



**The Abbey**

The independent school for girls aged 3-18.

## **Health and Safety Policy**

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### **The Abbey School, Reading**

ND July 2017



17 Kendrick Road, Reading, Berkshire RG1 5DZ  
Company Limited by Guarantee. Registered in England No 1336761



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## Introduction

### General Statement of Health and Safety Policy

As Governors of The Abbey we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors of The Abbey by appointing, Head of Finance and Resources with responsibility for overseeing health and safety as part of his/her general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head. However, as Governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The Governor overseeing health and safety attends the meetings with the Head of Finance and Resources, following the termly meeting of the school's health and safety committee and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Finance and General Purposes Committee meeting.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports are considered by the Head of Finance and Resources who reports and makes recommendations to, Estates/Finance and General Purposes Sub-Committee these recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the catering manager arranges with external contractors the regular deep cleaning and pest control services.
- The school has Fire Risk Assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every two years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Estates Manager and the Head of Finance and Resources submit a report and necessary recommendations to the Estates/Finance and General Purposes Committee.
- The school has a competent person to undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'Manual Handling' and 'Working at Height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the

teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Head of Finance and Resources and other members of the Executive in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Head of Finance and Resources.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified.

## **1.0 Accident Reporting (RIDDOR)**

The Abbey will comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") and will ensure that the appropriate records are kept of accidents involving School activities. Guidance for this is set out below.

**1.0.1.1** Most incidents that happen in schools or on school trips do not need to be reported to the HSE. If a pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

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

- the death of the person arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment).
- the HSE Information Sheet EDIS 1 (rev3) gives guidance and examples of whether an injury arises out of or in connection with work.
- if in doubt guidance should be sought from the HSE, for example when a pupil from another school is injured (specified injury) during a sports match (not reportable) as opposed to a pupil of the school who is injured similarly during a timetabled PE lesson (reportable).

**1.0.3** Injuries and ill health to people at work are reportable by the responsible person under RIDDOR when:

- accidents which result in death or a specified injury (which must be reported without delay). Also a reportable occupational disease when confirmed by a doctor in writing. The HSE Information Sheet EDIS 1 (rev3) gives details of specified injuries and reportable diseases.
- accidents prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days). These must be reported within 15 days of the accident.
- the responsible person is normally the employer of the injured person. The exception will be those that are self-employed, where the controller of the premises should report.

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

## 1.1 Objectives

- 1.1.1 To ensure that accidents are recorded and reported in line with statutory requirements and insurance conditions.
- 1.1.2 To ensure that accidents can be appropriately investigated.
- 1.1.3 To identify the root causes of accidents and implement the lessons learnt to prevent recurrence.

## 1.2 Guidance

- 1.2.1 The Head of Finance and Resources and/or School Nurse will assess the nature of the accident and the reporting requirements. Reference will be made to the HSE Information Sheet EDIS 1 (rev3) ([www.hse.gov.uk/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf))
- 1.2.2 If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a form F2508 will be completed and sent to the HSE. Reports will be made on-line via the HSE website, only fatal and specified injuries can be reported by telephone.
- 1.2.3 The School Nurse is responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at The Abbey, or on school-led activities outside school. This will be by completing the accident book when they attend the Medical room for any occurrence requiring first aid.
- 1.2.4 Completed accident forms are forwarded to the Head of Finance and Resources and the Pastoral Head. The forms are kept for a minimum of 3 years and categorised (pupils, staff, visitors). The records are kept in a locked filing cabinet in the School Medical Room to ensure compliance with the Data Protection Act.
- 1.2.5 Accident reports are considered at every meeting of the School Health and Safety Committee.
- 1.2.6 All accidents reportable by the school under RIDDOR will be investigated. This will normally be undertaken by the Head of Finance and Resources and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the Executive Management team and the Health and Safety Committee.
- 1.2.7 For serious incidents the Head of Finance and Resources will consider obtaining legal advice at the outset of any investigation.
- 1.2.8 The Head of Finance and Resources will contact the school insurer where any incident is felt likely to result in a claim.
- 1.2.9 The School Nurse is responsible for escorting pupils to hospital and for ensuring that Pastoral Staff are informed. They will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial injury.

## 2.0 Asbestos

### 2.1 Objectives

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

### 2.2 Guidance

- 2.2.1 The Abbey School will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 ("CAW").
- 2.2.2 It is The Abbey's Policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).
- 2.2.3 Where asbestos exists or is suspected in any of The Abbey School Premises, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The Head of Finance and Resources will arrange for this to take place with assistance from the Estates Manager.
- 2.2.4 An asbestos register is maintained for each property where the School is the Duty holder showing the location, type and condition of the asbestos. The Head of Finance and Resources/Estates Manager/Estates team will be responsible for the up keep of the register.
- 2.2.5 Details of the asbestos register will be made available to all occupants of any building and visiting contractors (as required).
- 2.2.6 Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed.
- 2.2.7 An asbestos management plan will be formulated [by an external competent person], in conjunction with the Head of Finance and Resources to either: -
  - encapsulate any asbestos present and monitor its condition: or
  - have the asbestos removed by a licensed contractor;
  - the plan will specify:
    - (i) who is responsible for managing the asbestos
    - (ii) responsibility for the asbestos register
    - (iii) the schedule for monitoring the condition of the materials
    - (iv) the associated channels of communication
    - (v) the Head of Finance and Resources will have responsibility for the management of the plan

- 2.2.8** Where any work is likely to involve contact with asbestos containing materials, the Head of Finance and Resources / Estates Manager /Estates Supervisor will appoint an HSE licensed contractor to undertake the works.
- 2.2.9** Where any of The Abbey School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they accidentally exposed.
- 2.2.10** Where an employee / contractor / pupil believe they have discovered asbestos they should contact the Head of Finance and Resources immediately so that appropriate action can be taken.

## **3.0 Security, Access Control, Workplace Safety and Lone Working**

### **3.1 Introduction**

The requirement for The Abbey School to ensure the safety and security of their premises rests on the general provisions of ISI Regulatory Standard 3 (2) (b), covering "the welfare, health and safety of pupils".

Security is treated as part of health and safety and is subject to the same regime of risk assessment. The Abbey School cooperates with the local police forces, fire and rescue services and local communities, and aim to achieve a balance between providing reasonable security protecting pupils, staff, parents, visitors and contractors, and turning the school into a fortress.

Our policy for the security and workplace safety at The Abbey School is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

### **3.2 Responsibilities**

The Head has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security, workplace safety, lone working and monitoring while reviewing these arrangements on a regular basis.

The Head of Finance and Resources/Estates Manager/Estates Team is responsible for the physical security of the buildings, for locking and unlocking external buildings and windows at the start and close of every day. They are also responsible for switching on and off the security alarms and for carrying out regular checks of the site, both when it is occupied and unoccupied. The Estates Manager ensures that at least one member of the Estates team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. An Estates team member always remains on duty (as opposed to on call) until they have checked that the building is locked and empty. The On Call Duty Manager carries a school mobile phone whilst working or on call. That number is made available to all members of staff to use if they need assistance. A checklist is used to assist with the daily locking and unlocking procedure.

If the fire alarm goes off out of hours, it initiates a call to the monitoring station who call the relevant services and inform the out of hours' duty manager.



The Head of Finance and Resources along with the IT Manager and [his/her] team are responsible for maintaining a safe IT technical infrastructure at the school. Their responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, and ensuring the security of our electronic hardware. All school computers, printers, copiers, scanners, projectors, screens and other electronic equipment information is kept on an asset register showing: make, date of purchase, cost and location in the school. The asset register is audited and updated annually.

### **Teaching Staff on Duty**

At least one member of the teaching staff or the Duty Manager is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. Girls are not allowed to be unsupervised on site. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours.

### **3.3 Risk Assessments**

The Head of Finance and Resources/Estates Manager or Estates Team have conducted risk assessments on the security and safety of the grounds and all the buildings. A copy of these risk assessments, together with a copy of this policy is kept in the staff section of the school's intranet in the health and Safety folder and in the Estates Manager Office. These risk assessments are included on the site Risk Assessment Register.

### **3.4 Visitors and Contractors**

All Contractors visiting the school will have been DBS checked before starting any work. All visitors and contractors are required to sign in at our Reception, where they are issued with a visitor's badge, which should be worn at all times. They are shown the school's emergency evacuation notice and the way to the assembly point. Visitors and contractors wait in the Reception Area and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out and return their badges on leaving.

The special arrangements for our Nursery Department are described later in this document.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy.

### **3.5 Access Control**

There are electronic vehicle gates at the rear of the school, which are linked to our School Office in Reception. The car park and pedestrian gates are unlocked during the school day; but are locked overnight. The entrances to the Nursery Department are always locked when EYFS children are in school.

### **3.6 Parking Facilities and Deliveries**

There are clear signs directing visitors to our visitors' area of the car park. There are warning signs restricting speed to 5mph, and speed humps to restrict speed. Our Catering Manager has instructed our regular suppliers to make all food deliveries to the back entrance of the school.

### **3.7 Reception**

The School Reception is manned between 7:30am and 6.00pm during weekdays in term-time and between 8:30am and 4.30pm during half terms and holiday apart from the Christmas and Easter

closedowns. The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel are physically located in the Reception Lobby. The staff are given advance warning of fire practices.

If either alarm goes off for any other reason, the staff have standing instructions to summon the Emergency Services. Small monitors covering the CCTVs located at the front door and the vehicle and pedestrian gates are located beneath the Reception desk, so that they are visible to the Receptionist on duty; but not to passers-by. The Nursery Department has its own reception desk, which is also fitted with a panic button.

### **3.8 Training**

All staff receive a briefing on security and workplace safety within their first week at the school.

This includes advice on:

- New members of the teaching staff are given training in registration and in the arrangements for supervising pupils.
- Safeguarding their personal possessions.
- Safeguarding the school's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site, and for returning them.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late and lone working
- Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest pupils.

The briefing also covers:

- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment.
- How academic, medical staff are trained in keeping pupils safe.

### **3.9 Lone Working**

If a member of staff wishes to work after 8.00pm, the normal school closure time when there is no function, they must arrange to do so in advance with the on call duty manager, who will lock the rest of the school, having made sure that the individual is fully aware of how to lock the final door and set the alarm. They should notify the On Call Duty Manager when they are leaving. If they have not left by 9.30pm the On Call Duty Manager may ask them to do so.

### **3.10 Pupils**

We use PSHE and tutor discussions to promote awareness of safety amongst all age groups. The local Police Community Safety Officers are involved in a programme of safety discussions for our Year 7s, which covers:

- Travelling on foot
- Using public transport
- Safeguarding mobile phones and other personal possessions.

This programme continues in higher years and is linked with our PSHE programmes on anti-bullying and the safe use of ICT, mobile phones and other electronic devices.

Every girl is given a locker in the senior school for the secure storage of his or her personal possessions. Junior school girls give valuables to their teacher. We encourage girls not to bring large amounts of money or valuables to school. The cost of lunches is included on the school bill. We advise girls that if they have to bring more money than usual into school because of some planned after school activity, that they can store it securely with Reception.

### **3.11 Use of School Facilities by Members of the Local Community**

Local community groups and businesses use our sports and hall facilities outside school hours, at weekends and in the holidays. We regulate their use by hire agreements that cover practical matters such as: hours of usage, insurance and security. A member of our Estates team is always on site when outside groups are present.

### **3.12 Physical Security Measures - external doors and windows**

All external doors to buildings are fitted with code-operated security locks, which are always in operation.

### **3.13 Security Alarms**

The security and fire alarm is regularly maintained, conforms to British standards and is operated in accordance with the recommended code of practice. All external doors are also fitted with key pad codes which are always in operation.

### **3.14 Gates**

There are electronic gates at the back entrance of the school. The main pedestrian entrances and the other gates are 3m in height and are secured by padlock at night.

### **3.15 Unsupervised Access by Girls**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Girls do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

### **3.16 Security of Electronic Property**

Notices are displayed in the IT suites advising that all computers, projectors and language laboratory equipment are password protected and cannot be activated without a recognised login and password.

### **3.17 Marking Property**

A register of non-electronic valuables is maintained by the Estates Manager. The IT Director maintains the register of electronic equipment. Both registers are reviewed annually.

### **3.18 Security Lights**

Every external door within the school is fitted with a motion sensor to the security alarm system. A combination of key code and manual locks and fobs are fitted to all external doors. We use security lights to protect the outside of our buildings. They are fitted by external doors and pathways around each building and are also connected with the pedestrian entrance and the car parks.

### **3.19 CCTV**

We have CCTV cameras covering the main entrance used by visitors, the pedestrian and vehicle gates, and the entrances to all other school buildings.

We have notified the Information Commissioner that The Abbey School operates a CCTV system for the prevention and detection of crime and for the protection of pupils, staff and visitors. In accordance with the law, we do not use CCTV for any other purposes, nor provide images to any third party, save to law enforcement bodies. We conduct an annual audit and review of our use of CCTV, and display signs at our entrances, warning of its usage. Satellite monitors covering the front door and the pedestrian and vehicle gates only are in Reception, facing the Receptionist. The satellite monitors are switched off when Reception is closed. The IT Team are trained in operating, recording and retaining images taken. They are aware of the procedure for handling requests for the disclosure of their own image by individuals, where the school's policy is:

- To agree the request on production of a photograph confirming the identity of the individual making the request and an administrative fee of £10.00. £10.00 is the current maximum set by the Information Commissioner].
- To consult the Information Commissioner where there is doubt about the request.

Our CCTV system is serviced regularly and cameras are checked regularly to ensure that they continue to provide clear images. An annual checklist of our system is carried out by an approved CCTV contractor.

### **3.20 Monitoring**

Physical control measures are regularly maintained and are regularly checked to ensure they are functioning.

All doors, windows and gates are checked by the On Call Duty Manager when locking up. Regular checks are made by the Estates team throughout the day to ensure that restricted areas remain secured.

### **3.21 Maintaining a Safe and Secure Environment in our Nursery Department**

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow a child to go home with someone other than their parent(s) if we have received advance permission (preferably in writing) that he or she may be collected by another adult.
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area - which is fenced off from the rest of the school.
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions.
- Check all pupils out as they are collected by their parents or carers.

The entrance to the Nursery building leads to the Nursery Department's own reception desk, which is equipped with a seating area for visitors. All visitors, including contractors, will be asked to wait there until they have signed in and their escort has arrived. The security locks make it impossible for visitors to proceed further until this process has been completed. Parents and carers are asked to wait in this

area for their children at the end of a session. Each child is handed over by the Teacher to his or her parent or carer.

## **4.0 Contractor Management**

### **4.1 Objectives**

**4.1.1** To ensure that, so far as reasonably practicable, safety standards are complied with by contractors.

**4.1.2** To ensure the health and safety of:

- school employees
- school pupils
- contractors' employees
- sub-contractors
- any other persons who may be affected by the work being undertaken.

### **4.2 Guidance**

**4.2.1** The Head of Finance and Resources /Estates Manager/Estates team will be responsible for the implementation of this policy.

**4.2.2** The Head of Finance and Resources /Estates Manager/ Estates team will check the health & safety competence of any contractor before appointment. The exact details may vary from case to case but will typically include:

- how the contractor manages health & safety, e.g. policy, conducting risk assessments, access to competent advice
- who has overall responsibility for health & safety
- what training staff have had
- that the contractor has a valid DBS check
- provision of example risk assessments for the type of work they will be undertaking
- details of any serious accidents in the last 3 years
- references for the type of work from previous clients

**4.2.3** The Contractor's representative ("contractor rep") will report to the person instructing the work (Estates Supervisor/Estates team) and provide details of:

- general description and scope of work
- timescale for the work
- areas affected
- work methods, safe systems of work / risk assessment as applicable
- any foreseeable hazardous operations
- any hazardous materials or dangerous work practices

**4.2.4** The Estates Supervisor will advise the Contractor Rep on:

- premises emergency procedures including evacuation / assembly points
- facilities available to the contractor
- relevant operational rules and procedures, e.g. no-go areas, times of working
- access arrangements
- school activities which may affect the contractors work

- documentation required by the school
  - the asbestos register
- 4.2.5** Outside normal school hours, work may be allowed by prior agreement with the Estates Manager.
- 4.2.6** The contractor will be required to:
- ensure that work areas are safe
  - ensure that work areas are tidy
  - remove rubbish and redundant materials
- 4.2.7** Any hazardous works and use of machinery must comply with legislative requirements and be highlighted to the Estates Manager, this includes:
- hot work
  - excavations
  - scaffolding
  - overhead work
  - use of flammable liquids
  - work involving electricity
  - work at height and involving lifting equipment
  - any construction work
- 4.2.8** Any possible interference with alarm systems and emergency escape routes must be informed to the Estates Manager and suitable remedial arrangements agreed.
- 4.2.9** The Contractor Rep will report any accidents to the Estates team.
- 4.2.10** The Contractor is responsible for the provision of their own first aid arrangements.
- 4.2.11** Any discovery of suspected asbestos material must be reported to the School Rep immediately and work stopped.

## **5.0 Control of Substances Hazardous to Health including Radioactive (COSHH)**

### **5.1 Objectives**

**5.1.1** To ensure that foreseeable work activities using / generating hazardous substances are identified.

**5.1.2** To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.

**5.1.3** To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the school.

### **5.2 Guidance**

- 5.2.1** Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility. (Reference: Appendix 1)
- 5.2.2** Hazardous substances include:
- Those classified as very toxic, toxic, harmful, irritant and corrosive
  - Biological agents connected with work with micro-organisms
  - Substantial quantities of any dust
  - Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive
  - Radioactive substances
  - Any other comparable substance, e.g. pesticides
- 5.2.3** Typical areas which will need to be considered are:
- Chemical usage in science laboratories and in cleaning, maintenance and grounds maintenance
  - Biological agents, such as bacteria and micro-organisms
  - Adhesives, paints, cleaning agents etc. used in Art, D&T, drama, maintenance, cleaning and catering activities
  - Fumes from soldering and welding in D&T, workshops & maintenance
  - Wood dust from D&T, workshop and maintenance
  - Pesticides in grounds maintenance, pest control
  - Exposure to radioactive substances.
- 5.2.4** Heads of Department will ensure that:
- Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken and any required control measures will be implemented
  - Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
  - Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
  - Those using hazardous substances are competent to do so and in particular where there are designated standards, e.g. use of pesticides
  - Appropriate personal protective equipment will be available
  - Hazard signs will be displayed at locations where substances are stored
  - That pupils using hazardous substances are supervised at all times
  - Any health surveillance requirements are identified and appropriate surveillance implemented
  - Appropriate information, instruction and training, together with the keeping of records takes place
  - Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken.
- 5.2.5** Maintenance, examination and testing of control measures will be the responsibility of the Head of Finance and Resources /Estates Manager and Head of Department. Such arrangements will cover:
- Fume cupboards
  - Other local exhaust ventilation
  - Respiratory protective equipment

- Other personal protective equipment, e.g. gloves, aprons, eye protection

**5.2.6** Records will be kept by the Head of Finance and Resources / Estates Manager / Head of Department and will include:

- Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years
- Records of inspection of respiratory protective equipment for a period of 5 years
- Records of health surveillance and monitoring for 40 years in relation to individuals.

**5.2.7** The Head of Science appoints a member of the team to be the School Radiation Protection Supervisor (RPS). They will:

- Have attended an appropriate course in radiological protection
- Prepare risk assessments on each activity that involves the use of ionising radiation
- Prepare rules for working with radioactive substances
- Notify the Health & Safety Executive that the School is a "user"
- Ensure that practical work is limited to
  - Sealed sources
  - Specified Open source for half-life demonstration
  - Geological specimens
- Ensure that apparatus capable of generating x-rays operating at 5 kilowatts or more (other than cathode ray oscilloscopes, television receiving sets or visual display units) are not used
- Ensure that experiments on radiological sources are only undertaken by year 12 and 13 pupils under supervision
- Ensure that younger pupils are limited to watching teacher demonstrations
- Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
- Ensure that a user log is kept for removal and return of substances
- Ensure that any staff have received appropriate training
- Ensure that emergency procedures include arrangements for dealing with radioactive materials

## 6.0 Electrical Safety

### 6.1 Objectives

To ensure that The Abbey School complies with the requirements of the Electricity at Work Regulations and in particular to ensure that:

- 6.1.1** Action is taken on the discovering of defects;
- 6.1.2** Systems are in place for the inspection and repair of electrical installations and equipment;
- 6.1.3** Inspection and test certificates are held as required.

### 6.2 Guidance

- 6.2.1** The Abbey School will appoint a person to act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.



- 6.2.2** The Abbey School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training. TST, Science, D&T, Art and Drama Technicians, Catering Manager and Estate Staff have been trained to undertake visual inspections of portable equipment.
- 6.2.3** An electrical inspection checklist is at Appendix 2 to this guidance
- 6.2.4** All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.
- 6.2.5** Where simple maintenance tasks, such as lamp changing, are to be carried out by the Estates team, and those employees have received adequate training in that task.
- 6.2.6** The fixed wiring at The Abbey School will be examined on a 5 yearly basis in line with the IEE Regulations by a competent person.
- 6.2.7** All portable electrical appliances issued for use by the School will be regularly inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by an individual from the Estates team.
- 6.2.8** The current test date will be displayed on each portable appliance.
- 6.2.9** Records of any fixed system and portable appliance work will be kept by the Head of Finance and Resources /Estates Manager. This will include repairs, servicing, maintenance or withdrawal from use.
- 6.2.10** Users of electrical equipment should visually check for defects before use.
- 6.2.11** Privately owned electrical appliances will not be permitted to be used on school premises unless confirmed as electrically safe. Parents should be requested to co-operate with the school in the inspection and testing of electrical equipment which pupils bring to the school.
- 6.2.12** Contract cleaners are to provide written evidence that their portable appliances are PAT tested.

## **7.0 Gas Safety**

### **7.1 Objectives**

To ensure that:

- 7.1.1** Action is taken on the discovering of defects;
- 7.1.2** Systems are in place for the inspection and repair of gas installations and equipment;
- 7.1.3** Inspection and test certificates are held as required.

## 7.2 Guidance

- 7.2.1** All gases are stored in locked, ventilated, external compounds and that only competent, authorised personnel (Estates team, science technicians) are allowed to enter.
- 7.2.2** Flammable gases and oxygen are not stored together.
- 7.2.3** Only Gas Safe registered contractors are to work on installations on the Schools premises.
- 7.2.4** All gas installers or gas maintenance engineers will be registered on the Gas Safe Register.
- 7.2.5** Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition. This will be on an annual basis.
- 7.2.6** Records of all work undertaken on gas systems / appliances will be kept by the Head of Finance and Resources / Estates team.
- 7.2.7** In the event of a leak or suspected leak: -
- turn off the gas supply;
  - if the supply cannot be turned off, or a leak is suspected then evacuate the area;
  - notify the gas supplier;
  - do not operate electrical equipment in the area;
  - cease all activities that may expose a spark or naked flame;
  - do not re-enter the area until the gas supply engineer has confirmed it is safe to do so.

## 8.0 General Workplace Safety

### 8.1 Objectives

- 8.1.1** To ensure that statutory requirements are met regarding the provision of a satisfactory working environment.
- 8.1.2** To ensure, so far as reasonably practicable, the continued well-being of employees and pupils.

### 8.2 Guidance

- 8.2.1** The Head of Finance and Resources /Estates Manager/ Estates team will be responsible for the implementation of this.

#### 8.2.2 Welfare

Suitable and sufficient welfare facilities will be available on school premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals; and
- drinking water

### 8.2.3 Workplace Safety

- Each area of the School premises classified as a workplace will:
  - have adequate ventilation
  - provide a suitable working temperature
  - be adequately illuminated
  - be kept in a clean condition
  - have adequate access and workspace for the activity
  - have suitable furniture and work station
  - be regularly inspected and assessed
- Safe access and egress will be maintained in each workplace, including for the disabled
- Provisions will be made to prevent slips, trips and falls and falling objects
- Any storage racking will be inspected regularly and be fit for purpose
- Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries.
- Signs will be displayed where appropriate to warn of risk, these being:
  - prohibition signs, e.g. no access
  - warning signs, e.g. danger electricity
  - mandatory signs, e.g. eye protection must be worn
  - emergency or first aid.
- The school noticeboard will also display:
  - health & safety policy statement
  - HSE Health & Safety Law poster
  - emergency procedures
  - details of first aiders and fire marshals.

### 8.2.4 Public Safety

It is the aim of The Abbey School to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

## 9.0 Letting and Hiring

### 9.1 Objectives

To ensure that:

- 9.1.1 Appropriate liaison is in place between Abbey Commercial Enterprises Ltd and the hirer.
- 9.1.2 Any licensing / regulatory requirements have been identified and associated responsibilities agreed.
- 9.1.3 Emergency and security issues have been adequately considered.

### 9.2 Guidance

- 9.2.1 All letting/hiring should be arranged through the Operations Manager.
- 9.2.2 The Operations Manager will establish what the needs of the hirer are and any specific licensing /regulatory requirements. The Abbey School holds a Premises Licence issued by Reading Borough Council which allows us to sell alcohol, provide theatrical performances, showing of films, facilities for making music, providing live and recorded music amongst other things. The hirer may want:
  - Public Entertainment Licence
    - this is required for the staging of a dance, disco, concert or similar type of entertainment if the event is open to the public.
    - a licence is not required if the event is only by members of the organisation arranging it, (e.g. PTA or school) and their guests.
  - Theatre Licence
    - this is required for the production of dramatic performances (play, ballet or similar) where the public can attend (for the purposes of a Theatre Licence parents are deemed to be members of the public).
- 9.2.3 The hirer is briefed verbally and in their contract on the security policy of the school, specific areas to clarify are:
  - the prevention of unauthorised access, including out of normal hours' use
  - the maintenance of escape routes / emergency access
  - specific restrictions on use / rules of the school.
- 9.2.4 The hirer is briefed on the emergency procedures, including
  - knowledge of the evacuation route
  - location of escape routes
  - access to telephones
  - access to first aid provision.
- 9.2.5 The Operations Manager will ensure, in conjunction with the Caretaker on duty that:
  - relevant escape routes are unlocked and available for use
  - the hirer is familiar with the layout, fire arrangements and location of designated assembly points

- the hirer is familiar with fire alarm call points, telephone locations and emergency contact numbers.

### 9.3 Insurance Arrangements

The Operations Manager will request details of insurance arrangements from the hirer and whether the school policy is appropriate.

## 10.0 Manual Handling

### 10.1 Objectives

**10.1.1** To minimise so far as is reasonably practicable, the need for manual handling.

**10.1.2** To ensure that only individuals who have received training in manual handling undertake such activities.

**10.1.3** Where manual handling is undertaken that it is conducted so that the risk of injury is reduced as far as is reasonably practicable.

### 10.2 Guidance

**10.2.1** Heads of Department (including support departments) will be responsible for the management of manual handling activities within their areas of control.

**10.2.2** Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc.
- General movement of workplace equipment.

**10.2.3** Heads of Department will:

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by automation, e.g. using a lift truck
- Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

**10.2.4** When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment.

- 10.2.5** All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:
- Planning the lift
  - Keeping the load close to the waist
  - Adopting a stable position
  - Getting a good hold
  - Not flexing the back any further when lifting
  - Avoiding twisting the back or leaning sideways
  - Keeping their head up
  - Moving smoothly
  - Putting the load down then adjusting as necessary.

## **11.0 Minibus Safety**

### **11.1 Objectives**

- 11.1.1** To ensure that there is a suitable vehicle in a satisfactory condition for use.
- 11.1.2** To ensure that those using the vehicle are competent to do so.
- 11.1.3** To ensure that the use of the minibus has been appropriately planned.

### **11.2 Guidance**

**11.2.1** The Head of Finance and Resources is the School Safety Co-ordinator and will be responsible for the co-ordination of the use of the minibus. They will maintain a list of those eligible to drive the minibus.

**11.2.2** The driver of the minibus must have an appropriate and valid driving licence.

Points to consider:

- (a) an individual with a pre-1997 driving licence is automatically deemed to be entitled to drive a minibus with up to 16 passengers (until the age of 70)
- (b) an individual with a post 1997 licence must hold a D1 licence
- (c) for any non-staff "voluntary" drivers, e.g. Governors, parents etc., checks should be made with the insurance company for specific requirements
- (d) Government policy (updated Nov 2014) is outlined in "Driving school minibuses: advice for schools and local authorities" which states:
  - (i) "there are circumstances in which a member of school staff with a car driving licence (category B) can drive a minibus"; "schools are advised to check their insurance and any employers' policies on the matter"
  - (ii) the key point is whether a teacher's contract of employment states that driving a minibus is / is not part of their duties and whether or not they receive payment if it is not part of their contractual duties (excluding fuel, parking, tolls etc.)
  - (iii) parts (i) and (ii) should be checked on a case by case basis and legal advice sought as required.

**11.2.3** Suitable insurance is in place.

**11.2.4** The vehicle is in a satisfactory condition, details to be checked are included at Appendix 3

**11.2.5** Consideration is given to planning the journey, including:

- (a) route (and availability of map)
- (b) length of journey and travelling time
- (c) driving time and driver rest breaks
- (d) weather conditions
- (e) more than one driver required?

**11.2.6** Supervision needs must be assessed and the rules for any passengers, e.g. wearing of seatbelts, driver not to be distracted.

**11.2.7** An emergency plan should be in place to include:

- (a) means of communication
- (b) dealing with road accidents
- (c) dealing with illness of a passenger / driver
- (d) arrangements for dealing with mechanical incidents, e.g. breakdowns & punctures.

**11.2.8** The driver of the vehicle must complete the log book and report any defects on completion of the journey.

## **12.0 Occupational Health**

### **12.1 Objectives**

**12.1.1** To ensure that statutory requirements are met.

**12.1.2** That health risks are identified and controlled as soon as possible.

**12.1.3** To ensure, so far as is reasonably practicable, the continued well-being of employees.

### **12.2 Guidance**

**12.2.1** The Head of Finance and Resources, supported by the School Nurse, will be responsible for the implementation of this policy. Heads of Department (including support departments) will be responsible for assisting with the identification of requirements within their areas of control.

**12.2.2** The school will undertake health surveillance on employees where it is specified by law. Health surveillance will also be undertaken on employees where:

- There is a known risk to the health of employees
- Where the health risk can be identified at an early stage; and
- Where the identification of the condition will allow successful treatment.

**12.2.3** Areas where consideration of health surveillance is required will include exposure to:

- Noise or vibration
- Solvents, dusts, fumes, biological agents and other substances hazardous to health
- Asbestos, lead or work with compressed air
- Ionising radiation.

**12.2.4** Health surveillance may take the form of periodic health questionnaires. Where pre-employment question is asked, employers can only ask them to help:

- Establish whether any reasonable adjustments need to be made for applicants during the selection process
- Decide whether an applicant can carry out a function essential to the job
- Monitor diversity among job applicants
- Take positive action to assist disabled people
- Pre-employment and return to work (after long-term illness / injury) medical examinations; and / or
- Prescribed health surveillance required under specific legislation, which may include
  - Skin inspections
  - Audiometry
  - Lung function tests

**12.2.5** All reasonably practicable corrective action to ensure the health and safety of employees identified as suffering from work related illness will be taken. Reference should also be made to:

- Alcohol, drugs and substance misuse policy
- Display Screen Equipment Policy

**12.2.6** The School Nurse will be responsible for maintaining records of any health surveillance, which should be kept for at least 40 years (this is a legal requirement eg under the Control of Substances Hazardous to Health Regulations). Information kept should include:

- Surname
- Forename
- Gender
- Date of birth
- Permanent address including post code
- National insurance number
- The date the check was carried out and by whom
- The outcome of the test / check
- Factual details of any decision taken by the occupational health professional in relation to the individuals' work.

**12.2.7** The results of any health surveillance will remain confidential. Any medical records associated with health surveillance will be subject to the provisions of the Data Protection Act.

## **13.0 Risk Management and Risk Assessment**

### **13.1 Objectives**

**13.1.1** To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.

**13.1.2** To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.

**13.1.3** That identified control measures are implemented to control risk so far as reasonably practicable.



**13.1.4** That those affected by school activities have received suitable information on what to do.

**13.1.5** That the risk management strategy and risk assessments are recorded and reviewed when appropriate.

**13.1.6** To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

## **13.2 Guidance**

**13.2.1** The Head and Governors will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis. Schools should note that the responsibilities of Governors and/or senior managers may be delegated.

**13.2.2** Key risk areas include:

- pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding
- school trips
- management of visitors on school premises
- fire and emergencies
- traffic and pedestrian interaction on site
- management of hazardous substances
- use of hazardous equipment e.g. in D&T, Art etc.
- the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site
- risk areas which are not directly related to health and safety, including but not limited to:
  - (i) financial
  - (ii) recruitment procedures including governing body oversight
  - (iii) reputational
  - (iv) terrorism, including the prevention of fundamentalism and extremism
  - (v) pupil self-harming
  - (vi) security, specifically in boarding or EYFS areas, as appropriate.

**13.2.3** The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.

**13.2.4** The Deputy Head/ Head of Finance and Resources / Head of Department will be responsible for the implementation of the risk assessment policy.

**13.2.5** This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

**13.2.6** All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Head of Finance and Resources/Estates Manager/Head of Department.

**13.2.7** A template risk assessment form is included at Appendix 4 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

**13.2.8** Risk assessments will take into account:

- a. hazard - something with the potential to cause harm
- b. risk - an evaluation of the likelihood of the hazard causing harm
- c. risk rating - assessment of the severity of the outcome of an event
- d. control measures - physical measures and procedures put in place to mitigate the risk.

**13.2.9** The risk assessment process will consist of the following 6 steps:

- a. what could go wrong?
- b. who might be harmed?
- c. how likely is it to go wrong?
- d. how serious would it be if it did?
- e. what are you going to do to stop it?
- f. how are you going to check that your plans are working?

**13.2.10** The Deputy Head/Head of Finance and Resources/Head of Department will be responsible for the maintenance of risk assessment records. Where the policy is reviewed schools should identify how the review is recorded and considered e.g. by a H&S committee or similar.

**13.2.11** Risk assessments will be reviewed:

- a. when there are changes to the activity
- b. after a near miss or accident
- c. when there are changes to the type of people involved in the activity
- d. when there are changes in good practice
- e. when there are legislative changes
- f. annually if for no other reason

**13.2.12** A list of areas and copy of the form (non-exhaustive) which will require risk assessment is included at Appendix 4 &5.

## **14.0 Safety Instruction and Training**

### **14.1 Objectives**

**14.1.1** To ensure that all employees (including temporary workers) are adequately trained to carry out their role in a safe and healthy manner.

**14.1.2** To ensure that health & safety training requirements at all levels within the school are identified and reviewed.

**14.1.3** To meet any statutory training requirements for specific activities.

### **14.2 Guidance**

**14.3.1** All new employees will be given a safety induction training which will include: -

- fire precautions and safety procedures;

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- first aid and accident reporting arrangements;
- general information on health and safety;
- known hazards in the workplace and the control measures in place;
- the school's policy and procedures;
- specific topics relating to that person's role and their place of work, including departmental policies and risk assessments.

14.3.2 Specialist job related training will be conducted / organised as follows:

- Minibus - Educational Visits Officer/Head of PE/
- Duke of Edinburgh Co-ordinator
- Science related - Head of Science
- Design and Technology related - Head of D&T
- Catering and Cleaning - Catering Manager / Head of Finance and Resources
- First Aid - School Nurse / Head of Finance and Resources
- Any individual requirements for subject / activity specifics - Head of Department / Line Manager

14.3.3 Refresher training will be given as appropriate to changes within the workplace and the role of the individual.

14.3.4 Records of training will be kept by the Head of Finance and Resources.

## 15.0 Swimming Pools: Pool Safety Operating Procedures (PSOP's)

### 15.1 Objectives

15.1.1 To ensure the health, safety and wellbeing of all pool users including Teaching Staff, Pool Staff, Students and Non-Teaching Staff, Visitors and those hiring the facility.

### 15.2 Guidance

15.2.1 The health and safety requirements for the swimming pool, are outlined in the Normal Operating Procedure (NOP) and the Emergency Action Plan (EAP).

## 16.0 Traffic Movements on Site

### 16.1 Objectives

16.1.1 To ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner.

16.1.2 That vehicles and traffic routes are separated wherever possible.

16.1.3 That traffic routes are suitably signed and controlled.

### 16.2 Guidance

- 16.2.1 The Head of Finance and Resources has responsibility for the implementation of this guidance with support from the Estates team as appropriate.
- 16.2.2 The following areas are addressed:
- School Minibuses
  - Vehicles on site
  - Parking and deliveries
  - Access control and security
  - School buses
  - School travel plan
- 16.2.3 There is a checklist at Appendix 6 which covers design and layout, reversing, risk control and specific issues.
- 16.2.4 Signage is in place to designate speed limits, access areas, prohibited areas and parking facilities.
- 16.2.5 The Head of Finance and Resources is responsible for liaison with the police, highways authority, insurers/security advisers etc. with regard to the School Travel Plan.
- 16.2.6 Parking arrangements are specified for:
- staff
  - senior pupils
  - visitors
  - parents
  - major events
  - contractors
- 16.2.7 Deliveries will only be permitted during the hours specified and vehicles are only allowed to parking in designated bays. Deliveries should be arranged in advance wherever possible with the responsible school manager.
- 16.2.8 School buses transport pupils to and from the school at agreed times. The Estates team will supervise the arrival and departure of the buses.
- 16.2.9 All use of the school minibus must be arranged via the Estates team. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements.
- 16.2.10 Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as bollards. Lighting is provided as appropriate.
- 16.2.11 Cyclists should dismount once they arrive on site and use pedestrian walkways. Parking for cycles is provided.

## 17.0 Water Quality (including Legionella)

### 17.1 Scope

This is applicable to all employees of and contractors for the school who undertake activities associated with water services and systems. Water systems are considered to include all water plant, pumps, pipes, tanks, valves, showers, chillers and towers. See Appendix 7.

### 17.2 Objectives

**17.2.1** To clearly identify the responsibilities of individuals as appropriate.

**17.2.2** To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified, in particular legionella, as follows: -

- (a) water systems incorporating a cooling tower;
- (b) water systems incorporating an evaporative condenser;
- (c) hot and cold water systems;
- (d) other plant and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol during operation or when being maintained.

**17.2.3** To ensure that systems are managed and controlled in accordance with the COSHH Regulations and the L8-2013 Approved Code of Practice and HS(G) 274 guidance.

### 17.3 Guidance

**17.3.1** Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Estates team who have attended a certificated course in water safety awareness. They maintain appropriate records of testing and certification.

**17.3.2** The school has appointed a competent consultant/contractor to conduct a risk assessment and draft a manual which specifies control regimes. Please see Appendix 8 for areas covered.

**17.3.3** In Premises where the School is deemed to be responsible, it will: -

- undertake a water quality risk assessment on all relevant water systems;
- the assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years;
- the details of any risks will be made available to those persons who may be affected;
- copies of the risk assessment will be available for inspection by persons entitled to do so;
- if the risk assessment shows that there is a reasonably foreseeable risk, the Head of Finance and Resources / Estates Manager will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems.

**17.3.4** A Water Quality Log Book will be maintained for each relevant system, available for inspection and will contain: -

- the risk assessment findings;
- the written scheme detailing control measures;
- the results of monitoring, inspections, tests or checks completed and the dates;
- details of the water system not in use and control measures taken.

**17.3.5** Where school employees (e.g. Estates staff) have responsibility for implementing practical control measures, this is carried out on a weekly basis and a log maintained.

**17.3.6** Where a contractor is employed by the School to implement specialist control measures, an example list of duties is included at Appendix 9 to this guidance.

**17.3.7** The records will be kept for the period for which they remain current and at least 5 years following that period.

**17.3.8** In the event of a positive water sample, the Water Contractor /Consultant will notify the Head of Finance and Resources/Estates Manager immediately. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Head will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chairman of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

## **18.0 Working at Height**

### **18.1 Objectives**

To ensure that the school complies with the requirements of the Work at Height Regulations and in particular to ensure that: -

**18.1.1** All work at height is properly planned and organised

**18.1.2** Those involved in work at height are competent

**18.1.3** The risks from work at height are assessed and appropriate work equipment is selected and used.

**18.1.4** The risks from fragile surfaces are properly controlled

**18.1.5** Equipment for work at height is properly inspected and maintained.

### **18.2 Guidance**

**18.2.1** The Estates Team will apply the following hierarchy for managing and selecting equipment for work at height, namely:

- Avoid work at height where possible.

- Use work equipment or other measures to prevent falls where it cannot avoid work at height
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- A flowchart is included at Appendix 10 for controlling work at height.

**18.2.2** The school requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.

**18.2.3** When equipment is selected for work at height it will be:

- The most suitable equipment for the task
- Give collective protection measures priority over personal protection measures
- Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.

**18.2.4** Inspection of equipment used for work at height will be undertaken by a competent person (Estates Team) as appropriate.

**18.2.5** Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladders.

**18.2.6** Any contractors used by the school will be expected to follow the principles of this guidance.

## 19.0 Tree Safety Management Policy

### 19.1 Tree Safety

- The Health and Safety at Work Act 1974 and Occupiers Liability Act 1957 and 1984 are the main acts of legislation providing compliance.
- The Estates Manager is responsible on behalf of the school for any personal injury or other damages caused by a tree breaking or falling where a tree is hazardous because of decay or structural weakness and shows external signs of being in such a condition.
- An initial tree survey will be carried out by a qualified Tree consultant (Arboriculturist).
- Tree inspections will be carried out by a qualified Tree consultant (Arboriculturist) at two yearly intervals.
- Comprehensive records will be maintained held electronically by the Estates Manager.

<b>Authorised by</b>	Resolution of the RAC Committee
<b>Date</b>	March 2017

<b>Effective date of the policy</b>	March 2017
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Ratified March 2017

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## APPENDIX 1

### Model COSHH Assessment Sheet

Substance:	
Manufacturer/Supplier	
Hazardous Ingredient(s)	
How is the substance Hazardous?	
Where is the substance stored?	
How is the substance stored?	
Where is the substance used?	
What precautions should be taken?	
Emergency Procedures/First Aid:	
Telephone number of School Nurse:	

To be completed by all staff who use this product:

NAME	SIGNATURE	DATE



## APPENDIX 2

### Electrical Inspection Checklist

Plug sockets are not over-loaded by multi-way adaptors	
Cables do not cause a trip hazard	
Unprotected cables do not run under carpets	
Cups, plants and other items are not kept routinely where they can spill onto electrical equipment	
Equipment is not positioned in such a way as to cause strain on the cable	
Equipment is not operated with its cover removed	
There is no visible damage to the equipment, cable or the plug	
There are no non-standard joints (such as taped joints)	
Plug covers are in place	
Correct fuses are fitted	
There is no sign of over-heating	
There is no sign of damage to the wall socket.	
Ventilation is adequate to prevent over-heating	
All appliances can be easily switched off	

## APPENDIX 3

### The School Minibus Pre- Drive Checklist

#### Exterior Checks

	YES	NO
Oil Level		
Coolant Level		
Windscreen Washer fluid level		
Brake fluid level		
Wiper blades clean and undamaged		
Lights including brake, and indicators are clean and working		
Tyre Pressure and Tread		
Doors open and close properly		
Vehicle licence/permit is in date		
If fitted, roof rack and load is secure		

#### Interior Checks

	YES	NO
Mirrors correctly adjusted		
Position & function of dashboard controls		
Driving seat position		
Check for pressure on brake pedal		
Wipers and Washers work correctly		
Fuel level and type of fuel		
Seat belts are working and undamaged		
Location of wheel brace and jack		
Location of Fire extinguisher and first aid kit		
Change for parking or telephone		
Luggage securely stowed with isles and exits clear		
Driver and front passenger airbags set to 'on'		
Relevant paperwork is available (Insurance, MOT, emergency numbers and driving licence)		

## APPENDIX 4

### Risk Assessment Template

School name: The Abbey School

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done	Arrangements for monitoring by senior staff

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

## **APPENDIX 5**

### **Areas requiring risk assessment (non-exhaustive)**

#### **Educational**

- science experiments
- design & technology
- food technology
- sport and PE activity
- Duke of Edinburgh award
- art
- CCF
- music
- drama & dance
- general classroom
- school trips

#### **Support**

- catering and cleaning
- caretaking and security
- maintenance
- grounds / traffic management
- office
- site visitors
- fire & emergencies
- Pupils Safeguarding and Welfare

## APPENDIX 6

### Traffic Checklist

#### Design and Layout

- are the traffic routes wide enough for the movement of vehicles?
- has consideration been given to the need for vehicles to pass each other?
- can you use a one-way system?
- does the layout allow safe movement of pedestrians close to vehicles?
- are pedestrian walkways protected by physical barriers?
- are storage tanks / sources of power which are close to traffic routes protected against impact?

#### Reversing

- are arrangements in place for dealing with reversing vehicles?
- are pedestrians separated from reversing activities?
- have designated individuals been trained to assist with reversing activities where appropriate?
- do such individuals have high visibility clothing?
- have vehicle drivers been informed to stop if they lose site of the reversing assistant?

#### Risk Control

- can arrangements be made for vehicles to be parked off site?
- can you provide separate pedestrian access?
- can you organise buses to be loaded / off loaded so that reversing is not required?
- can you arrange deliveries / contractors activities so that they do not coincide with school start / finish times and breaks during the day?
- can you improve on site lighting?
- have you communicated traffic arrangements to pupils and parents?
- can drop off zones be provided for parents?
- can you enforce speed restrictions on site?
- can you provide increased supervision during peak vehicle / pedestrian movement times?

## **APPENDIX 7**

### **Internal Control Measures**

All Operatives in our Estates Team have been trained in the need for legionella prevention measures. They are tasked with carrying out the following regular water checks (all of which are recorded in the water manual) in order to maintain good water hygiene:

#### **Taps**

- Any cold tap that has not been used within a seven-day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
- Any hot water tap that has not been used within a seven-day period is similarly flushed for [models with thermostatic valves fitted: at least 5 minutes] / [ordinary taps: 2 minutes, or until the temperature reaches 60 degrees C] on a weekly basis and before the water is used
- Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We will contact our Water Consultant about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes.
- Monthly temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and will contact our Water Consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.

#### **Showers**

- Any shower (whether heated directly by an instant water heater or through mains hot water that is not used within a seven-day period is flushed through for 2 minutes. Minimising the creation of an aerosol is achieved by placing a plastic sack or similar, over the shower head or by removing the shower head and placing the hose directly over drain outlet.
- Shower heads and hoses are dismantled and descaled monthly.

#### **Toilets**

- Any toilet that is not used within a seven-day period is flushed each week, and the flushing mechanism on urinals checked.

#### **Swimming Pool**

- The water in the swimming pool is sampled weekly.
- Bromine levels are tested every day.

#### **Cold Water Tanks**

- Temperatures are taken from the water in the tank and the water in the ball valve every six months.
- The tank is inspected visually on an annual basis.

### **Calorifers / Hot Water Tanks**

- The water temperature leaving and returning to the calorifers/ hot water tanks is inspected on a monthly basis.
- The calorifers/hot water tanks are inspected annually.

### **Drains**

- Drains are disinfected monthly
- Debris is cleared from external drains weekly

### **Hot Water Systems**

- Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour in order to kill all bacteria.
- Staff then flush the system before use.

### **Cold Water Systems**

- All cold water systems that are unused during the holidays are also thoroughly flushed through before use.

## **APPENDIX 8**

### **EXTERNAL CONTROL SERVICES**

We employ external contractors to help us to manage water safety in the following areas:

#### **Heating plant, Air Conditioning and Condensers**

- Our air conditioning equipment and our evaporative condensers are serviced annually.
- Our boilers and heating plant are serviced annually and the system is drained.
- The calorifiers / hot water tanks are checked and descaled.
- The heating system is serviced, sludge removed
- Inhibitor chemicals are topped up

#### **Water Sampling**

An accredited Water Consultant conducts the following sampling and analysis of our water supplies:

Monthly:

- Drinking water is sampled and tested once a month
- Swimming pool water is sampled and tested
- Plumbed water coolers and water fountains are tested

Six-Monthly:

- Waste water and effluent are sampled and tested

Annually:

- Water samples from the calorifiers are tested
- The thermostats on taps are checked and repaired/replaced.
- Point of use water heaters are checked and serviced
- The swimming pool is emptied and cleaned, filters checked
- Cold water tanks and pumps are inspected

#### **Drains**

External drains are inspected and jetted annually.



## APPENDIX 9

### Water Risk Assessment Review

The Abbey School has employed H2O Environmental Services Ltd, a firm of water safety specialists to prepare a Risk Assessment Review for all the school buildings, and residential accommodation.

The manual includes schematic drawings of all hot and cold water systems, water tanks, calorifers, pipe work, taps showers, heating, ventilation, refrigeration and air conditioning plant in all the buildings.

The manual then identifies and assesses the main sources of risk in every building, taking account of:

- Water temperature
- Potential for water stagnation in long pipe runs and "dead legs" or infrequently used taps and showers
- Potential for aerosol formation, especially in showers, drinking water fountains and fire hoses
- Condition of the water throughout the premises
- The use thermostatic mixing valves (in order to avoid scalding) that potentially set a favourable outlet temperature for legionella growth
- Signs of debris in the system, such as rust, sludge or scale that could provide food for growing legionella
- Condition of the pipe work, plant, tanks etc.

### Physical Preventative Measures

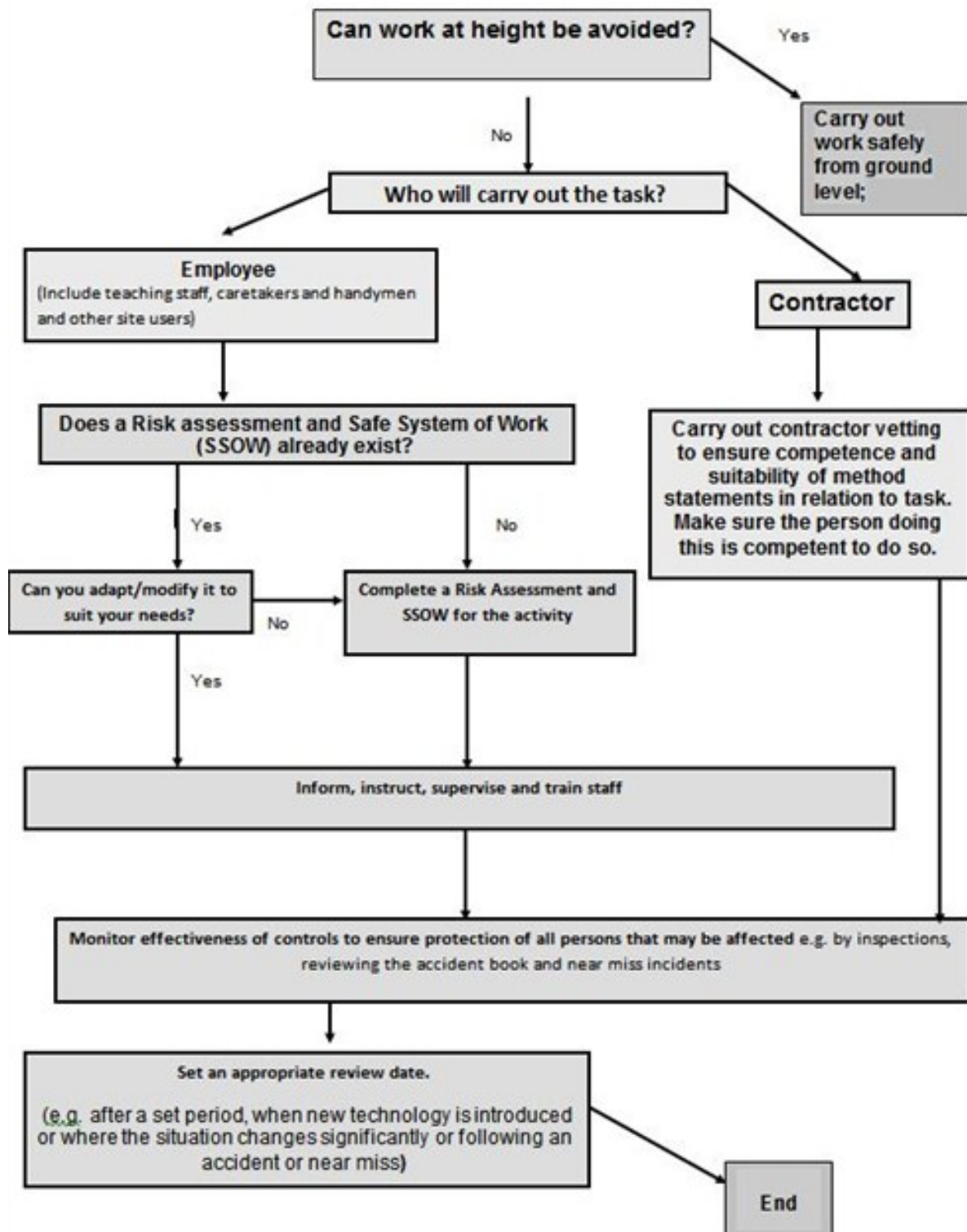
The risk assessment review identifies a series of preventative measures to the physical structure of our buildings that are taken in order to control the risk of legionella at the school:

- All cold water tanks have been covered to ensure that they are free from debris.
- "Point of use" water heaters have been introduced in the Science Building and Catering Department.
- Redundant pipe work has been removed from the Science Building and the Catering Department and will progressively be removed elsewhere as "point of use" water heaters are introduced.
- All hot pipes and calorifers/hot water tanks have been insulated.
- Water is heated and stored in the calorifers/hot water tanks at temperatures above 60 degrees C in order to kill bacteria
- Cold water is stored below 20 degrees C, so that bacteria cannot thrive.

The manual is reviewed and updated annually, or each time that a new measure is introduced.

## Appendix 10

### Working at height assessment chart



## **Appendix 11**

### **Pool Safety Operating Procedures (NOP & EAP)**