



**LEIGHTON PARK**  
FOUNDED 1890

# **HEALTH & SAFETY POLICY & PROCEDURES MANUAL**

**March 2019**

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| 1.1                         | School Contact Details |
|-----------------------------|------------------------|
| <b>Leighton Park School</b> |                        |
| <b>Address</b>              | Shinfield Road         |
|                             | Reading                |
|                             | Berkshire              |
|                             | RG2 7DE                |
| <b>Telephone No.</b>        | 0118 987 9600          |

| 1.2   | Health and Safety Contacts |                         |                              |
|---|----------------------------|-------------------------|------------------------------|
| <b>The School has appointed a health and safety competent person who is responsible for developing, maintaining and managing the Safety Management System</b> |                            |                         |                              |
| <b>Position</b>   | <b>Name</b>                | <b>Telephone Number</b> | <b>E-Mail</b>                |
| Health and Safety Adviser   | Sarah Collis               | Ext 513                 | SarahCollis@leightonpark.com |

**The school management team and staff are responsible for implementing the Safety Management System, including the safety specific procedures and documentation on a day to day basis. The primary areas of responsibility are listed below.**

| Position                     | Name                  | Telephone Number | E-Mail   |
|------------------------------|-----------------------|------------------|--|
| Head                         | Matthew Judd          | Ext 602          | head@leightonpark.com  |
| Deputy Head                  | Eddie Falshaw         | Ext 604/700      | eddiefalshaw@leightonpark.com  |
| Deputy Head (Academic)       | Karen Gracie-Langrick | Ext 528          | karengracie-langrick@leighton.park.com                                       |
| Bursar                       | Keith Eldridge        | Ext 607          | keitheldridge@leightonpark.com   |
| Estates Manager              | Alan Rumney           | Ext 635          | <a href="mailto:alanrumney@leightonpark.com">alanrumney@leightonpark.com</a> |
| Grounds & Facilities Manager | Tom Sheldon           | Ext 640          | tomsheldon@leightonpark.com  |
| Human Resources Manager      | Rachel Pither         | Ext 519          | rachelpither@leightonpark.com  |

| 1.3  | Health and Safety Committee         |  |
|--|-------------------------------------|--|
| The Health and Safety Committee meet once a term. The members are: |                                     |  |
| Health & Safety Governor   | Grounds & Facilities Manager        |  |
| Head   | Head of Design and Technology       |  |
| Bursar   | Head of PE/Games                    |  |
| Deputy Head  | Head of Art                         |  |
| Deputy Head (Academic Studies)                                     | Head of Science or a Lab Technician |  |
| Health and Safety Adviser  | A Matron                            |  |
| Head of Boarding or a Housemaster / Housemistress                  | Senior Nurse                        |  |
| Estates Manager  | Catering Manager (Contractor)       |  |
| Domestic & Caretaker Manager                                       | Head of Events & Lettings or Deputy |  |



- It is the policy of Leighton Park School (hereafter referred to as “the School”) to comply with the requirements of the Health and Safety at Work etc. Act 1974 and relevant delegated safety legislation.
- The School recognises and accepts the duty to protect the health and safety of the staff and all visitors to its premises, including students, contractors and temporary workers, as well as any members of the public who might be affected by our operations.
- The School aims to provide and maintain, so far as is reasonably practicable, a safe, healthy and supportive working environment for staff, students and visitors. The health and safety objective of the School is to minimise the number of instances of occupational accidents and illnesses throughout its operations.
- The School is committed to providing and maintaining:
  - Safe and healthy working conditions
  - Relevant, appropriate and serviceable work equipment
  - The safe storage, handling and use of hazardous substances
  - The provision of necessary information, instruction and training for all staff, students and visitors
  - The control of health and safety risks arising from work and school activities
  - An accident and work related ill health reporting, recording and investigation system
  - A mechanism for consulting with staff on safety related topics
- While the School’s management will seek to ensure the health and safety of its staff and students, it is recognised that health and safety at work is the responsibility of every individual associated with the School. It is the duty of each employee to take reasonable care of their own and other people's welfare and report any situation which may pose a threat to the well-being of any other person
- The School will consider safety as an integral part of its business objectives and make available such finances and resources as are reasonable to implement this policy.
- The specific arrangements for the operation of the policy and the personnel responsible for implementation are detailed in this policy document.
- This Policy will be monitored and updated, particularly when changes in the scale and nature of the School’s operations occurs. The policy will be reviewed at least every 12 months.

|                      |       |  |       |
|----------------------|-------|--|-------|
| Signature:           | Date: | Signature:   | Date: |
| Name                 |       | Name   |       |
| Head                 |       | Chair of Governors   |       |
| Leighton Park School |       | Signed on behalf of the Board of Governors of Leighton Park School |       |

## 3.1

## Board of Governors

The Board of Governors recognises and accepts the School's duty to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and those affected by its operations. In the discharge of its responsibilities, the Board of Governors, in consultation with the Head and the Bursar, will:

- Make itself familiar with the requirements of the scope of the health and safety duties and responsibilities which are relevant to the work of the school,
- Seek to ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- Seek to ensure that foreseeable risks relating to the School operations are identified and evaluated as part of a risk management programme;
- Seek to ensure that Health and Safety is a permanent agenda item at every governors' committee meeting where senior officers are present;
- Periodically review the effectiveness of the safety policy and risk management programme;
- Keep under review the handling of accidents and incidents of ill health involving staff, students and visitors.

## 3.2

## Head

The Head has oversight of health and safety for the academic, pastoral and co-curricular aspects of the school and will work closely with the Bursar to seek to ensure the successful day to day management of health and safety. He will seek to ensure:

- There is a suitable organisational structure for planning, implementing, monitoring, reviewing and evaluating health and safety arrangements;
- There is an effective and efficient approach to the management of health and safety within all parts of the school operations;
- That employees with specific responsibilities have the necessary authority, expertise, training and resources to exercise their responsibilities effectively;
- That policies, procedures and risk assessments are developed and implemented to meet legal, and best practice obligations;
- That all levels of management understand, actively support and implement the school health and safety policy and associated documentation;
- That the necessary resources/budget are made available to provide competent safety management and for the continuous improvement of health and safety performance of the school;
- That the School, and in particular the Bursar, the Health and Safety Adviser and others with responsibilities, are aware of the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school;
- That safe working conditions are provided for the health, safety and welfare of staff, students and others using the School premises and facilities;
- That the School evaluate risk control measures, identified by the risk assessment programme in order to select the most appropriate means of minimising risk to staff, students and others;
- That all teaching staff are consulted on health and safety matters, by seeking to ensure that safety is included as an agenda item at each of the school teaching staff meetings;
- That they or in his absence another senior officer, immediately report, in writing, any significant Health and Safety incident (as reported to him by the Health and Safety Adviser) to the Chair of the Board and to the Chair of the Estates and Facilities Committee;
- The effectiveness of this policy is periodically reviewed, and any necessary changes are made.

**3.3****Deputy Head/s**

The Deputy Head/s will assist the Head in the performance of his health and safety responsibilities and will seek to ensure:

- There is a suitable organisational structure for planning, implementing, monitoring, reviewing and evaluating health and safety arrangements;
- There is an effective and efficient approach to the management of health and safety within all parts of the school operations;
- That employees with specific responsibilities have the necessary authority, expertise, training and resources to exercise their responsibilities effectively;
- That all levels of management understand, actively support and implement the school's health and safety policy and associated documentation;
- That risk assessments programmes are developed, completed and implemented for each department to meet legal and best practice;
- That they evaluate risk control measures, identified by the risk assessment programme in order to select the most appropriate means of minimising risk to staff, students and others;
- That a risk assessment programme is implemented by each head of department to allow the prompt identification of potential hazards;
- That periodic reviews and safety audits on the findings of the risk assessment are completed in conjunction with each head of department;
- That each new member of staff attends a school induction programme and completes a departmental induction;
- That all teaching staff are consulted on health and safety matters, by ensuring that safety is included as an agenda item at each of the school teaching staff meetings;
- They monitor the standard of health and safety throughout their department, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- That all accidents and incidents are investigated as appropriate and reported to the H&S Adviser.

**3.4****Bursar**

The Bursar has oversight of health and safety management of premises, facilities and aspects of the school other than the academic, pastoral and co-curricular ones that are the primary focus of the Head. The Bursar will work closely with the Head to seek to ensure the successful day to day management of health and safety.

He will seek to ensure :

- In conjunction with the Head, that there is a suitable organisational structure for planning, implementing, monitoring, reviewing and evaluating health and safety arrangements;
- There is an effective and efficient approach to the management of health and safety within all parts of the school operations;
- Be aware of the requirements of the Health and Safety at Work, etc. Act 1974 and other health and safety legislation and codes of practices relevant to the work of the school. Seek to ensure, at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
- That the necessary resources/budget are made available to provide competent safety management and for the continuous improvement of health and safety performance of the school;
- Employees with specific responsibilities have the necessary authority, expertise, training and resources to exercise their responsibilities effectively;
- Seek to ensure that all levels of management understand, actively support and implement the school health and safety policy and associated documentation;

- Seek to ensure the safe working conditions for the health, safety and welfare of staff, students and others using the school premises and facilities;
- Seek to ensure that a risk assessment programme is completed by each head of department to allow the prompt identification of hazards;
- That members of staff are consulted via the Safety Committee meeting on a termly basis;
- That the implementation of the safety management system is monitored, and a report forwarded to the Head and the Board of Governors.

**3.5**

**Head of Departments, Housemasters/Mistresses and Managers**

Heads of Departments, Housemasters / Housemistresses and Managers will seek to ensure that:

- There is an effective approach to the management of health and safety within all departments, areas and activities under which they have control;
- They are aware of the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school;
- Within their department, they will implement the school's health and safety policy and ensure that other members of staff and students comply with its requirements;
- Risk assessment programmes are developed, completed and implemented for their specific department or area of responsibility to select the most appropriate means of eliminating, controlling or minimising the risk to staff, students and others;
- They evaluate risk control measures, identified by the risk assessment programme in order to select the most appropriate means of minimising risk to staff, students and others;
- Proactive corrective action is taken where necessary to ensure the health and safety of all staff, students and others;
- Safe methods of working exist and are implemented throughout their department;
- Identifying health and safety training needs and providing or sourcing health and safety training;
- Staff, students and others under their jurisdiction are instructed in safe working practices;
- New employees working within their department attend a school induction and are given a departmental induction;
- All work equipment in the department in which they work is in good, safe working order and is, where relevant, adequately guarded;
- Any defects in the department, premises or equipment which relate to or may affect the health and safety of staff, students and others are made safe without delay and reported to the Estates Manager and the Health and Safety Adviser;
- They ensure that all accident and incidents, within their department, are reported and investigated to identify the causes and prevent a reoccurrence;
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- Assisting the Health & Safety Adviser with the appointment of fire wardens and first aiders;
- Hazardous substances in the department in which they work are correctly used, stored and labelled;
- They monitor the standard of health and safety throughout their department, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- They report, as appropriate, any health and safety concerns to the Health and Safety Adviser.

**The Estates Manager will seek to ensure that:**

- There is an effective approach to the management of health and safety within all departments, areas and activities under which they have control;
- They are aware of the requirements of the Health and Safety at Work, etc. Act 1974 and other health and safety legislation and codes of practices relevant to the work of the school;
- Within their department, they will implement the school's health and safety policy and ensure that other members of staff and students comply with its requirements;
- Risk assessment programmes are developed, completed and implemented for their specific department or area of responsibility to select the most appropriate means of eliminating, controlling or minimising the risk to staff, students and others;
- They evaluate risk control measures, identified by the risk assessment programme in order to select the most appropriate means of minimising risk to staff, students and others;
- Safe methods of working exist and are implemented throughout their department;
- Staff, students and others under their jurisdiction are instructed in safe working practices;
- New employees working within their department attend a school induction and are given a departmental induction;
- All work equipment in the department in which they work is in good, safe working order and is, where relevant, adequately guarded;
- They ensure that all accident and incidents, within their department, are reported and investigated to identify the causes and prevent a reoccurrence;
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- Hazardous substances in the department in which they work are correctly used, stored and labelled;
- They monitor the standard of health and safety throughout their department, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- They report, as appropriate, any health and safety concerns to the Health and Safety Adviser.

**The Grounds and Facilities Manager will seek to ensure that:**

- There is an effective approach to the management of health and safety within all departments, areas and activities under which they have control;
- They are aware of the requirements of the Health and Safety at Work, etc. Act 1974 and other health and safety legislation and codes of practices relevant to the work of the school;
- Within their department, they will implement the school's health and safety policy and ensure that other members of staff and students comply with its requirements;
- Seeking to ensure that risk assessments programmes are developed, completed and implemented for their specific department or area of responsibility to select the most appropriate means of eliminating, controlling or minimising the risk to staff, students and others;
- They evaluate risk control measures, identified by the risk assessment programme in order to select the most appropriate means of minimising risk to staff, students and others;
- Safe methods of working exist and are implemented throughout their department;
- Staff, students and others under their jurisdiction are instructed in safe working practices;
- New employees working within their department attend a school induction and are given a departmental induction;
- All work equipment in the department in which they work is in good, safe working order and is, where relevant, adequately guarded;

- All accident and incidents, within their department, are reported and investigated to identify the causes and prevent a reoccurrence;
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- Hazardous substances in the department in which they work are correctly used, stored and labelled;
- They monitor the standard of health and safety throughout their department, encourage staff, and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- They report, as appropriate, any health and safety concerns to the Health and Safety Adviser.

### 3.8

### Health and Safety Adviser

**The Health and Safety Adviser** is responsible for co-ordinating the health and safety activities and for acting as the primary source of health and safety advice within the School.

These responsibilities specifically include:

- Being appointed as the Health and Safety Competent Person for the School
- Being aware of the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation, codes of practices and guidance notes relevant to the work of the school;
- In conjunction with the Head, Bursar and Senior Management Team, ensuring, so far as is reasonably practicable, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
- Report any significant health and safety incident to the Head and Bursar immediately and in their absence to another senior manager in the school;
- In conjunction with the Deputy Heads and the Bursar, co-ordinating the School's risk management programme;
- Collating accident and incident information and, when necessary, carry out accident and incident investigations;
- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations;
- Liaising with the Health and Safety Executive (HSE), the ISI Inspectors, Fire Department, the School's insurers and other external bodies;
- Co-ordinating the health and safety inspection and monitoring programme;
- Identifying health and safety training needs and providing or sourcing health and safety training;
- In conjunction with the Deputy Head/s and the Bursar, seeking to ensure that risk assessments programmes are developed, completed and implemented by each department to select the most appropriate means of eliminating, controlling or minimising the risk to staff, students and others;
- Seeking to ensure safe working practices and procedures are developed by department managers throughout the school including those relating to the provision and use of work equipment so that each task is carried out to the required standards and so that all risks are controlled;
- Identifying the implications of changes in legislation or HSE guidance and advising the Bursar;
- Preparing and submitting progress reports on an annual health and safety action programme;
- Sourcing additional specialist health and safety assistance when necessary;
- Displaying the Health and Safety Law poster, the School's Health and Safety Policy Statement, Employer's Liability Insurance Certificate,
- Drafting, reviewing and maintaining the Health and Safety Policy and updating as required;
- Seeking to ensure that Fire Risk Assessments are completed for each building and that each building has adequate fire wardens and first aiders at all times;
- Seeking to ensure that any actions arising from the health and safety audits are addressed;
- Monitoring the standard of health and safety throughout the school, including all school-based activities, encourage staff, students and others to achieve the highest possible standards;
- The completion of any other reasonable safety specific task identified by the Bursar.

3.9

### Human Resources Manager

**The Human Resources Manager will seek to ensure that:**

- The training needs of staff and students are identified and within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- An induction programme is completed for new starters and long-term temporary employees;
- An induction checklist is completed for all individuals who undertake the induction programme;
- Training records, including health and safety records are maintained in a central location.

3.10

### Employees

All staff will make themselves familiar with the School Safety Policy and procedures and the requirements of the Health and Safety at Work etc. 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.

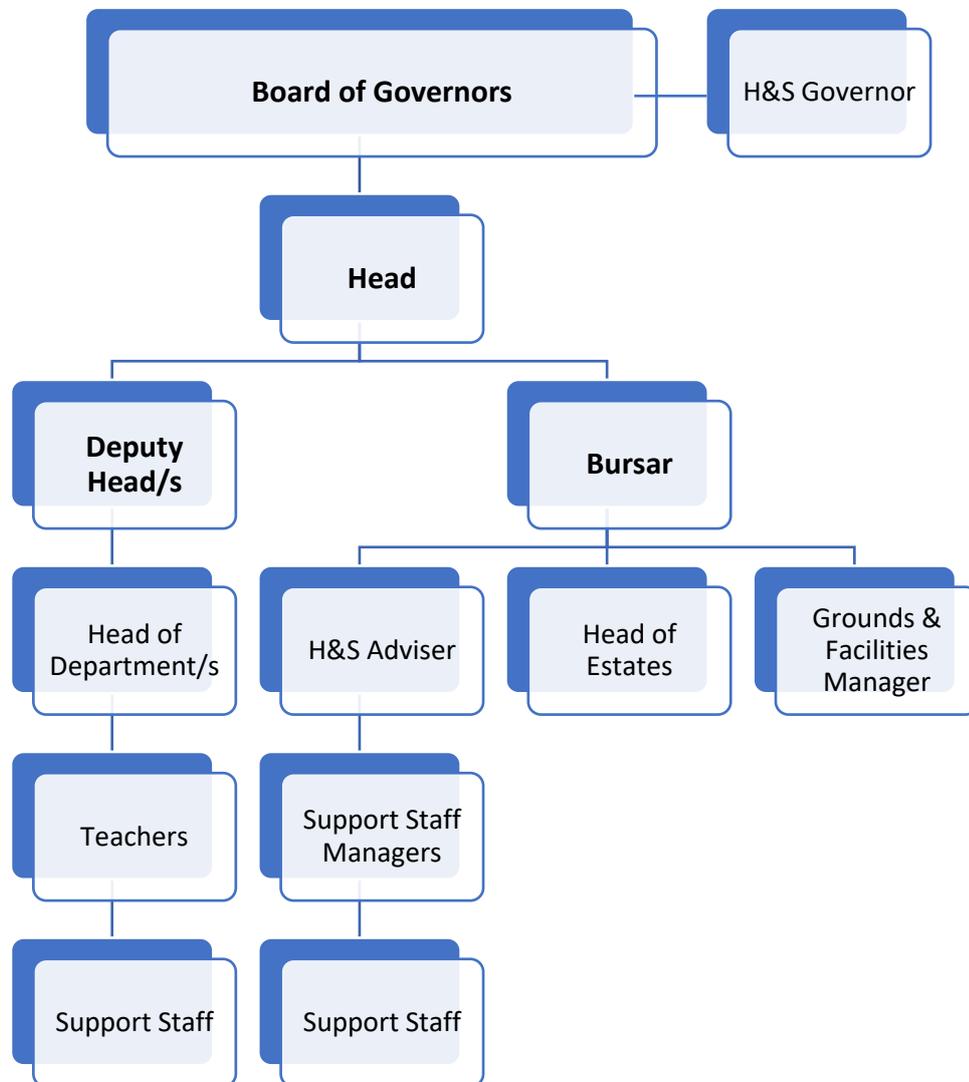
They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work;
- Co-operate with the School in relation to health and safety matters;
- Not intentionally misuse anything provided for a specific health and safety purpose.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:

- Seek to ensure health and safety regulations, rules and procedures are being applied effectively by other staff and by students;
- Be actively involved in managing risk through the completion of risk assessments within their department;
- Report any accidents, incidents or dangerous occurrences. Co-operate with any investigations;
- See that all work equipment is in good and safe working order and is adequately guarded;
- Not make unauthorised or improper use of any work equipment;
- Use the correct equipment for the job and any protective equipment or safety devices which may be supplied;
- Not use plant, machinery and equipment for which they have not received appropriate training;
- Ensure that hazardous substances 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.



**Section 4****Health & Safety Arrangements****Policy Summaries, Information & Guidance**

The Health and Safety Arrangements section of this document contains the practical policies to be used to implement the safety management system. Each section has three elements:

1. A summary of the current specific school policy for the subject area;
2. An internal hyperlink to the relevant Shared Drive (Z: or, V:) to locate a complete copy of the policy and any associated documentation for the specific subject (P:drive)
3. An external hyperlink to any subject specific appropriate guidance, such as the Health and Safety Executive, ROSPA or the Independent Schools Inspectorate.

The sections are listed in alphabetical order.

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| <b>4.1</b> | <b>Alcohol</b> |
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| <b>Policy Summary</b> |  |
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Students must not bring the School into disrepute for any reason associated with alcohol, whether the student is in the care of the School at the time. The school actively promotes awareness of the dangers of alcohol, for example through its personal, social and health education program. In addition, it is the school's policy to provide good non-alcoholic alternatives in school on every occasion, and to promote the idea that not drinking alcohol is just as acceptable socially as drinking it.

| <b>Further Information &amp; Guidance</b> |  |
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|                          |  |
|--------------------------|--|
| <b>LPS Policy</b>        | A full copy of the School Smoking, Alcohol and the misuse of drugs policy is available on the AdminShare drive <a href="Z:\Policies\Current Policies\Smoking, Alcohol and the misuse of Drugs and Substances Policy.pdf">Z:\Policies\Current Policies\Smoking, Alcohol and the misuse of Drugs and Substances Policy.pdf</a> and Teachers Work drive <a href="V:\School Policies\Smoking, Alcohol and the misuse of Drugs and Substances Policy.pdf">V:\School Policies\Smoking, Alcohol and the misuse of Drugs and Substances Policy.pdf</a> |
| <b>External Guidance</b> | <a href="#">HSE: Alcohol and drugs at work</a>   |

|            |                 |
|------------|-----------------|
| <b>4.2</b> | <b>Asbestos</b> |
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| <b>Policy Summary</b> |  |
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The Control of Asbestos at Work Regulations requires the school to manage any work with or near asbestos materials or any material suspected as, or likely to contain, asbestos.

The school has an Asbestos Management Plan managed by the Estates Manager and the Health and Safety Adviser. An asbestos survey has been completed for each building on the school site. These documents can be accessed by contacting the Estates Manager and the Health and Safety Adviser.

No work should be started on the fabric of any building without contacting these individuals before work commences.

| <b>Further Information &amp; Guidance</b> |  |
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| <b>LPS Policy</b>        | A full copy of the School Asbestos Management Plan is located on the AdminShare drive <a href="Z:\Policies\Current Policies\Asbestos Management Plan.pdf">Z:\Policies\Current Policies\Asbestos Management Plan.pdf</a> and Teachers Works drive <a href="V:\School Policies\Asbestos Management Plan.pdf">V:\School Policies\Asbestos Management Plan.pdf</a> |
| <b>External Guidance</b> | <a href="#">HSE: Asbestos - health and safety in the workplace</a><br><a href="http://www.hse.gov.uk/asbestos/detail.htm">http://www.hse.gov.uk/asbestos/detail.htm</a>  |

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| <b>4.3</b> | <b>Contractor Control</b> |
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| <b>Policy Summary</b> |
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The Health and Safety at Work etc Act places a responsibility on the School to manage any contractors that come on site. Each contractor also has a responsibility to ensure the health and safety of their own employees. This means that the place of work, the equipment used, the systems of work employed, and the competence of the personnel are covered by legal requirements.

The school has a contractor management system managed by the Estates Manager. All members of staff planning to appoint a contractor to carry out work on school premises must consult with the Estates Manager (except for very minor jobs).

Contractors will, ideally, be selected from a list of approved contractors who have demonstrated that they are able to meet the requirements of the job. New contractors will normally be required to complete a prequalification questionnaire and to submit relevant health & safety documentation to assess their competence for the job. Prior to starting work, all contractors will undertake a site induction to ensure they are familiar with the schools' safety rules and procedures of the school.

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| <b>Further Information &amp; Guidance</b> |
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| <b>LPS Policy</b>        | The Estates Manager should be contacted in relation to Contractors appointed to work at the school.   |
| <b>External Guidance</b> | <p><a href="#">Managing contractors</a></p> <p><a href="http://www.hse.gov.uk/pubns/priced/hsg159.pdf">http://www.hse.gov.uk/pubns/priced/hsg159.pdf</a></p> <p><a href="http://www.hse.gov.uk/pubns/indg368.pdf">http://www.hse.gov.uk/pubns/indg368.pdf</a></p> |

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| <b>4.4</b> | <b>Control of Hazardous Substances</b> |
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| <b>Policy Summary</b> |
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The Control of Substances Hazardous to Health Regulations aim to control the exposure of employees to hazardous substances encountered at work, therefore requiring employers to assess the risks from hazardous substances and take appropriate precautions.

The School has a responsibility to do all that is reasonably practicable to ensure the health, safety and welfare of staff and students who may come into contact with hazardous substances.

To meet these responsibilities the School will ensure that:

- Material safety data sheets (MSDS) will be provided for all hazardous substances held on site;
- The COSHH inventory of substances and MSDS will be held and updated by each Head of Department;
- Substance specific COSHH risk assessments are completed by each Head of Department and the control measures implemented;
- All containers are clearly and correctly labelled with the substances contained within the container;
- All personnel using hazardous substances will be provided with sufficient instruction and training to ensure their safe use.

Where it is appropriate for the protection of the health of employees who are liable to be exposed to a substance hazardous to health, the School will ensure that a suitable health surveillance program is used.

| Further Information & Guidance |  |
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| <b>LPS</b>                     | A blank copy of the Schools COSHH Risk Assessment document is located on the Public Drive <a href="#">Click here</a> |
| <b>External Guidance</b>       | <a href="#">Control of Substances Hazardous to Health (COSHH) - COSHH</a>  |

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| <b>4.5</b> | <b>Display Screen Equipment</b> |
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The School will meet its obligations within the Health and Safety (Display Screen Equipment) Regulations (DSE) by assessing health and safety risks, providing employees with suitable working conditions for working on display screen equipment and to provide appropriate information and training.

#### Display Screen and Workstation Assessments

DSE assessments will be undertaken for all "Users". The School will provide all new employees with a DSE workstation self-assessment as part of their induction to the School. Completed DSE workstation self-assessment documents will be sent to the Health and Safety Adviser for review.

The assessment will include posture, seating, training, the display screen and monitor, the keyboard and workstation, the environment, cleaning and ancillary equipment, activity levels, homeworking, use of laptops and telephones. The assessment will also take account of health issues, headaches, eyestrain and other health issues. Any required remedial actions will be taken to reduce all hazards to lowest reasonably practicable level.

Where appropriate, the Head of Department will arrange an assessment of individual workstations including the display screen equipment according to ergonomic principles as specified in the Regulations. Health and safety training will be provided to employees with the aim to increase the user's competence to use the workstation equipment safely and reduce risk to their health.

All DSE workstation assessments will be reviewed on an annual basis or when there is significant change in the workstation.

#### User's Eyesight

If an employee feels that their eyesight is deteriorating as a result of their working at the display screen, then the HR Department should be contacted with a view to arranging an eye test. Where tests indicate that vision is defective for the distance at which screens are viewed (normally 50-70cm) the employee will be informed and referred to an ophthalmic optician for examination.

The cost of this examination and, if necessary, the supply of corrective appliances prescribed to correct vision defects at the normal display screen viewing distance, will be borne by the School.

| Further Information & Guidance |  |
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| <b>LPS Policy</b>        | A copy of the School Eye Examination Procedure is located on the Admin Share Drive <a href="#">Z:\Policies\Current Policies\Eye Examination Procedure.pdf</a> and Teachers Work Drives <a href="#">V:\School Policies\Eye Examination Procedure.pdf</a><br><br>The Display Screen Equipment Self-assessment document and guidance is located on the Public Drive. For the Self-assessment document <a href="#">Click here</a> . For the guidance <a href="#">Click here</a> |
| <b>External Guidance</b> | <a href="#">Display Screen Equipment (DSE)</a>  |

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| <b>4.6</b> | <b>Educational Visits</b> |
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| <b>Policy Summary</b> |
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The School seeks to enhance the education of each pupil through encouraging participation in learning outside the classroom activities. All pupils should have the opportunity to take part in all relevant and appropriate trips and visits. Only the Head can exclude a pupil or student from participating in a specific event.

School policy encourages visits to as wide a variety as possible of destinations ranging from subject specific fieldwork through cross-curricular work, theatre and concert visits, games and outdoor pursuits to ten-pin bowling at weekends.

The school aims to achieve a balanced approach to organising all visits. The school visit policy, process and documentation have been developed to offer practical and proportionate approach to the risk management of all trips. The objective of this policy is to ensure that pupils undertake all activities and trips safely, not to prevent activities from taking place.

Before undertaking any school trip, the school is legally required to carry out a written risk assessment. Schools have a duty of care towards pupils and in an activity where there is an element of risk, the organiser will need to show that they have considered, and as a result taken "all reasonable precautions".

The Deputy Head will review the arrangements and documentation for each educational visit and authorise the visit where appropriate. The Educational Visits Co-ordinator receives appropriate training.

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| <b>Further Information &amp; Guidance</b> |
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| <b>LPS Policy</b>        | A full copy of the School Educational Visits Policy is located within the Policies folder on the AdminShare Z Drive and Teachers Work Drives V Drive |
| <b>External Guidance</b> | <a href="#">HSE - School trips - Tackling the health and safety myths</a>  |

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| <b>4.7</b> | <b>Electricity at Work</b> |
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| <b>Policy Summary</b> |
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The Electricity at Work Regulations were introduced to ensure that precautions are taken against risk or personal injury from electricity in work activities. All electrical work undertaken will conform to these Regulations. The Regulations address a number of different aspects to the achievement of electrical safety.

Fixed wire testing

The School will ensure, through planned preventative maintenance, that:

- mains supplies are inspected and checked for breaks, clean and tight connections and loading;
- plant and equipment is maintained according to the manufacturer's and installer's guidelines;
- appropriate warning and safety signs will be posted alongside plant, equipment or supplies.

Portable Appliance Testing (PAT)

The term 'portable appliance' is deemed as being an appliance or equipment that can be readily disconnected from the system, typically via a 13-amp plug. Many items which fall within this classification, e.g. appliances, kitchen equipment, computers, photocopiers, etc., and the items, their leads and plugs will be tested by a competent person using approved testing equipment.

The results of these tests will be logged using a Testing Log Sheet and a self-adhesive label will be affixed to each appliance showing the date tested and by whom. Should an appliance fail the test, the item will be removed immediately for repair or replacement.

When a check is carried out, a 'Portable Electrical Equipment Inspection and Test Report Form' must be completed and filed with the Head of Estates.

Both fixed wire testing and portable appliance testing are managed by the Estates Manager.

Students portable electrical equipment will be tested annually in September and followed up with a further inspection in January.

Any portable electrical equipment, including personal equipment, brought onto the School's premises by a member of staff or a student must be reported to the Estates Manager for electrical testing.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | The Estates Manager should be contacted for further advice on Electricity at Work. |
| <b>External Guidance</b> | <a href="#">HSE - Electricity</a>  |

#### 4.8 Emergencies

##### Policy Summary

The School has a detailed Disaster Recovery and Emergency Plan that sets out how Health and Safety emergencies are dealt with. This includes procedures and contacts as well as an Incident Aide Memoire.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | A copy of the Disaster Recovery and Emergency Plan is located within the Policies folder on the AdminShare Z Drive and Teachers Work Drives V Drive |
| <b>External Guidance</b> | <a href="#">HSE - Electricity</a>   |

#### 4.9 Food Safety

##### Policy Summary

The food served in Oakview is stored, prepared and served by an allocated, authorised sub-contractor on behalf of the school. The sub-contractor's Food Safety Management System is available upon request

#### Further Information & Guidance

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| <b>LPS Policy</b>        | In the first instance the Health and Safety Adviser should be contacted in relation to food safety management.<br><br>A full copy of the sub-contractors Food Safety Management System is available upon request |
| <b>External Guidance</b> | <a href="#">Food Standards Agency - Homepage</a>   |

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| <b>4.10</b> | <b>Fire Risk Management</b> |
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| <b>Policy Summary</b> |
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The School will ensure that fire risk assessments are completed and maintained to assist in meeting its obligations under the statutory requirements as specified under:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005

Fire risk assessments will be undertaken for each building on site by the Health and Safety Adviser, the Estates Manager and an allocated sub-contractor. The outcome of the fire risk assessments will be forwarded to the Health and Safety Adviser and Estates Manager for action.

Fire safety training will form part of the School Induction Programme.

Fire drills will be completed in Central Buildings twice a year. In the Boarding Houses fire drills will be carried out at the start of each new term.

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| <b>Further Information &amp; Guidance</b> |
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| <b>LPS Policy</b>        | <p>A full copy of the Fire Safety Management System is located within the Policies folder on the AdminShare Z Drive and Teachers Work Drives V Drive</p> <p>A copy of the Personal Emergency Evacuation Plan (PEEP) form can be located on the AdminShare drive <a href="Z:\Policies\Current Policies\Personal Emergency Evacuation Plan.pdf">Z:\Policies\Current Policies\Personal Emergency Evacuation Plan.pdf</a> and on the Teachers Work Drive <a href="V:\School Policies\Personal Emergency Evacuation Plan.pdf">V:\School Policies\Personal Emergency Evacuation Plan.pdf</a></p> |
| <b>External Guidance</b> | <p><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf">Department for Communities and Local Government - GOV.UK</a></p> <p><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf</a></p>   |

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| <b>4.11</b> | <b>First Aid Provision</b> |
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| <b>Policy Summary</b> |
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The health and safety of students in the care of Leighton Park School is one of our prime concerns. There are, accordingly, clear procedures laid down by the School to organise the provision of First Aid and for the administration of medicine both on and off the School premises.

There is a selection of first aid qualified staff across the School, a list of qualified personnel is displayed in each building. There is also a Medical Centre on the school site staffed by qualified nurses.

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| <b>Further Information &amp; Guidance</b> |
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| <b>LPS Policy</b>        | <p>A full copy of the School First Aid Policy is located on the within the Policies folder on the AdminShare Z Drive and Teachers Work Drives V Drive</p> <p>A current First Aiders list can be located within the Health &amp; Safety folder on the Public Drive.</p> |
| <b>External Guidance</b> | <p><a href="#">First aid at work - First aid at work</a></p>   |

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| <b>4.12</b> | <b>Gas Safety</b> |
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| <b>Policy Summary</b> |  |
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All work on gas systems must be carried out by qualified Gas Safe registered companies or persons, or by persons working directly under their supervision.

The principal statutory legislation is The Gas Safety (Installation and Use) Regulations 1998. The school recognises the inherent danger of gas escapes and the need for the safe and effective operation of gas fired equipment and will take all reasonably practical steps to ensure the safe installation, operations and maintenance of all gas services included within the scope of this policy.

Carbon monoxide detectors are installed within residents' properties. Residents' boilers are inspected annually.

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| <b>Further Information &amp; Guidance</b> |  |
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| <b>LPS Policy</b>        | The Estates Manager should be contacted in relation to the implementation of gas safety within the School.                    |
| <b>External Guidance</b> | <a href="http://www.hse.gov.uk/pUbns/priced/l80.pdf">Gas health and safety<br/>http://www.hse.gov.uk/pUbns/priced/l80.pdf</a> |

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| <b>4.13</b> | <b>Legionella Management</b> |
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| <b>Policy Summary</b> |  |
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The school will implement a system, in all areas and buildings contained within the school site, to manage the potential for legionella contamination within the water systems in a manner that complies with both legislation and best practice.

The system will consider the practical application of legal requirements in conjunction with the HSE Approved Code of Practice – “The control of legionella bacteria in water systems” (ACOP L8).

The School will:

- Appoint a competent specialist contractor to complete legionella specific building/water system risk assessments on an annual basis;
- Nominate a Responsible Person, (the Head of Estates), for the management of legionella;
- Undertake and maintain records for water system testing and maintenance;
- Monitor the arrangements for legionella management to ensure compliance;
- Ensure that all risk assessment and monitoring records are maintained and stored securely.

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| <b>Further Information &amp; Guidance</b> |  |
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| <b>LPS Policy</b>        | The Estates Manager should be contacted in relation to the implementation of legionella management within the School.                              |
| <b>External Guidance</b> | <a href="http://www.hse.gov.uk/pUbns/priced/l80.pdf">HSE - Legionella and Legionnaires' disease<br/>http://www.hse.gov.uk/pUbns/priced/l80.pdf</a> |

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| <b>4.14</b> | <b>Lifting Equipment</b> |
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| <b>Policy Summary</b> |
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The 'Lifting Operations and Lifting Equipment Regulations 1998' (LOLER) are relevant to all activities carried out at the school, involving the lifting and lowering of loads, whether those loads are goods, equipment or people.

Lifting equipment is any work equipment, including any lifting accessories, used in lifting operations, such as cranes, hoists, goods and passenger lifts, vehicle tail lifts and cranes fitted to vehicles, cleaning cradles and its suspension equipment, tele-handlers and fork lifts, chains, strops, harnesses, ropes, spreader beams, hooks or eyebolts.

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| <b>Further Information &amp; Guidance</b> |
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| <b>LPS Policy</b>        | The Estates Manager should be contacted in relation to lifting equipment within the School.   |
| <b>External Guidance</b> | <a href="#">Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) - Work equipment and machinery</a><br><br><a href="http://www.hse.gov.uk/pubns/indg290.pdf">http://www.hse.gov.uk/pubns/indg290.pdf</a> |

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| <b>4.15</b> | <b>Lone Working</b> |
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| <b>Policy Summary</b> |
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The school seeks to ensure that all of its employees, both academic and support staff, are safe when they are working alone. Where and when lone working is necessary due to the nature of the role or physical location where the role is undertaken, the School will take reasonable steps to ensure the health and safety of employees working alone.

Lone working is defined as 'working with no other person within visual or normal audible range'. The availability within range need not be on a continuous basis, but the adequacy of non-continuous coverage must be assessed in relation to the hazards of the work concerned, in determining if the work will be considered as 'lone-working'.

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| <b>Further Information &amp; Guidance</b> |
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| <b>LPS Policy</b>        | A full copy of the School Lone Working Policy and the Lone Worker Risk Assessment document is located on the AdminShare <a href="#">Z:\Policies\Current Policies\Lone Working Policy.pdf</a> and Teachers Work Drive <a href="#">V:\School Policies\Lone Working Policy.pdf</a> . |
| <b>External Guidance</b> | <a href="#">Lone workers</a>  |

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| <b>4.16</b> | <b>Manual Handling</b> |
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| <b>Policy Summary</b> |
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The School will seek to ensure, so far as is reasonably practicable, that all hazards arising from manual handling activities are eliminated where possible and where it is not the risk will be reduced to a minimum.

The Head of Department is responsible for ensuring that a manual handling risk assessment is completed for all activities or task that have a significant risk to staff from manual handling.

The assessment is carried out following four main headings:

- Load
- Task
- Individual
- Environment

During the assessment, the following will be considered:

- providing mechanical lifting aids of some kind
- changing the layout of the working area so as to allow people to work in a better way
- redesigning the load to make it easier to handle
- allocating more people to the job to reduce the overall burden on each person
- training the workforce in safer working practices
- can the working system be redesigned to eliminate the need handling the load altogether

All staff will receive manual handling training as part of the School induction programme.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | A copy of the Schools blank Manual Handling Risk Assessment is located on the Public Drive within the Health & Safety Folder <a href="#">Click here</a> |
| <b>External Guidance</b> | <a href="#">MSD - FAQs - Manual Handling</a>  |

#### 4.17 Medication Administration

##### Policy Summary

Students should not bring any medication into School without informing their House Matron/Housemother, Housemaster/mistress or the Health Centre. House Matrons, Housemasters/mistresses and Deputies and Duty Staff may dispense any Medical Officer Prescription medication on a named student basis to all students except sixth form students who may be responsible for their own.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | A full copy of the School Medication Administration Policy can be obtained from the Nurses at the Health Centre on x566. |
| <b>External Guidance</b> |  |

#### 4.18 Minibuses

##### Policy Summary

A full copy of the School Minibus Policy is located on the AdminShare and Teachers Works drives (see below).

#### Further Information & Guidance

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| <b>LPS Policy</b> | A full copy of the School Minibus Policy is located on the AdminShare <a href="#">Z:\Policies\Current Policies\Minibus Policy.pdf</a> and Teachers Works Drive <a href="#">.V:\School Policies\Minibus Policy.pdf</a> |
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| <b>External Guidance</b> | <a href="https://www.rosipa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf">https://www.rosipa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf</a> |
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| <b>4.19</b> | <b>New and Expectant Mothers</b> |
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| <b>Policy Summary</b> |
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The Management of Health and Safety at Work Regulations require employers to carry out a specific risk assessment where women of child bearing age or new and expectant mothers may be at risk from a work process, working condition or physical, chemical or biological agent.

A new or expectant mother means a worker who is pregnant, who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined as "delivered a living child or, after 24 weeks of pregnancy, a stillborn child".

Female staff should advise HR in writing if they are either pregnant or a new mother. The school is only required to take action specifically to protect the pregnant worker when it has received such advice.

As soon as pregnancy is confirmed by the employee (MAT B1), the Head of Department, the HR Manager and the Health and Safety Adviser should meet with the individual to establish that it is safe to continue the existing job role throughout the pregnancy.

In order to establish that the expectant mother will be able to complete the tasks that comprise the job role a risk assessment must be undertaken.

The Head of Department should continue to meet with the expectant mother during the pregnancy to ensure that the tasks undertaken to not adversely affect the mother or unborn child as the pregnancy continues.

Pregnant employees will continue to be employed in their existing jobs unless a risk assessment has identified that the job is potentially unsuitable due to danger to the employee or the unborn child.

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| <b>Further Information &amp; Guidance</b> |
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| <b>LPS Policy</b>        | <p>The Schools' Family Policies is located on the within the Policies folder on the AdminShare Z Drive and Teachers Work Drives V Drive</p> <p>A blank copy of the schools New &amp; Expectant Mothers Risk Assessment can be found within the Health &amp; Safety folder on the Public Drive <a href="#">Click here</a></p> |
| <b>External Guidance</b> | <a href="#">HSE: New and expectant mothers - Home page</a>   |

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| <b>4.20</b> | <b>Noise at Work</b> |
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| <b>Policy Summary</b> |
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The School will comply with the Noise at Work Regulations and will ensure that such procedures are in place that the risk to the employee from hearing damage is eliminated or reduced to the lowest possible level. Where it is not practicable to alter processes to reduce the noise levels below current legislative requirements, suitable hearing protection will be provided.

Where relevant and identified by the Health and Safety Adviser, a suitable specialist contractor will be retained to undertake a noise survey in a specific building, department or location.

Part of the identified control measures for noise are the provision of hearing protection.

Provision and use of ear protectors depends upon the level of noise exposure, and, should ear protection be issued to employees, then employees will wear those protectors whenever exposed to the noise.

All employees required to wear hearing protection will receive training in the correct use of their ear defenders or ear plugs.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | The Health and Safety Adviser should be contacted in relation to noise at work within the School. |
| <b>External Guidance</b> | <a href="#">HSE: Noise at work – health and safety in the workplace</a>                           |

#### 4.21 Notices

##### Policy Summary

The School will ensure that there is displayed information in the form of notices, documents and other articles as follows:

##### (a) Employer’s Liability (Compulsory Insurance) Act

This act places a duty on employers to take out and maintain approved insurance policies with authorised insurers against liability for bodily injury or disease sustained by their employees during the course of their employment. The School is required to display an up-to-date Certificate of Insurance at each place of business for the information of employees.

A copy of the Schools Employers Liability Certificate is displayed in the Bursars Office in Old School.

##### (b) The Health and Safety Information for Employers Regulations

This requires employers to bring to the attention of their employee’s information relating to general requirements, duties, etc. under, health and safety law. The School will display a poster in each building.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | The Health and Safety Adviser should be contacted in relation to Statutory notices within the School. |
| <b>External Guidance</b> | <a href="#">Health and safety law poster, free leaflet and pocket card</a>                            |

#### 4.22 Permit to Work

##### Policy Summary

Permits to work are a formal management system used to control high risk activities. These enable an assessment of risks to be made and to specify control measures which will be put in place to minimize the risk.

Permits to work will usually be necessary for such activities as maintenance or construction work by external contractors or school staff unless a risk assessment indicates otherwise.

Examples of the types of work for which permits will be required include:

- Working at height, including on roofs
- Working in confined spaces, for example, ducts
- Hot work. That is welding, soldering or cutting using hot flame techniques outside of designated workshop area.
- Isolation of or modification to fire safety systems, alarms, etc

- Live working on electricity supply systems
- Work involving interaction with asbestos
- Work in areas where there is a risk of exposure to hazardous chemicals or microorganisms.
- Excavation and the digging of trenches

The Estates Manager and the Health and Safety Adviser are responsible for implementing the permit to work system for all relevant activities and tasks.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | The Estates Manager and Health and Safety Adviser should be contacted in relation to permits to work within the School. |
| <b>External Guidance</b> | <a href="#">Human factors/ergonomics – Permit to work systems</a>   |

### 4.23 Personal Protective Equipment

#### Policy Summary

In meeting the Personal Protective Equipment Regulations (PPE) Regulations the School will carry out a suitable and sufficient risk assessment of all activities within the workplace, where it has been identified that PPE will be used as a control measure.

Following the completion of a department, building or task risk assessment by the Head of Department, PPE may be identified as a control measure.

The School will provide suitable PPE to employees who may be exposed to any risk while at work, except where the extent of any risk has been adequately controlled by other equally effective means. Such protective equipment will be without cost to the employee.

It is important that PPE is seen as 'last resort' protection. Its use will only be prescribed when engineering and management solutions (and other safe systems of work) do not effectively protect the worker from danger.

The Head of Department is responsible for the provision and use of the PPE by their staff.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | The Health and Safety Adviser should be contacted in relation to personal protective equipment within the School.                                    |
| <b>External Guidance</b> | <a href="#">Personal Protective Equipment (PPE)</a><br><a href="http://www.hse.gov.uk/pubns/indg174.pdf">http://www.hse.gov.uk/pubns/indg174.pdf</a> |

### 4.24 Prevention of Violence at Work

#### Policy Summary

The School recognises that there is always the potential for the personal safety of the School employees to be placed at risk.

Whilst evidence suggests that the risk to employees from acts of violence or the threat of violence is very low the School is committed to minimising that risk, so far as is reasonably practicable, in accordance with its' legislative obligations and its common law 'duty of care'.

Violence to employees can include:

- Verbal abuse
- Swearing
- Spitting
- Posturing
- Making threats (race, religion, gender, physical make-up, etc)
- Use of a weapon (anything from a pen to a knife or gun)
- Actual physical attack

The schools aims are:

- To enable the School to create and maintain a safer working environment for all employees, which is so far as is reasonably practicable, free from the threat of violence
- To provide support to employees involved in violent incidents
- To ensure that all incidents of violence/aggression are recorded and reported

The School is committed to the continued development and implementation of a range of measures and procedures, to protect and support the individual whilst engaged in the School business, including: -

- Robust security systems and procedures which have the capacity to prevent and control situations which may lead to the threat of violence
- Provision of adequate and relevant information and training to employees
- Reporting and recording systems for incidents, near misses and suspicious activity
- The provision of all necessary medical and professional support to employees who are victims of violence whilst at work

In the interest of employee safety and for monitoring purposes employees are required to report all incidents of violence or threatened violence. The reporting process is as follows:

1. Immediately report the incident to their Head of Department
2. Complete an incident form and in the case of actual physical injury, an accident form should also be completed.
3. If emergency treatment is not necessary, visit your doctor to record what happened and to check that you are not suffering from any non-emergency ill effects.
4. Take advice from the Head of Department over what steps should be taken next in your specific circumstances. You may also want to talk to your union about what happened. It could be that the incident should be reported to the police.
5. The incident should be assessed in terms of future risk by the Head of Department. What steps can be taken by all concerned to ensure that this does not happen again.
6. The Head of Department is responsible for undertaking a risk assessment of any situations which have the potential for exposing staff to violence.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | The Health and Safety Adviser and Deputy Head should be contacted in relation to the prevention of violence within the School. |
| <b>External Guidance</b> | <a href="#">Work-related violence - HSE</a>  |

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| <b>4.25</b> | <b>Reporting of Accidents, Incidents and Near Misses</b> |
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**Policy Summary**

All accidents where an injury has occurred and near miss incidents must be reported and recorded (a near miss is an unplanned, unwanted event, which could, in different circumstances have caused injury to those individuals involved).

Accidents should be recorded in an office Accident Book. The locations of the Accident books are displayed on the First Aiders list and kept within each building at convenient locations known to all office staff. Each completed accident form should be posted through the Accident Post Box located in the staff common room.

All Incidents should be recorded on a Near Miss Reporting Form. Once complete, this should be returned to the Health & Safety Adviser and a copy sent to the Estates Manager.

All accidents and Incidents will be investigated by the Health & Safety Adviser to identify root causes and ensure that any remedial action is taken.

Where necessary, the Health & Safety Adviser is responsible for making a report to HSE to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

**Further Information & Guidance**

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| <b>LPS Policy</b>        | <p>A full copy of the School Near Miss Reporting Policy is located on the AdminShare <a href="Z:\Policies\Current Policies\Near Miss Reporting Policy.pdf">Z:\Policies\Current Policies\Near Miss Reporting Policy.pdf</a> and Teachers Work Drives <a href="V:\School Policies\Near Miss Reporting Policy.pdf">V:\School Policies\Near Miss Reporting Policy.pdf</a></p> <p>The First Aiders list showing the locations of the Schools Accident Books is on display on the notice board in the Common Room at Old School and located within the Health &amp; Safety folder on the Public Drive (T:).</p> |
| <b>External Guidance</b> | <p><a href="http://www.hse.gov.uk/pubns/edis1.pdf">Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE</a><br/><a href="http://www.hse.gov.uk/pubns/edis1.pdf">http://www.hse.gov.uk/pubns/edis1.pdf</a></p>  |

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| <b>4.26</b> | <b>Risk Assessment</b> |
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**Policy Summary**

The School will, so far as is reasonably practical, complete risk assessments to ensure that all significant hazards to be found in the workplace and work operations are either eliminated or control measures are implemented to reduce the level of potential harm to a minimum. The risk assessment process will comprise:

- Initially, a risk assessment will be completed using the Management Risk Assessment document;
- The Management Risk Assessment document should be returned to the Head of Department upon completion for review.
- Heads of Department will inspect and implement proposed courses of action reducing risk to as low a level as possible. The Head of Department must progress any action plan points raised with the relevant department.

- Record all findings in a risk register for the department and review all risk assessments either annually or if something significant changes in the work process/area.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | A copy of the blank copy of the Schools Management Risk Assessment document is located on the Public Drive <a href="#">Click here</a> |
| <b>External Guidance</b> | <a href="#">Risk management: Health and safety in the workplace</a>   |

#### 4.27 Safety Inspection, Monitoring and Audit

##### Policy Summary

Health & Safety performance is monitored on an on-going basis by reviewing accident, ill health and 'near miss' incidents. Health & Safety is included on the agenda of all appropriate management meetings.

Fire Risk Assessments are carried out on all school buildings.

A Health & Safety Committee meeting is held once a term. This is attended by Senior Management and representatives from each department. The Health & Safety Adviser produces a termly report. This is submitted to the Health & Safety Committee.

The Health & Safety Management System is reviewed at least annually to ensure its ongoing relevance and effectiveness.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | The Health and Safety Adviser should be contacted in relation to the School Safety Inspection, Monitoring and Audit. |
| <b>External Guidance</b> | <a href="#">Inspections of the workplace</a>   |

#### 4.28 Security

##### Policy Summary

#### Further Information & Guidance

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| <b>LPS Policy</b>        | The Health and Safety Adviser should be contacted in relation to the School Security Policy. |
| <b>External Guidance</b> |  |

#### 4.29 No Smoking

##### Policy Summary

Leighton Park is a no smoking campus.

- Smoking is the most preventable cause of premature death.
- Passive smoking is also known to be dangerous to health.

- Everyone has the right to breathe clean air.
- The School has a major role to play in promoting non-smoking.
- Students need to receive consistent messages and require non-smoking role models within the school.

All members of the School community and any visitors are expected to abide by this policy.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | A full copy of the Schools Smoking, Alcohol and Misuse of Drugs Policy is located on the Admin Share <a href="Z:\Policies\Current Policies\Smoking, Alcohol and the misuse of Drugs and Substances Policy.pdf">Z:\Policies\Current Policies\Smoking, Alcohol and the misuse of Drugs and Substances Policy.pdf</a> and Teachers Works Drive <a href="V:\School Policies\Smoking, Alcohol and the misuse of Drugs and Substances Policy.pdf">V:\School Policies\Smoking, Alcohol and the misuse of Drugs and Substances Policy.pdf</a> |
| <b>External Guidance</b> | <a href="#">Advice on smoking at work</a>   |

#### 4.30 Swimming Pool Safety

##### Policy Summary

The school will, so far as is reasonably practicable, comply with the HSE “Managing Health and Safety in Swimming Pools” document

#### Further Information & Guidance

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| <b>LPS Policy</b>        | A full copy of the School Pool Safe Operating Procedure is located on the AdminShare <a href="Z:\Policies\Current Policies\Pool Safety Operating Procedure.pdf">Z:\Policies\Current Policies\Pool Safety Operating Procedure.pdf</a> and Teachers Works Drive <a href="V:\School Policies\Pool Safety Operating Procedure.pdf">V:\School Policies\Pool Safety Operating Procedure.pdf</a> |
| <b>External Guidance</b> | <a href="#">Swimming pool management: Leisure activities</a><br><a href="http://www.hse.gov.uk/pUbns/priced/hsg179.pdf">http://www.hse.gov.uk/pUbns/priced/hsg179.pdf</a>   |

#### 4.31 Training

##### Policy Summary

The School will arrange safety training for employees and will identify any special training requirements for those employees whose duties include some specific safety or environmental requirement.

All new employees will undergo a school induction and departmental induction training. HR is responsible for completing the school induction and the Head of Department is responsible for the completion of the departmental induction. It is the responsibility of the Head of Department to see that each new or relocated employee understands all the safety requirements of his/her job and work area.

New employees will complete a ‘Health and Safety Induction Checklist’ which contains the necessary information regarding fire wardens, first aiders, etc.

#### Further Information & Guidance

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| <b>LPS Policy</b> | A copy of the Health & Safety Department Induction record is located on the Public Drive (T) <a href="#">Click here</a> |
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|                          | <p>Guidance for completing the form is located on the Public Drive (T) <a href="#">Click here</a></p> <p>A copy of the Schools Staff Continued Professional and Development Policy and Inset Policy is located on the AdminShare <a href="#">Click here</a> and Teachers Works Drives <a href="#">Click here</a></p> <p>For further information on Health &amp; Safety Training, please contact the Health &amp; Safety Adviser.</p> |
| <b>External Guidance</b> | <p style="text-align: center;"><a href="#">Provide training and information</a></p> <p style="text-align: center;"><a href="http://www.hse.gov.uk/pubns/indg345.pdf">http://www.hse.gov.uk/pubns/indg345.pdf</a></p>   |

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| <b>4.32</b> | <b>Driving at Work/Transport Safety</b> |
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| <b>Policy Summary</b> |
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Health & Safety Law applies to work activities on the road in the same way as it does to all work activities. The School recognises that road safety for car drivers is a Health & Safety issue which must be managed as an integral part of its Health & Safety Management System.

Staff that need to drive their own vehicle under the school's insurance cover (occasional business use, such as travelling to courses) are required to complete and sign a Driver Declaration Document to confirm their driving licence information and the road worthiness of their vehicle.

Once a completed form has been received, staff will be covered by the schools' occasional business insurance and will be eligible to claim mileage.

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| <b>Further Information &amp; Guidance</b> |
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| <b>LPS Policy</b>        | The Driver Declaration Document is located on the Public Drive <a href="T:\Health &amp; Safety\Driver Declaration Form\Driver Vehicle Declaration Document.docx">T:\Health &amp; Safety\Driver Declaration Form\Driver Vehicle Declaration Document.docx</a> |
| <b>External Guidance</b> | <a href="#">Vehicle and transport safety at work</a>   |

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| <b>4.33</b> | <b>Visitors</b> |
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| <b>Policy Summary</b> |
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School employees are responsible for the health and safety at all times of visitors and customers they invite onto the School's premises.

When confirming dates and times of visits with visitors/customers ensure that:

- The visitor is asked if they have any special requirements or disabilities that require specific arrangements.
- You explain the location and layout of the building, and the facilities available on site.
- Reception is informed of the date and time of the visit, name of the visitor, and any specific arrangements

On the day of the visit ensure that:

- Either you or a nominated deputy is informed by reception on the arrival of your visitor.
- You attend reception without delay, sign your visitor in and escort them to the relevant meeting room pointing out the amenities and health and safety procedures.
- Your visitor is accompanied at all times during their visit.

- In the event of a fire or other emergency your visitor is escorted to the assembly point and is accounted for.
- If in the event that your visitor has an accident you contact a first aider and ensure that an accident form is completed.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | A copy of the Schools Welcome Information for Visitors leaflet can be found on the Public Drive <a href="#">Click here</a> |
| <b>External Guidance</b> |  |

4.34

#### Wellbeing

#### Policy Summary

The School is committed to protecting the health, safety and welfare of our employees and recognises that workplace Wellbeing is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

School employees have the right to expect that their working conditions and relationships will be such that they do not result in prolonged stress related symptoms.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Whilst it may not be possible to eradicate all work-based stress, the School wishes to create an organisational culture in which issues of employee stress are taken very seriously and the well-being of employees is given the highest priority.

The prevention and effective management of stress that is work related is central to the School's responsibility to its employees and to the role of all managers.

Some employees may be reluctant to admit that they are experiencing adverse effects as a result of Stress. The School acknowledges that any employee, at whatever level, can experience Wellbeing Issues at work.

The School considers that seeking help and support should be seen as a positive approach, to be encouraged and dealt with without jeopardy, and not to be viewed in any sense as an admission of weakness.

The School recommends that employees seeking help should normally approach their Head of Department in the first instance, with a view to resolving any issues at an early informal stage.

If this is not possible the employee should contact the Deputy Head

#### Further Information & Guidance

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| <b>LPS Policy</b>        | A full copy of the Schools' Work and Wellbeing Policy document is located on the AdminShare <a href="Z:\Policies\Current Policies\Work and Wellbeing Policy.pdf">Z:\Policies\Current Policies\Work and Wellbeing Policy.pdf</a> and Teacher Works Drive <a href="V:\School Policies\Work and Wellbeing Policy.pdf">V:\School Policies\Work and Wellbeing Policy.pdf</a> . |
| <b>External Guidance</b> | <a href="#"><u>HSE and the Government Health Work and well-being Strategy</u></a>   |

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| <b>4.35</b> | <b>Work Equipment</b> |
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| <b>Policy Summary</b> |
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The School is required by law under the Provision and Use of Work Equipment Regulations (PUWER) to ensure that all work equipment provided for use is suitable for the intended use; safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case; used only by people who have received adequate information, instruction and training; and has suitable safety measures such as protective devices, markings and warnings.

The definition of work equipment is broad and ranges from simple tools to complete installations, e.g. hammers, knives, ladders, drills, photocopiers, floor polishers, shrink-wrap machines, man-riders, lifting equipment (including lifts), fork lift trucks and vehicles. The definition applies to all new, second hand and existing work equipment.

Where employees provide their own work equipment then it is the duty of the School to ensure it complies with the Regulations, otherwise it will not be authorised for use.

Before equipment is purchased, hired or contracted for use (whether new or second hand) it must be ascertained that it complies with the requirements of UK legislation.

Consideration must be given to how the equipment will be installed, used, and maintained, as well as any specific training requirements for operators. The manufacturer will be responsible for providing information on how to install, use and maintain the equipment.

Existing work equipment must be assessed to ensure compliance with the PUWER. Other hazards such as manual handling, hazardous substances, electric shock, noise etc., will also be considered.

The responsibility for ensuring risk assessments are completed rests with the Head of Department.

Any non-compliance identified by the risk assessment must be rectified within a reasonable time-scale depending on the severity.

Records of risk assessment must be kept by the person responsible for the equipment.

Any control measures identified will be incorporated and monitored by the Head of Department.

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| <b>Further Information &amp; Guidance</b> |  |
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| <b>LPS Policy</b>        | Further information on Work Equipment can be obtained from the Estates Manager.    |
| <b>External Guidance</b> | <a href="#"><u>Work equipment and machinery - Work equipment and machinery</u></a> |

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| <b>4.36</b> | <b>Work Experience and Young Workers within the School</b> |
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| <b>Policy Summary</b> |
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The school recognises that young workers, especially those new to the workplace, may be facing unfamiliar risks from the job that they are doing.

**Definitions**

A child is a person who is not over the compulsory school age;

A young person is a person who is over compulsory school age but has not attained the age of 18.

## Scope of Activities

All Head of Departments must ensure that no young person will be **employed** for work for which they are responsible which:

- is beyond their physical and/or psychological capacity;
- involves harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child or which, in any other way, may chronically affect human health;
- involves harmful exposure to radiation;
- involves the risk of accidents which it may reasonably be assumed cannot be avoided by young person's owing to their insufficient attention to safety or lack of experience or training;
- exposes the young person to a risk to health from extreme heat or cold, noise or vibration;
- exposes the young person to risks arising from the use or handling of explosives or objects containing explosives;
- involves high voltage electrical hazards.

However, it may still be appropriate to employ young persons in some of the above capacities where:

- it is necessary for their training;
- they are supervised by a competent person;
- any risk will be reduced to the lowest level that is reasonably practicable.

The Management of Health and Safety at Work Regulations place specific duties on **employers** to protect children and young persons **at work**.

In accordance with the Management of Health and Safety at Work Regulations the school will:

- Assess risk to all young workers.
- Ensure the risk assessment takes account of their psychological or physical immaturity, inexperience and lack of awareness.
- Introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable.

When completing a risk assessment for tasks to be undertaken by young persons, the Head of Department should take into account the following considerations:

- the inexperience, lack of awareness of risks and immaturity of young persons;
- the fitting out and layout of the workplace and any specific workstations;
- the nature, degree and duration of exposure to physical, biological and chemical agents;
- the form, range and use of work equipment and the way it is handled;
- the extent of the health and safety training provided or to be provided to the young persons.
- the level of supervision that will be provided.

Children may not be employed:

- before the end of school hours;
- before 7am or after 7pm on any day;
- for more than two hours on any school day or Sunday;
- for more than 4 hours without a rest break of 1 hour.

## Further Information & Guidance

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|--------------------------|---|
| <b>LPS Policy</b>        | A copy of the Schools blank Management Risk Assessment document is located on the Public Drive <a href="#">Click here</a> |
| <b>External Guidance</b> | <a href="#">Young people at work</a>  |

### Policy Summary

All work completed at height on behalf of the School will be undertaken in compliance with the Working at Height Regulations. The first consideration will always be to seek an alternative means of completing the work where at all possible. A permit to work might be applicable.

The School will:

- Complete a risk assessment to identify all the hazards associated with the task.
- Implement any remedial actions where possible arising from the above risk assessment.
- Using the risk assessment, plan the safest possible method of completing the job.
- Provide appropriate work equipment is selected to suit the task.
- Provide suitable personal protective equipment.
- Ensure all personnel are competent to undertake work at height.
- Use Permits to Work at Height when necessary.

A risk assessment must be completed by the Head of Department to prevent, so far as is reasonably practicable, anyone falling a distance which is liable to cause personal injury.

Consideration must be given to the following:

- how long the work will last;
- what risks there will be during erection of the platform;
- how difficult the platform will be to maintain;
- how many people will need to use the equipment;
- how easy it will be to maintain security;
- whether part of the structure can be provided early in the work so that there is a permanent working platform;
- emergency evacuation;
- falling materials;
- barriers and warning signs;

Every effort should be made to carry out tasks from ground level. Where this is clearly impracticable precautions shall be included in a safety system of work involving working at height.

#### Precautions

- Do not use ladders when working alone
- See that the ladder cannot slip.
- Ensure ladders are tied near the top.
- Keep rungs and footwear clean.
- Use both hands when climbing or descending.
- Secure ladders at base to prevent slipping outwards and sideways.
- Set ladders at the correct angle, 300 mm out to every 1200 mm up.
- Always check ladders before and after use. Report any defects immediately.
- Never use a makeshift ladder.
- Do not use ladders with cracked or broken rungs or other defects.
- Do not overreach from a ladder - always move it.
- Do not stand a ladder on a drum, box or other unsteady base.
- Never overload a ladder or support it on its bottom rung on a plank.
- Do not use ladders that are too short.

#### Training

- Provide any employee completing the task with training in safe working at height to include any specific conditions which may apply to that task.

- Train the employee in the use of all safety equipment and personal protective equipment as necessary
- Communicate the safe method of working on any specific task to the employee.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | A copy of the Schools blank Management Risk Assessment document is located on the Public Drive <a href="#">Click here</a> |
| <b>External Guidance</b> | <a href="#">Work at height - Occupational health and safety</a>   |

#### 4.38 Hazard Reporting

##### Policy Summary

All employees, Governors and students are encouraged to report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors.

*In a matter of urgency, this can be done via reception on x600. Reception will contact a member of the Estates or Facilities Team to deal with the hazard straight away.*

Verbal reports should be followed up in writing to the Estates Manager via the Maintenance ticket system <https://estates.leightonpark.com/portal>

Non-urgent hazards should be reported to the Estates Manager via the Maintenance ticket system <https://estates.leightonpark.com/portal>

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is the Estates Manager and/or Health & Safety Adviser.

#### Further Information & Guidance

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| <b>LPS Policy</b>        | The Estates Maintenance Ticket system can be accessed via: <a href="https://estates.leightonpark.com/portal">https://estates.leightonpark.com/portal</a> |
| <b>External Guidance</b> |  |

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 V:\School Policies\Health & Safety Policy  
<http://www.leightonpark.com/About/Policies>