DITCHAM PARK SCHOOL

Where every child is known and valued

Health & Safety Statement of Intent & Detailed Health & Safety Policy

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Health & Safety Statement of Intent & Detailed Health & Safety Policy

1.0 HEALTH AND SAFETY STATEMENT OF INTENT

Ditcham Park School aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely and are regularly inspected

The Board of Governors has ultimate responsibility for health and safety matters in the school. The Board of Governors delegates operational matters to the Headmaster who is responsible for the implementation of this policy within the school. Matters that cannot be resolved at this level must be referred to the Board of Governors.

The School's detailed objectives are:

- To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified and to enable the standards of safety to be adapted and enforced
- To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public
- To provide means of access and egress which are safe and without risks to health
- To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils
- To ensure that the health, safety and welfare of all employees, pupils and members of the public are under continuous review by management at all levels
- To ensure the school will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them
- To ensure safe arrangements are made for the storage, handling and transport of articles and substances; hazardous to health

This policy is largely dependent upon the total co-operation of every person who works for the Ditcham Park School and indeed all employees have a legal duty 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 or near misses that have led, or may lead to, illness, injury or damage
- Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed when using it. They should have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine

Staff Consultation

A Health & Safety Committee consisting of teaching and non-teaching staff representatives and a designated Health and Safety Governor meets once each term to raise Health & Safety issues. The minutes are provided to and held by the Bursar/COO, Headmaster and Chair of Governors.

The School will hold staff meetings not less than once per term. Health and Safety will be a standing item on the agenda at these meetings and any points raised will be duly minuted, reported to the Senior Leadership Team and actioned accordingly.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

Signed

Chair of Governors

Signed

Headmaster

Dated: 14 Oct 2024

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2.0 ORGANISATIONAL ARRANGEMENTS

2.1 Roles and Responsibilities

This section of the policy sets out the health and safety responsibilities, within the School, of the Governing Body and of individuals.

The Board of Governors

The Board of Governors is responsible for:

- taking a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified
- appointing a 'Health and Safety Governor' to oversee fulfilment of the Board's health and safety responsibilities as listed below and revising the health and safety policy at least annually
- reviewing health and safety performance at least termly by receiving reports of the annual health and safety audit and other performance measures
- agreeing health and safety activities for the School and monitoring their implementation
- receiving investigation reports of serious incidents and work-related ill health and ensuring an effective response
- confirming sufficient resources for health and safety purposes
- confirming that the School has access to competent advice on health, safety and fire safety matters including access to specialist advisors where necessary
- receiving regular update briefings on new and changed legal requirements and other external developments and confirming that action is initiated to make any necessary internal changes

Health and Safety Governor

The Health and Safety Governor will:

- review this policy at least annually and more frequently where appropriate e.g. as a result of changes within the School, work activities or legislation and guidance
- review the health and safety standards and practices of the School on an ongoing basis
- direct an investigation of serious accidents, incidents and cases of ill health that are alleged to be work related, seeking assistance from the Health and Safety Advisor where necessary and ensuring that statutory reports are made for serious incidents in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*

- confirm that there is an effective mechanism for consulting with employees on health and safety matters through termly health and safety committee meetings
- confirm that there are appropriate arrangements for the selection and training of employees, taking into account health and safety competence and attitude requirements
- confirm that senior staff members (SLT) are aware of the importance of enforcing health and safety rules and leading by example

The Headmaster

The Headmaster has overall responsibility for health and safety within the school and will ensure that the school is fully compliant with relevant legislation and that the Health and Safety Policy is implemented and disseminated. The Headmaster, through the management structure, will ensure that safe working and learning conditions are implemented and maintained across all aspects of school provision.

In addition to those responsibilities set out for all employees, the Headmaster is also responsible for ensuring that:

- They set a good personal example for health and safety
- They address any failure by a member of the school to satisfactorily discharge their responsibilities for health and safety; and
- A positive attitude towards safe systems of work and accident prevention is promoted within the School.

The Bursar/COO

The Bursar/COO assists the Headmaster in the management of School health and safety and will:

- take a leadership role on health and safety matters through leading by example and acting promptly where deficiencies are identified
- consult with employees on health and safety matters during team meetings and termly health and safety committee meetings and make recommendations as a result of feedback
- appoint the School's external Health and Safety Advisor and any other specialist advisors as required
- keep the Health and Safety Advisor informed of:
  - accidents, incidents and work-related ill health issues which caused or had the potential to cause serious injury or ill health
  - any proposed changes to the premises, activities or management structure
  - any new hazards not already identified within risk assessments which have been brought to his/her attention
  - any visits by, or correspondence with, enforcing authorities
  - any difficulties or delays in implementing advice provided by the Advisors

- oversee the purchase of equipment, materials and services to ensure that safety requirements are met and that relevant information such as instructions and safety data sheets are supplied and subsequently filed and made accessible
- plan the work of staff so as to avoid dangerously excessive working or driving hours and in order to ensure compliance with the Working Time and driving regulations for their role
- in the selection of employees, consider the health and safety competence requirements including attitude to health and safety matters and fitness for work
- provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, reviewing training needs during annual appraisals
- review work allocation to confirm that staff are only given tasks for which they are competent, and that adequate staffing is provided for the safe completion of tasks
- put in place arrangements so that employees and contractors are sufficiently supervised and monitored to the extent that this is practicable and necessary having regard to the work activities and the competence of the workforce
- in the purchase of equipment and materials, confirm that safety requirements are met and that relevant information such as instructions and safety data sheets, are supplied and kept on record
- work with the Health and Safety Advisor to undertake, or confirm that risk assessments are undertaken to cover general hazards, fire safety, the use of hazardous and dangerous substances, manual handling, noise, the use of computers, first aid needs, personal protective equipment, work experience involving under 18-year-olds, work with asbestos and the needs of new and expectant mothers at work
- put in place procedures so that risk assessments are acted upon and that the results are shared with employees undertaking those activities, and confirm compliance
- confirm that management practices are consistent with statutory requirements in relation to working hours, employment of children, young persons, pregnant employees, and new mothers at work
- confirm that employers liability, vehicle and buildings insurance is up to date and that the current certificate is displayed
- provide a report to the Governing Body through the Health and Safety Committee

The Estate Bursar (The Health and Safety Coordinator)

The Estate Bursar has been allocated specific responsibilities to:

- Ensure control of contractor arrangements are in place including meeting requirements associated with Construction (Design and Management)

Regulations 2015 (CDM)

- monitor on a daily basis that high standards of housekeeping are maintained, with gangways and exits remaining clear and unobstructed and kitchens/toilets in a clean condition
- test the fire alarm on a weekly basis, record the outcome and instigate any remedial action required
- implement fire safety measures specified in the fire safety risk assessment
- confirm that the no smoking policy is strictly applied
- conduct a monthly activation test of emergency lighting and confirm that an electrician conducts an annual inspection of the lighting and full discharge test
- put in place arrangements so that the building fabric and services are maintained in good condition and effective working order
- complete a weekly health and safety review covering the health and safety arrangements described in this policy and the condition of the premises and in liaison with the Bursar/COO determine any actions to be taken
- confirm that work equipment, vehicles and personal protective equipment are suitable for purpose, supplied where necessary and properly maintained
- provide health and safety induction training for new starters
- retain training records for all skills and health and safety training undertaken in the business carry out an annual check of the original driving licence of all staff that drive on company business and the insurance arrangements for private cars used on company business
- liaise with the Bursar/COO to confirm that all School minibuses are insured for business use and for those authorised to drive them
- liaise with the Bursar/COO, to maintain arrangements for providing eye and eyesight tests for regular users of display screen equipment and ensure that relevant employees are made aware of these arrangements
- confirm that risk assessments are undertaken for work undertaken by new and expectant mothers and that display screen workstations are assessed for new starters and whenever there has been a significant change in a job role or the working environment
- ensure that all electrical installations, gas appliances, pressure systems/vessels, lifting equipment, fire detection and alarm systems, and emergency lighting systems are inspected and maintained in line with statutory requirements
- confirm that records are maintained of all premises checks, testing and maintenance activities
- maintain the health and safety paperwork, including updating contents of the school's fire files to reflect any staff, legislative or regulatory changes
- confirm that staff understand procedures for fire emergencies including arrangements for calling the fire brigade and that fire drills are conducted termly
- confirm that sufficient fire marshals are appointed and trained and that their names are displayed
- report to the Bursar/COO any health and safety concerns which he/she is not able to resolve

Heads of Department will:

- fully familiarise themselves with the health and safety policy and relevant guidance contained within this policy
- ensure that all staff are fully briefed on the findings and controls of the risk assessments for their department.
- where appropriate, draw up safe systems of work for operations within their department

Chef Manager

In addition to those responsibilities set out for all employees and Heads of Department/Managers, the Chef Manager is responsible for:

- Ensuring that, so far as is reasonably practicable, the School discharges its duties under the Food Hygiene (England) Regulations 2016
- Identifying training needs of catering employees to undertake their health and safety and food safety responsibilities, as required; and
- Undertaking sufficient training as is required to perform these duties.

Office Manager will:

- ensure, in consultation with the Headmaster, that there are an adequate number of first aiders for the school as determined by risk assessment.
- retain all accident records
- coordinate arrangements for the provision of first aid equipment and trained first aiders/appointed persons, with arrangements for refresher training (in liaison with the HR Manager)
- in liaison with the School Secretary, confirm the contents of the first aid kits on at least a monthly basis and replenish supplies as necessary

Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person (e.g. Line Manager, Head of Department, Health and Safety Coordinator, Bursar/COO, Headmaster) of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils

- Understand emergency evacuation procedures and feel confident in implementing them

Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the Health and Safety Coordinator before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

2.2 Communication

The School is aware of its responsibilities under the Consultation with Employees Regulations 2004 and ensures that Staff are informed of their health and safety responsibilities via the health and safety policy and the staff handbook. Updates on health and safety are provided via the Health and Safety Committee and the Health and Safety Coordinator, acting on advice received from the school's health and safety advisors. Health and safety issues are also regularly discussed at departmental meetings.

2.3 Health and Safety Committee

The Health and Safety Committee meets once a term. The terms of reference for the Health and Safety Committee are to:

- promote health and safety throughout the school
- consider and introduce any safety rules that may be required after the risk assessment process
- receive and consider reports from the Health and Safety Coordinator and the school's health and safety advisors on the effectiveness of the implementation of the school's health and safety policy
- consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- investigate any special hazards and consider the control action and make recommendations to the relevant Head of Department.
- consider what material, publicity or training should be used in order to help promote health and safety throughout the school
- consider any reports or communication received from the Health and Safety Executive (HSE) and recommend action to be taken as appropriate.

2.4 Training

The School believes that safety training is a vital part of the management of health and safety. It is therefore essential that every employee in the school is trained to perform his or her job effectively and safely.

Relevant training will be organised for all staff to undertake their roles and responsibilities safely. The training arrangements will be managed by the Headmaster. All Heads of Department will be responsible to ensure that all staff receive adequate health and safety training for their roles. Staff who work in high-risk environments, such as in Science labs or with woodwork equipment, or work with pupils with special educational needs (SEND and Disabilities), are given additional health and safety training.

All training records will be retained by the HR Manager.

3.0 ARRANGEMENTS FOR THE IMPLEMENTATION OF THE HEALTH AND SAFETY POLICY

3.1 WORKPLACE SAFETY FOR STAFF AND PUPILS

All staff and Governors working unsupervised have undergone enhanced DBS and ID checks.

Guidance on the supervision of pupils during break times is outlined in the Supervision Policy.

All teaching staff will regularly inspect their classrooms to identify and act on any health and safety hazards. Where pupils are required to wear personal protective equipment such as in science, D&T and physical education then the relevant staff will ensure that it is worn correctly, and it is fit for purpose.

3.2 RISK ASSESSMENT

In order to effectively implement the School's health and safety policy, risk assessments are undertaken throughout the school in accordance with the Management at Work Regulations 1999/2006.

Risk assessment is a systematic process that has three main purposes:

- To identify all things and activities which may cause harm i.e. *"what could go wrong?"*
- To consider the risk of that harm occurring to the pupils; staff and visitors to the school *i.e. "what would be the result of that harm?"*
- To put controls in place to eliminate the hazards or to reduce it to an acceptable risk

The school acknowledges that the list of activities that are risk assessed is not exhaustive and therefore the risk assessment process is continually managed by the Bursar/COO and Health and Safety Coordinator. The Bursar/COO reviews and signs all completed risk assessments which are uploaded to SharePoint by the Office Manager.

For ad-hoc or irregular (whole school) activities, and all educational visits, the risk assessment will be signed by the Headmaster and countersigned by the Bursar/COO.

The responsibility for ensuring that a Risk Assessment is produced and in place is highlighted below.

Preschool classroom and communal areas	Head of Early Years / Head of Juniors
Junior School general classrooms and communal areas	Head of Juniors
Senior School general classrooms	Heads of Department
Seniors School communal areas	Head of Seniors
Physical Education activities and Sports Halls	Head of PE
Science activities and laboratory	Head of Science
Design and Technology	Head of D and T
Art	Head of Art
Educational Visits	Group leader for educational visit
Office Spaces	Incumbent
Display Screen Equipment (e.g. regular users)	IT Manager
Catering	Chef Manager
After school clubs	Activity Teachers / Leaders
Estates	Estate Bursar
Whole School Events including external visitors (eg Open Morning, School Run, FDPS events etc.)	Headmaster / Events Coordinator Headmaster / as appropriate

Staff requiring information and support in completion of the risk assessments should contact the Bursar/COO and, where appropriate, the Estate Bursar. Risk assessments are required to be prepared promptly and counter signed by the Headmaster and/or Bursar/COO in advance of the date of the event or activity concerned.

The findings of the risk assessments, including the identified controls, will be cascaded

through departmental meetings. The staff listed above are responsible for ensuring that all controls are adhered to. Where structural hazards are identified, the Bursar/COO must be notified immediately or, in the Bursar/COO's absence, the Estate Bursar.

The risk assessments are reviewed on an annual basis by the responsible person as highlighted above. Reviews are undertaken sooner if:

- A major incident/ accident / near miss occurs in the department
- There is a structural change in the department
- Provision of new equipment or building facilities
- There is a change to an activity, or a further activity added

3.3 FIRE SAFETY

The school has a separate Fire Risk Prevention Policy to effectively manage fire safety within the school.

3.4 FIRST AID

The School follows the requirements of the Health and Safety (First Aid) Regulations 1981 as amended 2013 and the Education (Independent School Standards) (England) Regulations 2019. A separate *First Aid and Supporting Pupils with Medical Needs Policy* is available to all staff both electronically (School Policies area of SharePoint) and in hard copy (available in the Staffroom).

3.5 ACCIDENT REPORTING

The school recognises the need to record all accidents to pupils, staff and visitors in order to monitor any trends in accidents and put procedures in place to prevent recurrence and to comply with the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 2013 (updated 2024).

The Office Manager is responsible for the recording to all accidents to staff and pupils. The School utilises an online accident book system "Evolve" to which all members of the School First Aid Team and members of the Health & Safety Committee have access. Evolve online accident book conforms to the Data Protection Act 2018 and all completed records are protected via password access controls. Records held in the Evolve First Aid and Accident book system will be retained by the School for a minimum of 3 years in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

The record must include:

- The date and time of accident-causing injury
- Details of the pupil or staff/visitor

- Location of accident
- Brief description of circumstances and nature of injury.

Information about injuries will also be kept in the pupil's educational record.

3.5.1 Reporting of major accidents or dangerous occurrences.

The Estate Bursar will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Estate Bursar will notify the Health and Safety Executive (HSE) via the Incident Contact Centre (telephone 0845 300 9923 or online via the HSE website) as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death.
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:
http://www.hse.gov.uk/riddor/report.htm

Notifying parents

The Office Manager or a delegated member of the Office Staff will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting child protection agencies

The Designated Safeguarding Lead (DSL) or Headmaster will notify appropriate local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

3.5.2 Accident Monitoring and Investigation

In order for the school to meet its health and safety objectives it regularly reviews the accident records to identify trends and highlight any potential hazards that require further control. As a minimum this review takes place on a termly basis at the Health & Safety Committee meetings.

For all major accidents (those that are reportable to the HSE) an investigation will be instigated by the Bursar/COO to identify the cause of the accident and make recommendations to the Headmaster to action.

This policy is reviewed by the Bursar/COO annually. At every review the policy the Health and Safety Committee representatives will be provided with a draft for comment in the first half of the Autumn term, before a final policy document is provided for approval by the Board of Governors at the October Council meeting.

3.6 INFECTION PREVENTION AND CONTROL

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear protective eyewear if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

- Clean the environment frequently and thoroughly, including any toys and equipment in primary school year groups whenever possible, or as prescribed by PHE guidance as an infection control measure for a specific infectious disease

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood and vomit spills

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly and keep waste away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

- All other actions as detailed in the separate Dogs In School Policy

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly, and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, as detailed in the separate First Aid and Medical Needs Policy.

In the event of an epidemic/pandemic, the School will follow advice from Public Health England regarding the appropriate course of action.

3.7 EDUCATIONAL VISITS

In order to manage the risk of offsite educational visits, all visits are accompanied by effective planning and risk assessment. A separate, detailed, Educational Visits policy is available to staff both electronically (School Policies area of SharePoint) and in hard copy (available in the Staffroom).

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

3.8 LETTINGS

This policy applies to lettings, irrespective of financial arrangements. Those who hire any aspect of the School site or any facilities will be made aware of the content of the School's Health and Safety Policy and will have responsibility for complying with it.

3.9 OCCUPATIONAL HEALTH – WORKPLACE STRESS

The School has a duty of care to all its employees and is therefore committed to ensuring that staff are able to raise any potential issues confidentially within the school. If staff are concerned about stress, then they can raise it through in the first instance their line management and then through the relevant member of the Senior

Leadership Team. New staff are provided with mentors.

Staff may be given access to the School Counsellor upon request for confidential support.

3.10 EMPLOYEE PREGNANCY

The school recognises that it has a duty of care to all pregnant employees. On receiving written notification that an employee is pregnant the school will assess the specific risks to that employee and take action to ensure that she is not exposed to anything that will damage her health or that of the unborn child.

If the assessment reveals that there is a risk, then the school will inform the employee about the risk and what will be done to ensure that neither she nor the unborn child is injured. The school will then assess if there are any practical ways that the risk can be avoided e.g. adjusting the working conditions and/or hours of work. If that does not remove or adequately control the risk, then the school will aim to provide suitable alternative work. These steps only apply where the school, having undertaken the risk assessment, identifies occupational hazards which arise from normal pregnancies.

All risk assessments are reviewed by the Head of Department (or Headmaster or Head of Seniors if the pregnant woman is a Head of Department) throughout the pregnancy, recorded and agreed and signed by the employee.

Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to her antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer and GP as this must be investigated promptly

3.11 USE OF EQUIPMENT

Many types of equipment are so familiar that it is easy to forget the hazards they can present - electrical equipment being a good example. Other types of equipment are particularly dangerous because they have moving parts.

It is the policy of The School to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 / 2002 (PUWER).

Through the co-operation of all the staff the school ensures that:

- All equipment used at work is safe and suitable for the purpose for which it is used

- This includes tools and equipment used in physical education, science, art and design, sports, play and maintenance activities. For this purpose, the school ensures that all equipment in these departments is regularly serviced and maintained
- Any concerns about the condition of the sports halls or activity suite floors or any PE apparatus will be reported to the Estate Bursar
- All staff and where applicable pupils are trained to use the equipment correctly
- Staff check that equipment is set up safely before use
- Damaged or faulty equipment is taken out of use until repaired by an authorised competent person

All staff ensure that if equipment is found to be damaged, broken or showing signs of not working correctly, then the procedure is as follows:

- Equipment is taken out of use
- Equipment is labelled as "out of order" and stored in a safe place
- The fault is reported to the Estate Bursar
- Teaching staff do not undertake any repairs to equipment. This will be undertaken by competent and appropriately qualified, technicians, estate staff or, failing that, by external contractors
- If the equipment cannot be repaired properly and to a safe working state, it will be scrapped and replaced if appropriate and affordable

3.12 MANUAL HANDLING

The school recognises the need to assess all manual handling activities to minimise the risk of injury to staff and pupils and to comply with legislation.

Manual handling includes pushing and pulling, lifting and lowering, carrying and holding, loading and unloading, holding and restraining, reaching and holding, grasping and throwing, and operating levers and controls where force is required.

It is the duty of each Head of Department to identify any manual handling tasks within their departments and assess the activity to consider whether they are likely to cause injury to the individual(s) concerned with the job.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

For those tasks that present a risk of injury, and cannot be avoided, the Head of Departments must assess the activity and put in adequate control measures.

The school provides mechanical aids such as trolleys as identified in the risk assessment process.

All identified staff receive instruction and training on manual handling activities.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

3.13 DISPLAY SCREEN EQUIPMENT

It is the school's policy to comply with the Health and Safety (Display Screen) Regulations 1992/2002.

In order to minimise the risk of ill health from display screen equipment, the school undertakes the following:

- Identification of all "display screen equipment (DSE) users". A "user" is someone who habitually uses such equipment for a significant part of his/her normal work. "Significant" is taken to be continuous/near continuous spells of an hour or more at a time
- Assessment of the risks to the health and safety of those display screen users from the use of visual display equipment. The assessment considers environmental considerations; workstation design; workstation users
- Assessment of the workstations and identification of all necessary ergonomic preventive and protective measures needed
- If deficiencies are identified in work practices or arrangement of workstations, then corrective steps are taken

Display screen equipment users are provided with information regarding their workstation, environment, and posture. The school will provide for the cost of eye tests by a qualified optician (and corrective glasses provided if required specifically for DSE use) as requested by any employee identified as a "display screen equipment user".

3.14 WORKING AT HEIGHT

The school acknowledges that under the Working at Height Regulations 2005.

"Work at Height" is defined as "work in any place where, if precautions were not taken, a person could fall and be injured". The school recognises that according to the HSE statistics there are number of falls below 2m in the education sector which result in injury. Working at height therefore encompasses not only the Estates department but also the teaching departments and support services in activities when performing such as putting up displays, retrieving items off shelves and lifting of young children (e.g. Preschool).

The school continually assesses all working at height activities and ensures that work is properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the work.
In addition:

- All work at height is avoided wherever possible

- Where it cannot be avoided a risk assessment will be undertaken to establish work equipment or other measures which will be used to help prevent a fall e.g suitable steps, ladders and barriers
- If the risk assessment identifies that the tower scaffold is required, then this is erected and used by trained school staff
- Information and instruction is provided to all staff on suitable controls specific to their task. This also encompasses specific training in the use of ladder and tower scaffold
- The Estate Department retains ladders for working at height. A register is kept and the condition of all ladders and step ladders within the school are visually checked by the Estate Department on a monthly basis to ensure that they are fit for purpose
- Staff will wear appropriate footwear and clothing when using ladders
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety and notify the Estates Department of any defects
- Access to high levels, such as roofs, is only permitted by trained persons
- Pupils are prohibited from using ladders
- Contractors are expected to provide their own ladders for working at height

3.15 HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires the school to prevent both the staff and pupils being exposed to substances hazardous to health or, if prevention is not reasonably practicable, to adequately control the exposure.

Hazardous substances can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

At Ditcham Park School we have mainly 2 categories:

- substances which have certain dangers e.g. very toxic, toxic, harmful, corrosive, irritant (these are labelled with an orange hazard warning label)
- dusts

Hazardous substances are managed in the following way:

- All departmental heads are required to identify any hazardous substances in their department
- Using the safety data sheet obtained with the hazardous substance, compile a written COSHH assessment stating what the risk is

- Precautions are determined to reduce the exposure to an acceptable level

This may involve:

- replacing the substance with a non-hazardous alternative e.g. lead-free pottery glaze
- using liquids instead of powder (using ready mixed glaze in pottery)
- Using a safer procedure
- Using suitable equipment
- Controlling the exposure at source e.g. use of local exhaust ventilation
- Providing personal protective equipment

- All staff are provided with understandable information on the nature of the hazardous substances they work with. They are kept informed via the health and safety coordinator of any new information
- Staff are required to use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers with clear labelling and product information
- Hazardous products are disposed of in accordance with specific disposal procedures
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used

3.16 PERSONAL PROTECTIVE EQUIPMENT

Where hazards cannot be eliminated then the risk assessment process will identify where personal protective equipment (PPE) must be provided. Where identified the school provides suitable PPE. Examples of PPE provided are gloves, safety goggles/ glasses, dust masks as appropriate.

The school via the Health and Safety Coordinator, ensures that the PPE is:

- Suitable for the purpose for which it is used
- Suitable for the person who will wear it
- Maintained in good condition
- Replaced as and when necessary
- Correctly used by all staff and pupils at all times

It is each staff member's responsibility to:

- Wear the correct type of PPE
- Wear the PPE correctly
- Keep the PPE clean and in good working order
- Ensure that the PPE fits
- Teaching staff must ensure that pupils follow the above

3.17 ELECTRICAL SAFETY

The school recognises the potentially fatal hazards associated with electrical supply.

The Electricity at Work Regulations 1989 requires employers to ensure, so far as is

reasonably practicable, that all electrical equipment and installations are safe and without risk to health. Staff also have a responsibility to co-operate with the school and to comply with those regulations that are within their control.

The school ensures that all electrical systems are designed, installed and maintained by competent persons in accordance with the Electricity at Work Regulations 1989 and the latest edition of the IEE Wiring Regulations.

The safety of portable electrical appliances is managed by the implementation of the following protocols:

- The Estate Bursar is informed by staff of all portable electrical equipment brought onto site
- All portable electrical equipment receives biannual appliance tests by the Estates Department staff that are competent and have received training or by a competent external contractor. Routine visual inspections are made
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- All isolator switches are clearly marked to identify their machine
- All staff ensure they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of a member of staff who so directs them
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- All staff ensure that electrical faults and hazards are reported immediately to the Estate Bursar who ensures that the relevant corrective action is taken immediately
- Once a faulty piece of equipment is identified it is not used and if possible (without risk to personal safety) it is isolated from the mains supply. If there is any likelihood of the equipment being reconnected by mistake then the plug is removed by the Estate Bursar
- Only trained staff members can check plugs
- All staff are made aware that no person is to attempt to repair any faulty electrical appliances or carry out any electrical work
- The school will keep a record of all formal inspections and repairs carried out to equipment or installations

The school maintains its fixed hard wiring on a 5-year rolling programme.

3.18 GAS SAFETY

The school uses stored LPG to fuel its gas appliances. Tanks, regulators and supply pipework is periodically checked by the utility company.

The schools gas appliances and kitchen equipment are installed and repaired by competent Gas Safe registered engineers and are serviced on an annual basis.

Rooms with gas appliances are checked to ensure that they have adequate ventilation.

Gas safety checks are performed on science lab pipework and taps by a qualified Gas-Safe engineer and on the schools catering equipment.

3.19 LEGIONELLA

The school has a separate Water Quality (including Legionella) Policy to effectively manage water systems and supply within the school.

3.20 LONE WORKING

On very infrequent occasions staff may be classed as lone workers at the school.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site Manager duties
- Site Cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, or repair of any live electrical equipment, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other members of staff are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone

3.21 MANAGEMENT OF ASBESTOS

Under the Control of Asbestos at Work Regulations 2012 the school has taken all reasonable steps to manage asbestos.

For this purpose, an asbestos register has been produced and an asbestos management plan implemented and is available in the Estates Office.

All reasonable steps have been made to remove the asbestos as required in the management plan including:

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

- A record is kept of the location of asbestos that has been found on the school site. This is inspected on a six - monthly basis for signs of damage or disturbance

3.22 CONTROL OVER CONTRACTORS

In order to ensure that the school takes all reasonable precautions to reduce the risk to the pupils, staff, visitors and contractors whilst work by contractors is being carried out on site the following factors are considered:
Where work is covered under the Control Design and Management Regulations then site health and safety is managed by the contractor. For all other work undertaken by long term contractors then the following factors are considered:

- Establishing that contractor's personnel, if working in term time and unsupervised, have been correctly vetted to ensure that they do not have criminal records that would make them unsuitable to work on school premises with children
- Examination of contractor health and safety systems including any health and safety policy and risk assessments
- Assessment of contractor competence from previous experience or recommendation

3.23 USE OF VEHICLES

As a large proportion of the pupils arrive by minibus and coach, the school ensures that all coach companies engaged have an adequate emergency procedure in place for any breakdown of vehicle.

All vehicles on site are controlled in the grounds and on the School Drives by way of speed limits, "sleeping policemen" ramps and signage.

The following rules must always be observed by anyone accessing the School site, including staff and parents:

- speed must be kept to a minimum (max 5mph in the school grounds)
- care to be exercised always as there are always pupils crossing roadways
- parking only in designated areas

Authorised driver (minibus):

Only those authorised by the school are eligible to drive the minibus. The Estate Bursar, via delegated authority to the Estates Supervisor, approves and retains a list of authorised drivers. All authorised drivers must be over the age of 21 and under the age of 71. All drivers must hold at least a category D1 licence.

The School has a separate Minibus Safety Policy document, which is available to all staff in the School Policies area of SharePoint. All persons using the school minibus are always required to adhere to the requirements of this policy.

As there is no remuneration involved for the use of the minibus vehicle, those persons who hold a full driving licence (with a D1 category) can drive the minibus provided they

are on the authorised list of drivers (see above).

No drivers holding endorsements under the following categories will be allowed to drive the minibus:

- Disqualified driver (code BA)
- Careless Driving (code CU)
- Reckless /dangerous driving (code DD)
- Drink or drugs (code DR).

No driver with more than 6 penalty points for any offence(s) will be allowed to enter or stay on the school's register of drivers. Driving licences are annually reviewed by the Estate Bursar.

Medical conditions
Any medical conditions that may affect driving must be notified to the Estate Bursar. The driver must not drive whilst taking any medication which states that the user may become drowsy. Where applicable the driver must wear the correct sight wear as prescribed.

Training
All drivers are provided with a test drive with the School's Estates Bursar or Estates Supervisor to familiarise the driver with the minibus controls.

Considered best practice, but not mandatory at the school, drivers may attain a MIDAS qualification to enhance their suitability as a driver of the school's minibus.

Driver Times
To ensure the safety of the pupils and staff driving the minibus, the driving time of the minibus is restricted. Where the driver has worked at the school during the normal school day the maximum driving time is 2 hours.

For longer journeys the total driving time must not exceed 9 hours. The maximum time driving without a break must not exceed 2 hours, after which a 15-minute rest period must be taken. During this time the driver must not supervise the pupils as this will be the responsibility of the 2nd driver or escort.

Risk assessment
Where the driving of the minibus forms part of an educational visit then the educational visits risk assessment will include the hazards and controls for the use of that minibus.

Maintenance and testing
The Estate Bursar is responsible for ensuring that the minibus is regularly serviced and has a current MOT. In house maintenance checks on the condition of the minibus are undertaken weekly by the Estate Staff. In addition, scheduled periodic safety checks, commensurate with the age of the minibus concerned, will be conducted by an external, qualified mechanic, with access to a vehicle lift to enable the underside of the vehicle to be checked.

3.24 CRITICAL INCIDENT POLICY

The School has anticipated the possibility of a Critical Incident occurring and has devised a Critical Incident Policy and Emergency Procedures document.

The policy covers the constitution of an Incident Management Team, allocates responsibilities to members of staff as appropriate and considers a series of possible Critical Incidents and the action by way of responses that the School would take.

The policy also identifies the actions to be taken for the School to return to normal operations and the action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

3.25 SITE SECURITY

The School has taken all reasonable steps to prevent unauthorised entry to its premises, including the installation of Inventry Access Control. A Visitor Policy is in place. All adults, including staff, are required to wear photograph ID lanyards during normal school hours.

While the grounds can be entered easily at any time, all buildings are locked at night.

In addition, there is controlled entry at the Main Entrance Reception and intruder alarms are fitted to main buildings. CCTV is in operation at fourteen locations around the School site. The School endeavours to provide a secure environment commensurate with the ability to operate the School on a daily basis.

The Estate Bursar is responsible for the security of the site inside school hours and is responsible for visual inspections of the site, and for the intruder and fire alarm systems. The Headmaster is resident on site.

3.26 VIOLENCE TOWARDS STAFF

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

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

All staff will report any incidents of aggression or violence (or near misses) directed to

themselves to their line manager or Headmaster immediately. This applies to violence from pupils, visitors or other staff.

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

3.27 SMOKING

Smoking is not permitted anywhere on the school premises.

3.28 SLIPS AND TRIPS

The School is aware that slips and trips are the most common of workplace hazards and account for over a third of all major injuries.

The School is also aware that slips happen in wet conditions and that slips and trips often occur through poor housekeeping. In order to address these issues, the School adopts the following procedures:

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

3.29 MAINTENANCE OF PLANT AND EQUIPMENT

The School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act l974 from the point of view of ensuring that Machinery and Plant are in good condition.

Inspections and Checks are carried out as follows:

- Inspection of Guards and Mechanical Equipment by Facilities Staff and Teaching Staff before use
- Weekly checks and service of Fire Alarm System under contract
- Monthly checks of Emergency Lighting and full discharge annually
- Periodical tests on Portable Electrical Appliances
- Annual service of Fire Extinguishers
- Annual service of LPG installations and equipment
- Annual service of Gymnastic Equipment & Climbing Frames
- Annual service of Juniors Adventure Play Equipment
- Annual service of "Fresh Air Fitness" Equipment
- Annual servicing of Boiler Plant and Associated Equipment
- Annual checks to Fume Cupboards and Extraction Systems
- Annual checks on Managed Asbestos
- Annual checks on Kitchen Equipment
- Annual checks and servicing of Grounds Machinery
- Annual checks on Lightning Conductors
- Five yearly checks on Fixed Wiring Installations

4.0 MONITORING AND REVIEW

To ensure the effectiveness of the School's health and safety policy in providing and maintaining environments and systems of work which are safe and without risk to health, procedures for monitoring and audit are established:

- All school staff and contractors are required to routinely and regularly inspect the areas within their control and ensure that all identified hazards are controlled and managed
- The school will periodically engage an external health and safety advisor, who as directed by the school will review the effectiveness of this policy including an on-site (usually annual) visit.
- Records of accidents and incidents are reviewed by the Health and Safety Committee to establish any changes in practices and procedures that may be required.
- All the School's employees are required to bring to the attention of a senior member of staff any areas of the School Policy for Health, Safety and Welfare that appears to be inadequate.

At regular intervals the school's Health and Safety Committee meets to discuss any accident reports and the performance of the school in compliance with the Health and Safety Policy, to establish areas where improvements in procedures and training could be made where necessary.

This policy is reviewed by the Bursar/COO annually. At every review the Health and Safety Committee representatives will be provided with a draft for comment in the first half of the Autumn term, before a final policy document is provided for approval by the Board of Governors at the October Council meeting.

Links with Other Policies

This health and safety policy links to the following school policies (listed in alphabetical order):

- Accessibility Plan
- Dogs in School Policy
- Educational Visits Policy
- First Aid and Medical Policy
- Fire Risk Prevention Policy
- Minibus Safety Policy
- Risk Assessment Policy
- Supervision Policy
- Visiting Speaker Policy
- Water Quality (including Legionella) Policy

APPENDIX I

REFERENCE LEGISLATION AND DOCUMENTATION

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.