



HEALTH AND SAFETY POLICY
(Incorporating Educational Visits Policy & Procedures)

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SECTION 1 – HEALTH & SAFETY STATEMENT OF INTENT

Edge Grove is committed, through all levels of its management and operation, to take steps to make sure that so far as is reasonably practicable:

- **All pupils (of every age including those in EYFS), staff, parents, visitors and contractors are safeguarded in respect of health, safety and welfare whilst they are on the school site or otherwise performing the business of the school.**
- No work is carried out by the school or its contractors which is liable to expose pupils, staff, parents, visitors or contractors to hazards to health, without first having made suitable and sufficient assessments of the risk and having instituted necessary measures to prevent or adequately mitigate any risks.
- All contractors working on the school site or otherwise employed by the school provide suitable undertakings, and can demonstrate, that they have suitable arrangements for securing proper health and safety including insurance policies to cover public liability and, where necessary, the provision of a written statement of policy.

The Board of Governors has the ultimate responsibility for the implementation of the school's Health & Safety Policy and, through the appropriate Committee, will seek to ensure that the requirements of all health and safety legislation are established (i.e. the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all subsequent regulations, including those implementing EC Directives). The Head is responsible for implementation of the policy within the school.

The school's health and safety objectives are to:

- Provide conditions and work arrangements for its pupils, staff, parents, visitors and contractors which mitigate and, where reasonably practicable, prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards to be identified thereby enabling appropriate standards of safety to be adopted and enforced.
- Keep the health, safety and welfare of pupils, staff, parents, visitors and contractors under review by management at all levels throughout each academic year.
- Provide adequate information, instruction, training and supervision for its employees, including temporary staff and contractors, to enable them to adopt good safety practices.
- Cooperate actively with local authorities, public services and statutory bodies in the interests of health and safety.
- Ensure that all items of plant and equipment operated on the school premises, or in the furtherance of school business, are maintained properly and used only when proper risk assessments and training have been carried out.
- Ensure that safe arrangements are made for the storage, handling and transportation of articles of equipment and substances.
- Ensure that all fire prevention measures and documentation are kept up-to-date.

This policy requires the full co-operation of every person whenever they are on the school site or carrying out School business. All pupils, staff, parents, visitors or contractors operating on the school site or otherwise performing the business of the school therefore have an obligation to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the school, and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.

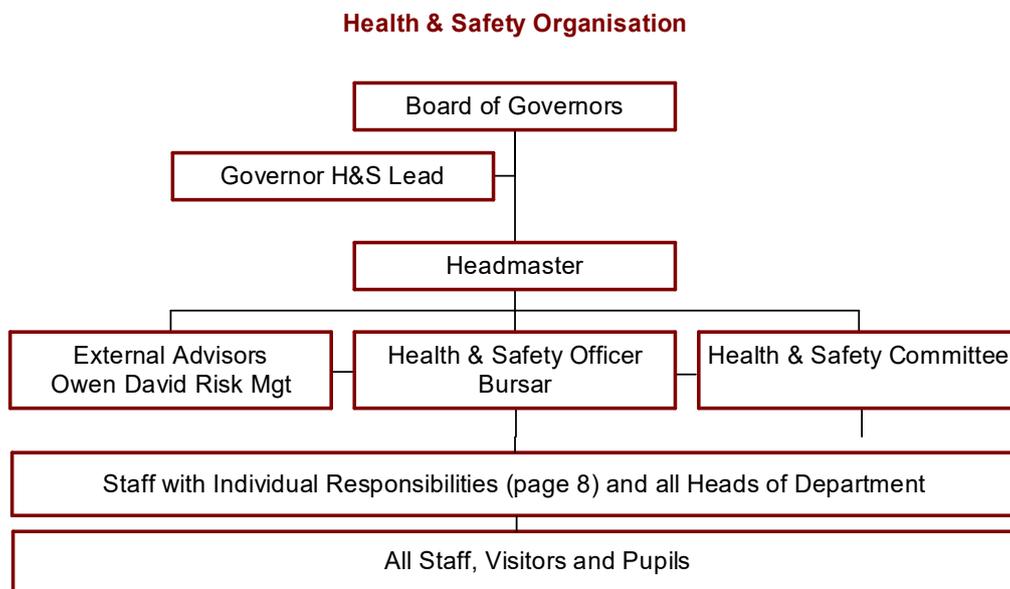
Health and Safety is a line management responsibility within the school and will be exercised through the school's management structure under the direction of a Health and Safety Committee, appointed by the Head, which is chaired by the Governor with responsibility for Health & safety and is required to meet at least termly.

This policy will be reviewed at least annually and revised as necessary to ensure it remains fully effective.

SECTION 2 - ORGANISATION

HEALTH AND SAFETY ORGANISATION

The overall responsibility for Health and Safety within the School lies with the Governing Body who will have due regard for the guidance published by DfE as: Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies - February 2014. This policy applies to all areas of the School including the EYFS in both the Pre Prep and Pre School.



THE DUTIES OF THE GOVERNING BODY

In the discharge of its duty the Governing Body, in consultation with the Head, will ensure the adequate provision of resources to:-

1. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School
2. Assess annually the effectiveness of this policy and ensure that any necessary changes are made
3. Create and monitor an appropriate management structure.

THE DUTIES OF THE HEAD

The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. In practice, day to day responsibility for all aspects of Health & Safety management is delegated to the Bursar.

The Head will:-

1. Be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other Health and Safety legislation and codes of practices relevant to the work of the School
2. Ensure, so far as is reasonably practical, that the Bursar is competent to undertake their Health & Safety responsibilities.
3. Ensure that the School policies and systems actively support the Health & Safety policy of the School.
4. In conjunction with the Bursar, ensure that sufficient resources are allocated for the School to meet its Health & Safety responsibilities.
5. Be available for consultation with all members of staff on Health and safety issues
6. Monitor the standard of Health and Safety throughout the School, including all School-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.

THE DUTIES OF THE BURSAR

The Bursar has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School.

The Bursar will take all reasonably practicable steps to achieve this end with the active involvement of members of the Health & Safety Committee, members of staff, and others as appropriate.

The Bursar's Health & Safety responsibilities include:-

1. Liaising with the Health and Safety Committee Chairman, facilitating and attending committee meetings. In conjunction with the Compliance Officer, ensuring publication, distribution and escalation to the Head and Governors of minutes of the meetings as appropriate.
2. Arranging systems of risk assessment to allow the prompt identification of potential hazards.
3. Carrying out periodic reviews and annual safety audits on the findings of the risk assessment and preparing reports for consideration by the Health & Safety Committee.
4. Collating accident and incident information and, when necessary, carrying out accident and incident investigations.
5. Ensuring that the Health & Safety training needs of both staff and pupils are identified and that adequate and appropriate training is provided.
6. Encouraging staff, pupils and others to promote Health and Safety. Ensuring the effective communication of relevant Health & Safety information.
7. Ensuring that any defects in the premises, its plant, equipment or facilities which relate to or may affect the Health and Safety of staff, pupils and others are made safe without undue delay.
8. Ensure that emergency plans are prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School.
9. Monitoring first aid and welfare provision.
10. Monitoring the management structure, along with the Head and Governors.
11. Liaising with the HSE, the School's insurers and other external bodies.
12. Submitting reports as required by RIDDOR (noting the revised reporting requirement from April 2012 to over 7 days incapacity excluding the day of the accident).
13. Identifying the implications of changes in legislation or HSE guidance.
14. Ensuring the appointment and then publication of contact details for the Appointed Person (see Appendix 1 – list of contact numbers)

HEALTH AND SAFETY COMMITTEE

The Head appoints a Health and Safety Committee which is chaired by the Governor with responsibility for Health & Safety and comprises:-

Governor	Chairman
Bursar / Health & Safety Officer	
Head	
Compliance Officer	Secretary
Head of Boarding	
Director of Sport & Head of Girls' Games	
Designated Safeguarding Lead	
Deputy Head Admin & Fire Officer	
Head of Science	
Head of Pre Prep	
Environmental Officer	
Estates Adviser / Head of Maintenance	
School Nurse	
Head of Technology (including Art)	
Catering Manager (employee of catering contractor)	

Each member of the Health & Safety Committee is responsible for the enhancement of Health & Safety within the School. This includes being responsible for the risk assessment process within their department in the School and liaising with other members of staff as appropriate.

The Committee shall meet at least termly and more often as may be deemed appropriate by the Chairman.

The agenda for each meeting shall include:-

1. Review of accident records and reports; ensuring appropriate preventative measures are put in place.
2. Review of Health & Safety legislation as appropriate.
3. Review of individual School areas of activity.
4. Review of risk assessments.
5. Consideration of staff Health & Safety concerns and recommending appropriate remedial action.

THE DUTIES OF HEADS OF DEPARTMENT

In addition to the general duties which all members of staff have, they will be responsible to the Head through the Bursar for the implementation and operation of the School's Health and Safety Policy within their relevant Departments and areas of responsibility.

They will be responsible for identifying potential hazards within their Departments and writing appropriate risk assessments.

They will be aware of the School's Health and Safety Policy and ensure its promotion and application within their department.

As part of their day-to-day responsibilities they will ensure that:-

1. Safe methods of working exist and are implemented throughout their department.
2. Staff, pupils and others under their supervision receive such information, instruction, training and supervision as required for the implementation of the School Health & Safety policy. This includes the induction training of new members of staff.
3. Regular safety inspections are made of their area of responsibility as required by the School's policy.
4. Positive, corrective action is taken where necessary to ensure the Health and Safety of all staff, pupils and others.
5. All plant, machinery and equipment in the Department in which they work is adequately guarded, is properly maintained and is only used and serviced by authorised and suitably trained personnel.
6. Appropriate protective clothing, equipment and first aid provision are readily available in the Department in which they work.
7. Toxic, hazardous and highly flammable substances in the Department in which they work are correctly used, stored and labelled.

THE DUTIES OF ALL MEMBERS OF STAFF

All members of staff should:-

1. Take reasonable care of their own Health and Safety and any other persons who may be affected by their acts or omissions at work.
2. As regards any duty or requirements imposed on his or her employer or any persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

In particular all members of staff will:-

1. Be familiar with the School's Health & Safety policy.
2. Not make or allow the unauthorised or improper use of plant, machinery and equipment.
3. Use the correct equipment and tools for the job and utilize any protective equipment or safety devices which may be supplied.
4. Not carry out or permit others to carry out unauthorised servicing or modification of plant, equipment and machinery.
5. Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
6. Report any Health & Safety concerns in the premises, plant, equipment and facilities which they observe to the appropriate person.
7. Observe the smoking policy that prevents smoking in any building or outdoor area within the proximity of children.
8. Report accidents, incidents or near misses as appropriate.
9. Take an active interest in promoting Health and Safety and suggest ways of reducing risks.
10. Ensure that all Health & Safety training (both online and class based) required by the School is completed in a timely and professional manner.

AREAS OF INDIVIDUAL RESPONSIBILITY

The following members of staff have immediate and major responsibilities for Health and Safety in both risk assessment and the management of risk & preventative/control measures in the areas indicated below:-

General Hazards	Head of Maintenance, Head Groundsman
Hazards (Machinery & Electrical)	Head of Maintenance, Head Groundsman
Hazards (Classrooms & Playgrounds)	Heads of Upper & Lower Schools, Head of Maintenance
Hazards (Pre Prep)	Head of Pre Prep, Head of Maintenance
Hazards (Pre School)	Pre School, Manager, Head of Pre Prep, Head of Maintenance
Hazards (Boarding Facilities)	Deputy Head Pastoral, Head of Boarding, Housemistress
Hazards (Swimming Pool)	Director of Sport, Head of Maintenance
Hazards (Sports Facilities)	Director of Sport, Head Groundsman
Fire Safety	Fire Officer, Bursar, Head of Maintenance
Critical Incident Planning	Head, Bursar, SMT
Substances Hazardous to Health	Heads of: Science, & Art (including Textiles & Food Technology) Head of Maintenance, Head Groundsman, Caretaker, Catering Manager
Kitchen & Food Tech Room	Catering Manager, Head of Maintenance, Head of Food Tech
Manual Handling	Head of Maintenance, Head Groundsman, Bursar
Slips Trips & Falls	Head of Maintenance, Bursar
Display Screen Equipment	Bursar
First Aid	School Nurse, Pre Prep Appointed Person, Director of Sport
Injury Reporting	Director of Sport, School Nurse, Deputy Head Pastoral
School Outings	Organisers of School trips to follow School Policy with Deputy Head Pastoral or Head of Pre Prep – see Appendix 2 – Educational Visits Policy and Staff Handbook, Section 9
Safer Recruitment	Bursar
Single Central Register	Compliance Officer, Bursar. Head and Chair of Governors
Controlling Contractor Activity	Bursar, Head of Maintenance, Head Groundsman
Safety Representatives	H&S Committee Members
Induction Training & Procedures	Head, Designated Safeguarding Lead, Fire Officer, Deputy Bursar
Vehicles on site / Minibuses	Bursar, Deputy Bursar, Head of Maintenance
Working heights over 2 metres	Head of Maintenance, Head Groundsman
Legionella Hazards	Head of Maintenance
Management of Asbestos	Head of Maintenance
Statutory Notices	Bursar
Site Security	Bursar, Head of Maintenance, Caretaker
School Security/Violence to Staff	Bursar, Deputy Head Pastoral
Grounds Maintenance	Head Groundsman
Use of Kiln	Head of Art
Machinery	Head of Maintenance, Head Groundsman
Cleaning	Housemistress, Catering Manager, Caretaker, Head of Maintenance
Occupational Health & Work Related Stress	Bursar & HR Consultant
Disposal of Hazardous Waste	Head of Science, Head of Maintenance, Head Groundsman
Plant & Equipment	Head of Maintenance, Head Groundsman
Monitoring and Review	H&S Governor, Bursar, H & S Committee

SECTION 3 - ARRANGEMENTS

CODES OF PRACTICE AND SAFETY RULES

In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement, the Health and Safety committee will approve (where necessary) codes of practice for the observation of safety requirements in School.

From time to time the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes of practice into their Health and Safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of Health and Safety.

CONSULTATION & COMMUNICATION

The Governing Body, through the Head, will make arrangements for the establishment of a Health and Safety committee by incorporating agenda items on Health and Safety matters into existing consultative groups. Representation of this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

The composition of the Committee is included in Section 2.

The School views consultation between staff and management as an important part of developing a proactive H&S culture. Consultation will be provided by various means including:-

1. Health & Safety Committee
2. Health & Safety Policy
3. Health & Safety notice boards and signage
4. Staff handbooks

The School will ensure effective communication and consultation takes place by:-

1. Ensuring all staff are provided with staff handbooks and that all new staff are properly inducted.
2. Ensuring staff receive safety information appropriate to their areas or levels of responsibility.
3. Committee meetings are held no less than termly and that all agendas and minutes are distributed.
4. Ensuring that staff are able to voice any concerns to the appropriate authority, including the Head.
5. Health & Safety is placed on the agenda for all relevant Governors' meetings.

RISK ASSESSMENTS

The Bursar will ensure that risk assessments of the premises, methods of work and all School-sponsored activities are conducted annually (or more frequently, if necessary). See also the School's Risk Assessment Policy. The risk assessments will seek to identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such risk assessments will be reported to the Bursar and shared with staff so that they understand the hazards, the measures already put into place, the remaining risk levels and what preventative action must be taken by them. Individually named members of staff will be required to "champion" every room/area of the School and certify compliance of that room/area with the relevant risk assessment(s). All instances of non-compliance are to be reported via the maintenance reporting protocol or as an H&S emergency as appropriate.

TRAINING

Health and Safety training will be provided for staff, contractors and visitors as appropriate.

On joining the School, or at the first opportunity, basic health and safety training will be provided covering, in particular, the fire safety arrangements, exit routes and assembly points for the School. Other mandatory interactive training modules that are required of all staff annually include fire awareness, generic health & safety, and working with display screen equipment as appropriate.

An in-house briefing will be given covering the first aid and accident reporting procedures.

Wherever a risk assessment has identified that specialist training is required to safely carry out a particular task or use a piece of equipment safety training will be given either by the School or by an external agency to provide sufficient information, instruction and training as to reduce, so far as is reasonably practicable, the risk to the affected persons.

Training will be repeated and updated as required.

FIRST AID & ACCIDENT INVESTIGATION

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

In addition to the School Nurse, there will be an appointed person with paediatric first aid training within the staff at the Pre prep Department.

At the discretion of the Governing Body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The Governing Body will agree this level after seeking appropriate advice. The number of such trained but uncertificated first-aiders will be determined by the Governing Body as that being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the School, primarily within the surgery and Hart House as determined by the First Aid Policy of the School. Arrangements for First Aid will be prominently displayed and all staff will be advised of these. First Aid materials in all locations will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-School activities.

A record will be made of each occasion any member of staff, any pupil or any other person receives first aid treatment either on the School premises or as part of a School-related activity. The health and safety committee will receive information about all reportable accidents and investigate them to determine the correct course of action to reduce the risk of the accident happening again. Each accident report form is subject to a formal investigation and report process so that any amendments to process, procedures or repairs are signed off by the responsible person and the Health & Safety Officer. The Bursar will determine whether an accident is reportable to the HSE. In the absence of the Bursar, the member of staff dealing with the incident should contact the School's appointed Safety Consultant (Competent Person) – see Appendix 1 below for contact details.

MAINTENANCE OF PREMISES, GROUNDS & EQUIPMENT including MANAGEMENT OF ASBESTOS & LEGIONELLA PREVENTION

The School will take all reasonable steps to ensure the safety of all employees maintaining the premises, grounds and machinery as well as the safety of those affected by the maintenance work. The School will liaise with the suppliers of all new machinery to establish how that machinery should be maintained and operated safely. The maintenance department will ensure that all appropriate equipment is logged and maintenance/servicing recorded in accordance with manufacturer's recommendations.

The School has been surveyed for the presence of asbestos on a non-intrusive basis and the report and subsequent action & management log is held in the Bursar's office. Intrusive sampling is conducted as

required prior to any maintenance or building works in potentially affected areas. All contractors are made aware of the findings and are briefed on the potential for the presence of asbestos prior to starting work. In conjunction with water treatment consultants, the School has established a routine for the prevention of legionella and this, together with all actions undertaken, are logged and held by the maintenance department.

The School will seek to inform and train personnel to implement this policy. The implementation of the policy needs the cooperation of all management and staff.

The School will, in consultation with the maintenance staff and their representatives:-

1. Carry out an assessment of any remedial or repair work required for the premises and grounds and task specific staff, whether internal or external, to carry out this work
2. Avoid work at heights or with live electrical equipment wherever possible
3. Avoid manual handling wherever possible
4. Cordon off work areas to restrict unauthorised entry wherever possible
5. Carry out an assessment of how the machinery should be isolated to enable maintenance work to be carried out safely including when guards have been removed
6. Take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety
7. Provide any training and personal protective equipment that might be necessary for staff in all areas of the School to operate equipment safely
8. Ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken.

SITE SECURITY

The main school site is a relatively rural and open one with low fences at the boundaries. There are footpaths adjacent to the west side of the School perimeter and the main driveway is crossed by a public bridle path. The School regularly reviews the security of the site and assesses the risk to both persons and property in order to arrive at a reasonable level of security for the site. The site has automatic electric gates at each end of the drive and to the north of the bridle path crossing to deter vehicle access out of hours.

All buildings are covered by a monitored burglar alarm; there are separate ones for the main house and other buildings and these are separately set at night by the Boarding Staff and the Caretaker respectively. External doors on main buildings are now all covered by an external access control system. The Pre Prep department is protected by a perimeter fence with access control on all gates including that from the Sports Hall car Park.

The Pre School site is protected with a close boarded perimeter fence and automatic electric gates with access control to both the front gate and the front doors. The building is monitored by 7 exterior CCTV cameras.

Staff are required to wear their ID Cards at all times. Different coloured lanyards are used to designate, staff (including volunteers and activities personnel), visitors and Governors. Visitors are required to sign in at the front office. Staff are asked to be vigilant at all times and, subject to the maintenance of personal security at all times, to challenge anyone not wearing a lanyard. See Section below on arrangements for Visitors.

The Staff Handbook gives further guidance to staff on site security.

PERMITS TO WORK & SAFE SYSTEMS AT WORK

As part of the duties under Section 2 of the Health and Safety at Work Act 1974 the School has introduced permits to work for the following work activities:-

1. Hot work
2. Lone working
3. Electrical work
4. Excavation work
5. Work at height.

It is the intention of the School to introduce new or modify existing permits to work as necessary and to review their use as appropriate.

The permit to work system applies to all work carried out on site and employees, contractors and all visitors are expected to comply with the requirements of any permits that are in force.

Should employees experience any problems with the operation of permit to work systems, they should immediately inform a responsible person (usually the Bursar or the Head of Maintenance) so that the School can investigate and rectify the situation.

DISPLAY SCREEN EQUIPMENT

All reasonable steps will be taken by the School to secure the health and safety of employees who work extensively with display screen equipment (DSE).

The School acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the School to ensure that any risks are reduced to a minimum. Whilst it is generally recognized that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. All regular users of DSE will be required to undertake an annual Health & Safety Training programme that includes a module on DSE and, within that module, the completion of a risk assessment of the DSE being used for the training (which should therefore be their normal workstation). The School will take all necessary measures to remedy any risks found as a result of the assessment.

The School will advise existing staff, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

PROVISION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

The School will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. It is the intention of the School to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

Whilst it is generally recognized that the use of PPE can be undertaken without undue risks to health, it is appreciated that some members of staff may have genuine reservations and concerns. The School will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with staff through existing channels of communication.

The School will, in consultation with staff carry out an assessment of all work activities to determine whether PPE is required and what types may be suitable for both the task and the member of staff. The School will implement steps for cleaning and maintenance of the PPE, train staff in the safe use of PPE for all risks within the organization and replace PPE, which has been provided to meet a statutory obligation, as necessary and at no cost to the employee.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The School acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of staff, pupils and visitors to substances hazardous to health is prevented or at least controlled to within statutory limits.

All members of staff will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total co-operation of all members of management and staff.

The School will, in consultation with staff, maintain an inventory of all substances hazardous to health kept on site and limit the exposure of staff, pupils and visitors to those substances so far as is practicable. Where specialist training or equipment is required this will be provided by the School.

The School will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

ELECTRICAL SYSTEMS & ITEMS

All reasonable steps will be taken to secure the health and safety of staff who use, operate or maintain electrical equipment. The School acknowledges that work on electrical equipment can be hazardous and it is therefore the School's intention to reduce the risks as far as is possible.

The implementation of this policy requires the total cooperation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment.

Where a problem arises related to electricity at work, members of staff must inform a responsible person immediately and the School will then take the necessary measures to investigate and remedy the situation.

The School will, in consultation with staff ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations and maintain the fixed installation in a safe condition by carrying out routine safety testing. In addition all portable and transportable electrical items will be inspected and tested as frequently as required. The frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled.

Live working, unless absolutely necessary, is forbidden in which case a permit to work must be issued before work begins. All staff or contractors who carry out electrical work must be competent to do so, trained and equipped for this work. Records of all electrical work and testing must be maintained.

FIRE SAFETY

As far as reasonably practicable, all steps shall be taken by the School to prevent, or minimize the probability of, all causes of fire.

The School acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate, i.e. fire evacuation drills, inspections of the means of escape and maintenance of fire warning systems and fire-fighting equipment will take place regularly. A formal Risk Assessment is carried out by external contractors and is updated biennially or following a change of use or purpose or layout of a building or area.

To this end all staff shall be given suitable instruction in basic fire prevention measures. All staff are provided with a copy of the School's Fire Safety Arrangements and are required to complete an interactive training programme on Fire Awareness. Any staff involved in processes or activities that give rise to special fire hazards shall be given appropriate training in avoidance of fire.

Members of staff should report any concerns they have about fire hazards, etc to a responsible person, so that the School can take the appropriate measures to eliminate the problem.

Periodic inspections and assessments shall be carried out to identify fire risks and ensure that appropriate precautions are in place. The School will ensure that housekeeping standards are such as to minimize the risk and development of fire. Effective security precautions shall be taken to minimize the risk of arson both within buildings and on the grounds of the site.

The School will also exercise suitable control over contractors' operations and the fire risks associated with such operations; all contractors working on School premises shall be bound, under the terms of their contract, to comply with the School's conditions for contractors.

Suitable and sufficient assessments of the risks of fire due to electrical failure, smoking or arson have been made and will be updated at regular intervals.

The School will regularly practice evacuations and keep records of these and the testing of fire detection and warning equipment.

NOISE

The School will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

The School also recognizes that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as possible.

The School will carry out noise exposure assessments and noise level surveys as required. These will be used as the basis for formulating action plans for remedial measures when necessary.

Assessments and surveys will be recorded and updated, particularly when changes in work practice cause changes in noise exposure levels of staff. Where necessary suitable PPE will be provided and staff trained in its use and upkeep.

MANUAL HANDLING

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

The School will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of mechanical aids such as trolleys.

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. Suitable information and training will be provided to persons who are required to carry out manual handling activities. All staff are required to undergo annual interactive Health & Safety training including an annual "Manual Handling" module.

Members of staff will be informed of approximate weights of loads which are handled and objects which have uneven weight distribution.

Duties of Managers and Heads of Department

Managers or heads of department must ensure that:-

1. Manual handling assessments are carried out where relevant and records are kept
2. Staff are properly supervised
3. Adequate information and training is provided to persons carrying out manual handling activities
4. Any injuries or incidents relating to manual handling are investigated, with remedial action taken
5. Employees adhere to safe systems of work
6. Safety arrangements for manual handling operations are regularly monitored and reviewed
7. Staff undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work
8. Special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

Duties of All Members of Staff

Members of staff must ensure that:-

1. They report to management (in confidence, if appropriate) any personal conditions which may be detrimentally affected by the manual handling activity
2. They comply with instruction and training which is provided in safe manual handling activities
3. Their own health and safety is not put at risk when carrying out manual handling activities
4. They use equipment which has been provided to minimize manual handling activities
5. Any problems relating to the activity are reported to a responsible person.

SLIPS, TRIPS & FALLS

The nature of any School is such that there are inevitably areas of change of ground level, occasional uneven paths and muddy spots and the like. Staff are given online training with the School's provider, iHasco, to minimise the occurrence of such events and heighten awareness of possible areas of danger.

A robust online system of maintenance request is adopted by the school which is available to all staff, who are encouraged to report any deficiency as it occurs without fear of recrimination (see Whistleblowing policy). Dangerous incidents are dealt with as emergency situations and do not require use of a reporting system – these are communicated by phone or radio to the Front Office, Bursar and Head of Maintenance.

CONTRACTORS & HIRERS

The Head of Maintenance together with the Bursar will seek to ensure that hirers, contractors and others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

All contractors who work on the School premises are required to demonstrate professional competence and experience in their appointed activities/work areas which will include understanding and knowledge of the relevant legislation to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc. Act 1974. They are also required to pay due regard to the safety of all persons using the premises in accordance with Sections 3-4 of the Health and Safety at Work, etc. Act 1974.

All contractors who work on the School premises will be advised of the School's contractors' guidance notes and will be expected to abide by all conditions contained therein.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head of Maintenance will take such actions as are necessary to prevent persons in his or her care from risk or injury.

When the School premises or facilities are being used out of normal School hours for a School-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if a member of staff, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the School premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:-

1. Introduce equipment for use on the School premises.
2. Alter fixed installations.
3. Remove fire and safety notices or equipment.
4. Take any action that may create hazards for persons using the premises or the staff or pupils of the School.

The Governing Body draws the attention of all users of the School premises (including hirers and contractors) to Section 8 of the Health and Safety at Work, etc. Act 1974, which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

MOVEMENT OF VEHICLES ON SITE

Edge Grove is committed to keeping the school grounds safe for pupils and staff alike, without risk from traffic.

Day to day responsibility for planning, monitoring and controlling on site movements and for car parking is delegated to the Bursar, who is assisted by the Head of Maintenance and related Staff. He manages site safety, recommending measures that may be needed to enhance the safety of pedestrians. Risk assessments or Policies are in place covering both site security and School Minibuses.

The School publishes a separate policy for On Site Vehicle Movement.

The Bursar is also responsible for liaising with the local education authority over the School Travel Plan and for monitoring achievements against its targets.

VISITORS

The School accepts its responsibility to ensure the health and safety of all personnel who come directly or indirectly into contact with this organization or the consequences of our activities. The School has devised the following arrangements to enable this responsibility to be effectively discharged:

- Any special arrangements required by the visitor(s) must be ascertained, where practicable, before arrival. This may include bringing vehicles or other machinery or substances on to site, or providing facilities for disabled persons or those with language difficulties.
- Upon arrival the visitor(s) must complete required details at the Main School Front Office and be issued with a Visitors ID tag which must be worn visibly at all times. Visitors are to be informed of the risks to which they may be exposed whilst on site and of the emergency arrangements, including the location of assembly points and will be given a leaflet outlining the School's Safeguarding arrangements. Visitors must sign out before leaving the premises and School property must be returned.
- Any problems encountered by visitors, or by employees with regard to visitors, should be reported to a responsible person so that corrective action can be taken.
- Adequate supervision must be maintained while the visitor is on site. This includes ensuring the safe handling, transport and use of any articles and substances. Supervision must also be adequate to prevent the visitor from straying into hazardous areas and exposing him or herself to danger. Details regarding arrangements for these, where applicable, must be ascertained and approved before entry is permitted.
- Full details of emergency procedures must be clearly indicated to visitors before entering the premises and their attention drawn to the Fire Safety notice attached to visitors' badges. Where an emergency arises, measures must be taken by a responsible person to ensure that visitors are accompanied to a place of safety and that they comply with School procedures. Visitors must be accounted for during emergencies and evacuation drills.

EMERGENCY PLANS

The Bursar will ensure that emergency plans are prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. These plans will indicate the actions to be taken in the event of a major incident so that everything possible is done to:-

1. Save life.
2. Prevent injury.
3. Minimize loss.

This sequence will determine the priorities of the emergency plan. Details of Fire Evacuation Procedures are posted to all staff notice boards. The plans will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

OCCUPATIONAL HEALTH SERVICES AND MANAGING WORK-RELATED STRESS

The School will provide appropriate occupational health services to staff who may be absent and need assistance in returning to work on either identical or variable duties.

The School's employment manual provides full information on the awareness and management of stress and staff are required to complete online training on this topic with the School's provider, iHasco.

WORKSHOP SAFETY

The Bursar and Head of Maintenance will ensure adequate ventilation and dust control in the maintenance facilities and workshop along with control and maintenance of equipment and prevention of pupil access at all times.

EXPECTANT MOTHERS

The School is aware of the susceptibility of women to certain risks that may arise as a consequence of their employment and will assess and document those additional risks, and ensure measures are provided to protect the health and safety of any women employed, so far as is reasonably practicable.

The School is aware of the statutory requirements imposed on, and relating to, work undertaken by women and will comply with these requirements. Women will be given all the information, instruction and training necessary to enable them to work safely and without risks to their health.

The School will take all reasonable steps to safeguard the health, safety and welfare of new or expectant mothers, and of their unborn child.

The School undertakes to assess all risks to new or expectant mothers arising from their work activities and to take appropriate preventive or control measures.

Relevant training will be provided in identifying risks and implementing controls.

The School undertakes to regularly monitor the work undertaken by new or expectant mothers, especially during the development of pregnancy, in order to continually assess the individual's ability to work safely and without risk. All problems identified will be addressed, so far as is reasonably practicable, and all risks will be adequately controlled and safe systems of work established.

The School will also make arrangements for reasonable and appropriate health programmes for pregnant women and determine whether it will be necessary to impose limitations or special arrangements on medical grounds.

REVIEW

The Governing Body will review this policy annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

This policy specifically applies to all areas of the School including the EYFS.

This policy is reviewed, authorised and approved annually by the Board of Governors and updated as needed on an interim basis by the Health & Safety Officer (HSO).

Approved by the Board on: 29 November 2016

Next Board review scheduled for: 28 November 2017

Version Control			
201609.01	Annual review & update	Martin Sims	1 Sept 2016
201609.02	Minor text & information amendments	Martin Sims	3 Nov 2016
201609.03	Minor text & information amendments	Martin Sims	11 Nov 2016
201609.04	Update contact details for H&S Appointed person and for Head of Maintenance	Martin Sims	2 May 2017
201709.01	Annual review & update	Martin Sims	1 June 2017
201709.02	Update to include arrangements for School House	Martin Sims	1 September 2017
201709.03	Update to contact details for Insurers	Martin Sims	3 Nov 2017

APPENDIX 1 – EMERGENCY CONTACT DETAILS

Call **999** for Fire/Ambulance/Police

Give the following information: Edge Grove School is on the B462 Radlett Road

Address: Edge Grove School, Aldenham Village, Hertfordshire, WD25 8NL

Gate entry code: 26547 then press enter

Duty Mobile number: 07793 546233

Emergency Mobile Number: 07711 358072

Other Useful Numbers

Ben Evans: 07711 358072

Martin King: 07387 413683 (for ALL Emergencies)

Martin Sims: 07970 289654

Andrea Caldwell: 07393 462174

Philip Smith: 07956 462041

Brian McManus: 07393 462175

Dolly Grounds: 07393 462176

Doug Saunders: 07833 760587

IT: Lee Dowling: 07904 386287

Catering: Sally Knief: 07500 786 730 / John Doman: 07894 904629

H&S Appointed Competent Person: **Owen David Risk Management Ltd - 01630 685716**

MEDICAL

School Doctor: Dr Cary, The Red House, 124 Watling St, Radlett, WD7 7JQ.

Tel: 01923 855606

Dr Cary Personal no: 07954 411918

School Nurse: 07841 136780

Gill O’Sullivan Personal no: 07729 386035

Anaphylaxis helpline (allergies): 01252 542029

Hospitals:

Watford General: 01923 244366 / Mount Vernon: 01923 826111

NHS Direct: 111

POLICE NON-EMERGENCY: 101 or 0845 3300222

Further Useful Numbers

Burglar Alarm: 0208 207 0900 (AAI)

Coaches: 01923 247765 (Minibus Executive Travel)

Electrician: 07973 377086 (Martin Wren)

Electricity: 0800 7838 838 (TXU Energi)

Fire Alarm System: 01707 326093 (T & J Fire)

Gas Tanks: 0845 7444999 (Calor Gas)

Herts CC: 01992 555961 (HCC Resilience Teams)

Insurers: 0121 423 6200 (Hettle Andrews Brokers)

Insurers (out of hours): 07535 754690 (Tim Smith – Regional director)

07535 755239 (Keith Wood – Regional Director)

Oil Tanks: 0800 087060 (Environment Agency)

Oil (Boilers): 01442 262015 / 07889 851447 (Alan Dennis/Alecra)

Sewers/Drains: 0208 207 7492 / 0208 207 2277 (Hertsmere B.C.)

Water: 0845 782 3333 (Three Valleys)

APPENDIX 2 - EDUCATIONAL VISITS POLICY & PROCEDURES

This policy applies to all areas of the School including the Early Years Foundation Stage (EYFS)

INFORMATION FOR PARENTS

1. INTRODUCTION:

Edge Grove places great value on educational visits for all of its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. They provide opportunities which cannot be provided on site and can extend the knowledge and understanding of our youngest pupils. In the Nursery, children's' learning experience includes on-site visits and the use of the school grounds. In Reception to Year 8 there are appropriate off site visits each term linked to a particular area of curriculum and these last up to the length of the school day. In Years 4 to 8, in addition to day trips, there is one residential trip (Expedition Week) per year and this may include a visit to a foreign country. Sports Tours and Trips are subject to very similar criteria and arrangements and these may also involve an overseas trip. This policy is drawn up following DFE guidance 'Health and Safety Advice on legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies' published in February 2014.

2. OUR VISITS:

Supervision for visits within the school grounds:

Generous staffing levels which are in line with statutory requirements, close supervision and proper protective clothing are essential for even the shortest of excursions. For all walks within the enclosed school grounds, the children are supervised by school staff and relevant ratios are always maintained. They always take a mobile phone or school walkie-talkie with them. A qualified paediatric first-aider is always present for children in the Early Years and a first-aider available for all other year groups.

Throughout Nursery and Reception, there are regular walks in the school grounds. They use this experience to gain first-hand knowledge of the passing of the seasons, e.g. autumn leaves, acorns, spring buds, flowers, and also to appreciate the local animal wildlife. Outdoor activities are also extremely beneficial for physical development and well-being for all children.

Staff Ratios and Responsibility for Off-Site Visits:

We operate a staffing ratio of 1 adult to 5 children for EYFS children. This can be increased depending on the nature of the activity.

The adult ratios for visits involving children of all other ages are dependent on the age and activity taking place.

There is always one Teacher who will have been designated to be in charge of the visit. Staff accompanying a trip are DBS checked and any volunteers are never left alone with any child and at least one member of staff will hold a First Aid Certificate. In EYFS trips, there will be at least one member of staff with a Paediatric First Aid Certificate.

All staff on overnight visits, including volunteers must have a DBS clearance.

Volunteer helpers are useful on visits in view of the very high staff ratios; but if they are used, the visit is structured so as to ensure that they cannot be left in sole charge of any children, unless they possess an enhanced DBS disclosure and, for EYFS, the relevant Level 3 statutory qualification (as defined by the Children's Workforce Development Council). The visit policy is available to parents upon request. A briefing meeting is held before the trip happens where they are thoroughly briefed about their roles beforehand.

3. KEEPING PARENTS INFORMED & PARENTAL CONSENT:

All parents of children at the school are made aware of school trips on the termly school calendar. In addition, information about the curriculum and trips related to topics are sent out at the beginning of each new term in the form of a year group newsletter.

The school will send out a letter well in advance, detailing all aspects of the visit, including timings, travel arrangements and any additional costs that will be incurred. All visits are optional.

Upon joining the School, parents are asked to provide written consent for all off-site trips for the duration of the child's time at Edge Grove and this includes permission for a charge of up to £25 to be added to the parents' bill. Parents are always notified in good time about all forthcoming trips and are given the option to withdraw their child from any trip and, where there may be a supplementary charge above £25, are asked to formally consent to the cost.

INFORMATION FOR STAFF

Staff should follow the requirements for outings and trips detailed in the Staff Handbook and also observe the requirements of the following whole school policies:

- Missing Pupils Policy
- First Aid Policy
- Risk Assessment Policy
- Critical Incident Plan
- Minibus Policy
- Health and Safety Policy (of which these procedures form Appendix 2)
- Safeguarding Policy

The School's Commitment

Edge Grove is committed to providing for all of its pupils a full and varied programme of educational visits. No amount of planning can guarantee that a visit will be totally incident-free: however, the School is committed to ensuring that the administration of all external visits is underpinned by a meticulous planning regime that pays particular regard to the school's duties under the Health and Safety legislation, both before and during the visit.

Organisation of Visits

For each visit, the Educational Visits Coordinator (EVC), as delegated by the Head, will ensure, as far as is reasonably possible, that:

- Adequate child protection procedures are in place;
- All necessary actions have been completed before the visit begins;
- A formal trip risk assessment covering both the activity and the method(s) of transport has been completed and approved by the Health & Safety Officer and appropriate safety measures are in place;
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- The group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- (*If applicable*) The group leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place; in particular this applies to an activity involving caving, climbing, trekking, skiing or water sports, where the group leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004;
- Group leaders are allowed sufficient time to organise visits properly;
- Non-teacher supervisors on the visit are appropriate people to supervise children; the ratio of supervisors to pupils is appropriate
- Parents have signed appropriate consent forms;
- Arrangements have been made for the medical needs and special educational needs of all the pupils including checking for specific medical issues with the School nurse;
- Adequate first-aid provision will be available (The mode of travel is appropriate)
- Travel times out and back are known, including pick-up and drop-off points;
- There is adequate and relevant insurance cover;
- The financial arrangements for the visit have been endorsed by the Bursar (this should take place at the earliest stages of planning, before parents are notified of the planned visit);
- The address and phone number of the visit's venue are available;
- A point-of-contact within the school during the visit has been nominated (this may be the EVC or the Head) and the group leader has the details;
- Adequate arrangements are in place for any necessary communication with parents during the visit;

- The group leader, group supervisors and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers' and other supervisors' next-of-kin;
- There is a contingency plan for any delays including a late-return home.
- Arrangements are in place for the provision of feedback after the visit, in the form of a post-visit report.

EYFS Visits – (all of the above as standard)

- For visits by the EYFS, the Head of Pre Prep acts as the EY Educational Visits Coordinator and liaises with the Main School EVC and the Health & Safety Officer as needed.
- All EYFS visits will be organised within the requirements of the EYFS statutory framework as amended.
- A first aider with appropriate paediatric training will be in attendance
- The school will maintain a minimum staff/pupil ratio of 1:4 for all off- site visits
- A blanket written consent for all non-chargeable visits is obtained from parents / guardians at the start of each academic year in EYFS. Parents / guardians are then reminded of the requirement to update medical / contact details in the briefing information sheets sent out before each visit
- A print out of contact details and medical conditions for every child will be taken on the visit. Teacher in charge of the visit will ensure data confidentiality.
- For all walks within the school grounds, the children are supervised by their teacher and a teaching Assistant who holds a Level 3 qualification. They will always take a mobile phone with them.
- One teacher will be designated in charge of each off-site visit. All qualified teaching staff, who normally teach each class, accompany the visit according to staff qualification ratios. We frequently invite parents to volunteer to help with off-site visits. Volunteers are not allowed to supervise children alone and are fully briefed about their role (and the Risk Assessment) beforehand.

Approval of Visits

All external educational visits will be approved by the Head or the Educational Visits Coordinator or a nominated deputy, in accordance with procedures in the Staff Handbook.