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Beechwood Park School

HEALTH and SAFETY POLICY

Website: www.beechwoodpark.com

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Policy Applicable To:	Whole School – including EYFS
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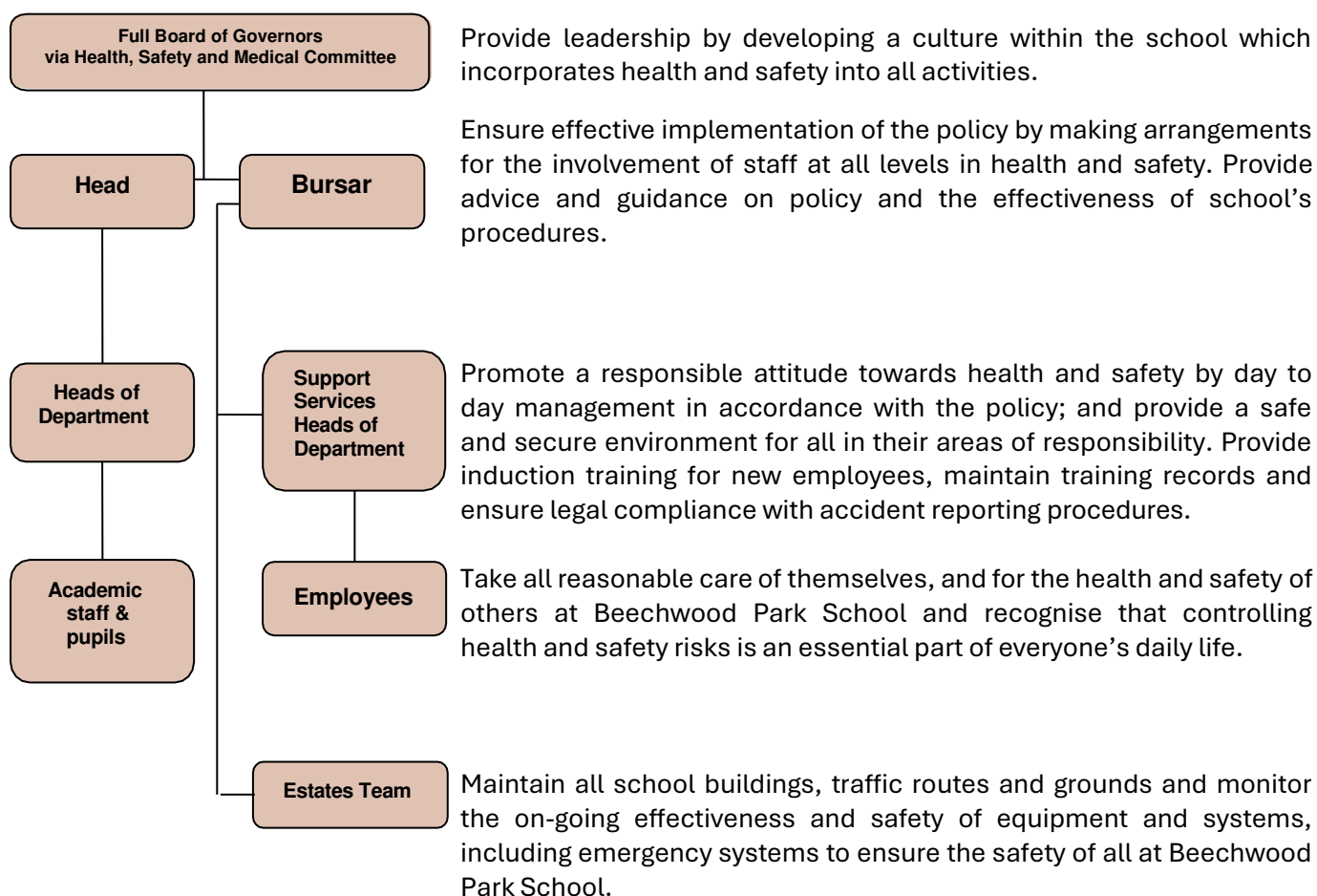
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1. HEALTH AND SAFETY POLICY STATEMENT

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such supervision as they need for this purpose, in accordance with legislation (Health and Safety at Work Act 1974 and regulations made under that Act) as well as guidance from DfE ([Health & Safety: responsibilities and duties for schools \(2022\)](#)) and [HSE](#). We also accept our responsibility for the Health and Safety of pupils, guests, visitors and contractors on the school's premises and when on off-site activities elsewhere.

We are committed to achieving high standards, hence it follows that minimising risk to people and property is inseparable from all other school objectives. We encourage the active participation of all staff in the achievement of our safety goals and have established a Health and Safety Committee to facilitate this.

The allocation of duties for safety matters to implement this policy is set out below:



The detailed arrangements for carrying out this policy are set out in the Beechwood Park School Health & Safety Manual, which is available on Sharepoint under [Policies/Bursary/Health&Safety](#). The Bursar keeps our policy and associated procedures up to date. To ensure this, the Bursar will review the policy and the way in which it operates as necessary, and at least every two years.

Mark Hammond
Chair
9 December 2024

Christian Pritchard
Headmaster
9 December 2024

Anne-Marie Ridler
Bursar
9 December 2024

2. ORGANISATION & RESPONSIBILITIES

2.1 THE GOVERNORS

The Governors of Beechwood Park School:

- 2.1.1 Accept full responsibility for health and safety within the School.
- 2.1.2 Formally and publicly accept their collective role in providing health and safety leadership within the Organisation.
- 2.1.3 Requires that each Governor accepts their individual role in providing health and safety leadership within the Organisation.
- 2.1.4 Will ensure that all their decisions reflect their health and safety intentions as articulated in their Statement of Intent.
- 2.1.5 Recognise their role in engaging the active participation of employees in improving health and safety.
- 2.1.6 Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
- 2.1.7 Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.
- 2.1.8 Are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- 2.1.9 Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.
- 2.1.10 Will constantly monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and the Procedures Manual will be revised.
- 2.1.11 Will ensure that any changes in this Policy will be brought to the attention of all employees.
- 2.1.12 Will ensure that Management Systems provide for effective monitoring and reporting of the School's health and safety performance.
- 2.1.13 Will appoint one of its number to be specifically responsible for oversight of health and safety but clearly acknowledge that this role does not detract either from the responsibilities of other Governors or from the health and safety responsibilities of the Governors as a whole.

2.2 HEAD

On a 'day-to-day' operational basis, the Head is directly responsible to the Governors of Beechwood Park School for the safe functioning of all his School's activities. The Head will:

- 2.2.1 Be responsible for the implementation of the policy and ensuring, with the assistance of the Bursar, that the policy is regularly reviewed and updated.
- 2.2.2 Ensure that the objectives outlined within the School Health & Safety Policy and Procedures Manual are fully understood, observed and implemented by persons under his control.
- 2.2.3 Be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out with adequate records maintained available for inspection.
- 2.2.4 Ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments which may affect employees, is adequately communicated to them.
- 2.2.5 Ensure that, so far as it is within his control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met.
- 2.2.6 Ensure that all persons under his/her control are adequately trained to carry out any task required of them in a healthy and safe manner.
- 2.2.7 In consultation with the School Health & Safety Advisors, ensure that the School's Active Monitoring Inspection Plan is completed in accordance with the timescales agreed with the Bursar.
- 2.2.8 Constantly monitor the effectiveness of this Health & Safety Policy and Procedures Manual as regards both academic and non-academic work and report back to the School Health & Safety Advisors and Bursar, as appropriate.
- 2.2.9 Consult with Bursar/other members of the Senior Leadership Team and appointed School's Health & Safety Advisors.
- 2.2.10 Recommend changes to the School's Health & Safety Policy and Procedures Manual in the light of experience.
- 2.2.11 Ensure the co-operation of all Staff at all levels as regards working to this Policy and Procedures Manual.

- 2.2.12 Be responsible for ensuring that all Heads of Department, Subject Co-ordinators, Teachers and other Employees, as appropriate, fully understand their responsibilities and are given both the time and the encouragement to pursue them.
- 2.2.13 Take steps to ensure that changes in curriculum are considered for their health and safety implications.
- 2.2.14 Ensure he/she implements the School requirements with respect to Fire Matters.

2.3 BURSAR

The Bursar has responsibility for:

- 2.3.1 Monitoring the effectiveness of this Policy and reporting back to the Governors of Beechwood Park School, as appropriate.
- 2.3.2 Monitoring overall health and safety within the School.
- 2.3.3 Recommending changes in the Beechwood Park School Health & Safety Policy and Procedures Manual in the light of experience.
- 2.3.4 Ensuring that all those employees who work for him/her are fully aware of their responsibilities within their own spheres of control.
- 2.3.5 Ensuring that adequate insurances are maintained including Employer's Liability, Public Liability and that the appropriate statutory examinations are completed on the School's behalf.
- 2.3.6 Chairing the School's Health & Safety Committee.
- 2.3.7 Ensuring the appointment of 'Competent Persons' for Beechwood Park School as required by the Management of Health & Safety at Work Regulations 1999.
- 2.3.8 Liaising with the School's Health & Safety Consultants.
- 2.3.9 Ensuring the safe operation of maintenance and grounds staff.
- 2.3.10 Ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the Schools' functions are fully used and kept up-to-date. This includes boiler maintenance, fire alarms, emergency lighting, etc.
- 2.3.11 Ensuring that the 'fabric' of School buildings are maintained in a sound and healthy condition.
- 2.3.12 Ensuring that fixed electrical installations on the Schools' premises are subject to at least 5-yearly inspection and test to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available.
- 2.3.13 Ensuring that Legionella Risk Assessments of all School hot and cold water systems are completed and that the necessary management schemes are introduced.
- 2.3.14 Ensuring that the School has had an 'Asbestos Survey', including Risk Assessments,

completed to determine the presence of asbestos and the necessary management plan to be implemented.

- 2.3.15 Establishing a system for the reporting back to him/her of all accidents, incidents, near-misses and damage to School and School property and the arrangements for their investigation. The results of these investigations, as well as being dealt with by the relevant line management functions, will then be discussed by the School's Health & Safety Committee.
- 2.3.16 The selection of external maintenance contractors and the monitoring of their activities on School premises and in this context liaise fully with the School's architects.
- 2.3.17 Ensuring that the School's Health & Safety Policy and Procedures Manual are kept up-to-date.
- 2.3.18 Co-ordinating health and safety monitoring activities across the whole School.
- 2.3.19 The development of the School's Active Monitoring Inspection Plan and ensuring that this takes place within agreed timescales.

2.4 LINE MANAGERS

For the purposes of the School's Health & Safety Policy and Procedures Manual the term Line Managers includes Heads of Departments, Subject Co-ordinators, etc. These Line Managers are responsible to their immediate Line Manager or the Head for:

- 2.4.1 Ensuring that his/her Department is run according to the standards laid out in the School Health & Safety Policy and Procedures Manual and other appropriate standards which may be set by individual Departments.
- 2.4.2 Ensuring that all Staff working for them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- 2.4.3 Arranging for staff to be informed and trained.
- 2.4.4 The preparation and maintenance of Risk Assessments related to their department, workplace or area of responsibility.
- 2.4.5 Ensuring that their Staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters.
- 2.4.6 Notifying the Bursar of any matters within this field which they feel is beyond their competence to deal with.
- 2.4.7 Reporting to the Bursar any accidents, incidents, near-misses or damage for appropriate investigation.
- 2.4.8 Where appropriate, ensuring the adequate supervision of pupils, both inside their School, during normal teaching activities, and also on external trips.

- 2.4.9 Ensuring COSHH Assessments are implemented for any new substances that are required to be purchased by their Department.
- 2.4.10 Ensuring that Staff for whom they are responsible co-operate fully with any fire practices and other emergencies as specified in the individual School Procedures.
- 2.4.11 Ensuring that all equipment purchased meets the appropriate British Standards, especially when purchasing online.

2.5 ESTATES MANAGER

In addition to his/her responsibilities as a Line Manager, the Estates Manager has specific responsibilities for:

- 2.5.1 Assisting with the management of the health, safety and security of all personnel on the School site at all times.
- 2.5.2 Managing all aspects of on-site health and safety.
- 2.5.3 Arranging for the weekly testing of fire alarm and monthly testing of the emergency lighting systems in accordance with written procedures.
- 2.5.4 Arranging for an annual inspection of fire extinguishers.
- 2.5.5 Arranging for annual inspections of water storage tanks and monthly monitoring of the temperature of calorifiers and water outlets.
- 2.5.6 Arranging for annual portable appliance testing.
- 2.5.7 Arranging for gas safety checks.
- 2.5.8 Arranging for checks on the swimming pool water quality.
- 2.5.9 Arranging other health and safety checks as required.
- 2.5.10 Maintaining appropriate health and safety records.

2.6 **EMPLOYEES**

The term 'Employees' includes **ALL** employees who work for the School. Each and every employee is responsible for ensuring that:-

2.6.1 They take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work etc Act 1974, Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:-

HSW Act, Section 7

It shall be the duty of every employee while at work:

- *To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
- *As regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*

HSW Act, Section 8

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Management of Health & Safety at Work Regulations 1999, Regulation 14

Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him/her by his/her employer in accordance both with any training in the use of the equipment concerned, which has been received by him/her and the instructions respecting that use which have been provided to him/her by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.

Every employee shall inform his/her employer or any other employee of that employer with specific responsibility for the health and safety of his/her fellow employees -

- *Of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and*
- *Of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety, insofar as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.*

2.6.2 They wear and use all Personal Protective Equipment and safety devices that are provided by the School and School's Management for their protection and co-operate fully with their Managers when the latter are pursuing their responsibilities under the above Act.

2.6.3 They observe all Safety Rules and Regulations, both statutory, and School, and conform to any Systems of Work that are developed.

2.6.4 They report all accidents, incidents and damage to their immediate supervisor.

2.6.5 **Teachers** have the following additional responsibilities:

- Ensuring the safety policy is understood and implemented by all pupils within the classroom and department.
- Conducting risk assessments before all practical work and ensuring adequate control procedures are in place.
- Reviewing risk assessments on completion of practical work and informing Head of Department of any hazards not adequately controlled.
- Carrying out visual safety checks of classroom/work areas and equipment before use.
- Participating in Health & Safety inspections as required.
- Assisting in accident investigations.
- Reporting any health and safety issues and areas of concern to Head of Department.

2.6.6 **Teaching Assistants** have the following additional responsibilities:

- Keeping informed and up to date on all safety issues by attendance at relevant courses and by review of publications.
- Identifying specific safety issues in courses undertaken and making recommendations to the Head of Department.
- Carrying out duties assigned by the Head of Department such as checking that annual inspections of portable mains operated electrical equipment have been completed in accordance with departmental procedures.
- Assisting in accident investigation as directed.

2.7 **HEALTH AND SAFETY MANAGEMENT COMMITTEE**

2.7.1 **Composition, Quorum and Reporting**

It is important that the Committee contains a wide range of staff covering levels of seniority and a spread of departmental interest. Above all, members should be ‘enthusiasts’ for health and safety and at all times set a good example to others.

The Committee will consist of the following:

<ul style="list-style-type: none">• Chair – Bursar• Secretary – Head of Operations• Head• Deputy Head (Pastoral)• Assistant Head (Junior, including EYFS)• Assistant Head (Middle Department)• Assistant Head (Senior Department)• Director, Co-Curricular• Estates Manager	<p>Heds of the following Departments:</p> <ul style="list-style-type: none">• Boarding• Sport• Science• Catering• School Nurses• Art and DT (only if specifically required – otherwise represented by Director Co-curricular)
<ul style="list-style-type: none">• Other members of staff may be co-opted when necessary.• The Governor with responsibility for Health and Safety oversight may attend if necessary.• The School’s Health and Safety Advisors may be invited to attend on occasions.	

The Committee will meet termly sufficiently before the General Purposes Committee meeting to allow reports and minutes to be submitted. Additional emergency meetings will be called should circumstances dictate.

Agenda items should be sent to the Chair one week prior to the meeting.

Minutes will be circulated within three weeks of the meeting. The Bursar will ensure that the Governor with oversight on Health and Safety receives a copy of the minutes. Minutes of the Committee will be posted on staff notice boards and will be available on SharePoint/Staff Files.

2.7.2 **Overall Responsibilities**

- Monitor the effectiveness of the School’s overall Health and Safety Policy.
- Review departmental risk assessments to ensure adequate control measures are in place and to ensure legal compliance.
- Review health and safety audits and ensure that corrective action is implemented as necessary within agreed time frames.
- Review all accidents and incidents, in School, on activities and external visits, with particular emphasis on action to avoid recurrence. Monitor accident statistics within the School, looking for trends.
- Consider staff health and safety training needs.
- Promote health and safety awareness in the School and examine ways of achieving this.
- Report on health and safety matters to the General Purposes Committee.

3.1 SAFE SYSTEMS OF WORK

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

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

- The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- 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.

Areas Where Written Procedures are Required:

- DESIGN TECHNOLOGY WORKSHOP - use of machines
- SCIENCE LABORATORY - general laboratory procedure
- SCHOOL GROUNDS - use of hazardous machinery
- ART DEPARTMENT – cutting, use of the pottery kiln
- MAINTENANCE DEPARTMENT- Work at height, Hot work, Electrical work, Use of workshop equipment

3.2 TRAINING

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.

Administrative, Maintenance, Grounds, Catering and Cleaning Staff will be given training as necessary and appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

School Nurses have received the appropriate training commensurate with their duties.

Health and Safety are both regarded as being of paramount importance. The Head or Bursar brief all new staff on arrival. All staff are required to sign an annual declaration that they have read and understood the Health and Safety Policy and Procedures Manual and agree to abide by it.

The HR Manager is responsible for recording staff training.

3.3 PLAYGROUND SAFETY

School Staff have a duty rota to ensure that adequate supervision is available at all times. Staff 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 designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

3.4 SPORT – GENERAL

The School has a full Policy in place devised by the Director of Sport. This, in conjunction with Schemes of Work and Risk Assessments, ensures that Sport Activities are organised and controlled correctly.

Unless their parents complete the 'Off Games Form', pupils will be expected to take part in sport. The only exception to this will be in situations where injury or illness has occurred during the day where a School Nurse has been involved and will confirm that the pupil is unfit.

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.

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

The School follows the guidance from the ECB concerning the wearing of Protective Helmets for Cricket.

3.5 SPORT – INJURIES

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

In the event of further emergency medical intervention being needed, any member of staff can call 999 for an ambulance if required.

During school matches involving contact sports in the winter terms, a School Nurse will usually be rotating around the pitches and therefore available if required. For cricket matches in the summer term, a School Nurse will be within the School grounds should she be required urgently.

3.6 SPORTS HALL

The Sports Hall is used by the School and others to whom it is let.

Use by others is covered by Risk Assessment carried out by the organisation using the Hall.

School pupils are not permitted into the Hall without direct supervision. **EQUIPMENT**

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

3.7 SWIMMING POOL

The School's Pool Safety Operating Procedure Policy incorporates all aspects of running the Pool. All staff involved in pupil swimming are required to have read and understood this document and abide by the policy.

When the Pool is in use by the School, it is always under the strict supervision of two trained staff.

EMERGENCY PROCEDURES

The full emergency procedure can be found in the Pool Safety Operating Procedure.

POOL WATER

The Maintenance staff monitor the cleanliness and chemical balance of the water daily when the Pool is in use.

POOL COMPOUND

The Pool Compound is fully enclosed with locked doors preventing unauthorised access.

3.8 FIRE

The School is visited by the Local Fire Officer from time to time and complies with all the requirements. A full Fire Risk Assessment is in place and this is reviewed as necessary.

All staff are required to be familiar with the Fire Safety Policy and Fire Emergency Evacuation Plan. Fire Drills are carried out each term for Day and Boarding Pupils.

A Fire Alarm system is in place with all areas covered by automatic detectors to ensure early warning at all times.

3.9 SCHOOL VEHICLES

School vehicles may only be driven by authorised drivers with appropriate licences. Those driving minibuses are required to have attended and passed an appropriate Minibus Assessment Course.

The use of School vehicles is covered in the BPS School Vehicles and Driving Policy.

3.10 OFF SITE ACTIVITIES - Field Trips, Visits etc.

The procedures for School Off-Site trips are laid down in the BPS Off-Site Trips and Visits Policy. All staff involved in the organisation of off-site activities are required to be familiar with this policy and associated risk assessments.

3.11 FIRST AID and MEDICINE CONTROL

First Aid and Medicines are under the direct control of the Lead School Nurse.

First Aid Boxes are topped up from the School Nurses' supply kept in the Surgery, each half term.

The following items are also controlled by the Lead School Nurse:

- The Accident Book - All visits to surgery are recorded via a daybook and then transferred to the computer database (iSams). Minor First Aid given by Woodlands and Junior Staff (including away trips and after school care) is recorded in an Accident Book within their department. The completed books are given to surgery. If a Pupil, Member of Staff or Visitor requires additional medical review (e.g. GP, Minor Injuries, A&E etc.) a formal Accident Form is completed by Surgery.
- Day and Boarding Pupil Medicines - kept in a locked cabinet and administered as directed.
- Medicines Book - detailing what has been given to whom, for the record.
- A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.
- Controlled Drugs (double locked in a cabinet) and record book.
- The list of first aid trained staff.

The Surgery is not locked during the school day (Surgery opening hours), as emergency medication is kept inside and should be easy to access quickly if needed. Outside Surgery hours, the door is locked.

All medication is kept locked away and the key safe is also locked. There is a separate key safe to hold the controlled drugs key.

The BPS First Aid Policy and Medical Handbook for Staff give further details.

3.12 CATERING

The Catering Manager is responsible for all aspects of health and safety in the kitchens and in the preparation and serving of food. Any questions or concerns should be passed to him/her in the first instance.

3.13 SAFE PLACE OF WORK

The Bursar, through the Estates Manager, Housekeepers and Cleaning Contractors, is responsible for ensuring the cleanliness and safety condition of the premises.

The Janitor is responsible for the toilets and emergency cleaning during normal working hours when the Cleaning Contractors are not present, and is assisted by the Housekeepers as necessary.

3.14 CONTROL OF VEHICLES

The School regards Vehicle Control as a vital part of control over its activities on the site. Warning Signs are employed to control the speed of vehicles in the grounds. The following rules must be observed at all times:

- Speed must be kept to a minimum.
- Care to be exercised always, as there are children crossing roadways at all times.
- Parking only in designated areas.

Pedestrian and traffic control is provided by staff during the 07.30 to 08.30 drop-off period. Traffic control and parking arrangements, using Maintenance and other staff, are also put in place for specific events.

3.15 SECURITY OF SITE

Access to the School is controlled by digital locks and access cards. Gates are left open under control only for specific events, such as during drop-off, pick-up and parents' evenings; they remain shut at all other times.

Visitors are required to sign in at the Main Reception and wear a badge during their visit.

Staff are required to wear their School identity badge at all times whilst on site. They are expected to challenge anyone without a badge and whom they do not recognise on the premises.

Parents attending Breakfast Club must enter through the East Performance Hall door and go directly to the Annexe Dining Room; staff must direct those found elsewhere to sign in at Reception.

Boarding Staff are responsible for ensuring the building is locked at night from Mondays to Thursdays during term time. Maintenance are responsible for this on Fridays and during the holidays. Resident staff are expected to be aware of security at all times and to lock any entrances found open at inappropriate times.

CCTV and ANPR operate on the premises as described in the BPS CCTV Policy.

3.16 MACHINERY and PLANT

Maintenance on 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:

- Inspection of Guards and Mechanical Equipment by the appropriate Grounds, Maintenance or Teaching Staff before use.
- Annual Checks on Portable Electrical Equipment.
- Annual Service of Fire Extinguishers.
- Annual Service of Boiler Plant and Associated Equipment.
- Five yearly checks on Fixed Wiring Installations.

3.17 ENVIRONMENTAL CONTROL

CLASSROOMS, BOARDING ACCOMMODATION and GENERAL AREAS

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

TECHNOLOGY WORKSHOP, ART ROOMS and SCIENCE LABORATORIES

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that fall under the Control of Substances Hazardous to Health Regulations 1994.

3.18 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 looked at 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 above, Hearing Protectors will be used.
- Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out under the direction of the Bursar as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

3.19 WASTE DISPOSAL

GENERAL WASTE DISPOSAL

The disposal of normal waste will be carried out by a Contractor.

CHEMICAL WASTE DISPOSAL

Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and the Estates Manager will arrange for a specialist contractor to undertake the work.

FOOD WASTE DISPOSAL

Disposal of Food Waste is carried out by the Contractor along with General Waste.

CLINICAL WASTE

The School will make appropriate arrangements for the disposal of clinical waste.

3.20 REPORTING PROCEDURES - Accidents and Near Misses

Most incidents that happen in School or on School trips do not need to be reported to the HSE. If a pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable. In such cases the School Nurse will record these on the School's MIS.

All accidents of staff, pupils, visitors and contractors which require hospitalisation or external medical treatment are recorded in the accident book which is kept in surgery; a copy is given to the Bursar, who decides if necessary to report it to the Health & Safety Executive (HSE) following the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) guidelines. A second copy is given to the Head for their information. A further copy is filed in the child's paper file and the original is kept in the Accident file. The Head and/or Bursar may require reports of the accident or incident from other members of staff involved as appropriate.

Injuries to **pupils and visitors** who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR when:

- the death of the person arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment).

The [HSE Information Sheet EDIS 1 \(rev3\)](#) gives guidance and examples of whether an injury arises out of or in connection with work. If in doubt guidance should be sought from the HSE, for example when a pupil from another school is injured (specified injury) during a sports match (not reportable) as opposed to a pupil of the school who is injured similarly during a timetabled games lesson (reportable).

Injuries and ill health to **people at work** are reportable under RIDDOR when:

- accidents which result in death or a specified injury (which must be reported without delay). Also a reportable occupational disease when confirmed by a doctor in writing. The [HSE Information Sheet EDIS 1 \(rev3\)](#) gives details of specified injuries and reportable diseases.
- accidents prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days). These must be reported within 15 days of the accident.

Dangerous Occurrences (specified near miss events) are reportable under RIDDOR. The [HSE Information Sheet EDIS 1 \(rev3\)](#) contains the typical examples applicable to schools.

If required under RIDDOR, the Bursar will report the incident via the [HSE website](#); only fatal and specified injuries can be reported by telephone.

All accident reports, whether falling under RIDDOR or not, will be considered by the Health and Safety Committee.

Staff should report near-misses to the Bursar who will investigate whether any measures need to be emplaced as a result.

3.21 PERSONAL PROTECTIVE EQUIPMENT

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

- Provide suitable PPE
- Assess present PPE
- Maintain PPE
- Provide accommodation for PPE
- Ensure PPE is compatible
- Replace PPE where 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

3.22 HAZARDOUS SUBSTANCES

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

- Listing of Substances being used to establish whether they come under COSHH Regulations.
- Carry out COSHH Assessment having regard to the following points:
 - Prevention or Control - ideally prevention by substitution of a non-controlled substance but if not possible control.
 - Control Measures to be adopted.
 - Maintenance of the Control Measures.

- Monitor the situation to establish that the measures are effective.
- Undertake Health Surveillance where relevant.
- Carry out Instruction and Training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal
 - Emergency Procedures
 - Methods of Control
 - Use of Personal Protective Equipment
 - Record all information on relevant assessment form.

This type of assessment will be carried out under the direction of the Bursar.

Safety data sheets, along with the relevant COSHH Assessments, are to be retained in departments and locations where hazardous materials are stored. Heads of Department are responsible for maintaining and updating these as necessary.

3.23 DISPLAY SCREEN EQUIPMENT

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that come under the regulations:

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

3.24 RISK ASSESSMENT

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

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

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

The BPS Risk Assessment Policy contains further details.

3.25 MANUAL HANDLING

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

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised 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 reasonably possible by:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc.

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.

3.26 WORK AT HEIGHT

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 Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

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

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 Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work 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 Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where work 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.

3.27 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 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 co-ordinate 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
- 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.

The BPS Control of Contractors Policy contains further details.

3.28 CONSTRUCTION, DESIGN AND MANAGEMENT REGULATIONS 2015 (CDM)

The School is aware of its obligations under the CDM Regulations and where small projects are carried out and come under these regulations the School, as client, will carry out the following:

- Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase
- Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating health and safety in the construction phase of a project.
- Ensure that, where there is more than one contractor, a Health and Safety file is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principle Contractor roles can be fulfilled by the School as client. If this is the

case, the School is responsible for undertaking both these roles.

On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where the School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

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

3.29 CONSULTATION WITH EMPLOYEES

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

- Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working 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 measures to reduce or eliminate these risks.
- The planning of Health and Safety training.
- The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Health and Safety is a standard agenda item for all formal meetings.

3.30 WATER QUALITY

The BPS Water Quality (including Legionella) Policy identifies individual responsibilities and measures to be taken to ensure water safety.

3.31 ASBESTOS

The BPS Asbestos Management Policy has the following objectives, to:

- Ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified.
- Ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
- Ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by the School's undertaking.

The Estates Manager is responsible for maintaining the asbestos register.

Any member of staff who believes they have discovered asbestos must inform the Bursar or Estates Manager without delay.

3.32 HEALTH AND SAFETY EMERGENCIES

The BPS Planned Response to a Major Incident Policy covers the actions required as a result of health and safety emergencies.

3.33 OCCUPATIONAL HEALTH AND STRESS

The School will provide access to occupational health advice and support as necessary.

The School is aware of the potential for stress with its employees and provides access to counselling services when required. Staff are encouraged to discuss issues they may have with their line managers.

The BPS Staff Wellbeing Policy provides further information.

3.34 SLIPS and TRIPS

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries. The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping. In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible.
- Appropriate cleaning regimes are in place.
- Effective matting systems are employed with appropriate mats in place.
- Footwear is specified and/or selected correctly for staff and pupils.
- School premises have been designed or modified to ensure Trip Hazards are controlled.
- Plant and the Premises are maintained on an ongoing basis.
- Roads and pathways are treated in bad weather conditions.
- Flooring is specified appropriately and renewed when necessary.
- Housekeeping is maintained to a high level.
- Supervision of Staff and Pupils is in place as required.
- Risk Assessment is undertaken where extraordinary situations exist.

3.35 VIOLENCE

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

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

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

3.36 LONE WORKING

A lone worker is an individual who spends some or all of their working hours working by themselves without close or direct supervision. This may occur:

- During normal working hours at an isolated location within the normal workplace.
- When working outside the normal business hours of 0730 and 2130, Monday to Friday.

The School's risk assessments cover all work currently undertaken alone (or proposed to be), where the risk

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may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once the School has identified all job roles involving lone working, it will consider the following factors:

- **Risk of violence** – The School assesses all jobs involving an element of lone working against a risk of verbal threats, or violence. The priority will be those staff who have face-to-face dealings with members of the public and/or cash handling.
- **Plant and equipment** - The School will assess all plant and equipment used by lone workers to ensure that it is suitable for use by one person.
- **Work at height** - The School assesses all Working at Height activities and ensures that employees do not undertake these when working alone.
- **Chemicals** - The School assesses any existing, or planned use of chemicals with regards to their suitability for use by those working alone.
- **The worker** - The School will assess competency, ability and medical fitness of workers working alone.
- **Access and egress** - Some lone working may require access to locations which are difficult to access or exit. The School will assess whether these tasks are suitable to be carried out by one person.

In order to manage the risks identified, the School has introduced the following control measures which staff should be aware of. Staff should:

- Lock themselves in the School buildings when lone working.
- Not arrange meetings with parents or members of the public when lone working. (Arrange meetings during School occupancy times or when there is more than one member of staff on site for the duration of the meeting.)
- Not handle cash when lone working.
- Finish late meetings promptly and do not leave one member of staff alone on site.
- Not approach, or let into the buildings, unauthorised persons when lone working.
- When working after hours during the week, let the Head or Bursar know that they are working and in which area of the School, establishing a mechanism of regular communication 'checking in'.
- Non-resident staff working at weekends on their own inform the Head or Bursar in advance and establish 'checking in and out' procedures.
- Any term-time only staff working in the holidays sign in and out at Front Desk.

Staff attending alarm activations will only attend either with police support or in pairs. They will carry out an outside check of the premises to ascertain if there is any evidence of illegal entry before entering the School. If there is sign of an entry staff will ensure police support before entering the School.

Communication

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or School telephone at all times when loneworking.
- Let someone know that they are coming into work, how long they expect to be and when they are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that they are clear to leave the site in the event of an incident.

First aid

First aid kits are located in the Staff Room, Kitchen and elsewhere.

Emergency procedures

In the event that a lone worker falls ill, or into difficulties, they use their mobile phone/School phone to contact the Head, Bursar, other appropriate member of staff or the emergency services.

Access and Egress

Staff consider weather conditions before coming into and while at work.

Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.

The School will train lone workers in safe working practices. This will apply to employees and other workers such as agency staff and contractors. It is the responsibility of the Head, in the case of teaching staff, and the Bursar, in the case of support staff, to monitor tasks staff carry out. In particular, they are responsible for ensuring that staff do not carry out any tasks described in 'Unacceptable Lone Working,' above. If the nature of the tasks changes in any way, staff must carry out a new risk assessment. The Head and Bursar also ensure that any lone worker follows good working practices and safe systems of work.

All lone workers cooperate fully with instructions given by the Head, Bursar or other members of the SLT, and they follow the School's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

In an emergency situation, lone workers should dial 999 and be ready to give the following information:

- Telephone number: 01582 840333
- Address: Beechwood Park School, Markyate AL3 8AW
- Give the exact location in the School: Grid Reference: 053 143
- Give your name.
- Give a brief description of the situation.
- Inform the emergency services of the best entrance to the area of the School.

3.37 YOUNG WORKERS

Young workers are defined as those under the age of 18.

Staff responsible for young workers must consult the BPS Young Workers Risk Assessment. During young workers' induction they must be made aware of any specific hazards in the department/area such as the location of machinery, vehicle travel routes etc.

3.38 NEW AND EXPECTANT MOTHERS

New and expectant mothers may be at greater risk to workplace hazards. Therefore, the School will undertake a risk assessment to identify all the risks to both the mother and her child, and will implement suitable measures to mitigate the risks as far as is reasonably practicable.

New and expectant mothers are defined as those who are pregnant, have given birth in the last six months, or are breastfeeding.

Further details are in the BPS New and Expectant Mothers Risk Assessment Policy – Procedure.

3.39 MONITORING POLICY

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Advisor.

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