



Health and Safety Manual

Arrangements to Establish, Monitor and Review Measures Needed to Meet Health and Safety Standards

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Regulation	Health and Safety at Work etc Act 1974; The Management of Health and Safety at Work Regulations 1999
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1 Related Information

1.1 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

Health and Safety at Work etc Act 1974, Part I 2:

(3) Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

The Management of Health and Safety at Work Regulations 1999, Schedule 1:

(g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;

1.2 Supporting Documents

The following related information is referred to in this policy:

Behaviour, Rewards and Sanctions Policy
Certificate of Employers' Liability Insurance
Compliance Induction Checklist
Educational Visits Policy
Emergency Evacuations (Examinations) Policy
Eyecare Policy for VDU/Computer Users
Fire Safety Policy
First Aid Policy
Health and Safety Committee Minutes
Health and Safety Committee Terms of Reference
Health and Safety Policy
Hot Work Permits folder
HSE Safety signs and signals
LMAs for each Department and Department Handbooks
Lone Working Policy
Normal Operating Procedures and Emergency Action Plan for each School
Records of RIDDOR reports
Risk Assessments
Schedule of Inspections, Testing and Services Register
Selecting and Managing of Contractors Policy
Staff Employment Manual
Standalone Asbestos Management Plan, Asbestos Register
Standard Terms and Conditions for Hirers
Visitor's pass

1.3 Terminology

Head means either the Headmaster of Haberdashers' Boys' School and/or Headmistress of Haberdashers' Girls' School.

HSE means Health and Safety Executive.

Parents include one or both parents, a legal guardian, or education guardian.

RIDDOR means Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013).

School means Haberdashers' Boys' School and/or Haberdashers' Girls' School which are operated by Haberdashers' Aske's Elstree Schools Limited, the Schools Trustee of Haberdashers' Aske's Charity.

Student or **Students** means any student or students in the School at any age.

2 Local Management Arrangements (LMA)

Regulations

Management of Health and Safety at Work Regulations 1999
The Workplace (Health, Safety and Welfare) Regulations 1992

Supporting Documentation

LMAs for each department, Department Handbooks

2.1 Documentation

All Heads of Departments (HoDs) or Managers responsible for high-risk activities (such as art, technology, music, drama, sports, science, EYFS, co-curricular activities, grounds, and estates) are required to develop and maintain Local Management Arrangements (LMAs) for their department.

The purpose of LMAs is to ensure that department-specific health and safety practices are in place and aligned with the overarching School Health and Safety Policy. LMAs must be:

- Written in plain language and reflective of current practice.
- Concise and easy to understand, avoiding unnecessary complexity.
- Documented and maintained with clear references to supporting information where applicable.

The following key elements must be included in the LMAs:

- General objectives and duties of employees: Outline the general safety responsibilities of staff and any specific tasks required.
- Duties of the Manager delegated responsibilities: Identify the role of the Department Manager and any associated delegation of duties.
- Departmental health and safety induction training: Include induction materials and training records for all new staff.
- Job specific health and safety training: Outline any specialist training required, including training for high-risk equipment use
- Workplace Rules: Document any department-specific rules applicable to employees or others using the area.
- Records of planned preventative maintenance: Maintain a record of inspections, servicing, and maintenance of equipment.

- Hazardous materials register: Maintain an up-to-date inventory of hazardous substances and associated safety data sheets.
- Emergency Arrangements and Procedures: Include department specific first aid and/or fire-fighting evacuation arrangements.
- Example risk assessments: Provide completed examples of department-specific risk assessments
- Reporting Premises Defects: Provide clear guidance on how to report defective or unsafe equipment, infrastructure, or hazards.
- Monitoring safe systems of work: Describe how the department ensures ongoing safe working practices.

The Compliance Manager reviews Departmental LMAs with the HoD and assessed by the external health and safety advisor.

2.2 Specialist Machinery

Where departments operate machinery or equipment with an elevated level of risk (e.g., design and technology workshops, science laboratories, estates machinery), the School will ensure:

- Employees receive adequate instruction, information, and training regarding safe operation.
- Personal Protective Equipment (PPE) is provided where required.
- All machinery has appropriate maintenance schedules in place, aligned with regulatory standards and manufacturer recommendations.

Each department is responsible for ensuring compliance with these requirements under their LMA.

3 Accident Recording and Reporting

Regulations

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Health Protection (Notification) Regulations 2010

Supporting Documentation

Records of RIDDOR reports

The School has a legal obligation under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain accidents, diseases, incidents, dangerous occurrences, and/or near misses to the HSE. The Compliance Manager is responsible for ensuring that all RIDDOR reports are submitted accurately and within the required timeframe, as well as ensuring the School complies with its statutory obligations relating to incident reporting and record-keeping. This includes ensuring that all reportable incidents are properly documented and that records are maintained in accordance with legal requirements.

Where a person at the School is known or suspected to be suffering from a notifiable disease, and/or where a registered medical practitioner reason to believe that a person is infected or contaminated in a manner that could present significant harm to human health (as defined in

the Health Protection (Notification) Regulations 2010), the School must ensure that a report is made by the proper officer at the relevant local authority.

In addition to reporting to the HSE, the Director of Estate Development will consider whether the accident, incident or occurrence needs to any other regulatory body or organisation is necessary.

The School will maintain records of injuries, medical conditions, dangerous occurrences and occupational diseases for a minimum of 3 years from the date of the last injury, in accordance with statutory requirements.

-In the event of a serious accident, injury, or the death of a child in the School's care, the School will notify local child protection agencies, as appropriate, and act on any advice given.

Following any accident or incident, the School will take all reasonable steps to collect and preserve relevant evidence and documentation. However, any personal information obtained as part of an accident or incident investigation will not be retained for longer than necessary, in line with the School's data protection obligations.

4 Asbestos

Regulations
The Control of Asbestos Regulations 2012
Supporting Documentation
Standalone Asbestos Management Plan, Asbestos Register

The School recognises that all types of asbestos present significant health risk and is committed to managing and minimising the dangers associated with asbestos containing materials (ACM) or presumed ACM on School premises. The School will comply with its obligations under the Control of Asbestos Regulations 2012 as outlined in the School's Asbestos Management Plan.

The Asbestos Management Plan provides clear guidance on the following:

- Persons Responsible for Asbestos Management (including deputies and contingency planning for absences)
- Asbestos Dangers and Associated Risks
- Ongoing Management and Monitoring of Asbestos
- Procedures for Works Involving Potential Disturbances of Asbestos Materials (including a permit-to-work or similar system for contractors).
- Flowchart for Accidental Discovery or Disturbance of Asbestos Materials (including emergency service notification)
- Flowchart for Accidental Discovery or Disturbance of Asbestos Materials (including emergency procedure)
- Asbestos Register (with photographic records to assist identification).

The Director of Estate Management holds the Asbestos Management Plans for both schools and is responsible for:

- Maintaining and updating the Asbestos Register, ensuring it is accessible to all relevant persons.
- Ensuring contractors and in-house maintenance staff are informed of potential asbestos risks and appropriate control measures before any work commences.
- Verifying that contractors have a safe system of work in place, such as a permit-to-work system, before approving any works.
- Ensuring that any disturbance or accidental discovery of asbestos is immediately reported and managed in accordance with the emergency response flowchart.
- Conducting routine monitoring and inspections of ACMs and recording any changes in condition.
- Providing appropriate asbestos training for in-house staff involved in maintenance activities and ensuring external contractors have the necessary training and qualifications.
- Ensuring that in-house staff working near ACMs have a method statement (Plan of Work) detailing how risks will be controlled.
- Communicating asbestos-related information to emergency services if they attend the site.

By adhering to this Asbestos Management Plan, the School ensures compliance with health and safety regulations while safeguarding pupils, staff, and visitors from asbestos-related risks.

5 Commercial Lettings

Regulations

Health and Safety at Work etc Act 1974

Supporting Documentation

Standard Terms and Conditions for Hirers

The School regularly hires out its premises and facilities to third party users who are not directly employed by the School. As part of these arrangements, the School retains certain health and safety responsibilities that cannot be entirely transferred to the hirer. The school can, however, enforce conditions that the hirer must adhere to in order to ensure the health, safety and welfare of everyone involved.

The Head of Commercial Operations is responsible for ensuring that all hirers are provided with, and comply with, the following Standard Terms and Conditions of Hire, which include:

- Fire safety information (such as fire exits, escape routes, location of fire alarms and fire equipment)
- Restrictions on smoking, use of flammable materials, and use of electrical equipment
- Location of first aid cabinets and emergency procedures
- Security considerations and site-specific rules.

Hirers can be businesses or individuals (referred to as 'consumers' in the hire agreement). Requirements are different for each type of hire:

Business hire:

- A completed hire agreement form detailing:
 - The type of activity
 - Estimated number of attendees (staff and participants)
 - Confirmation of whether suitably qualified and insured persons will be supervising the event (where applicable).
- Copies of the hirer's formal documents including:
 - Letter of Assurance (confirming the following checks have been completed: valid right to work and enhanced DBS checks)
 - Risk assessments relevant to the event
 - Health and Safety Policy or statement (if applicable)
 - Public liability insurance certificate (with a minimum level of cover as determined by the School).
 - Named individuals who will be responsible for health and safety compliance during the event.

Individual hire:

- A completed hire agreement form detailing:
 - The type of activity
 - Estimated number of attendees (guests and vendors, referred to as 'staff and participants' in the hire agreement)
 - Public liability insurance.
- Copies of the hirer's formal documents including:
 - Risk assessments relevant to the event (if relevant – i.e.: divergent from standard use covered in school risk assessment)
 - Public liability insurance certificate (with a minimum level of cover as determined by the School).

NB: Named hirer is responsible for health and safety compliance during the event.

The School reserves the right to terminate or refuse a letting arrangement where health and safety requirements are not adequately met or where the hirer fails to provide the necessary documentation. The School will also conduct periodic reviews to ensure that safety standards are being upheld during lettings.

6 Consultation with Employees

Regulations

Health and Safety (Consultation with Employees) Regulations 1996

The Safety Representatives and Safety Committees Regulations 1977

Supporting Documentation

Health and Safety Committee Terms of Reference, previous Minutes are available on the School Intranet

The School is committed to maintaining an open and proactive approach to health and safety consultation with employees. Consultation will take place either directly with employees or

through their elected or union appointed safety representatives. This will be done in good time on matters that may impact health and safety including:

- The introduction of new measures that could affect workplace safety.
- The appointment of a competent person to assist with health and safety duties.
- The provision of health and safety information and training.

Employees who wish to raise concerns or seek advice regarding health and safety may contact their safety representative or the Director of Estate Development.

The School operates two Health and Safety Committees, which meet termly, and represent a cross section of staff.

7 Contractors

Regulations

The Construction (Design and Management) Regulations 2015
Employers' Liability (Compulsory Insurance) Act 1969
Health & Safety at Work 1974

Supporting Documentation

Selecting and Managing of Contractors Policy

Contractors engaged for major works will be selected and managed in accordance with The Construction (Design and Management) Regulations 2015. The Director of Estate Development has overall responsibility for managing the contractor selection and oversight process.

Contractors must ensure and evidence safe working practices by all of their employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the School premises. Where appropriate, suitable and sufficient RAMS should be provided to the school which will be approved prior to the commencement of any works.

Contractors will be required to produce evidence of their insurance cover in respect of legal liabilities to the School, third parties and their own employees where appropriate. It is a condition of contract that any main contractor assumes the legal liabilities which may be caused by the actions of sub-contractors or any other person/body employed or engaged by the Contractor up to £5 million unless otherwise specified.

The School reserves the right to suspend or terminate works if a contractor fails to comply with health and safety requirements or if safe working practices are not evidenced and maintained.

8 Display Screen Equipment

Regulations
Health and Safety (Display Screen Equipment) Regulations 1992
Supporting Documentation
DSE Policy & Procedures

The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992. Staff undertake a self-assessment as part of their induction and if necessary, a full workstation assessment is provided by a competent person.

9 Educational Visits

Regulations
Health and Safety at Work etc Act 1974 Education (Independent School Standards) Regulations 2014
Supporting Documentation
Educational Visits Policy

The School is committed to ensuring that all educational visits, off-site activities, and trips are safely planned, risk assessed, and managed in accordance with its legal obligations under the Health and Safety at Work etc Act 1974 and the Education (Independent School Standards) Regulations 2014.

All educational visits will be organised in line with the School's Educational Visits Policy, which outlines the planning, approval, and risk assessment process for all off-site activities. The Policy provides guidance on the roles and responsibilities of trip organisers, staff, and volunteers, ensuring that appropriate measures are in place to safeguard the health, safety, and welfare of all participants.

Risk assessments will be completed and approved prior to any educational visit taking place. These assessments will consider factors such as transport, venue suitability, staff-to-student ratios, emergency procedures, and any specific health or safety needs of participants.

The School expects all staff, volunteers, and external providers involved in educational visits to adhere to the School's health and safety standards and implement control measures to minimise any identified risks.

10 Electrical Equipment and Systems

Regulations

The Electrical Equipment (Safety) Regulations 2016
The Electricity at Work Regulations 1989

Supporting Documentation

Schedule of Inspections, Testing and Services (SITS) Register

The inspection, testing and maintenance of the electrical infrastructure and portable electrical appliances (PAT) is conducted by competent persons at appropriate intervals. The Estates Department is responsible for maintaining detailed records of all inspection reports, testing certificates, and maintenance activities. Employees are also expected to exercise user vigilance by reporting any defects, faults, or hazards relating to electrical equipment or systems.

10.1 Electrical Safety

The School maintains electrical test certificates for all buildings in line with the Electricity at Work Regulations 1989. NICEIC qualified contractors inspect and maintain the school's electrical installations.

All testing and maintenance records, including test certificates and risk assessments, are retained by the Estates Department. Any identified defects or hazardous conditions must be reported immediately to the Estates Team for corrective action.

11 Noise and Vibrations

The School takes all reasonably practicable steps to minimise the risk of hearing damage for employees working with noisy equipment or in a noisy environment. Additionally, the School recognises that even noise levels, such as those in offices, can contribute to disturbance, communication issues, and stress and will implement appropriate measures to reduce noise where necessary.

Certain employees may also face health risks from vibration exposure, particularly Hand Arm Vibration Syndrome (HAVS). HAVS refers to the adverse effects caused by prolonged use of vibratory equipment, such as:

- Handheld power tools (e.g., sanders, drills)
- Hand-guided equipment (e.g., powered lawnmowers)
- Machinery requiring manual handling (e.g., pedestal grinders)
- Hammer action tools, which produce some of the highest vibration levels

Frequent and long-term exposure to vibration can result in damage to the structure and tissue of the hands and arms. To mitigate this, the School assesses noise and vibration hazards as part of its risk assessment process, using findings to develop action plans for preventative and remedial measures.

Where necessary, the School will provide:

- Awareness training on noise and vibration risks
- Appropriate Personal Protective Equipment (PPE)

All assessments and surveys will be regularly reviewed and updated, particularly when changes in work practices affect noise or vibration exposure levels.

12 Hot Working (Hot Work Permits)

A Hot Work Permit is required for any work that involves a heat-generating process, including but not limited to soldering, grinding, welding, use of a blowtorch, oxyacetylene cutting, which has the potential to ignite materials or cause fire hazards. Before any hot work commences, a permit to work must be obtained.

The following precautions must be taken:

- Adequate firefighting provision, usually two fire extinguishers are immediately available adjacent to the work area
- Clear evacuation procedures must be communicated to those involved, ensuring they know how to raise the alarm and the means of escape. .
- Combustible materials must be removed or adequately protected from the area.

The School requires that all contractors conducting hot work are:

- Qualified and competent in the use of their equipment.
- Trained in the use of firefighting equipment.
- Able to provide evidence of a valid Hot Work Permit.
- Covered by adequate insurance for liabilities up to £5 million unless otherwise specified.

13 Lightning Protection

Lightning protection systems are installed on all relevant buildings to mitigate the risk of damage or injury resulting from a lightning strike. These systems are tested regularly by a specialist contractor with records of test certificates maintained by the Estates department.

14 Safe Storage

The School ensures that all flammable or hazardous materials used in teaching, maintenance or other school operations are secured in line with COSHH regulations and appropriately labelled, stored, and disposed of according to statutory guidance. Science, Art, Grounds and Estates departments maintain their own COSHH registers.

In addition, any weapons or ammunition held by the Combined Cadet Force (CCF) are:

- Stored in a secure, fire-resistant, locked cabinet located within a permanently locked room.

- Equipped with an intruder alarm and fire resistance measures.
- Regularly inspected to ensure compliance with firearms and security regulations.

14.1 Rubbish and Combustible Materials

The School takes precautions to minimise fire risks from rubbish or combustible materials. This includes:

- Regular cleaning and waste collection processes
- External waste storage bins located away from buildings
- Act upon any advice from the Fire Risk Assessors

All staff are encouraged to report any unsafe storage practices or potential fire hazards to the Estates Department immediately.

15 First Aid

Regulations

Health and Safety (First Aid) Regulations 1981

Supporting Documentation

First Aid Policy and First Aid Accident Reporting Guidance

The School ensures compliance with the Health and Safety (First Aid) Regulations 1981, maintaining appropriate first aid provisions for students, staff, and visitors. The First Aid Policy outlines the School's responsibilities and the arrangements for first aid provision.

- First aid procedures specific to the Medical Room/Health Centre are documented and maintained within the facility.
- A list of qualified First Aiders is displayed throughout the School and accessible via the School intranet.
- The School Nurses are responsible for managing First Aid qualifications, ensuring that First Aiders receive training and requalification as required.

16 Food Safety

Regulations

Hygiene Regulations

Supporting Documentation

Catering Companies' LMAs

Food safety and health and safety audits related to catering services are managed by external catering contractors at both Schools. The catering companies are responsible for ensuring compliance with food safety regulations, and their documentation is reviewed by the Compliance Manager.

17 Permits to Work

Regulations
Health & Safety at Work 1974
Supporting Documentation
Copies of permits to work

Permits to work are issued by the Estates department for activities requiring formal authorisation under health and safety legislation. These permits ensure that contractors operate safely, particularly for high-risk tasks such as hot works, electrical work, and confined space entry. All permits are maintained by the Estates department.

18 Gas

Regulations
The Gas Safety (Installation and Use) (Amendment) Regulations 2018
Supporting Documentation
Schedule of Inspections, Testing and Services (SITS) Register

18.1 Safety

All commercial gas plant and equipment are maintained by suitably qualified technicians with records of repairs and maintenance centrally maintained by the Estates department.

Domestic gas plant and equipment are also maintained by suitably qualified technicians with annual safety checks carried out and records provided to tenants.

18.2 Installation and Servicing

- All major work to the main gas pipework and installations within the School grounds and buildings is carried out under the supervision of a consulting engineer and where necessary, in liaison with external bodies.
- Minor modifications and replacements (e.g. gas taps in laboratories) are undertaken by a Gas Safe registered installer.
- All servicing of the School's boilers and associated plant is performed by Gas Safe registered engineers competent in dealing with major gas systems.
- Servicing of kitchen equipment is carried out by an approved engineer under contract with a catering supply company.

18.3 Safety Controls

All science laboratories and kitchens have gas and electricity safety shut off switched to be used in an emergency.

19 Radon

As part of the School's commitment to maintaining a safe and healthy environment, radon levels in basement areas are subject to active monitoring.

Radon is a naturally occurring radioactive gas that can accumulate in enclosed spaces, particularly at basement and ground floor levels. Prolonged exposure to elevated radon concentrations may pose health risks. Therefore, the School has implemented the following control measures:

- **Initial Risk Assessment.** A preliminary radon risk assessment has been conducted, taking into account the structure, location, and occupancy of the buildings.
- **Radon Testing.** Passive radon detectors have been deployed in key basement areas. Detectors will remain in place for a minimum period of three months to obtain reliable readings.
- **Results and Mitigation.** Should radon levels exceed recommended safety thresholds (e.g., 200 Bq/m³), appropriate mitigation measures will be implemented. These may include enhanced ventilation systems or engagement of professional remediation services.
- **Ongoing Monitoring.** Based on initial findings, ongoing radon monitoring will be conducted either annually or at intervals recommended by relevant health and safety guidelines.

The School will review radon monitoring outcomes regularly and communicate any necessary updates or actions to building occupants.

20 Information, Instruction, Training and Supervision

Regulations

Health and Safety at Work etc Act 1974

Supporting Documentation

Health and Safety Law poster, Certificate of Employers' Liability Insurance

20.1 Information

The Health and Safety Law poster is displayed in prominent areas throughout the School, with sufficient copies to ensure all staff have access to one. Lists of first aiders are displayed around the School and the School's certificate of employers' liability insurance is displayed in Reception. Health and safety advice is available from the Director of Estate Development.

20.2 Training

All employees are given health and safety induction training, covering essential topics such as first aid and evacuation procedures, as part of whole staff INSET.

The School ensures that all employees receive job specific health and safety training, including risk assessment training where appropriate. Training needs are identified, arranged and monitored by the relevant Head of Department or line manager.

Training records are kept by the Head of Department.

21 Plant and Equipment

Regulations

Provision and Use of Work Equipment Regulations 1998

Supporting Documentation

Schedule of Inspections, Testing and Services (SITS) Register

21.1 Inspections and Maintenance

In addition to user vigilance, competent persons service, test, inspect, examine, maintain or assess plant and equipment as necessary at appropriate intervals. Records of all related activities and certificates are maintained by the Estates department.

All users of work equipment must assess the risks associated with its use document their assessments accordingly.

21.2 Personal Protective Equipment (PPE)

The School ensures that employees use PPE correctly and receive adequate instructions and/or training from their Line Manager. The specific PPE requirements within each department with their LMA.

21.3 Pressurisation Systems

A register of pressure vessels, along with records of periodic thorough examinations, is kept maintained by the Estates department.

22 Lifting Operations and Lifting Equipment

Regulations

Lifting Operations and Lifting Equipment Regulations 1998

In addition to user vigilance, competent persons service, test, inspect, examine, maintain or assess lifting equipment as necessary at appropriate intervals. All related records and certificates are maintained by the Estates department.

23 Manual Handling and Lifting

Regulations

Manual Handling Operations Regulations 1992

Supporting Documentation

Manual Handling Risk Assessment

The School seeks to avoid the need for manual handling, defined as the transporting of loads by hand or using bodily force wherever possible.

Where manual handling cannot be avoided, Line Managers are responsible for conducting manual handling risk assessments and implementing measures to reduce associated risks. Employees will receive appropriate training in safe manual handling techniques.

24 Vehicle Safety

Regulations

The Road Traffic Act 1988

Vehicle Excise and Registration Act 1994

Supporting Documentation

Vehicle Safety Risk Assessments

24.1 School Site

The School ensures adequate segregation between pedestrians and vehicular traffic on site. Site Risk Assessments are maintained by the Site Managers.

24.2 School Vehicles

The Director of Estate Management is responsible for:

- Ensuring all School vehicles are maintained in a safe and roadworthy condition through regular maintenance and repair arrangements.
- Ensuring School vehicles are properly taxed and insured.
- Verifying that drivers of School vehicles are competent, appropriately licensed, and insured to operate the assigned vehicles.

The vehicle operator is responsible for planning, and risk assessing School journeys, ensuring that adequate records are maintained. They are also responsible for ensuring the vehicle is safe to drive and complete a checklist before commencing their journey.

25 Premises – Workplace Safety

Regulations

The Workplace (Health, Safety and Welfare) Regulations 1992

Supporting Documentation

Slips Trips and Falls Risk Assessment

Staff are regularly reminded throughout the year of safe practices, including:

- Reporting defects
- Accident Reporting
- Risk assessments
- Safeguarding

26 Lone Working

Regulations

HSE Protecting Lone Workers Guidance

Supporting Documentation

Lone Working Policy, Lone Working Risk Assessment

The School understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other School staff). The School seeks to avoid the need for lone working wherever possible and has a Lone Working Policy to assess associated risks.

Where lone working cannot be avoided, the Head of Department after consultation with the Director of Estate Management, will seek to reduce the risks related to lone working by carrying out a lone working risk assessment and providing training and guidance in working at height techniques. The duty caretaker will also be notified of the staff, location and nature of the lone working.

27 Safety Signs

Regulations

The Health and Safety (Safety Signs and Signals) Regulations 1996

Supporting Documentation

HSE Safety signs and signals

Safety signs are used to:

- Identify risks and necessary precautions
- Clearly mark escape and exit routes for emergencies
- Label visible pipes and containers carrying hazardous materials near valves, joints and at reasonable intervals.
- Indicate the location of fire-fighting equipment appropriate signage.

The Head of Department s responsible for departmental safety signs, while the Director of Estate Management oversees site-wide safety signage.

28 Statutory Notices (Health and Safety)

Regulations

Health Act 2006

The Smoke-free (Signs) Regulations 2012

Supporting Documentation

HSE Safety signs

At least one legible no-smoking sign must be displayed in smoke-free premises in accordance with the duty at section 6(1) of the Health Act 2006.

29 Substances Hazardous to Health

Regulations

Control of Substances Hazardous to Health Regulations 2002

Supporting Documentation

COSHH Risk Assessments

The School will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, the School will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and prevent, reduce or control exposure of staff and Students to these hazards by the institution of proper controls and personal protective equipment.

Responsibilities:

- Heads of Department should identify substances requiring a COSHH assessment and ensure that all relevant employees are informed about the COSHH assessments.
- Heads of Teaching Departments (e.g., Science, D&T, and Art) must follow CLEAPSS guidance for the safe use of Chemicals. If CLEAPSS guidance is unavailable, the Head of Department will conduct a COSHH assessment.

30 Swimming

Regulations

HSE Health and Safety in Swimming Pools Guidance

Supporting Documentation

BS Normal Operating Procedures (NOP) and Emergency Action Plan (EAP)

GS Normal Operating Procedures (NOP) and Emergency Action Plan (EAP)

The School's NOP and EAP for the swimming pool form part of the overall Swimming Pool Safety Code and is available on the School intranet.

31 Violence to Staff or Students

Regulations

Management of Health and Safety at Work Regulations 1999

Supporting Documentation

Behaviour, Rewards and Sanctions Policy

Employment Manual – Teaching Staff

Employment Manual – Professional Service Staff

The School has a zero-tolerance policy towards violence and harassment, ensuring that no Employee, Student, or visitor is subjected to abuse, threats, or physical assault.

In the event of an incident:

- Immediate steps must be taken to safeguard those affected.
- A member of the Senior Leadership Team (SLT) and/or Operations Team should be notified.
- If necessary, the Police should be contacted.

Disciplinary Actions:

- Employees engaging in violence or harassment will be subject to disciplinary action, which may constitute gross misconduct.
- Students involved in such behaviour may face suspension or expulsion, in accordance with the School's Behaviour, Rewards, and Sanctions Policy.

32 Visitors

Regulations

DfE Keeping Children Safe in Education 2019
The Regulatory Reform (Fire Safety) Order 2005

Supporting Documentation

Visitor's pass

Visitors to the School must report to Reception where their identity will be checked, a pass issued, and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School. They must also ensure that they are familiar with the School's fire and emergency evacuation procedures.

For planned visitors, it is the responsibility of the host to ensure the safety of their visitor.

33 Water Hygiene and Safety

Regulations

Health and Safety at Work etc Act 1974
HSE Approved Code of Practice

Supporting Documentation

Schedule of Inspections, Testing and Services (SITS) Register

The maintenance of all water hygiene and safety is carried out by suitably qualified technicians. Records of all inspection and testing are kept with the estates department.

34 Working at Height

Regulations

The Work at Height Regulations 2005

Supporting Documentation

Working at Height Risk Assessments

The School seeks to avoid the need for working at height wherever possible.

Where working at height cannot be avoided, the employee will seek to reduce the risks related to working at height by carrying out a working at height risk assessment and undertake training in working at height techniques. Registers of staff trained in the use of elevated platforms, ladders, ladder checks, and staff training and qualifications are kept with the site managers.