation of risk assessments have access to the Health and Safety adviser and their website to help in the preparation of them. The risk assessments are reviewed by the Health and Safety adviser on a regular basis as part of their visits to the school and any recommendations adopted accordingly.

#### MANUAL HANDLING

The 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:
  - assistance from other personnel
  - use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. Initial responsibility for assessing any manual handling implication rests with the person lifting the object.

The Head Groundsman is an approved trainer in respect of manual handling and all new staff, who will be involved in manual handling, is trained by him as part of the induction process. A record of this training is kept in the Bursary.

#### WORKING AT HEIGHT

It is important to remember that working at heights does not just include the use of ladders and scaffolding towers but now applies to all work carried out at height where there is a risk of a fall liable to cause a personal injury.

- a) Working at heights must be avoided wherever possible and where it is undertaken a full risk assessment must be carried out and the work properly planned and organised.
- b) All staff working at heights must be competent.
- c) Always ensure that the equipment e.g. stepladders, stools are in good condition before it is used.
- d) Use equipment suitable for the task. It is not acceptable to stand on a chair or a bookcase.
- e) All working at height equipment is checked by the maintenance department.
- f) Do not over reach as it is likely to cause a fall.
- g) Weather conditions must be assessed before the using equipment outside.

#### Stress at Work and Occupational Health.

The school has a duty of care to all its employees and is therefore committed to ensuring that staff are able to raise any potential issues confidentially within the school. Staff are referred to the Wellbeing Booklet in the Staff Handbook. Occupational Health issues should in the first instance be reported to the HR Manager.

#### Young Persons and Work Experience

The school may occasionally employ young persons (under the age of 18). Young persons are particularly at risk due to their inexperience, youth and lack of awareness of school practices. Each Head of Department is responsible for undertaking a risk assessment on the activities of the young person. Control measures will then be implemented to ensure that all hazards are eliminated or controlled to a safe level. Controls will include:

- Close supervision.
- No person will be allowed to operate equipment or any plant or vehicle until they are legally permitted to do so and have had the necessary training, supervision and experience.
- All young persons will be given full training and instruction including full induction training.

#### LETTING of PREMISES

In order to make the most efficient use of the facilities, the School lets the premises and grounds during holiday periods.

When considering whether an organisation is suitable or not, the following factors are taken into account by the Bursar:

- 1) Suitability of the premises for the activities proposed
- 2) Qualifications of the personnel who are to supervise the activities if relevant
- 3) Health and Safety Policy of the organisation involved or their acceptance of the School Health and Safety Policy
- 4) The insurances held by the organisation arranging activities or an

indemnity to the School for liability from the organisation when on premises.

All lets are provided with fire safety information and training.

## CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015 (CDM)

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

- a) Select and appoint a CDM Co-ordinator and Principal Contractor.
- b) Ensure that the Project Co-ordinator and Principal Contractor are competent and check their allocation of resources to Health and Safety.
- c) Ensure that an adequate Health and Safety Plan is in place before work commences.
- d) Pass on information about the land and/or premises to be developed.
- e) Ensure that the Health and Safety File, prepared on completion of the project by the Project Co-ordinator, is kept available for those subsequently carrying out construction work.

In line with the Construction (Design and Management) Regulations 2015, the School may elect an agent to act on its behalf when projects involving these regulations apply.

On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

## CONTROL of CONTRACTORS

The School is aware of its obligations under the Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations the School exercises control over contractors in the following way:

### 1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) Training Standards
- e) Accident Records

### 2) 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:

- a) Special Hazards applicable - eg asbestos
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise

### 3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

### 4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

### 5) CONTROL OF CONTRACTOR ON SITE

- a) Nomination of person to co-ordinate all Health and Safety aspects
- b) Pre-commencement meeting to establish Contractor Liaison Person
- c) Arrangement of regular progress meetings
- d) Regular inspection of Contractor's operations
- e) Participation in site Safety Committee - where applicable
- f) Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a)
- g) Notification by Contractor of all accidents etc
- h) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

Where applicable, contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007 (CDM). Where contracts are of sufficient size for them to be carried out under the CDM Regulations, the section entitled CDM will apply.

### Lone workers

All lone workers will be identified by the school. It is everyone's responsibility to make it known to the Bursar if they are a lone worker. A generic risk assessment for lone workers working on school premises is available on the central drive alongside the School's Policy on Security, Access Control, Workplace Safety and Lone Working. The risk assessment provides detailed control measures required to be undertaken to minimise the risks of working alone. All staff must make themselves

familiar with the control measures highlighted on the risk assessment and adhere to the control measures at all times.

The repair of live electrical equipment is prohibited for lone workers at all times.

Working at height tasks are prohibited where there is only one person on the school site.

#### Asbestos

Under the control of Asbestos at Work Regulations 2012 the school has taken all reasonable steps to manage asbestos. For this purpose an asbestos management plan has been implemented and is available at the Bursary. All reasonable steps have been made to remove the asbestos as required in the management plan. All contractors are made aware of the asbestos management plan.

#### Legionella

- Under the Control of Substances Hazardous to Health Regulations 2002 the school has employed a specialist contractor to undertake an assessment of risk from legionella. A planned maintenance schedule for the control of these risks includes the following:
  - o Checks to ensure cistern covers are in place.
  - o Checks to ensure that dirt, debris and vermin have not entered cisterns.
  - o Cisterns are disinfected.
  - o Checks to ensure insulation is in good condition.
  - o Checks on water temperatures.
  - o Checks that showers, shower heads and taps are clean and free from scale. These are descaled on a termly basis.
- All the legionella documentation including risk assessments and planned monitoring are kept by the Maintenance Supervisor.

#### Fire Safety

The school has a risk-assessment based approach to the management of fire safety within the premises. Based on the findings of the fire risk assessment the school has also created a fire action plan which provides explicit guidance to all children, staff and visitors to ensure that in the event of a fire our premises are safely evacuated.

The fire safety policy, fire action plan and fire orders can all be found in the Staff Handbook on the Central drive. The fire risk assessment is held in the Bursary where it is available to be viewed.

#### 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 but generally will consult by way of the Health and Safety Committee and staff meetings.

#### MONITORING POLICY

In line with the Management of Health and Safety at Work Regulations 1992, the Health and Safety Policy will be monitored on an on going basis by the Health and Safety Adviser. Checks will be made each term with an inspection being made of the School followed by a report.

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