



CLAYESMORE

# HEALTH & SAFETY POLICY

Responsible:	Head of Compliance
Date Reviewed:	29 January 2024
Review Period:	Annual
Scope:	Whole School
Approval Authority:	Governors
Approval Date:	31 January 2024
External Release:	Yes

## PART I

### STATEMENT OF POLICY OF INTENT

The Governors, Head, Head of Prep and Director of Finance and Operations (DFO) of Clayesmore School are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and associated health and safety legislation relevant to the school's operation. In order to meet these responsibilities, one of their primary objectives is to achieve and maintain a high standard of health and safety within the school.

They also recognise and accept their responsibility to provide a healthy and safe working environment for all employees and pupils of Clayesmore School. They will take all reasonable and practicable steps to fulfil this responsibility and will pay particular attention to meeting the requirements of the Health and Safety at Work Act 1974 and its associated regulations; the advice contained within the DfE requirements for independent and boarding schools as well as all other relevant statutory guidance for local authorities, school leaders, staff and governing bodies.

They require management at all levels to demonstrate a positive attitude towards health and safety and they require all staff and employees to pursue their objectives in respect of health and safety. Accident prevention is essential for the smooth and efficient running of the school requiring full co-operation between all concerned.

The DFO, assisted by the Head of Compliance (HoC) (including consultant where appropriate), will provide a positive lead in organising health and safety initiatives, using the best available knowledge, procedures and necessary resources to achieve the required standards.

Staff are under a legal obligation to cooperate fully in health and safety matters by ensuring that all areas are safe. They are also required to act in a safe way themselves, use any protective equipment provided, follow health and safety regulations and advice and report any hazardous conditions to the Head of Department, the HoC or the DFO.

The Governors, through the DFO, will ensure that a suitable organisation is set up to ensure that health and safety requirements are met.

The objective of the Health and Safety Policy is to minimise risks to the health and safety of the staff and others affected by the School's activities, by identifying, assessing and then controlling the hazards.

The school has taken all reasonable steps to ensure that the risk of Covid-19 is well managed, with extensive procedures, hygiene measures and social distancing in place.

The Governors, through the DFO, will review this Policy annually, and update, modify or amend it as necessary to the health, safety and welfare of staff, pupils and visitors.

Signed: 

Name: RAP STIVEN

(for the Governors)

Date: 31 January 2024

Signed: 

Name: N BAILEY PHININ

(Director of Finance & Operations)

Date: 31/01/24

## **PART 2**

### **ORGANISATION**

#### **Overview**

The Governing Body is responsible for all aspects of health and safety in the school. Although their role is essentially supervisory and advisory, they must approve the school's Health and Safety Policy.

The management of health and safety has been delegated to the Head, Deputy Heads and DFO.

The Head is answerable to the Governing Body as to how that responsibility is discharged. The Head's responsibilities are set out on page 4.

#### **HoC**

The HoC has day-to-day responsibility for management of health and safety throughout the school.

The role of the HoC is to coordinate the formulation, monitoring and implementation of the Health and Safety Policy.

#### **Health and Safety Committee**

To assist the Head, DFO and HoC in the task of managing health and safety issues, the school has a Health and Safety Committee.

It meets at least once a term and aims to promote cooperation between employees of the School with a view to achieving and maintaining a safe and healthy workplace for staff and pupils.

The Committee provides the forum for consultation with the workforce on health and safety matters.

#### **Staff**

Every member of staff has a legal responsibility to consider their personal health and safety and that of those around them whilst at work.

#### **Health and Safety Advice**

While there is much that the school can do from its own resources, it could be necessary from time-to-time to draw upon the technical and professional expertise of an additional health and safety expert.

The school will appoint a relevant consultant to advise senior staff, for example, to complete a specific item of work such as the school Fire Risk Assessment or with respect to a health and safety audit, to provide independent feedback.

*Clayesmore School  
Iwerne Minster  
Blandford Forum  
Dorset DT11 8LL*

*School Office: 01747 813111  
[www.clayesmore.com](http://www.clayesmore.com)*

## **PART 2 - ORGANISATION**

### **Overview**

The following section details individual's responsibilities for health and safety within the School:

Page 4	Heads' Responsibilities
Page 5	Director of Finance & Operations' Responsibilities
Page 6	Head of Compliances' Responsibilities
Page 7	Health & Safety Committee's Responsibilities
Page 9	Deputy & Assistant Heads' Responsibilities
Page 10	Head of Estates & Operations Responsibilities
	Household Manager's Responsibilities
Page 11	Chef Manager's Responsibilities
	House Staff Responsibilities
Page 12	Head of Department's Responsibilities: Academic and Support
Page 13	Teaching Staff Responsibilities
Page 14	Support Staff Responsibilities
Page 15	All Other Persons on School Property Responsibilities

## HEAD'S RESPONSIBILITIES

The Head will ensure that:-

- There are arrangements within the School to cover all health and safety legal requirements. A written statement of those arrangements is produced and brought to the attention of all staff. The statement is to be revised and re-published as necessary.
- Adequate staff, funds and material is provided to meet the requirements of the Health and Safety at Work Act 1974 and associated health and safety legislation.
- There is a periodic appraisal of the implementation of the arrangements and any necessary changes are made.
- They are available to members of staff to resolve any health and safety issue not solved at a lower level or through established arrangements.
- Immediate steps are taken to reduce any hazards and take positive action to eliminate them where possible.
- All health and safety advice published by the Department for Education and others is collated, along with relevant health and safety matters taking place in school, and this information is made available to staff.
- Health and safety responsibilities are properly assigned and accepted at all levels. The Head will keep a list of those with safety responsibilities, be readily available to them and co-operate with them as far as is reasonable in their efforts to carry out their functions.
- A School Health and Safety Committee is established.
- All areas in the school are inspected, from a health and safety perspective, regularly.
- A system is established for the reporting, recording and investigation of incidents and that all reasonable steps are taken to prevent accidents reoccurring.
- All visitors, including maintenance contractors are informed of any hazards on the site of which they may be unaware.
- All staff have received adequate training for the tasks that they are required to perform.
- All staff are told about health and safety arrangements and given access to the school's Health and Safety Policy to read before starting work.
- Effective arrangements are in force for the ready evacuation of buildings in case of fire or other emergency and that fire equipment is available and maintained.
- Undertake at least one practice fire drill per term, during the day, and send a written report to the HoC.
- Undertake one practice lockdown exercise per year & feedback to the HoC.

## **DIRECTOR OF FINANCE & OPERATIONS' RESPONSIBILITIES**

The DFO will ensure:

- Familiarity with the Health and Safety Policy, statutory instruments and regulations as issued and reviewed.
- Safe methods and procedures are established, written where appropriate, for operations under their control.
- Personnel working under their control have adequate training, have read and understood the Health and Safety Policy and have received induction training.
- In conjunction with the Head, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- In conjunction with the Head, Heads of Department and the HoC, all areas of the school are regularly inspected to consider health and safety and fire risk.
- The health, safety and welfare of all personnel as required by the Health and Safety at Work etc. Act 1974.
- To line manage the HoC.

## **HEAD OF COMPLIANCE'S RESPONSIBILITIES**

The HoC will:

- Co-ordinate the formulation, monitoring and implementation of the Health and Safety and Fire Prevention Policies. Reporting to the DFO – or direct to the Head / Governor (with specific health and safety responsibility) if need be – any issues of concern.
- With the assistance of the Health and Safety Committee, keep the Health & Safety and Fire Policies up-to-date.
- Ensure that there are regular inspections of the school grounds and buildings to identify potential hazards.
- Through the Health & Safety Committee, liaise regularly with the school's management team over hazards identified within their area of responsibility.
- Provide a regular report at SLT meetings to ensure that they are updated with developments in health and safety and any relevant concerns.
- Conduct investigations into accidents involving staff, pupils and public as appropriate, to ensure lessons learned from accidents are implemented throughout the school.
- Report accidents to the relevant authorities to meet the obligations under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR), as required.
- Ensure fire drills are carried out and that fire systems are maintained and tested.
- Ensure lockdown drills are carried out.
- Coordinate all risk assessments throughout the School.
- Work with the support Heads of Department and Academic Staff to ensure that safe systems are implemented, that inspections for potential hazards and regular testing are carried out, and that suitable records are kept.
- Ensure that contractors working on site are familiar with the Health and Safety Policy, have been DBS checked or are escorted, have the relevant insurance etc. in accordance with the Control of Contractors policy.
- Ensure that any necessary protective clothing and equipment (PPE) is provided, used, properly maintained and replaced when required.

## **HEALTH AND SAFETY COMMITTEE'S RESPONSIBILITIES**

### **Purpose**

The purpose of the Health and Safety Committee is to promote cooperation between all employees of the School with a view to achieving and maintaining a safe and healthy workplace for staff and pupils. In particular, it exists:

- To promote positive health and safety practices throughout the school.
- To consider and introduce additional safety procedures which may be required.
- To ensure that current health and safety legislation is being complied with.
- To provide a forum for communication and consultation regarding health and safety matters for the whole school.
- To consider the causes of any accidents that have occurred and to establish any controls or procedures to prevent reoccurrence.
- To consider the findings of any inspection of the school.
- To consider what materials, publicity or training should be used to promote health and safety throughout the school.
- To investigate any identified hazards and to recommend controls being taken.
- To consider any communication received from the ISI or HSE (Health and Safety Executive) and recommend any action to be taken as appropriate.

### **Membership**

The membership of the Committee is:

- Chair, Head of Compliance (Tracy McConnell)
- Governor (Rosie Stiven)
- Head (Jo Thompson)
- Director of Finance and Operations (Nina Bailey Phinn)
- Senior Deputy Head (James Carpenter)
- Deputy Head (Pastoral), Senior School (Sarah Jane Newland)
- Deputy Head, Prep School (Dan Browse)
- Head of Estates & Operations (Nick Church)
- Household Manager (Alison Marsh)
- Head of Health & Wellbeing Centre (Sam Hillyard)
- Director of Sport (Dan Conway)
- Assistant Director of Sport (Andrea Cheverton)
- Head of Boys' Sport, Prep School (Bertie Hopkins)
- Head of Girls' Sport, Prep School (Debbie Spokes)

### **Meetings**

The Committee shall meet once per term although additional meetings can be called if needed. Members of staff, not on the Committee, can be invited to attend where discussion involves their area of influence and expertise. Minutes will be produced. To enable all staff to view the minutes, they will be posted on the staff 'shared drive' on Google titled Health & Safety Committee and distributed to the Governors by the DFO.



## **Agenda**

The following will be standard agenda items:

- Accidents/Incidents - Discussion of any incidents or 'near misses' which have occurred since the last meeting and any remedial actions that were taken to prevent a recurrence or lessons learned.
- Inspections - Matters arising from any inspections carried out.
- New instructions or regulations - Consideration of the implementation in the School of any new safety instructions advice issued by the Department for Education or guidance from the HSE etc.
- Work in Hand - Consideration of the progress on assessing and controlling any hazards which may have been identified.
- Fire Drills - Report on fire and lockdown drills held since the last meeting and to discuss any matters arising.
- Review - Review the content of the school's health and safety arrangements and to monitor their implementation.
- Any other business

## **DEPUTY & ASSISTANT HEADS' RESPONSIBILITIES**

The Deputy & Assistant Heads will:

- Fully familiarise themselves with the Health and Safety Policy and the relevant statutory instruments and guidance issued from time-to-time.
- Ensure that responsibilities are properly assigned and accepted.
- Assist the Head in ensuring that all teaching staff have adequate training for the tasks that they are required to perform.
- Assist the Head in ensuring that all staff have read and understood the H&S Policy.
- Ensure that the school procedures are in accordance with the Health and Safety Policy and are regularly updated as necessary.
- Endeavour to ensure that all personnel are complying with health and safety requirements at all times.
- Present any relevant issues to the Health and Safety Committee as identified by themselves or their staff.
- Ensure fire alarm practices are carried out each term: both 'night time' in every boarding house and during teaching hours in teaching areas.
- Ensure that there is a dynamic lockdown drill completed each year.

## **HEAD OF ESTATES & OPERATIONS' RESPONSIBILITIES**

The Head of Estates & Operations will:

- Ensure that all plant and equipment, both mechanical and electrical, is inspected for potential hazards, maintained and/or tested regularly and that adequate records are kept.
- Ensure that specific regulatory requirements are met and kept up-to-date on specific subjects including construction projects (CDM), asbestos and legionella
- Ensure that the contractor database is reviewed and that contractors working on site are familiar with the Health and Safety Policy, have been DBS checked or are escorted and have the relevant insurance etc. in place.
- Ensure that fire protection systems are appropriate and regularly tested.
- Ensure that all relevant risk assessments have been carried out.
- Ensure that consideration is given to the possibility of maintenance work affecting pupils and staff.
- Ensure that any necessary protective clothing and equipment (PPE) is provided, used appropriately and that it is properly maintained and renewed when required.
- Ensure that maintenance staff and contractors are aware of their responsibilities.

## **HOUSEHOLD MANAGER'S RESPONSIBILITIES**

The Household Manager (supported by the Head of Estates & Operations) will:

- Ensure that cleaning schedules routines established for the School are maintained so that the premises are kept in a clean and tidy condition.
- Ensure that all risk assessments relevant to Households have been carried out.
- Ensure that all relevant COSHH (Control of Substances Hazardous to Health) information is available in all buildings.
- Ensure that the household staff are aware of their responsibilities.

See Appendix 4 regarding Cleaning and Laundry.

## **CHEF MANAGER'S RESPONSIBILITIES**

The Chef Manager (supported by the Head of Estates & Operations) will:

- Fully familiarise themselves with the Health and Safety Policy, the Statutory Instruments and Regulations as issued from time-to-time.
- Manage the routine environmental health of the kitchens, liaise with the Environmental Health Officer (EHO) for inspections and ensure compliance with food safety law.
- Ensure that risk assessments relating to Catering have been carried out.
- Be responsible overall for the activities of the catering staff.
- Coordinate with the Head of Head of Estates & Operations to ensure the catering facilities are well maintained.
- Ensure that all personnel under their control are adequately trained and competent to carry out the tasks for which they are employed.

## **HOUSE STAFF RESPONSIBILITIES**

The House Staff will:

- Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time-to-time.
- Ensure that risk assessments relating to the House & House activities are completed.
- Ensure that all personnel under their control have adequate training as appropriate and when necessary, including induction training.
- Work with Matrons to ensure that health and safety inspections/checks are completed.
- Ensure that all pupils under their control are aware of the house evacuation drill and be aware of their whereabouts at all times.
- Organise and execute a night time fire drill within their house at least once per term and send a written report to the HoC.

## **HEADS OF DEPARTMENT'S RESPONSIBILITIES**

### **ACADEMIC AND SUPPORT**

The Heads of Departments will:

- Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time-to-time.
- Draw up safe methods and procedures, written where appropriate, for operations within their department/s.
- Ensure that risk assessments have been carried out for operations within their department/s.
- Ensure that all necessary protective clothing and equipment is used appropriately and that it is properly maintained and renewed when required.
- Ensure that all classroom/work areas are safe before any person uses them.
- Ensure that all pupils are adequately supervised.
- Ensure that all equipment is safe before any person uses it.
- Ensure that any hazardous or dangerous conditions or situations are reported to the DFO, Head, or HoC without delay.
- Endeavour to safeguard the health, safety and welfare of all persons within their control.

See Appendix 3.

## **TEACHING STAFF RESPONSIBILITIES**

Teaching staff will:

- Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time-to-time.
- Ensure that all applicable safe working methods and procedures are followed at all times.
- Ensure that risk assessments have been carried out for operations under their responsibility.
- Ensure that all classroom/work areas are safe before any person uses them.
- Ensure that all pupils are adequately supervised.
- Ensure that all equipment is safe before any person uses it.
- Ensure that all protective equipment, where appropriate, is used at all times.
- Familiarise themselves with First Aid and Fire Procedures.
- Ensure that any hazardous conditions or situations are reported to the Head of Department, DFO, Head or HoC without delay.
- Endeavour to ensure the health, safety and welfare for all persons within their control.

See Appendices 2 & 3

## **SUPPORT STAFF RESPONSIBILITIES**

Support Staff will:

- Fully familiarise themselves with the Health and Safety Policy, especially the sections relevant to their work.
- Observe health and safety rules at all times.
- Follow the advice given by the HoC and instructions of others with a responsibility for health and safety.
- Ensure that risk assessments relevant to their areas have been carried out.
- Report all accidents, damage, hazardous conditions or situations to their Head of Department.
- Wear personal protective clothing, safety equipment and use appropriate safety devices as appropriate.
- Ensure that working areas are kept clean and safe.
- Inspect all equipment and plant before use to establish that it is safe to use.
- Familiarise themselves with First Aid and Fire Procedures.
- Look after all health and safety equipment properly and report any defects immediately.

See Appendices 4 and 11.

## **ALL OTHER PERSONS ON SCHOOL PROPERTY RESPONSIBILITIES**

All other persons on School property will:

- Be signed in to the School in accordance with the School Safeguarding Policy – the Estate Office for all contractors, Prep Reception for all Visitors to the Prep School and the Main Reception for Visitors to the Senior School or Support Staff. Contractors will not work on the premises until the relevant rules are read, understood and accepted; and only on confirmation of insurance cover.
- Observe the health and safety rules and the instructions given by persons enforcing the Health and Safety Policy.
- Contractors must agree to wear a displayed visitor badge whilst on site. Unaccompanied contractors (who have been DBS checked) wear a yellow lanyard. Infrequent or unknown visitors to the site (who have not been DBS checked) wear their visitor badge on a red lanyard and must be accompanied at all times.



## **PART 3 – POLICIES AND PROCEDURES**

### **Overview**

The following part sets out the way Clayesmore School operates to comply with the Health and Safety Policy. Policies & procedures that relate directly to health & safety regulations or specific activities include:

Page 17	Consultation with Employees
Page 18	Safe Systems
	Risk Assessments
Page 19	Training
Page 20	Reporting of Accidents, Incidents and Near Misses
Page 22	Asbestos
Page 23	CDM – Construction (Design & Management)
Page 24	Control of Contractors
Page 25	COSHH – Control of Substances Hazardous to Health
Page 27	DSE – Display Screen Equipment
Page 28	Legionella
Page 30	Machinery, Plant and Lifting Operations (PUWER/LOLER)
	Manual Handling
Page 31	PPE – Personal Protective Equipment
	Slips and Trips
	Stress Policy
Page 32	WAH – Working at Height
Page 33	Workplace: Heat, Noise and Vibration
Page 34	Security of Site
Page 35	Control of Vehicles on Site including Minibuses & Estate Vehicles

Supplementary information is provided in the following appendices:

Appendix 1	Incident Form
Appendix 2	First Aid and Medicines
Appendix 3	Off-site Activities/External Providers on site
Appendix 4	Cleaning and Laundry
Appendix 5	Waste Disposal
Appendix 6	Design and Technology
Appendix 7	PE and Games
Appendix 8	Sports Centre
Appendix 9	Swimming Pool
Appendix 10	Playground Safety
Appendix 11	Letting of Premises
Appendix 12	Violence Policy

## **CONSULTATION WITH EMPLOYEES**

The School is aware of its obligation under The Safety Representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996. Consequently, employees are consulted on the following areas:

- Any changes which substantially affect their health and safety at work – changes in procedures, equipment or ways of working, introduction of new technology etc.
- Arrangements for using ‘competent people’ to assist in complying with health and safety legislation.
- Information on the likely risks and dangers arising from the work activities and to reduce or eliminate these risks.
- The provision of health and safety training.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation. Alternatively, the Health and Safety Committee is used for consultation and then members are asked to disseminate information on to their staff.

The Health and Safety Committee will continually monitor the Health and Safety Policy. There is a specific annual review usually at the start of each School year to ensure that it remains up to date.

## SAFE SYSTEMS

Heads of Department are required to devise safe systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of incident or injury to pupils, staff and visitors to the site. The systems will take into account the following principles:

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

### Safe Systems

Areas where written procedures are required include:

#### **The Art Department**

Cutting and Spraying.

#### **CDT Workshops**

Use of machines and tools.

#### **Home Economics/Food Technology**

Use of ovens, hot working and sharp blades.

#### **Science Laboratory**

Procedures to be adopted for practical experiments and general laboratory procedure.

#### **Theatre**

Safe Working at height.

#### **School Grounds and Maintenance**

Use of hazardous machinery.

#### **Sports Centre**

Fitness Equipment and chemicals used in the pool.

## RISK ASSESSMENTS

The Governors, Head and DFO of Clayesmore School are committed to promoting the safety and welfare of all members of the School community. Their priority lies in ensuring that all operations within the School environment both educational and support are delivered in a safe manner that complies fully not just with the law but with best practice.

It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk. Additional information on how risks are managed at Clayesmore, can be found in the:

## **TRAINING**

### **Teaching Staff**

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. On-going training for teaching staff is carried out as appropriate and there are provisions within the education budget for this.

### **Support Staff**

Maintenance, Grounds and Household staff etc. will be given training, as necessary, and appropriate to the task 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.

The Head of the Health & Wellbeing Centre has received the appropriate training commensurate with their duties. They will ensure that the Pastoral Matrons have received First Aid training that is adequate for the task that they are to perform.

## REPORTING OF ACCIDENTS, INCIDENTS AND NEAR MISSES

It is important to monitor any accidents or near-miss incidents that take place at School. There is a moral imperative to monitor the physical health of those we employ and teach. Accident investigation enables us to learn any lessons that arise and prevent future recurrence. It also reflects the developing health and safety culture within the School: showing where focussed work could prevent accidents and demonstrating where improvements have been made.

External parties such as ISI and our insurers can also ask to see our accident records.

Should an incident occur, be it a near miss, incident or accident:

- Ensure that any injured party is taken care of and the location is made safe.
- In case of a very serious incident, the area should be cordoned off and the HoC be made aware. Alternatively, the Head of Estates & Operations can also undertake an emergency assessment of the area. Evidence may need to be collected and photos taken.

All first aid or ill health incidents involving pupils must be reported to the Health & Wellbeing Centre.

It is the responsibility of all staff members to know who their nearest first aider is and where the nearest first aid kit and defibrillator are located

The following accidents must be reported to the HoC:

- Any accidents involving members of staff, especially an incident that means that any individual cannot return to their usual work for more than seven days.
- Any serious incidents involving pupils (for example, but not limited to, a broken bone, burn or if a child is sent straight from site to hospital).
- Any incidents to members of the public on site. (Any occasion where a member of the public requires medical treatment or an ambulance to be called must be reported.)

All accidents should be recorded under the 'Incident' tab of the iAM Compliant system. The link to which can be found below:

<https://www.iamcompliant.com/>

In the event that iAM Compliant can not be accessed, a paper form should be completed and then the information transferred to the system as soon as possible. A link to the form is shown below:

[https://docs.google.com/forms/d/e/1FAIpQLSdJorL4pl2nfXTtCCuIt2Ba-rheLuNP8ItMtxPo8UkIIC\\_kSA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdJorL4pl2nfXTtCCuIt2Ba-rheLuNP8ItMtxPo8UkIIC_kSA/viewform)

The incident form can also be found in Appendix I of this Health & Safety Policy.

The School, as an employer, also has the legal duty to record and report specific incidents to staff, pupils and the public under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The HoC will complete the formal report for the HSE. If he/she is unable to do so, the Head of Head of Estates & Operations or DFO can also complete the report via the HSE's online reporting form.

A formal RIDDOR report will be made by the HoC in the case of:

- A fatality on the premises.
- A Major Injury to staff, pupil or any other person involved in an accident on the premises as listed in the Regulations.
- Dangerous Occurrences as listed in the Regulations.
- An incident which has resulted in a member of staff being unable to return to their normal work for more than seven days.
- A specific case of ill health as listed in the Regulations.

The HSE has produced a useful guidance sheet entitled *Incident reporting in schools (accidents, diseases and dangerous occurrences) – guidance for employers*. It broadly states that for reporting purposes, pupils are defined as members of the public when considering incidents that occur on our premises.

## **ASBESTOS**

### **Policy**

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 required and the 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 a registered contractor before work commences on any building.

### **Management**

The school has a comprehensive Asbestos Management Plan (AMP). The Head of Estates & Operations is the School's Asbestos Manager. As such, the Asbestos Manager works to the AMP to actively manage and record the risk of asbestos on site through:

- Keeps and maintains an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Maintains asbestos containing materials in a good state of repair.
- Repairs, seals or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Informs anyone who is likely to disturb asbestos containing materials about the location and condition of the material;
- Has arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the The Control of Asbestos Regulations 2012;
- Reviews the AMP at regular intervals.

## **CDM – CONSTRUCTION (DESIGN AND MANAGEMENT)**

The School recognises that major construction work carried out on the premises will be carried out under the CDM 2015 regulations.

In cases where construction work is expected to last longer than 30 days and have more than 20 workers or involve more than 500 operative days or involves demolition, notification will be made to the HSE on Form 10. Where the CDM regulations apply, the School will take the following action:

- Fulfil all its Client duties as defined in regulation 4.
- Select and appoint a Principal Designer and Principal Contractor.
- Prepare a Client brief with the assistance of the Principal Designer.
- Ensure that the Principal Designer and Principal Contractor are competent and check their allocation of resources to Health and Safety.
- Ensure that a Construction Phase Plan is in place before work commences.
- On completion of the project, ensure that the Health and Safety File is kept available for those subsequently carrying out the construction work.



## **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:

### **Identification of Suitable Bidders**

The following items will be taken into account:

- Adequacy of Health and Safety Policy.
- Control Structure.
- Safe Systems of Work in Operation.
- Training Standards.

### **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:

- Special hazards applicable, e.g. asbestos.
- Safe access to/egress from the site.
- Confined space entry.
- Chemical storage.
- Occupational Health risks including noise.

### **Appointment of Contractor**

Based upon the best bid, taking into account all factors.

### **Acceptance by the Contractor of School Safety Rules for the Site**

Full list of site rules available for contractors.

### **Control of Contractor on Site**

- Nomination of person to coordinate all Health and Safety aspects.
- Pre-commencement meeting to establish Contractor Liaison Person.
- Arrangement of regular progress meetings.
- Regular inspection of contractor's operations.
- Participation in site safety committee – where applicable.
- Provision by contractor of written Method Statements in advance – particularly the adequacy of the contractor's Health and Safety Policy.
- Notification by contractor of all accidents.
- All machinery on site to have documentary evidence of Statutory Inspections and driver/operator training where applicable.

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

## **COSHH – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

Hazardous substances at work are regulated by the Control of Substances Hazardous to Health Regulations 2002. The COSHH Regulations require employers to review the substances at work, defined as hazardous to health, and to act to control these risks. This will reduce the risk and limit or prevent harm to employees.

Clayesmore should record details of the substances being used or stored on site that come under the remit of COSHH.

We need to assess the risk to staff, pupils and visitors posed by the various substances.

A suitable and sufficient risk assessment should consider:

- hazardous properties
- information on health effects
- level, type and duration of exposure
- circumstances of work
- exposure limits
- control measures
- health surveillance results
- combinations of substances
- arrangements for controlling exposure to substances either by preventing exposure or, if this is not possible, by introducing adequate controls.

In general, removal of a hazardous substance is preferred but then substitution of a hazardous substance by a less hazardous substance should be considered. The following hierarchy of control should be followed:

- Removal or prohibition
- Prevention or control
- Substitution
- Design and use of processes/systems and engineering controls
- Provision and use of equipment and materials
- Control at source through local exhaust ventilation and organisational measures
- Personal protective equipment

The number of people exposed can also be reduced, maintenance can be improved and good waste removal and hygiene measures can be employed.

A system for testing and reviewing the control measures.

Arrangements for monitoring exposure in the workplace.

Health surveillance facilities for employees.

Details of training and information for employees in relation to risk and precautions.

COSHH: Guidance for Schools (Education Service Advisory Committee, now SEAC, Health and Safety Executive 1989) emphasises the comprehensive nature of COSHH Regulations. In Schools, hazardous substances are likely to be found in laboratories, workshops, print rooms and cleaners' cupboards. They can also be created by practical work, such as chemical experiments and work with micro-organisms.

A number of general assessments have been developed for most of the substances and experiments used in school science. The 'Hazard cards' produced jointly by the Consortium of Local Education Authorities for the provision of Science Services (CLEAPSS) and the Scottish Schools Science Equipment Research Centre (SSSERC), which deals with work to Year 11 and Year 13 respectively, are particularly useful.

However, in order to use these 'Hazard cards', Schools must be members of these organisations. Schools can either adopt or, if necessary, adapt to particular circumstances a general assessment for School science work or approach CLEAPSS or SSSERC for assistance or produce their own assessments.

There are also general assessments available for other areas apart from science. Where no general assessment is available one can be developed based on the information which manufacturers and suppliers are legally required to provide on labels and product data sheets.

Each substance used in a work activity does not necessarily have to be assessed separately.

When assessing the risks of work which involves the use of a variety of hazardous substances, for example, in a laboratory, it is permissible to group the substances and assess the risks for each group.

Decisions about risk can be based on informed judgements as a result of assessments.

For the School to discharge this obligation in relation to hazardous substances, it must:

- Ensure there has been adequate information, instruction and training in how to conduct a COSHH assessment. Where necessary a 'competent person' should be contacted to assist with this procedure.
- Collect information about the substances and the relevant working practices – this should be an on-going process.
- Evaluate the Health and Safety risks by finding out what level of exposure is; considering the circumstances at the time the risk assessment is carried out.
- Decide what needs to be done in relation to the prevention or control of exposure, the implementation of control measures, the monitoring of exposure, health surveillance and information and the instruction and training of staff.
- Record the assessment unless it is self-evident and easily explained.
- Review the assessment regularly – this does not mean repeating the assessment but checking that it is still valid and making any necessary changes.

## **DSE – DISPLAY SCREEN EQUIPMENT**

The school, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used and comes under the regulations:

- Establish whether the operator of the display screen equipment is classified as a 'user' under the regulations.
- For each 'user', consider each workstation to assess risks to health and safety. A workstation includes display screen equipment, ancillaries, chairs, desks and the immediate surrounding environment.
- Implements any recommended control measures or modifications to improve user position and assist with comfort.
- Plan or adjust the 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.
- Provides eye and eyesight tests for the 'user' or any person about to become a 'user'.
- Provides appropriate eye and eyesight corrective appliances as necessary.
- Train the user or any person about to become a 'user' on the health and safety aspects concerned with the use of the workstation.

## LEGIONELLA

Clayesmore should design, operate and maintain safe water systems on site to prevent or adequately control the growth and multiplication of legionella.

In line with the requirements of the Management of Health and Safety at Work Regulations and the Control of Substances Hazardous to Health Regulations 2002 (COSHH), the Approved Code of Practice “Legionnaires’ Disease – the control of legionella bacteria in water systems (L8) sets out how the School should manage and control the risk associated with legionella.

A control scheme is implemented to ensure the risk of exposure is minimised. Special instructions are issued to maintenance staff and sub-contracted specialists.

### **Management – Training and Competence of Staff**

On site, there are competent persons who have had the appropriate training, experience and authority to manage the risk from legionella. They have the authority to seek support from competent sub-contractors and consultants to provide detailed expertise as required.

The Statutory Duty rests with the Board of Governors but they have formally delegated management of the water system to the Head of Estates & Operations to ensure compliance with this policy and current best practice.

Drinking water supplies shall be maintained in a good, clean and reliable condition and, as appropriate, labelled.

### **Identify and Assess Sources of Risk**

#### **Regular Testing**

All reasonable steps will be taken to identify potential legionellosis hazards in the workplace and to prevent or minimise the risk of exposure.

To examine the risk from legionella we must consider:

- Water temperature in all or some parts of the system is between 20-45°C. Hot water should be stored above 60°C and cold water, where possible, below 20°C to limit the growth of legionella
- Water is stored or re-circulated as part of the system
- Sources of nutrients e.g. rust, sludge, scale, organic matter and biofilms
- Avoidance of stagnation e.g. the removal of dead legs
- Minimisation of water sprays. Consideration of where water droplets are produced and, if so, whether they can be dispersed over a wide area e.g. showers
- Maintenance – water systems and plant should be disinfected periodically e.g. through chlorination or temporarily raising water temperatures.
- The vulnerability of individuals on site to potential infection

An accredited contractor is employed to carry out regular water sampling. This is comprehensively carried out across the site and any issues raised are acted upon.

### **Periodic Risk Assessment**

A comprehensive Legionella Risk Assessment is carried out every few years. It is completed by an external consultant with the suitable accreditation. It provides an in-depth review of all the issues already outlined. Any recommendations raised will be acted upon by the School.

The legionella risk assessment is kept accessible for reference.

### **Preventing or Controlling the Risk**

The legionella written control scheme is held and reviewed by the Head of Estates & Operations, it includes:

- Water schematics e.g. storage and header tanks, calorifiers, water softeners, pumps and water outlets
- Analytical tests and their frequency
- Health and safety information
- Contingency plan

### **Should an Outbreak Occur**

There is a contingency plan in case of an outbreak of Legionnaires' Disease which covers:

- Identification of people who may have been exposed
- Involvement of public health authorities
- Dissemination of information to employees and interested parties.

At Clayesmore, the risk of an outbreak occurring is extremely low. Employees that are most at risk are advised to take necessary precautions when maintaining the water systems. They have also been advised of relevant symptoms of illness to report to management.

Anyone with any concerns should contact the Head of Compliance, Estates & Operations Manager and/or the Health & Wellbeing Centre.

All aspects of managing the risk of legionella are recorded. Recommendations raised are acted upon and the records are interrogated and kept under review.

## **MACHINERY, PLANT AND LIFTING OPERATIONS (PUWER/LOLER)**

Maintenance of all 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:

- Daily inspection of guards and mechanical equipment by ground staff, maintenance staff and teaching staff.
- Scheduled servicing of fire equipment.
- Routine servicing of fire extinguishers.
- Servicing of boiler plant under contract.
- Servicing of all lifts and dumb waiter.
- Servicing of tractors as required.
- Servicing of other grounds equipment annually.
- Scheduled servicing of fire alarm systems under contract.
- Servicing of all gas operated equipment under contract.
- Weekly safety checks on service vehicles.

## **MANUAL HANDLING**

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

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanical process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as possible by:
  - Assistance from other personnel.
  - Use of appropriate mechanical devices.

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.

## **PPE – PERSONAL PROTECTIVE EQUIPMENT**

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

- Provide suitable PPE
- Assess present PPE
- Maintain PPE
- Provide suitable storage for PPE
- Ensure PPE is compatible
- Replace PPE where it is lost or damaged
- Ensure PPE is used properly through instruction and training of staff
- Under the same regulations, staff will:
  - Use the PPE correctly
  - Always wear PPE
  - Report any loss or defect to PPE

## **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.

To address these issues, the School has a specific policy detailing how they are managed. This can be found here: [Slips, Trips & Falls Policy](#)

## **STRESS POLICY**

The Governors and Senior Leadership Team are aware that under the Health and Safety at Work Act 1974 they have a general duty to ensure, as far as reasonably practicable, the health, safety and welfare of their employees. Furthermore, under the Management of Health and Safety at Work Regulations 1999 they have the duty to assess the health and safety risks to which their employees are exposed.

They are aware that stress in the workplace can have an effect on the health of employees and have addressed this potential problem within the [Wellbeing Policy](#)



## **WORKING AT HEIGHT - WAH**

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.

The regulations apply to all working at height where there is a risk of a fall that may cause injury. There is no minimum height at which they become effective.

The regulations apply to access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

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

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

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:

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

## **WORKPLACE: HEAT, NOISE & VIBRATION**

### **General:**

#### **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.

#### **Craft 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 1994. All these areas use dilution ventilation and mechanical extract ventilation as necessary to ensure that air quality remains good.

#### **Computer Rooms**

The computer room is air-conditioned to ensure optimum conditions for the operation of the computer equipment.

### **Noise**

The School regards noise as a very important issue and takes the following action in order to minimise its effect.

- Installations and equipment are checked carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- Where it is not possible or practical to control by the methods in the above sub-paragraph, hearing protectors will be used.
- Where applicable, noise meters will be used to monitor the noise isolation 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.

Noise assessments will be carried out by the Head of Estates & Operations with assistance from other personnel as appropriate. If it is found that there is a particular problem, noise specialists will be contracted to carry out an in-depth survey and propose remedies to counteract the problem.

### **Vibration**

The 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:

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

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 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.

## **SECURITY OF SITE**

### **General**

The School has taken all reasonable steps to prevent unauthorised entry to its premises. While the grounds can be entered easily at any time, all School staff are responsible for ensuring that all buildings are locked at night.

### **Visitors**

All visitors (except uniformed emergency service personnel such as police, fire or ambulance on an emergency call) are to 'book in' at the Estates Office, Reception in Main House, or the Prep School Office and will be issued with a visitor's badge. Prospective parents will be escorted round the School as arranged by the Head/Deputy Head via the Admissions Departments.

### **Contractors**

All contractors are required to sign in at the Estate Office and will be issued with passes and a 2-way radio, if deemed necessary.

### **Personal Possessions**

Staff and pupils are individually responsible for the security of their personal possessions. Lockable offices and/or personal lockers are provided by the School and should be used for this purpose.

### **Smoking**

The School operates a strict no smoking / vaping policy in all School buildings and grounds.

### **Lock Up**

Term Time:

Staff who live on the premises during term time lock up the buildings on a rota basis. Departmental staff will be responsible for locking their classrooms. The School caretaker checks the grounds and buildings between 9.30 pm and 10.30 pm each evening.

Holidays:

Where maintenance is to be carried out, the maintenance staff will be responsible for locking up. Where there are residential holiday lets, their leader will be responsible for security.

## CONTROL OF VEHICLES ON SITE

### General

The School minibuses and vehicles have forward facing seats, are fitted with seat belts and are regularly serviced in accordance with the manufacturers' recommendations.

### Servicing

Oil and water levels, tyre pressures etc. are checked regularly. Any defects identified by any member of staff using the minibuses are reported and recorded on the relevant form. The Buildings & Estates' vehicles are similarly maintained under the control of the Head of Estates & Operations.

### Drivers

The minibuses may only be driven by members of staff who are over 25 years of age and have passed an assessment of minibus driving competence. Staff who do not drive a minibus frequently should re-familiarise themselves with the controls and undertake a practice drive before taking children on board.

### Booking Out

Staff should book journeys via the Vectare App – co-ordinated by the Transport Manager.

### Vehicle Equipment

Each vehicle is equipped with the following items:

- Mobile telephone.
- First Aid kit.
- Fire extinguisher.
- Hazard triangle.
- Basic tools.
- High visibility waistcoats x 3.
- De-icer (in winter).

### Speed and Parking

Speed is limited on the School premises with speed bumps on the main drive and access road to Kings.

Parking in the School grounds is restricted to authorised vehicles only. Car parking areas are as follows:

**Main House Car Park** - Main House staff and visitors.

**Sports Centre Car Park** - Visitors.

**Classrooms Car Park** - Teaching staff.

**Behind Kitchen** - Kitchen staff.

**Estates Compound** - Estates staff and recycling facility.

**Prep School – Tennis Court Area** - Staff and visitors.

**Prep School – Everett Building** - Staff only.

**AstroTurf Car Park** - Overflow, visitors, sixth form and minibuses.

No vehicles can park on or near the School playing fields except by prior arrangement with the DFO or the Head of Estates & Operations.

**Deliveries**

Delivery vehicles are required to exercise care on the premises and keep below 15 mph. All deliveries should go to the Estates Office. This reduces the number of vehicles moving around the site, creating a hazard and possible security risk. Exceptions can be made, in specific circumstances, with the agreement with the Estates Office.

Anyone arranging a delivery is asked to try to arrange deliveries outside of peak times e.g. at the start and close of the School day. This both facilitates easy access and improves safety through reducing the potential conflict between pedestrians and delivery vehicles.

**Pupils Drop-Off**

Parents dropping and collecting children at the School are asked to use the parking spaces provided and park neatly to avoid congestion at peak times.

## CLAYESMORE SCHOOL – INCIDENT FORM

This form is for illustration and reference. All additional hazards must be added appropriately to the activity/visit being planned.

***Any incident on site: this form must only be completed if the on-line system is unavailable or not accessible. It should be forwarded to the Head of Compliance as soon as possible and entered onto the system at the earliest opportunity.***

DETAILS OF PERSON INVOLVED			
Full Name: (Prof/Dr/Mr/Mrs/Miss/Ms/Mx)			
Address:	DOB:	Gender:      Male      Female	
Postcode:	House/Department/Company:		
Staff	Student	Contractor	Visitor

DETAILS OF INCIDENT			
Injury	Damage Only	Near Miss/Unsafe Condition	
Date:	Time:	Location on site:	
Details of Injury:			
Description of Incident:			
List any machinery or equipment, and protective clothing or equipment being used:			
Treatment given (& by whom?):			
Doctor consulted?	Yes / No	Taken to hospital?	YES/NO

**Name and contact details of any witness(es):**



## FIRST AID AND MEDICINES

First Aid and medicines are under the control of the Health & Wellbeing Centre sister.  
There is one Health & Wellbeing Centre on the campus.

### First Aid

Selected staff will be given the opportunity, at appropriate intervals, to train in First Aid or to refresh their First Aid qualifications. It will be a priority of management to ensure that a reasonable percentage of staff have some First Aid qualification.

A record is kept of all staff who are First Aid trained.

Academic and non-academic staff trained in First Aid should be familiar with the following subjects and revise them at intervals using a suitable First Aid manual:

- Resuscitation.
- Treatment and control of bleeding.
- Treatment of shock.
- Management of an unconscious casualty.
- Contents of First Aid box and their use.
- Transport of casualties.
- Recognition of illness.
- Treatment of injuries – bone, muscle and joints.
- Treatment of minor injuries.
- Treatment of burns and scalds.
- Eye irrigation.
- Poisons.
- Simple record keeping.
- Personal hygiene in treating wounds and reference to Hepatitis B and HIV with regard to First Aiders.
- Communication and delegation in an emergency.

### First Aid boxes

First Aid kits will be placed in suitable containers and be made readily available around the School. First Aid boxes are always topped up from the sister's supply kept in the Health & Wellbeing Centre. The contents should be free from damp and dust. First Aid boxes used in the School should only contain items the first-aider is trained to use. The boxes will usually contain the following items:

- Guidance card.
- Individually wrapped sterile adhesive dressing of assorted sizes.
- Sterile eye pads with attachment.
- Individually wrapped triangular bandages.
- Safety pins.
- Medium, large and extra-large sized individually wrapped sterile unmedicated wound dressings.
- Cleansing wipes.
- Conforming bandage.
- Disposable gloves.



## **Medicines**

The following items are controlled by the Health & Wellbeing Centre sister:

- Day pupils' medicines - These are kept in a locked cabinet and administered as directed.
- Medicine book - This book details what has been given, when and to whom.
- Medicines - A stock of proprietary tablets and medicines for general use kept in a locked cabinet.

The surgery is always kept locked when there is nobody in the room.

## **Accident Recording**

Accidents are recorded using the iAM Compliant system by Health & Wellbeing Centre Staff and is completed for any injury, however minor, requiring treatment. The HoC and Head, should be made aware of the incident if appropriate.

## OFF- SITE ACTIVITIES/EXTERNAL PROVIDERS ON SITE

### Preparation

For off-site activities (e.g. field trips, visits etc.) the following preparation will be observed:

- Careful planning of the trip with prior visits made by the organiser, if necessary.
- Adequate evaluation of all Health and Safety factors involved. Risk assessments of every aspect and all activities of the trip must be carried out prior to departure.
- Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on a trip.

### Supervision

In assessing supervision needs, relevant considerations will include:

- The age of the pupils and gender mix of the group.
- Their previous experience away from home or School.
- Their general capabilities, maturity and discipline.
- Their previous experience and training in specific activities included in the trip.
- The experience of accompanying staff.
- The location and travel arrangements.

There may be other factors to consider, e.g. there may be pupils with special educational needs or medical needs. Activities may include sports or hazardous activities, for which there will need to be appropriate supervision.

### Supervising Ratios

The Department for Education recommends that, as a general guide for local trips and excursions, the supervising ratios should be:

- One adult for every six pupils in School years 1 to 3.
- One adult for every ten pupils in School years 4 to 6.
- One adult for every fifteen pupils in School year 7 onwards reducing to one adult for every 10 pupils for trips abroad
- However, discretion will be used through risk assessment to determine the exact ratio required

### Planning

For all off-site activities the following points will be taken into consideration by the organising teacher:

- Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- The expertise of the staff accompanying the trip.
- Accident and emergency procedures.
- Contact person who knows the itinerary and is able to alert the authorities in the event of failure to make a pre-arranged contact.
- The organising teacher or other member of staff is to discuss the scope and detail of the activity, whether on site or not with the DFO to ensure that appropriate insurance arrangements are in place through the School insurance policy or by means of a provider/contractors' insurance. This obviously becomes more important when the activity involves any form of risk or is abroad.

Such consultation should take place at least 2 weeks before any activity is contemplated to be scheduled. Such consultation should occur annually for annual repeating activities, unless clear alternative arrangements are stated by the DFO.

As a guide the following issues/ activities will not be covered by the School insurance:

- Travel to certain destinations, depending on Foreign Office advice.  
(Note the need to check airport stop-over destinations too)
- Suicide or self-inflicted injury.
- Being under the influence of alcohol, solvents or drugs.
- Certain pre-existing medical conditions.
- Any aerial pastime, including bungee jumping, ballooning, hang gliding or parachuting.
- Some activities involving - motorcycling, go-karting, quad biking, involvement with animals of most kinds
- Racing of any kind, other than on foot, rowing or yachting in a boat but only up to 10m and within coastal waters.
- Some activities involving - jet skiing, white water rafting, snowmobiling, mountaineering or rock climbing, or diving involving the use of external breathing apparatus, climbing or walking at height.  
(This all varies slightly within the UK so please enquire before booking)
- The first £50 of each and every claim for missed departure, personal property and money whilst travelling.

### **Activity Centres/External Providers**

When 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. Department for Education Circular 22/94 'Safety in Outdoor Activity Centres' describes the risk assessment process in relation to outdoor activity centres but has a general relevance to all visits out of School.

See individual specific policies and Staff Handbook instructions in both Schools.

The organising teacher is to ensure that all external providers of support are bona-fide providers and carry in-date insurance cover appropriate to the support provided.

## CLEANING AND LAUNDRY

### Principles

Every workplace and its furniture, furnishings and fittings must be kept sufficiently clean. Similar requirements apply to floors, walls, and ceilings. So far as is practicable, waste must not be allowed to accumulate but disposed of in suitable receptacles. The standard of cleanliness required depends on the use to which the workplace is put.

Refer to the Household Cleaning Procedure Document for detailed tasks.

### Cleaning Materials

Many cleaning materials are 'hazardous substances' and therefore the Control of Substances Hazardous to Health Regulations 1994 (SI 1994 No. 3246) will apply. Health and Safety should be an important consideration when selecting materials. Manufacturers' hazard data sheets should be obtained and a Risk Assessment carried out. Chemical data sheets should be read and instructions about storage, handling, use and disposal followed. Copies of Chemical Data sheets are available in each cleaning cupboard/store. Data sheets are reviewed and updated regularly.

Follow colour coding of equipment as per training.

### Floors

Falls are the most frequent cause of injury in Schools. The correct treatment must be used to avoid slippery floors.

### Equipment

All electrical equipment used by caretaking and cleaning staff must be checked for electrical safety at least annually. Trained staff only should use floor-cleaning machines.

### Cleaning Schedules

The schedules for keeping the premises in a clean and orderly condition during term time are as follows:

#### Daily

- Classrooms.
- Toilets/bathrooms.
- Changing Rooms.
- Dormitories.
- School Offices.
- Art School.
- Sports Hall.

#### Deep Cleaning

During holiday periods, 'Deep' cleaning of specific areas is carried out as required.

### Laundry

Laundry schedules are arranged to ensure that the following items are cleaned as required:

- Clothing.
- Bedding.
- Towels.
- Sports Kit.
- Soft furnishings as required.

## RULES FOR CLEANING

### General Rules:

- Report all accidents using the iAM Compliant app and let the Head of Household know.
- Always display 'Warning' signs at all entrances/surrounding areas where appropriate.
- Remove 'Warning' signs when they no longer apply.
- Read Chemical Data sheets for chemicals and use correct dilutions.
- Clean all equipment after use and store safely and securely. Cleaning cupboards should be kept locked.
- Work in pairs when working at a height of four steps or above. Only use stepladders if trained to do so.
- Always add product to water (rather than the other way round) when preparing solutions.
- Cover all abrasions and skin cuts with suitable medical dressing available from the matron on duty.
- Report immediately any evidence of vermin to the Household Manager.
- Adhere to COSHH training.
- Follow guidelines regarding the cleaning and disposal of hazardous fluids/waste. Each area has an 'Emergency Spill Kit' with equipment and instructions for use. These kits are checked and replenished regularly.

### Storage of Cleaning Materials

Keep cleaning materials out of reach of children in a locked store.

- Always read the label before use.
- Avoid unnecessary skin contact, even at low concentrations. Protective clothing (e.g. gloves, eye protection) should be worn in accordance with manufacturers' instructions.
- Avoid eye contact and ingestion. Phenolic disinfectants can taint food and should not be used on food preparation surfaces.
- Never mix different chemicals together except in accordance with manufacturers' explicit instructions. Bleach and bleach products must never be used.
- Chemicals must not be brought in from home - only chemicals/equipment provided by the school should be used.
- Do not use or store products in unmarked containers or containers carrying an incorrect label and **never** in empty food or drink containers.
- Products must be stored tidily and safely at all times.
- Replace caps and wipe containers after use.
- Store cleaning materials at ambient temperatures avoiding extremes of frost/heat.

### Machine Safety

Adhere to Electrical safety training.

- Disconnect and remove plug from socket for electrical equipment before cleaning the machine.
- Use the correct machine for the task.
- Read appropriate operating instructions.
- Inspect plugs and cables before and after each use.
- Isolate and report faulty machines.
- Keep electrical cables out of wet areas and behind the machine operator in use.
- Hold cable in a loose loop in the hand.
- Never use a machine unless trained.

- Never use an extension lead which is not of the correct specification appropriate to the equipment.
- Never have wet hands when using machines.
- Never use a machine if the cable is kinked.
- Never leave a machine unattended.

### **Rotary Machines**

- Always switch off power before replacing pads.
- Leave a dry passage if possible when working in areas which cannot be isolated.
- Never leave a machine standing on the brushes or drive plates.
- After use, never stand on a wet floor when using a rotary machine.

### **Wet/Dry Suction Machines (Vacuum Cleaners)**

- Check disposable bags and filters before and after use.
- Renew disposable bags regularly.

## **APPENDIX 5**

### **WASTE DISPOSAL**

#### **General and Food Waste Disposal**

The disposal of both these types of waste is carried out by an approved contractor employed by the School.

#### **Chemical Waste Disposal**

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

## DESIGN AND TECHNOLOGY

### Introduction

The effective management of the Design and Technology Departments can be seen as having these major components:

- Risk Assessment and planning before a lesson.
- Organisation of routines during and between lessons, to include:
  - The use of goggles, protective clothing, etc.
  - Reporting breakages and dealing with sharp objects and broken glass.
  - Location of safety equipment.
  - Reporting of accidents.
- Control to include:
  - Where to find safety information, e.g. COSHH file, risk assessments and CLEAPSS hazards etc.
  - Regular safety checks.
  - Monitoring and review, including procedures for reporting hazards or suspected hazards and procedures for reviewing risk assessments and safety in general.

### Risk Assessment and Planning Before a Lesson

All departmental staff are required to familiarise themselves with the Health and Safety Policies of the School. Before a lesson starts, staff should:

- Have carried out a Risk Assessment.
- Have procured any necessary safety equipment.
- Know when to use particular facilities and equipment. Staff should have a record of the quantity and condition of all significant items of equipment that are to be used by the pupils.
- Ensure that they have prepared any additional notes/equipment set up etc.

## PE and GAMES

### General

The school undertakes a wide range of sports that cater for the requirements of the boys and girls of all ages. Supervision by school staff is commensurate with the requirements of the sports activity being undertaken.

### Participation

All pupils are expected to take part in sport. 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 when an injury or illness has occurred during the day and the Health & Wellbeing Centre have been involved and will confirm that the pupil is unfit.

### Risk Assessment

Teachers have a legal duty to work within a system which demonstrates a realistic use of methods which successfully anticipate and eliminate foreseeable risks.

- Clayesmore School has a risk assessment policy that aims to reduce the risk involved in all PE and games activities. Relevant risk assessments will help to clarify the health and safety considerations in all physical activities undertaken at Clayesmore School.
- The law expects all PE teachers and those involved in the teaching of games, swimming and outdoor pursuits to identify all foreseeable safety problems. The Director of Sports will take responsibility for the day-to-day running of this policy.
- All pupils must be educated as a part of this preventative system, receiving information appropriate to their age, intelligence and experience to enable them to participate in physical activity with maximum safety.
- Staff associated with a sport activity must exercise the same duty of care as would a responsible parent. In the case of pupils travelling away from Clayesmore to pursue a sports activity, responsibility falls to the accompanying staff to ensure safe practice.

### Duty of Care

- The teacher is *in loco parentis* for all games and extra-curricular recreational activities and, in the case of residential visits, duty of care will be 24 hours a day. Where physical activities involve a higher degree of risk, a higher duty of care is required of the teacher.
- Clayesmore will continue to examine current practice, assess risk and establish teaching practice in PE and games which avoid foreseeable accidents without reducing the challenge and value of PE and games for the pupils.
- The standard of care required by the teacher should be that of a 'reasonable prudent parent judged not in the context of home but in that of the School'.
- The PE and games department will provide in-service training and advice to new members of staff and those involved in games' activities. The department will ensure that safe practice is clearly understood and practical work undertaken is suitable for the age, ability and experience. Equipment will be regularly inspected.



## **Qualification Needed for Teaching**

- A qualification may be defined as having the skills, knowledge, understanding and competence necessary to effectively and safely plan, deliver and evaluate a programme of activities to a class or group of young people in methods approved through regular and accepted good practice.
- There is no requirement in law that a teacher must hold a specific award before teaching an activity in PE or games. Those teaching PE and games at Clayesmore School must show that they are able to undertake the tasks set and must also feel confident in taking part in the programme. If there is doubt, in-service training will be provided where possible, in addition to that planned on a regular basis for the games programme.
- Teachers at Clayesmore School may be called upon to teach games, athletics, swimming and water safety. The Head will be satisfied that all teachers required to teach PE and games are able to do so in a safe environment with an understanding of the needs and stages of development of all children in their classes.
- Teachers will obtain permission from the Head before introducing a new activity and a careful Risk Assessment should be carried out.

## **Use of External Coaches**

- Coaches used within the School who are not qualified teachers will have the necessary training and qualifications to give assistance to the PE and games department. Knowledge and level of expertise contracted by the governing body should be clearly understood. External assistance will be checked and monitored. Insurance cover and disclaimer forms will be organised where necessary.
- Teachers within the games programme with limited specialised knowledge in a particular area should, where possible, work with a specialist colleague so benefitting from the expertise and protection in the delivery of the games programme.

## **Inexperienced Coaches**

- Unqualified gap students or inexperienced TAs should be supervised by qualified teachers until such a time that their experience and competence be deemed sufficient for them to take greater responsibility. This decision should be made by the Director of Sports in conjunction with the Head.

## **Parental Assistance**

- Unqualified parents may help in the games programme providing that they have the appropriate experience and meet the relevant requirements of The Children Act 1989. They should always work under supervision of a teacher and no parent should be left to work totally on their own with young people.

## Teaching Groups

The size of groups must take into consideration the age, experience and developmental stage of the pupils. Physical activity sessions will normally reflect class size for sports centre activities (i.e. 10 to 20 at Clayesmore) but a more favourable staff to pupil ratio will be maintained for more hazardous activities:

- Swimming 1:20
- Outdoor Pursuits 1:10

## Safe Practice at Clayesmore

The following principles will be followed at Clayesmore:

- The PE department must have a written safety policy which complements and contributes to the overall safety policy of the School.
- The PE department must have a written and operative scheme of work for all aspects of the subject taught which incorporates safety education and which is reviewed at appropriate intervals.
- Activities must be suited to the age range and abilities of the class (and their size in some instances) and any individual or special needs pupils must be known and accommodated.
- Teachers must always treat the safety of the students as priority.
- Teachers' technical knowledge/experience/qualifications must be up-to-date and relevant (in-service training) i.e. they must be informed practitioners.
- Parents must be kept fully informed on activities where there is a higher risk and give their written consent for their child to participate.
- Pupils must be properly attired for the activities in which they engage and jewellery etc. is to be removed or 'made safe' as far as possible.
- Arrangements must be in place for dealing with accidents and staff must be trained in first aid.
- All progressive stages for learning an activity must be implemented particularly for those 'higher risk' activities.
- A higher duty of care must be provided for younger pupils and those with special educational needs.
- Responsibilities given to pupils must be commensurate with the reasonable expectation that they will be able to undertake these ably and safely.
- Pupils must not be allowed into specialist areas without the presence of at least one responsible adult who should be qualified.
- Mats should be used to absorb planned landings.
- Warm-up and warm-down should always take place as appropriate or otherwise must be given due consideration.

## Growth and Development

- Rapid growth can affect a pupil's performance and ability to perform certain skills. Stress injuries may also be experienced. Care, understanding and identification of the problem may be required. Knee problems have been an increasing problem in recent years.
- A scheme of work will be produced for all PE activities with safety advice incorporated where appropriate. These programmes will be subject to annual review by staff involved.

## **Supervision**

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. External referees may be invited to referee School sports in which case they are covered by School insurance. Members of staff refereeing home matches are covered by School insurance.

## **Teaching Groups**

- Teaching groups should be of an appropriate size.
- Class numbers should be checked at the beginning of the lesson and for swimming and cross-country at the start and end of lessons.

## **Staff Responsibilities**

Teachers should be aware of each pupil's:

- Medical Condition – Teachers should be aware of any pupil receiving a drug treatment and its possible side effects. All staff taking a physical activity must know of pupils with serious medical problems.
- Disabilities.
- Special Educational Needs.
- All pupils should know what is expected of them.
- Each team going to an inter-school match should be accompanied by a responsible adult.

## **Apparatus**

- Sound techniques for handling and moving apparatus will be taught and reinforced during each lesson.
- The apparatus used should be appropriate for the age and size of the pupil.
- Apparatus handling skills will begin in the Prep School and be consolidated throughout schooling at Clayesmore.

## **Supporting**

- Supporting the children in balance and gymnastic activities is an important part of the PE programme. The teacher will be aware of the guidelines laid down in Department for Education Circular 10/95 'Protecting Children from Abuse'.
- Care should be taken to ensure that children understand the principles and care needed to support safely as well as the risks involved in the activity.

## **Environment and Equipment**

All working areas connected with PE and games will be checked regularly for safety. These areas and all indoor activity areas should be kept clean and tidy and regularly checked for hazards. See also Appendix 2 (First Aid and Medicines).

## **Equipment**

First aid boxes and first aid personnel will be available during inter-school matches. First aid boxes will be stocked with the appropriate materials, a guidance card and a record book. Team first aid kits will be available on the touch line for home matches.

## **Water**

Drinking water is to be provided and water breaks are to take place on summer days as required.

## **In Case of Injury**

### **General**

During relevant sport activity a duty sister will be on the premises and available should an injury occur. In the event of injury in sport activities, other than minor bumps and scrapes, the duty sister will be involved. The Health & Wellbeing Centre staff are equipped with 2-way radios and mobile phones to ensure effective communication at all times.

### **Minor Injury**

If the pupil involved is mobile then he or she will be accompanied to the Health & Wellbeing Centre for treatment by the duty sister. If the injury is more serious, the duty sister will be contacted and will attend the injured person where the injury has taken place.

### **Serious Injury**

Following a serious injury the casualty will not be moved but made comfortable by covering with blankets (from the games store); an ambulance called and a sister sent for. In the event of further action being needed the duty sister will contact the school doctor or ambulance as appropriate. Entonox\* is held at the Health & Wellbeing Centre should the casualty require immediate pain relief.

\*Entonox – a mix of nitrous oxide (50%) and oxygen (50%) is a medical anaesthesia gas. Colloquially known as 'gas and air'.

## **Further Action**

All accidents occurring during PE and games activities will be recorded. Some of these incidents will also be discussed at the Health and Safety Committee meeting.

## **Playing Fields**

Teachers should not play games on a surface where there is a real risk (rain, snow, frost). No corrosive substances will be used in marking pitches. Pitches will be suitable for the size of the games group.

## **Safe Environment Away from the School Premises**

The Head, supported by the Director of Sports, will ensure that accommodation and activities involving Clayesmore pupils off the School site are suitable, correctly staffed and safe transportation is provided.

## **PE and Games Equipment**

Equipment used in PE and games will conform to the appropriate standards of manufacture and performance as provided by the British Standards Institute (BSI) or European Committee for Standardisation (CE).

### **Gymnastic Apparatus**

Equipment should be stored in a regular position so that pupils are familiar with its location. This will be reasonably accessible for use. Equipment deemed unsuitable for use will be clearly labelled and removed from the Sports Centre.

### **Freestanding Goal Posts**

It is essential that:

- Goals are regularly inspected and maintained.
- They are correctly stabilised so that they do not topple or fall.
- Netting is correctly fitted and does not extend beyond the areas of the posts.
- Pupils are made aware of the dangers of the misuse of goals.
- Pupils are not allowed to climb or swing on any goals, free standing or otherwise.
- When not in use, free standing goals are secured in their storage positions.

### **Clothing**

- Pupils must wear the regulation kit appropriate for the PE or games activity. Teachers should check that they are not wearing items of School uniform (in particular socks, vests and shirts) under tracksuit tops. They must also ensure that no wrist watches or jewellery are being worn for a physical activity. If an occasion arises where jewellery cannot be removed, it should be taped over where practicable.
- Clothing, footwear etc. should be suitable for the activity and conditions.

### **Protective Equipment**

All pupils must wear gum shields while playing rugby and hockey and the School requires that all pupils comply with this. For other sports, the relative protective equipment must be worn e.g. the wearing of approved safety headgear for cricket and hockey. The wearing of sun hats for summer sports and the use of sunblock is also encouraged.

## SPORTS CENTRE

Clayesmore School and others use the Sports Centre by prior arrangement. Pupils of the School are not permitted to use the Sports Centre without supervision except as defined below. The Sports Centre is a high risk area and care must be taken to minimise the possibility of accidents occurring by paying attention to the following areas:

### Floors

Floors must be kept clean. Cleaning or polishing must not leave a slippery surface. Where early morning condensation or dampness appears on the floor, care must be taken to remove this.

The floor must be checked regularly to ensure that there is no cracking or lifting of loose edges. Irregular surfaces are dangerous.

### Heating and Ventilation

The heating and ventilation systems will be subject to regular cleaning and maintenance. It is important to minimise dust accumulation in the Sports Centre for health and hygiene as well as the fire risk implications.

### Equipment

All equipment in the Sports Centre is to be checked regularly to ensure that it is safe to use.

Whenever there is doubt about equipment it is not to be used until such time as it has been repaired or replaced.

### Equipment Storage and Management

Equipment will be stored as required in terms of the frequency and type of use with considerations to the size of the equipment, e.g. Jigsaw mats will be stored in a locked cupboard due to size but some aerobic mats will be stored in the fitness room for quick use by students/customers.

Any specialist equipment that increases the risk of injury will be used subject to staff supervision or via a formal induction. This equipment will be locked or stored securely to prevent misuse. Pupils will be given clear guidelines on the dangers of interfering with apparatus.

Fire exits must never be blocked by equipment.

### Use of Facilities

Certain activities may be permitted for all Senior School pupils on a recreational basis outside of curriculum time or structured sessions and subject to house requirements.

Activities will be restricted to those not requiring a qualified instructor and are deemed by the Sports HODs to be safe for casual play/use.

Appropriate activities are limited to the following:

- Basketball, Football, Badminton, Netball, Volleyball, Racquet Sports, Cricket (with soft/tennis ball), Rugby/American Football ball throwing skills (non-contact activity/not kicking), non-specialised personal fitness activities.
- Other limited/advanced activities may require a formal induction (e.g. Fitness Rooms) and additionally may require consideration on an individual basis.
- Use of the centre is conditional on appropriate dress and behaviour and may be withdrawn at any time by the Sports HoDs or Sports Centre staff.

## **Pupils Handling Equipment**

All pupils will be involved with the safe handling of specialist equipment as part of the sports/activity programmes. Pupils will be taught to handle equipment according to their age and strength and ability.

Pupils will be given the following basic guidelines for the use of the Sport Centre:

- No equipment is to be used in the Sports Centre unless a member of staff is present and in charge.
- Pupil numbers will be limited during free time and permission must be gained before entering. Prep School pupils are not allowed to use the Sports Centre during free time.
- Non-marking footwear must be worn at all times. It is also important that the shoes are clean and it is the responsibility of the pupils, their parents and staff to ensure that both these requirements are complied with.
- No training shoes that have been worn outside can be used in the Sports Centre.
- No games allowed when pupils are not under direct staff supervision.
- The changing rooms must be kept tidy.

## **Emergency Procedures**

### **Injuries**

The Sports Centre has a First Aid kit available to treat minor injuries. An AED is also available, if required.

During term-time the Health & Wellbeing Centre will be contacted in the event of an injury that prevents the injured person going to the Health & Wellbeing Centre.

### **Fire**

Fire Action Plans are clearly displayed throughout the Sports Centre. Staff and pupils should familiarise themselves with the procedures and assembly points.

### **Lockdown**

Should the klaxon sound, individuals should find somewhere safe to hide and await further instructions as per the school dynamic lockdown policy.

## **Use by Others**

The use of the Sports Hall by others is always by prior arrangement (normally with the Director of Sports or the Commercial Manager) and only permitted when the School does not require it for its own use.

When others use the Sports Centre, they do so at their own risk and take on all Health and Safety aspects of its use whilst they are on the premises.

## **Public Entertainment Licence**

The Sports Centre has a Public Entertainment Licence. The maximum occupancy at an event is 600 people.

## SWIMMING POOL

### General

The swimming pool is used only under strict application of the Pool Safety Operating Procedures (which is made up of the Normal Operating Plan and Emergency Action Plan).

These are kept in the Sports Centre and have been devised to ensure the safety and security of all pupils and others using the pool.

### Safe Practice

The following safe practices will be followed when the pool is in operation:

There will be monitoring, four times daily, of water temperature and chemical levels in the pool. Efficient disinfecting of the pool requires:

- 1.5ppm – 3ppm of free chlorine (2ppm set point)
- Water pH between 7.0 and 7.4 (7.2 set point)

At no time will chemicals be added when swimmers are present. Dosing is controlled by an automated system. A pool logbook is kept online so that those in charge of the swimming classes can check on the appropriate chemical levels if necessary.

The School will use a system of cleaning that meets acceptable hygiene practices.

There will always be a qualified lifeguard on duty to guarantee retrieval of pupils from the water in the event of an emergency.

Adequate life-saving equipment will be readily available in known locations. First Aid equipment including a blanket will also be available.

The suggested maximum number allowed in the pool at any one time is 75 providing there are 3 lifeguards on duty (swimmers to single life-guard ratio for general swimming is 30:1).

Clear signs are posted relating to water depth and codes of behaviour for the pool. PPE is to be worn when handling cleaning and other pool chemicals.

### Pool Comfort

Achieving pool comfort depends on both pool temperature and water clarity both of which must be checked before allowing children to enter the pool. A pool temperature of 28°C is required to enable young people to be comfortable and not unduly cold.

### Guidelines for Staff

The following guidelines apply to the supervision of the pool by staff:

- The recommended maximum ratio of competent pupils to staff is 20:1 (non-swimmers 12:1).
- Staff must be constantly aware of the whereabouts of all the children in their care throughout the swimming session (whether in the pool or changing rooms), and pay particular attention to the safety of those in the water.
- Do not allow swimming unless the water is clear.
- Do not allow swimming immediately after a heavy meal.
- Do not allow any food or drink in the pool enclosure.
- Make sure all swimmers have had the opportunity to go to the toilet before they enter the water.
- Make sure they have a whistle for the pupil's attention.
- Maintain the pool rules listed below under 'Instructions for Pupils'. Ensure the children in their care are aware of them and understand them.



## Instructions for Pupils

The following instructions will be read to all pupils at the beginning of each term:

- Swimwear for lessons must be School regulation swimwear. Bermuda and other shorts are only allowed for recreational swimming.
- Jewellery of any kind must not be worn in the pool.
- Masks and flippers, whilst not forbidden, may only be used with the permission of the teacher in charge. Most masks have tempered glass and should be checked for the standard mark.
- No pupil is allowed in the pool without the teacher or instructor in charge being present.
- Classes will wait in a quiet and orderly manner within the pool hall once admitted.
- No one is to enter the water until they are given permission.
- No running in the pool enclosure at any time.
- No pushing in, throwing in, bombing, mass jumping or intentional splashing of other people.
- Never shout or throw any object while you are in the pool, unless it is part of a supervised game.
- Diving is only allowed when you are given permission to do so by the teacher in charge and only at the deep end. Never dive into the pool unless the area is totally clear.
- Diving without the use of arms is forbidden; backwards diving is only allowed with the permission and under the direct supervision of the teacher or instructor in charge.
- Diving from the benches or other added height is forbidden.
- A single blast from the whistle means 'SILENCE'. Pupils are to look towards the whistle, swim to the nearest side and await further instructions.
- Two blasts from the whistle means 'GET OUT'.
- The pool equipment stores are strictly out of bounds.
- Pupils must not touch cleaning and safety equipment unless they are instructed to do so in an emergency by the teacher in charge or the instructor.

## APPENDIX 10

### PLAYGROUND SAFETY

The School staff has a duty rota to ensure that adequate supervision is available at all times. Staff will ensure that pupils have a satisfactory amount of freedom in the playground commensurate with enjoying a healthy and safe environment.

If duty staff identify an area of the School grounds that has become unsafe, they will designate it 'out of bounds', report it to the HoC or the Estates Manager and ensure that it is not used until it is declared safe following remedial work.

Ball games and similar are to be closely controlled by all supervising staff. Use of hard balls should be avoided.

## APPENDIX 11

### LETTING OF PREMISES

To make the most efficient use of the premises, the School lets part of the premises and grounds from time-to-time.

When considering whether an organisation is suitable as a letting 'tenant', some of the factors taken into account, include (but are not limited to:

- Suitability of the premises for the activities proposed.
- Qualifications of the personnel who are to supervise the activities, if relevant.
- Health and Safety policy of the organisation involved or their acceptance of the Clayesmore School Health and Safety Policy.
- The insurance held by the organisation arranging activities or an indemnity to Clayesmore School for liability from the organisation when on the premises.
- The safeguarding arrangements, as defined in KCSiE

A detailed Hire Agreement is signed, imposing contractual implications to ensure they remain compliant with our policies and procedures.

## APPENDIX 12

### VIOLENCE POLICY

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.

The policy covers all full-time and part-time teaching and support staff, irrespective of whether they hold permanent or temporary posts; it also covers casual employees, such as daily supply teachers and sports centre assistants.