



Health and Safety Policy

The school is required by the Health and Safety at Work Act 1974 to produce a health and safety policy, to update it as and when necessary, and to bring it to the attention of all employees.

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1.The Duties of the Governing Body

The Governing Body of Sunninghill Prep School recognises and accepts its responsibility, so far as is reasonably practicable, to secure the health, safety and welfare of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The Governors encourage full consultation with employees and pupils on matters relating to health and safety at work. This consultation takes place both within the Health & Safety Committee and by day-to-day consultation on immediate matters with appropriate members of the school staff.

In particular, the Governing Body undertakes, as far as is reasonably practicable, to provide:

- a safe place for staff and pupils to work including safe means of entry and exit;
- plant, equipment and systems of work which are safe;
- safe arrangements for the handling, storage and transport of articles and substances;
- safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice and guidance;
- supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner;
- necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- adequate welfare facilities.

2.The Duties of the Head and the Health & Safety Officer

As well as the general duties which all members of staff have, the Head has ultimate responsibility for the day-to-day maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other persons using the premises or engaged in activities sponsored by the school, and will take all reasonably practicable steps to achieve this through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate. On a day-to-day basis, these responsibilities are delegated to the Health & Safety Officer.

The Head has designated the Bursar as the Health & Safety Officer. The Health & Safety Officer on behalf of the Head should take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Health & Safety Officer on behalf of the Head will:

- be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school
- ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- ensure safe working practices and procedures throughout the school, including those relating to the provision and use of plant, machinery and equipment;
- consult with members of staff, including safety representatives, on health and safety issues
- arrange systems of risk assessment (including review and audit) to allow the prompt identification of potential hazards
- ensure that any defects in the premises, its plant, equipment or facilities which may relate to or may affect the health and safety of staff, pupils and others are made safe without delay

- identify the training needs of staff and pupils and ensure, within the financial resources available, that appropriate training in health and safety matters is delivered;
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- monitor the standard of health and safety throughout the school
- monitor first aid and welfare provision
- monitor the management structure relating to health and safety, along with the Head and Governors

3.The Duties of Supervisory Staff

In addition to the general duties shared by all members of staff, Supervisory Staff, e.g. Heads of Departments, Coordinators, Managers, Supervisors, etc, will be directly responsible to the Health & Safety Officer for the overall day-to-day operation and implementation of the school's health and safety policy within their relevant departments and areas of responsibility.

They will take a direct interest in the school's health and safety policy, and in helping others members of staff, pupils and others to comply with its requirements.

In particular, Supervisory Staff should ensure that:

- they are familiar with those requirements of the Health and Safety at Work Act 1974, and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility
- safe methods of working exist and are implemented throughout their departments
- health and safety regulations, rules, procedures and codes of practice are being applied effectively
- staff, pupils and others under their jurisdiction are instructed in safe working practices;
- new employees working within their department are given instruction in safe working practices
- regular risk assessments are made of their area of responsibility as required by the Health & Safety Officer or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- all plant, machinery and equipment in their department is adequately guarded, and is in good and safe working order
- all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in their departments
- appropriate protective clothing and equipment , first aid and fire appliances are readily available
- toxic, hazardous and flammable substances are correctly used, stored and labelled;
- all signs used meet statutory requirements
- all health and safety information is communicated to all relevant persons, and any health and safety concerns are reported to the appropriate individual

4.The Duties of All Members of Staff

All staff should make themselves familiar with those requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.

Individuals have a duty at all times to conduct themselves and to do their work in a safe manner so as not to endanger themselves or others around them. The degree of such responsibility carried out by particular individuals will depend on the nature and extent of their work. If any

individuals feel concerned about the safety aspects of their work, then the appropriate member of the Health & Safety Committee or the Health & Safety Officer should be contacted.

In particular, all members of staff will:

- be familiar with the safety policy and any and all safety regulations as laid down by the Head
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- ensure that all plant, machinery and equipment is adequately guarded, is in good & safe working order, and is not used in an unauthorised or improper fashion
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- ensure that highly flammable substances and any other substances that are hazardous to health and/or safety are correctly used, stored and labelled
- report any defects in the premises, plant, equipment and facilities which they observe
- take an active interest in promoting health and safety and suggest ways of reducing risks

5. Hirers, Contractors and Others

Hirers, contractors and others who use the school premises should conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. It is a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives, and that they will not remove fire and safety notices or equipment, or take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees, agents or subcontractors under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with the Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take safe action, then the Health & Safety Officer, or her duly authorised representative, will take such actions as are necessary to prevent risk of injury.

The Head/Bursar draws the attention of all users of the school premises (including hirers and contractors) to section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

6. Staff Consultative Arrangements

The school has a Health & Safety Committee that has responsibility for:

- reviewing the Health & Safety Policy
- hearing reports from Health & Safety Representatives
- making recommendations for specific remedial or corrective action on health and safety matters
- reviewing progress of previous recommendations
- determining the frequency of Committee meetings
- determining the membership of the Committee

The Committee will meet termly. Minutes of each meeting will be circulated to members of the Committee and will be a standing item on the agenda of the Governor's Finance & Business Committee meeting, with action points clearly highlighted. An agenda will be circulated prior to each meeting

The Health & Safety Officer will be the Chair of the Committee.

Representation on this Committee will cover all appropriate areas of work or special hazards:

- Bursar (Health & Safety Officer)
- Head of Sunninghill Prep
- Health & Safety Governor
- Deputy Heads
- Head of Pre Prep
- Head of Foundation
- Head of Science
- Head of PE
- Head of Outdoor Education
- Catering Manager
- Caretaker

7. Health and Safety Training

All new employees are given a copy of the Health and Safety Policy, and receive training on manual handling during induction. All supervisors and Heads of Departments, etc. are responsible for ensuring that all their staff receive adequate additional training and instruction in safe working practices. Details of all staff training are maintained by the Head of Administration.

8. Risk Management and Assessments

Formal school-wide risk assessments are conducted every year. This is carried out by the Heads of all relevant Departments using forms and procedures as supplied by the Health & Safety Officer. This process is detailed in the school's Risk Assessment procedure. Training on risk assessment is provided as part of the INSET process.

9. Fire Precautions

The school has extensive procedures to be followed in the event of a fire or similar emergency. These procedures clearly explain the actions that are to be followed in raising the alarm, proceeding to the Assembly Point and checking all pupils and staff. The Bursar in conjunction with others periodically reviews these procedures. Copies of these procedures are displayed in all buildings, available in the Staff Handbook and on the shared area.

Fire Action notices are prominently displayed in all rooms, and summarise the key procedures to be followed in case of a fire or similar emergency.

The procedures are to be regularly practiced, and a report of each practice communicated to the Bursar. The practices take place at least once a term.

As required by The Regulatory Reform (Fire Safety) Order 2005, employers are responsible for carrying out Fire Risk Assessments. The Health & Safety Officer reviews the assessments every year.

10. Medical Emergencies and First Aid

There is a comprehensive First Aid Policy which details what to do in Medical emergencies and contains a list of trained First Aiders in the school. The policy is updated annually by the designated First Aid Officer in conjunction with the Health & Safety Officer.

11. Accident Reporting

All accidents must be entered in the Accident Book. The Health & Safety Officer will review all accidents to establish patterns or trends and reports to the Health & Safety Committee.

As required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), death and defined serious injuries have to be reported to the Health and Safety Executive on-line. The Health & Safety Officer, is responsible for identifying reportable incidents, and for reporting them to the HSE in the proper fashion.

12. Stress

Occupational stress should be treated in the same way as ill health due to physical hazards in the work place. Where ill health has been occasioned by occupational stress, reasonable steps should be taken to identify the cause of the stress and, if possible, to eliminate the cause. Alternatively all reasonable measures should be taken to reduce and/or effectively control the cause.

The school has a duty to take reasonable care to ensure that the health of staff is not placed at risk through excessive and sustained levels of stress arising from the way work is allocated and organised, the way people deal and interact with each other, and the day to day demands placed upon staff. Guidance is available from HSE on factors to look out for which may indicate occupational stress.

13. Slips and Trips

Slips and trips are a significant cause of accidents in school. These incidents can be controlled, provided sufficient attention is given to the environment of the school and to the behaviour of persons on site. Any significant slip and trip incidents should be investigated. All departments should consider such hazards as part of their risk assessment process.

In order to effectively control slip and trip risks, the school must:

- identify the hazards;
- decide who might be harmed and how;
- consider the risks and decide if precautions already in place are sufficient or if more are required;
- record the findings (in the risk assessment);
- review the assessment periodically and revise if necessary.

The risk factors to consider include:

- environmental (floor, steps, slopes, etc);
- contamination (water, food, litter);
- organisational (task, safety culture, etc);
- footwear;
- individual factors (e.g. information and training, supervision, pedestrian behaviour, etc).

Where changes or modifications to premises are to be made, consideration must be given to eliminating slip and trip risks during the design stage, e.g. installation of slip-resistant floor.

Many slip incidents occur in kitchens and food serving areas. Kitchen equipment and work surfaces should be suitable and adequately maintained to avoid contamination of the floor surface. The floor surface should be appropriate for use in kitchens.

14. Manual Handling

Manual handling is the transporting or supporting (i.e. lifting, carrying, moving etc.) of loads within the school by hand or by using bodily force. The Manual Handling Operations Regulations 1992 apply. An HSE booklet giving guidance on these regulations is kept in the Bursar's Office.

The regulations establish a clear set of measures to be followed by the school:

- to avoid hazardous manual handling operations as far as is reasonably practicable
- to assess any hazardous manual handling operations that cannot be avoided
- to reduce the risk of injury so far as is reasonably practicable

All employees of the school should:

- follow appropriate systems of work laid down for their safety
- make proper use of equipment provided for their safety
- co-operate with the school on health and safety matters
- inform the school if they identify hazardous handling activities
- take care to ensure that their activities do not put themselves or others at risk

Specific manual handling training should be given to appropriate staff that may be involved in manual handling operations, e.g. support staff in maintenance, gardening, catering, cleaning etc. Teaching staff and other support staff should also receive appropriate training so that manual handling of chairs, tables, boxes, books etc is undertaken as safely as possible.

Training should be done with all new members of staff as part of the induction process. In addition, periodically, manual handling training should be part of the regular INSET process. Records should be kept of the members of staff that have undertaken training, with dates etc.

Training should cover

- recognition of harmful manual handling
- appropriate systems of work
- use of mechanical aids
- good handling techniques

Trained staff, generally support staff in maintenance, gardening, catering and cleaning departments, should only do the lifting and moving of heavy items

Pupils, teachers and other support staff should not lift heavy items. Assistance should be sought from the maintenance department.

The school's manual handling procedure outlines these issues in greater depth.

15. Electricity at Work Regulations

The school complies with the Electricity at Work Regulations 1989, which require an assessment be undertaken to define the foreseeable risks of work activities that use or may be affected by electricity, and to consider whether any works on or near electrical systems involve risk of danger and/or personal injury.

Electrical equipment, both fixed and portable, are subjected to tests and examinations. The frequency and extent of these will depend on the type of use, the likelihood of faults or damage arising, the safety consequences, the regularity of use, the condition of the equipment and the method of storage.

Portable electrical equipment should be maintained, as far as is reasonably practicable, so as not to give rise to danger. Equipment should be inspected and/or tested, and marked, as appropriate, by a competent person, on a regular basis, systematically and formally in line with HSE recommendations. Records are kept by the Bursar. Any items showing any adverse sign should be taken out of use immediately, and repaired by a competent electrician if feasible.

Any electrical equipment brought into the school by a pupil or member of staff must be tested before it can be used.

The fixed electrical installation should be inspected and tested by a competent person on a regular basis, and records should be kept of the results. In normal circumstances, a 5-yearly cycle should be sufficient.

If any member of staff becomes aware of a fault or a potential fault on an item of electrical equipment, this must be reported immediately to the Caretaker or the Bursar.

16. Control of Substances Hazardous to Health (COSHH)

The COSHH Regulations 2002 require employers to undertake a health and safety risk assessment of substances hazardous to health, prevent and/or control exposure of staff to these hazards, institute proper use of controls and provide personal protective equipment, maintain, examine and test control measures and keep records, provide health surveillance for staff where necessary and provide information, instruction and training regarding hazardous substances and preparations. The school complies with these regulations.

All Heads of Departments are required to keep COSHH records on relevant substances used within their departments, and copies of these records are to be forwarded to the Bursar. Particular attention needs to be given to the Science Department, Design Technology, cleaners' storerooms, kitchens and maintenance/grounds storerooms, etc.

17. Asbestos

The Control of Asbestos at Work Regulations 2002 (CAWR) require the school to have in place an Asbestos Management Plan, which will identify any asbestos containing materials (ACMs) on site (the "Asbestos Register"), report on its condition and type, and determine what action is to be taken with each occurrence.

Asbestos in good condition and not liable to be damaged may be kept in place; the condition should be monitored by regular inspection. Some damaged asbestos may be made safe by repair. If asbestos is likely to release dust, or is likely to be disturbed during routine maintenance, or cannot be repaired, then it should be removed.

All work on asbestos, including sealing and removal but excluding non-invasive work with asbestos cement, must be carried out by a specialist contractor licensed by the Health and Safety Executive. All work must be carried out in accordance with the Regulations and Approved Codes of Practice.

Ongoing safety is determined by monitoring and reviewing the effectiveness of the Asbestos Management Plan by the Bursar.

18. Legionnaires Disease

The school is responsible for carrying out a suitable and sufficient risk assessment of all hot and cold water services on its premises and for producing and holding schematic drawings of these.

The risk assessor must be a competent person, who may be a contractor, and the assessment must follow the ACOP guidance. Risk assessments must be reviewed at least biennially, or when no longer be valid, e.g. after building or water system changes, when new information is available, when checks indicate that control measures are no longer effective, or after a case of legionellosis associated with the system.

The assessment should specify, amongst other things:

- Hot water storage temperatures are to be maintained at 60°C wherever the plant is capable of maintaining this temperature and the user population is not thereby put at risk. Where the user population is pupils, mixer valves should be fitted or other (physical) precautions must be taken.
- Cold water storage tanks and hot water storage vessels are inspected and, where necessary, cleaned annually.
- Dead legs in hot and cold water systems must be removed whenever pipe work replacements are carried out.
- Monitoring for legionella is carried out in accordance with the ACOP.

Where any risk assessment identifies a significant risk, then the school should arrange, on an annual basis, for the hot water system to be thermally disinfected by raising the contents of the whole system to 70°C for a minimum of one hour. If thermal disinfection is not practical, then chemical disinfection should be used after agreeing a suitable procedure with a competent person.

19. Personal Protective Equipment

The requirement for personal protective equipment (PPE) should be identified in the school's risk assessments. PPE should only be used as a last resort when there are no other suitable measures for reducing the risk. When such a requirement has been identified, then suitable PPE should be provided and its use enforced.

Eye protection to the correct specification must be available and the wearing of eye protection must be vigorously enforced wherever there is a risk of injury to the eyes. It is important to remember that eye injuries can occur outside workshops and laboratories; serious injuries can result from the use of corrosive chemicals such as drain cleaners and swimming pool chemicals.

Safety footwear must be provided and worn where there is risk of injury to the feet, e.g. during manual handling operations, gardening, maintenance, etc.

Warm and weatherproof clothing should be provided to any employee required to work outdoors in inclement weather. Outdoors workers should also wear hats during sunny weather. All pupils are to be made aware of the dangers of sunburn and encouraged to take appropriate measures of protection. Please see the school's Sun protection policy.

20. Access Equipment

Ladders, stepladders, scaffolding, etc. must be suitable for use at work and inspected regularly and before use to ensure that they remain in a safe condition.

Care must be taken to ensure that all necessary parts of the tower scaffold are available and are used as necessary, including outriggers.

Erector/dismantlers of scaffolding, and users of all access equipment should receive adequate training.

21. Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 refer to risk assessments. If there is any significant risk remaining after the introduction of the appropriate control measure, the Regulations require the posting of appropriate safety signs.

All new signs erected should adhere to the recognised colour scheme and contain pictograms. Road traffic signs are required on internal roadways.

Signs must be used to identify risks and warn of any precautions to be taken and to clearly mark escape routes to be used in emergencies. They should be positioned where they are clearly visible, and can be seen from all relevant directions.

Fire-fighting equipment must be identified with an appropriate sign or by using the colour red for the equipment, and a location sign should be posted where such equipment is kept.

Places where there is a risk of colliding with obstacles, or falling or of objects falling should be marked with alternating yellow and black or red and white stripes and clearly marked with signs.

22. Display Screen Equipment

The use of display screen equipment (DSE) by employees of the school is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

All workstations at which “employee users” (see definition below) work should comply with the minimum requirements as defined in the guidance below.

- An assessment must be carried out by each employee user on their workstations and this should be recorded. The assessment should cover the workstation itself (VDU plus furniture), the environment and the interface between the computer and the employee user. This assessment should be carried out using the HSE’s VDU workstation checklist, or similar.
- Once the assessment has been carried out, any remedial action, as indicated on the checklist should be carried out. Assessments should be periodically reviewed.

The definition of an “employee user” depends on the nature and the extent of use and applies to full and part-time staff. Typically, continuous or near continuous daily spells of DSE work for an hour or more at a time classifies the person as an employee user. Likely employee users in the school are Administration staff, Head, and Bursar. Pupils are not included.

Employee users may organise occasional eye tests, at the school’s expense, and this may be repeated at frequencies recommended by the optician.

All employee users should be provided with health and safety training about their equipment and its use, including information on possible ill health effects, e.g. upper limb pain, eyesight defects, fatigue stress, etc. should be given. Pupils should be provided with similar training.

There are no ionising radiation problems associated with display screens.

23. Visits Out of School

There are clear guidelines issued by the school for the organisation of trips and residential outings for the pupils. Approval for any such trip MUST be obtained from the Head before any firm plans are made.

Risk assessments MUST be completed in advance and a copy left with the Head of Admin. Clear procedures must be in place in case of a serious incident during the visit.

24. School Transport

The school has comprehensive published procedures (Minibus Operating Procedures) relating to school transport. The purpose of these procedures is to ensure that the school’s minibuses are

operated at all times with maximum regard to health and safety, and that all legal aspects relating to minibus operation are complied with.

25. Traffic Management on Site

Careful management of vehicles and pedestrians on site is undertaken to reduce the risk of a traffic accident that may result in serious injury to a pupil, member of staff, visitor to the school or other third party. A risk assessment is carried out periodically by the Bursar.

The number of vehicles entering the site is kept to a minimum by encouraging the use of home/school transport, and by restricting access to vehicles during school hours (9am – 4pm). The speed of vehicles on site is 5mph and is controlled by the use of suitable signs and speed humps. Parking on site is discouraged, and additional parking for younger children is provided in the car park and on the sports field.

As far as possible, pedestrians are segregated from traffic, and footpaths with lighting are provided at key locations. A register of all vehicles likely to be brought onto site by staff is kept by the Head of Admin.

26. Security

There are clearly defined up to date procedures covering both Security of the school site and visitors to the school.

27. Swimming Pool

All users and/or hirers of the school's facilities, including bathers and spectators, must act in accordance with the Health and Safety at Work Act 1974. Persons who are unsure of their responsibilities or obligations under these regulations must contact the Health & Safety Officer.

The school has Pool Safety Operating Procedures, detailing Normal Operating Procedures (NOP) and Emergency Operating procedures (EOP). These procedures are reviewed periodically or when required by the Head of Sport.

28. Major Incident Plan

The school has a major incident plan to assist in dealing with a crisis. The Senior Leadership Team (SLT) and other key individuals hold copies of the plan, together with full staff and pupil details. The plan is also available on the shared area and is regularly reviewed.

29. No Smoking Policy

We are a non-smoking site and therefore smoking is not permitted anywhere on the School's site. Smoking is also prohibited in any vehicle which is owned by the school or used for its business (privately owned vehicles are exempt).

All buildings will display no-smoking signs at their entrances.

This policy applies to all staff and pupils.

This policy applies to all visitors, temporary staff, contractors and clients.

Staff who breach the smoking restrictions will be dealt with by the School's disciplinary procedures.

Visitors who do not comply with the smoking restrictions will be asked to stop smoking or to leave the premises.

Overall responsibility for the implementation of this policy lies with the Head, with day-to-day responsibility resting with Heads of Departments.

Bursar April 2016

A handwritten signature in dark ink, reading "Areen Akerman." The signature is written in a cursive, flowing style.

Health & Safety Officer

28th April 2016

Approved by Governors 6th June 2016