



FARNBOROUGH HILL
WHOLEHEARTEDLY

Health and Safety Policy

Contents

PART 1: STATEMENT OF HEALTH AND SAFETY POLICY	4
PART 2: ORGANISATION AND RESPONSIBILITIES.....	6
The Duties of the Governing Body.....	6
The Duties of the Head	7
The Duties of Supervisory Staff	8
The Duties of all Members of Staff.....	9
Staff Consultative Arrangements	9
Reporting.....	9
School Health and Safety Committee.....	10
Codes of Practice and Safety Rules.....	10
Review.....	11
PART 3: PROCEDURES AND INSTRUCTIONS.....	12
Accident Procedure.....	12
Accident Investigation and Reporting.....	12
Asbestos	12
Construction Design and Management (CDM)	13
Contractors, Hirers, and Others.....	13
Control Of Substances Hazardous to Health (COSHH).....	14
Display Screen Equipment (DSE).....	14
Electrical Equipment Testing.....	15
Emergency Evacuation Procedure	15
Fire Safety	15
Fire Detection Equipment	15
Fire Fighting Equipment.....	16
Fire Doors.....	16
Fire Exits.....	16
Fire Orders	16
First Aid	16

Glazing.....	17
Health and Safety Consultants	17
Ionising Radiation.....	17
Legionella.....	17
Lone Workers.....	18
Manual Handling Operations	18
Manual Lifting and Moving	18
Personal Protective Equipment.....	18
Risk Assessments.....	19
Safety Rules General	19
Security	20
Smoking.....	20
Vehicle Movement (On-site)	20
Walkways	20
Work Equipment.....	20
Work Equipment Maintenance	21
Working at Height	21
Workplace Inspections	21
Working Environment.....	21

HEALTH AND SAFETY POLICY

PART 1: STATEMENT OF HEALTH AND SAFETY POLICY

BY THE BOARD OF GOVERNORS

As governors of Farnborough Hill, we note the provisions of the Health and Safety at Work, etc. Act 1974, together with subsequent amendments, which states that it is the duty of every employer to conduct his or her business in such a way as to ensure and secure, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the School environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Farnborough Hill school by appointing a governor, Miss Niamh Hills, with responsibility for overseeing health and safety. Day-to-day responsibility for the operation of health and safety at the School is vested with the Headmistress, who appoints the Bursar as Health and Safety Officer. However, as governors, we have specified that the School should adopt the following framework for managing health and safety:

The governor overseeing health and safety receives minutes of the School's health and safety committee termly meeting and discusses these with the Bursar.

A report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Finance and General Purposes Committee meeting.

The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairperson wishes to bring to the Board's attention.

Pupils, and where appropriate parents, are kept apprised of the importance of health and safety and of their own responsibilities to maintain a safe environment.

The exterior of the building will be reviewed by the School in conjunction with a competent professional annually and the findings will be reported to the F&GP. Vulnerable parts of the front of the Victorian building will be checked as far as practicable from mobile access equipment every two years (next inspection August 2025).

Identified risks and issues (as per point above) highlighted during the inspection will be documented and managed. Owing to the nature, age, and construction of the buildings a balanced approach will need to be adopted between the need for detailed inspection and the risk of damage caused by the access equipment.

The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO).

The School has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.

An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the School, and reports on actions required with recommended timescales. The progress of implementation will be monitored by the Finance and General Purposes Committee.

The School commissions a competent person to undertake a risk assessment for legionella, every two years, and to have a periodic water sampling and testing regime in place.

The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. It is essential that all personnel in the organisation be trained to perform their job effectively and safely.

The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils have a Duty of Care and must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

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

A handwritten signature in dark ink, appearing to read 'Gerry McCormack', with a long, sweeping underline.

Mr Gerry McCormack

Chair of Governors, for and on behalf of the Board

PART 2: ORGANISATION AND RESPONSIBILITIES

The Duties of the Governing Body

In the discharge of its duty the governing body, in consultation with the Headmistress, will:

- (a) make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974, together with subsequent amendments, and any other health and safety legislation and codes of practices, which are relevant to the work of the School, in particular, the Management of Health and Safety at Work Regulations 1999 (SI 1999 No.3242).
- (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School.
- (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- (d) identify and evaluate all risks relating to:
 - (i) accidents
 - (ii) health
 - (iii) school-sponsored activities (including work experience)
- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils, and others.
- (f) create and monitor the management structure.

In particular, the governing body undertakes to provide:

- (a) a safe place for staff and pupils to work including safe means of entry and exit.
- (b) plant, equipment, and systems of work which are safe.
- (c) safe arrangements for the handling, storage and transport of articles and substances.
- (d) safe and healthy working conditions which take account of all appropriate:
 - (i) statutory requirements
 - (ii) codes of practice whether statutory or advisory
 - (iii) guidance, whether statutory or advisory
- (e) supervision, training, and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities, and which will be given before an employee commences any relevant work. Wherever training is required by or considered necessary for the safety of staff, pupils, and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities, which they are carrying out.
- (f) necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.
- (g) adequate welfare facilities.

As far as is reasonably practicable the governing body, through the Headmistress, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) this policy
- (b) all other relevant health and safety matters
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Duties of the Headmistress

As well as the general duties which all members of staff have the Headmistress has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff; non-teaching staff; ancillary staff; pupils, visitors and any other person using the premises or engaged in activities sponsored by the School and will take all reasonable practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers, and others as appropriate.

The Headmistress is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are always met in full.

In particular, the Headmistress will:

- (a) be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the School.
- (b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the School premises or facilities or services or attending or taking part in school-sponsored activities.
- (c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the School premises and facilities.
- (d) ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus so that each task is carried out to the required standards and so that all risks are controlled
- (e) consult with members of staff, including the safety representatives, on all health and safety matters.
- (f) arrange systems of risk assessment to allow the prompt identification of potential hazards.
- (g) carry out periodic reviews and safety audits on the findings of the risk assessment.
- (h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- (i) encourage staff, pupils, and others to promote health and safety.
- (j) ensure 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 delay.
- (k) encourage all employees to suggest ways and means of reducing risks.
- (l) collate accident and incident information and, when necessary, carry out accident and incident investigations.

- (m) 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.
- (n) monitor first aid and welfare provision.
- (o) monitor the management structure, along with the governors.

The Duties of Supervisory Staff

All supervisory staff (eg, heads of departments, coordinators, technicians) will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the Headmistress or the member of staff nominated by the Headmistress to have overall day-to-day responsibility for the implementation and operation of the School's health and safety policy within their relevant departments and areas of responsibility.

They will take a direct interest in the School's Health and Safety policy and in helping other members of staff, pupils, and others to comply with its requirements.

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

- (a) safe methods of working exist and are implemented throughout their department.
- (b) health and safety regulations, rules, procedures, and codes of practice are being applied effectively.
- (c) staff pupils and others under their jurisdiction are instructed in safe working practices.
- (d) new employees working within their department are given instruction in safe working practices.
- (e) regular safety inspections are made of their area of responsibility as required by the Headmistress or as necessary.
- (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- (g) all plant, machinery, and equipment in the department in which they work is adequately guarded.
- (h) all plant, machinery, and equipment in the department in which they work is in good and safe working order.
- (i) all reasonable practicable steps are taken to prevent the unauthorised or improper use of all plant machinery and equipment in the department in which they work.
- (j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- (k) toxic, hazardous, and highly flammable substances in the department in which they work are correctly used, stored, and labelled.
- (l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils, and others to achieve the highest possible standards of health and safety of others.

- (m) all the signs used meet the statutory requirements.
- (n) all health and safety information is communicated to the relevant persons.
- (o) they report, as appropriate, any health and safety concerns to the appropriate individual.

The Duties of all Members of Staff

All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc., Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work. They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her as far as necessary to enable that duty or requirement to be performed or complied with.
- (c) Annual Health and Safety update will be delivered at the start of the school year Inset day.

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

In particular, all members of staff will:

- (a) be familiar with the safety policy and any and all safety regulations as laid down by the governing body.
- (b) ensure health and safety regulations, rules, routines, and procedures are being applied effectively by both staff and pupils.
- (c) see that all plant, machinery, and equipment is adequately guarded
- (d) see that all plant, machinery, and equipment is in good and safe working order.
- (e) not make unauthorised or improper use of plant, machinery, and equipment.
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- (h) report any defects in the premises, plant, equipment, and facilities which they observe.
- (i) take an active interest in promoting health and safety and suggest ways of reducing risks.

Staff Consultative Arrangements

The Bursar is appointed as the Health and Safety Officer for the School. The Facilities Manager is the Assistant Health and Safety Officer.

Reporting

All Staff should report on health and safety matters through the Head of their Department who will then refer to the Bursar. Lines of communication are set out below:

<u>Staff</u>	<u>Report to</u>
Teachers	Head of Department
Technicians	Head of Department
Marketing and Admissions (inc Alumni)	Head of Department
School Nurse	Deputy Head - Pastoral
Administrative	Facilities Manager
Caretaking Staff	Facilities Manager/Head of Caretaking
Catering Staff	Facilities Manager/Chef Manager
Groundsmen	Facilities Manager/Head of Grounds
Housekeeping Staff	Facilities Manager/Head of Housekeeping

Urgent matters should be reported at once to the Bursar and the relevant Head of Department advised as soon as possible thereafter. Major incidents will be dealt with in accordance with the School's Emergency/Critical Incident Plan and Policy.

School Health and Safety Committee

The governing body, through the Headmistress, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. The committee will normally meet once a term to discuss Health and Safety matters under the chair of the Bursar. The Facilities Manager will act as the Secretary to the Health and Safety Committee and as such will produce documentation, take minutes, and produce relevant Action Plans. Members of the Committee should notify the Bursar of any matter they would like to place on the agenda no later than seven days before the date of the meeting. The following are members of the Health and Safety Committee, and staff may raise non-urgent health and safety matters that they would like considered by the committee with any one of them or with the Bursar, who is responsible for convening meetings:

- The H&S Governor
- The Deputy Head - Academic
- The Bursar
- The Facilities Manager
- The Heads of Department of: Science, PE, Art, Design and Technology
- The Director of Computing
- The Director of Drama
- School Nurse
- Head of Caretaking
- Chef Manager
- Head of Grounds
- Head of Housekeeping

Codes of Practice and Safety Rules

In consultation with the governing body (where appropriate) and taking into account the requirements of this statement the 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 and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of headteachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Headmistress considers the inclusion of all or any such documents into this policy to be inappropriate, it must be demonstrated to the satisfaction of the governing body that

codes of practice and methods of working which achieve a similar or higher standard of health and safety have been already introduced.

Review

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

PART 3: PROCEDURES AND INSTRUCTIONS

Accident Procedure

First aid kits are located in areas where personnel are concentrated around the School. All kits are clearly marked and are easily accessible by all personnel during all working hours. The School Nurse is responsible for the day-to-day medical needs of all pupils in the School. They will provide medical cover to all first aid casualties being sent to the Rennie Surgery. Qualified first aiders are shown in the Health Care and First Aid Policy.

Accident Investigation and Reporting

It is the policy of the School to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and 2013 amendment. Referencing Education Information Sheet No1 (Revision 3).

The School sees near miss and accident investigation as a valuable tool in the prevention of future incidents. Therefore near misses must be reported in the same way as accidents. In the event of an accident resulting in an injury under RIDDOR a report will be drawn up detailing:

- the circumstances of the accident including photographs and diagrams wherever possible
- the nature and severity of the injury sustained
- the identity of any eyewitnesses
- the time, date, and location of the incident
- the date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the School's expense.

The completed report will then be submitted to the Bursar who will investigate why the accident occurred and what action should be taken to avoid a recurrence of the problem. They will report the matter to the Health and Safety Sub-Committee.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

If necessary, the School's insurers will be informed by the Bursar.

All non-RIDDOR reportable accidents are to be recorded using the online incident reporting system on Firefly. The Facility Manager reviews accident data on a termly basis and reports all data and trends to the Health and Safety sub-committee.

Asbestos

It is the policy of the School to comply with the law as set out in the Control of Asbestos Regulations 2012. The Bursar has overall responsibility for asbestos risk management. The Facilities Manager is to maintain an Asbestos Register and Plan and is to arrange for a competent contractor to conduct annual reviews.

Construction Design and Management (CDM)

It is the policy of the School to comply with the law as set out in the the Construction (Design and Management) Regulations 2015 that in particular require the School to ensure that construction projects deliver structures that are safely built, safe to use and safe to maintain.

The School (Board of Governors) will be the Client under CDM and on all construction projects will, as far as is reasonably practicable:

1. Appoint competent persons to the project team.
2. Allow adequate time for the design, planning, and construction work to be undertaken.
3. Provide key information to the project team, including that regarding the site and existing structures.
4. Put in place arrangements for communication, co-operation, and general management of the project.
5. Check that contractors have adequate welfare facilities in place before work starts on site.
6. Liaise with designers so that workplaces are correctly designed.

In addition, where projects are notifiable (work lasts longer than 30 construction days with more than 20 workers working at the same time or involves more than 500 person days of work) to the Health and Safety Executive, or have more than one contractor the School will:

1. Appoint a Principal Designer to plan, manage and co-ordinate the pre- construction phase.
2. Appoint a Principal Contractor to plan, manage and co-ordinate construction work.
3. Ensure that work does not start on-site until a suitable construction phase health and safety plan has been developed by the Principal Contractor.
4. Keep up to date and make available to anyone who needs it, a health and safety file.

The Bursar will have the responsibility for implementing this policy with support from the Facilities Manager as appropriate.

Contractors, Hirers, and Others

When the premises are used for purposes not under the direction of the Headmistress then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headmistress or the coordinator 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.

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 an employee, 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:

- introduce equipment for use on the School premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the School.

All contractors who work on the School premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc., Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with sections 3 and 4 of the Health and Safety at Work, etc. Act 1974.

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

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 states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Control Of Substances Hazardous to Health (COSHH)

It is the policy of the School to comply with the law as set out in the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and 2004 amendment. In addition, the Dangerous Substances and Explosive Atmosphere Regulations for the small quantities of fuels stored and managed through the COSHH arrangements).

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

The School will ensure that exposure of personnel to hazardous substances is minimised and adequately controlled in all cases.

All personnel who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Display Screen Equipment (DSE)

It is the policy of the School to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992 with the risks to DSE users reduced to the lowest extent reasonably practicable.

The School will conduct health and safety assessments of all DSE users and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

Eyesight tests for regular DSE users will be reimbursed up to a maximum of £30 for on written request to the Bursar once every two years, unless recommended more often, and in writing, by a qualified optician. The Facilities Manager holds a record of which roles are regarded as "DSE users."

Electrical Equipment Testing

It is the policy of the School to comply with the law as set out in the Electricity at Work Regulations. A Fixed Wiring Inspection and Test is undertaken every five years and is carried out by a qualified electrical contractor.

Whole school Portable Appliance Testing (PA testing) is undertaken on an annual basis across the School. Outside of the annual testing programme testing is available on an ad hoc basis. Staff should contact the Facilities Manager to request PA testing on all electrical equipment before it is used on site.

Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare) all personnel must leave the building by the nearest available exit and assemble at the designated assembly point. The designated assembly points are detailed in the School Fire Instructions Policy. Practice fire drills will be conducted every term to ensure familiarity with emergency evacuation procedures.

Fire Safety

The School Fire Safety Policy is to comply with the Regulatory Reform (Fire Safety) Order 2005 and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service.

Fire risk assessments are carried out and routinely reviewed to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The local fire service staff provide advice to enable compliance with fire safety and prevention codes, for reviewing School practices and procedures, testing firefighting prevention, and protection equipment, and for advising on safe practices and procedures.

All personnel within the School have a duty to report immediately any fire, smoke, or potential fire hazards to the fire service (dial 9 999).

All personnel have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when working, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Bursar is responsible for the provision, maintenance and testing of fire prevention and detection equipment, together with testing firefighting equipment.

Heads of Departments are responsible for keeping their departmental areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Fire Detection Equipment

Smoke detectors and manually operated fire alarms are located at strategic points throughout the School.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the School. Personnel are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the person should activate the alarm and evacuate the building immediately.

Fire Doors

Fire doors must never be blocked, jammed, or tied open.

Fire Exits

Fire exits are located at strategic points throughout the school. Exit doors and corridors must never be locked, blocked, or used as storage space. Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the School in case of power failure.

Fire Orders

The School Fire Instructions and Fire Safety Policies are on Firefly.

First Aid

It is the policy of the School to comply with the law as set out in The Health and Safety (First Aid) Regulations and as such the arrangements for first aid provision will be suitable to cope with all foreseeable major incidents. Mental health First Aid is included here, ensuring that triggers are spotted and measures are considered when people are seen to be struggling.

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. This level will be agreed by the governing body 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. These locations will be determined by the School Nurse. They will be prominently marked, and all staff will be advised of their position. It is the responsibility of the School Nurse to ensure they are inspected each term and to keep them stocked correctly.

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, pupil or other person receives first aid treatment either on the School premises or as part of a school-related activity.

There are three defibrillators (AEDs) in the School which automatically issue straightforward instructions to the user on opening the case. These are kept in unlocked cabinets located in the Hall lobby, the Sports Hall foyer and in the Astro shed.

For further details, see the Health Care and First Aid policy.

Glazing

It is the policy of the School to comply with the law as set out in the Workplace (Health, Safety and Welfare) Regulation 14, that require all windows and glazed areas up to a height above floor level of 800mm and 1500mm in certain cases to be fitted with annealed glass or a film which ensures that “if glazing breaks, it breaks safely”.

This is particularly important in buildings housing large numbers especially children where the risk of accidental breakage is higher than normal.

Health and Safety Consultants

The School has appointed an external body for Health and Safety advice and to conduct regular independent reviews.

Ionising Radiation

It is the policy of the School to comply with the law as set out in the Ionising Radiations Regulations 2017 that require employers to keep exposure to ionising radiations as low as reasonably practicable.

A risk assessment has been completed which identifies the main radiological risks associated with the work with ionising radiation and identifies any reasonably foreseeable radiation accident.

Steps have been taken to measure or estimate employees’ exposure to ionising radiation and appropriate action taken.

Actions identified in the risk assessment will restrict employees’ and other persons’ exposure to ionising radiation as far as is reasonably practicable.

Contingency plans have been drawn up for all reasonably foreseeable radiation accidents identified in the risk assessment and, where appropriate, rehearsals will be carried out at suitable intervals .

A suitable radiation protection adviser (RPA) has been appointed and consulted.

Appropriate training, information and instruction is provided to all employees engaged in or affected by work with ionising radiation and will be repeated at appropriate intervals.

Controlled and/or supervised areas have been correctly designated and demarcated (where required).

Legionella

The School reviews its legionella risk assessment on an annual basis.

Contractors are appointed to undertake regular statutory and non-statutory checks as follows:

- Monthly – water quality checks of the swimming pool
- Quarterly – Water quality checks and shower head inspections, including cleaning as required
- 6 monthly – TMV inspections
- Annually – Water tank inspections and clean

The School’s Caretaking team undertake monthly flushing on all little used outlets and monthly temperature tests.

The Responsible Person at Farnborough Hill is the Bursar, who has overall responsibility for legionella risk management and the Facilities Manager is responsible for the day-to-day responsibility of monitoring and

ensuring that the systems are being correctly operated. The Facilities Manager will maintain appropriate records of testing and certification.

Lone Workers

1. All staff are expected to take reasonable responsibility for their own safety/security when working alone, taking such precautions, as necessary.
2. Line Managers should agree procedures with employees who regularly work alone outside core school hours to enable them to have a point of contact, particularly in higher risk areas such as Art, D&T, Science.
3. Pregnant staff should not be lone working. An independent risk assessment should be completed if it is felt to be essential.

Manual Handling Operations

It is the policy of the School to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment, and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Manual Lifting and Moving

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Employees/staff should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as coordinator, giving commands to lift, lower, etc.
7. When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

Personal Protective Equipment

It is the policy of the School to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All personnel who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting, and effective personal protective equipment. Employees/staff must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use. Employees/staff who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their Head of Department.

All personal protective equipment provided by the School will be properly assessed prior to its provision and maintained in good working order. Where necessary, all personnel provided with personal protective equipment by the School will receive comprehensive training and information on the use, maintenance, and purpose of the equipment.

The School will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees/staff.

Risk Assessments

Assessments are undertaken by Head of Departments for of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded, and recommendations are implemented.

Risk Assessments are reviewed annually, or following an accident, change of process or new equipment.

Safety Rules General

Detailed statements of Health and Safety are held by the specific departments e.g., PE, science, Art, and DT, with copies held centrally by the Facilities Manager.

The following subjects which have a Health and Safety implication are covered further in the Staff Handbook:

- Statement of General Policy
- Security
- Fire Drill
- School Accident Procedure
- Emergency Closure of the School
- Broadmoor Hospital
- Smoking
- Electrical Appliances and PAT (Portable Appliance Testing) Testing

All personnel should be aware of, respect and adhere to the rules and procedures contained in this policy statement.

1. All personnel shall immediately report any unsafe practices or conditions to the Bursar.
2. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed on the premises.
3. Horseplay, practical joking or any other acts which might jeopardize the health and safety of any other person are forbidden.
4. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed on the premises if this might jeopardize the health and safety of that person or any other person.
5. Personnel shall not adjust, move, or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
6. All waste materials must be disposed of in accordance with the instructions and in such a way that they do not constitute a hazard to other personnel.
7. No person should undertake a task which appears to be unsafe.
8. No person should undertake a task until they have received adequate safety instruction and is authorised to carry out the task.
9. All injuries must be reported to the School Nurse or a delegated representative.
10. Personnel should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the Head of Department or Bursar.
11. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
12. No personnel should use chemicals without the knowledge required to work with those chemicals safely.
13. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

14. All personnel are expected to attend departmental safety meetings.

Security

The School considers site security is of paramount importance to ensure the safety of pupils and staff.

Security at the School relates to personnel, equipment, and property. The Governors, Head, Bursar and Health and Safety Committee all have a duty to oversee the security provisions at the School to ensure they are current, relevant, and appropriate.

All buildings and the site perimeter are locked at 8pm, unless requested otherwise. Within the site perimeter, all external doors are lockable, with keypad entry to key access points. The site is monitored by CCTV.

Staff and visitors wear lanyard identification. Staff and pupils know to challenge/report anyone who is found on-site without a lanyard.

Smoking

Smoking and vaping is prohibited in all areas of the School.

Vehicle Movement (On-site)

There are areas where vehicles and pedestrians overlap within the School site, such as the main School car park. Pedestrian walkways are clearly marked. Where pedestrian cross traffic, zebra crossing markings have been painted on the tarmac in well-lit areas.

Traffic management includes the use of speed humps to reduce vehicle speed.

Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
6. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Work Equipment

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

The School will endeavour to ensure that all equipment used in the School/workplace is safe and suitable for the purpose for which it is used.

All personnel will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the wellbeing of persons in or around the School/workplace will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All personnel will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Work Equipment Maintenance

1. School machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the Head of Department to determine who is authorised to use specific tools and equipment.
2. It is the responsibility of all employees/staff to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturers recommended shields, guards, or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear clothing, jewellery, or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Employees/staff are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Working at Height

Any such work must be properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the job. This includes using the right type of equipment for working at height.

Employees have general legal duties to take reasonable care of themselves and others who may be affected by their actions, and to co-operate with their employer to enable their health and safety duties and requirements to be complied with.

Training will be given to staff regularly carrying out such work and risk assessments will be carried out.

Workplace Inspections

It is the policy of the School to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

Regular inspections of the School and workplaces will be conducted by the Bursar and Facilities Manager. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature of the running of the School.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Working Environment

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.
5. Any holes must be covered when not in use and clearly marked with warning signs when in use.

This policy is reviewed annually by the Bursar

The next review is due in September 2025