



ST JOHN'S  
BEAUMONT

## Health and Safety Policy

(December 2021 update)

### STATEMENT OF INTENT

TRCP recognise that under the Health and Safety at Work etc Act 1974 they have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.

Such duties are delegated to the Governors of St John's Beaumont. The Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice.

The Governors will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:-

- a. the creation of a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level;
- b. to identify and control risk systematically as an effective approach to injury, ill-health and loss prevention;
- c. to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable hazards;
- d. to provide and maintain a safe and healthy working and teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
- e. to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. The School's Health and Safety Committee and/or Adviser are available to provide relevant information and this will be disseminated to the staff as appropriate;
- f. to develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels;
- g. to provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be aware of certain aspects of the School's environment;
- h. to control effectively the activity of all outside contractors when on the School's premises;



- i. to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing;
- j. to ensure that this Policy is used as a practical working document and that its contents are publicised fully;
- k. to scrutinise and review performance and the details of this Policy regularly so that the School learns from experience and keeps in line with changes in current legislation.

The Governors are committed to providing adequate resources to ensure its health and safety objectives and this Policy are met.

The Governors are aware of, and will meet, the requirements under the Children Act 1989, particularly regarding fire provisions and ensuring that staff and pupils are aware of the School's health and safety policies and practices.

The Governors will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.

The Governors consider that this Health & Safety Policy is an integral element of the overall School Development Plan and will be brought to the attention of all employees and periodically reviewed and revised as necessary.



## A. OBJECTIVES

### 1. Management of Health and Safety at Work Regulations 1999

It is the policy of the School to comply with the Management of Health and Safety at Work Regulations 1999.

The School will make a suitable and sufficient assessment of the risks to health and safety of its employees whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions. This includes the completion of Fire Risk Assessments to take into account the Regulatory Reform (Fire Safety) Order 2005. The person responsible for co-ordinating the completion of the assessment on the School's behalf is the Bursar.

Where the Risk Assessment identifies any appropriate Health Surveillance this will be carried out following consultation with suitably qualified and Competent Persons.

To assist in undertaking the measures identified by the Risk Assessment as necessary to comply with relevant statutory provisions, the School has appointed a number of Competent Persons (see Section 3.17). Co-ordination of the necessary measures and Competent Persons will be carried out on the School's behalf by the Bursar.

The results of the assessment including identified risks and any necessary preventive and protective measures will be brought to the attention of relevant employees.

### 2. School's Management of Health and Safety

The School acknowledges the Department for Education's Health and Safety Advice.

Health and Safety Policy illustrates the sustained commitment and interest of the School which it considers essential for successful health and safety management.

In addition to this Policy and the independent monitoring carried out by an external Health and Safety Adviser, the School intends to progressively implement planned Active Monitoring Inspections which will establish:

- a. the frequency of inspection;
- b. the areas or topics for inspection and the progressive development of inspection checklists;
- c. who will do the inspections;
- d. how the inspections will be completed, reported and actioned.

## B - MANAGEMENT STRUCTURE

### 1. Governors



ST JOHN'S  
BEAUMONT

The Governors accept full responsibility for health and safety within the School.

- a. Governors consider that one of their primary objectives is to provide excellent safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people;
- b. Governors recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School;
- c. Governors are committed to ensure that the School operates in accordance with current legislation;
- d. Governors will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary;
- e. Governors will ensure that any changes in this Policy will be brought to the attention of all employees;
- f. Governors will meet the requirements of the Protection of Children Act 1989 regarding the protection, welfare and pastoral care of all pupils for whom they have a duty of care.

## 2. Head Teacher

The Head Teacher will be responsible to the Governors for the safe functioning of all School activities. They will:

- a. monitor the effectiveness of the Policy as regards both academic and non-academic work;
- b. consult with the Bursar;
- c. recommend changes in the Safety Policy in the light of experience;
- d. ensure the co-operation of all staff at all levels as regards working to this Policy;
- e. be responsible for ensuring that the Deputy Head Teacher, Heads of Schools, Head of Boarding, Heads of Departments, Teachers, School Matron and the Bursar, fully understand their responsibilities and are given both the time and the encouragement to pursue them;
- f. take steps to ensure that any changes in curriculum and also changes in systems of work on the domestic side are considered for their health and safety implications.

## 3. Bursar

On a day-to-day basis the Head Teacher's responsibility will be devolved to the Bursar, and the Bursar in particular will:

- a. monitor the effectiveness of this Policy and report back to the Head Teacher as appropriate;
- b. make an appointment of the School's nominated Safety Adviser who will have responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the School via the Bursar;
- c. be the liaison point with the School's Health and Safety Adviser and ensure that their



ST JOHN'S  
BEAUMONT

- services are used fully to obtain the above information;
- d. be responsible for a safe working environment for all administrative, medical, maintenance, catering and domestic staff;
  - e. be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School functions are fully used and kept up to date;
  - f. where individual employees are given posts of intermediate responsibility, identify those posts in this Policy and ensure that those individuals receive the necessary instruction, responsibility and encouragement to carry out their duties;
  - g. chair the School Health and Safety Committee;
  - h. establish a system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the School's Health and Safety Committee;
  - i. ensure that the ordering of all substances, particularly COSHH related, is through the Bursar's Office or Heads of Department, so that decisions may be taken for additional assessments where necessary;
  - j. be responsible for liaising with outside bodies and individuals who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified;
  - k. be responsible for the selection of outside contractors and the monitoring of all activities on the School premises;
  - l. be responsible for co-ordinating the School's preparation of statutorily required Risk Assessments, as well as similarly related matters such as Manual Handling Assessments, Personal Protective Equipment Assessments and Display Screen Equipment Workstation Assessments;
  - m. delegate some of the listed responsibilities to other Staff as deemed appropriate.

#### 4. Deputy Head Teacher, Heads of Schools, Heads of Department

These Staff will be responsible to the Head Teacher for the following:

- a. ensuring that their department or area of responsibility is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the School;
- b. ensuring that the teachers and other staff working under them, understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
- c. ensuring that these teachers and other staff are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters;
- d. notifying the Bursar of any matters within this field which they feel are beyond their competence;
- e. reporting to the Bursar any accidents, incidents, near misses or damage for



ST JOHN'S  
BEAUMONT

- appropriate investigation;
- f. ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external trips as detailed in Part 3 of this Policy;
- g. notifying the Bursar and Safety Adviser of any new substances, governed by COSHH Regulations, that are required to be purchased by their department;
- h. ensuring that the teaching and other staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in Part 3 of this Policy.

## 5. Support Staff Managers

This section refers to the Senior Matron, Site Manager, Head Groundsman, Catering Manager, Sport Centre and Swimming Pool Managers. It also refers to their deputies, where applicable.

- a. be responsible to the Bursar for the safe running of their activities. They will be responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy.
- b. be responsible for ensuring that staff have appropriate training according to the needs of their work.
- c. undertake any necessary training required under the COSHH Regulations.
- d. be responsible for ensuring that all agreed systems of work are followed.
- e. where they come across matters that they feel are not within their competence to deal with, they should refer the matter to the Bursar.
- f. they should be responsible for investigating any accident or incident within their department or area of responsibility, and reporting accordingly.

## 6. Employees

This section refers to all other employees of the School.

- a. All employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others;
- b. They must safeguard all persons to whom the School owes a duty of care, such as pupils, parents, visitors, contractors etc;
- c. Obey all safety rules and procedures, including the wearing of protective clothing and equipment, where required;
- d. Report promptly all hazards, potential hazards and defects in equipment or work systems and procedures.

## C - LOCAL RULES AND ARRANGEMENTS





It is the School's intention that in this part of the Policy, which will be regularly revised, specific standards and arrangements will be established to cover specific risks and these standards will be regularly revised.

Local Rules have been prepared and are contained in the following sub-sections:

- a. School Trips
- b. Machinery Guarding and Work Equipment
- c. Fire Safety and Evacuation Plans
- d. Science teaching
- e. First Aid
- f. COSHH Regulations
- g. Portable Appliance Testing
- h. Electricity at Work Regulations
- i. Swimming Pool
- j. Use of School Facilities by Members of the Public
- k. Accident Reporting
- l. Control of Legionellosis
- m. Health and Safety Committee
- n. Abrasive Wheels Machines
- o. Instructions for Contractors
- p. Noise
- q. Competent Persons
- r. Display Screen Equipment
- s. Manual Handling
- t. Personal Protective Equipment
- u. Training
- v. Working at Height
- w. Management of Asbestos
- x. Slips, trips & falls
- y. Pedestrian & Traffic Management
- z. Stress at work
- aa. Infection Control measure

#### 1. School Trips and Out of School Activities

All trips must have a specific and stated objective, the Governors require staff demonstrate that their plans meet legal requirements, and this Safety Policy document. The Group Leaders must conduct a risk assessment for each trip, which must:

- a. provide the Head Teacher, with their proposals if the trip involves an overnight stay or travel outside the UK;
- b. ensure that they and other Staff are competent to monitor the risks throughout the trip;
- c. be clear of their role and who is in sole charge of the trip;



- d. report back to the Head Teacher, or Deputy Head Teacher, after the trip;
- e. ensure that the following elements are taken into account:
  - Planning
  - Supervision
  - Pupil preparation
  - Communication
  - Transportation
  - Insurance
  - Emergency Procedures

The Head Teacher/Deputy Head Teacher, in consultation with the Bursar and other Staff as appropriate, will ensure preparation of more detailed arrangements and guidelines which will clearly indicate the procedures to be observed prior to and during any School Trip.

A separate document providing detailed information on School Trips and Out-of-School Activities is available for staff and embodies both the School Policy and the procedures to be followed on any trip or out-of-school activity.

## 2. Machinery Guarding and Work Equipment

It is the intention of the School that all machinery, whether static or mobile, academic or maintenance, will be guarded, according to the relevant assessed risks, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998.

## 3. Fire Safety Policy and Evacuation Procedure

This policy operates under the Management of Health and Safety at Work Regulations 1999 and The Regulatory Reform (Fire Safety) Order 2005, and as such, is of special importance to the school. Fire Procedures are detailed in a separate document. The Competent Person responsible for this policy is the Bursar.

All fire extinguishers and means of controlling and/or fighting fires are the subject of a maintenance contract currently with CF International who maintain, and supply where necessary, all apparatus on an annual basis.

The fire alarm is maintained by Safe I.S. (tel. 0800 9553580)

Once a term there will be fire practice during daylight hours and once during silent hours, at a time to be decided by the Head Teacher. The timing will only be known to selected staff.

The object of the practice is to give the occupants of the buildings confidence in both the warning system and evacuation procedures, and to teach staff and pupils the following points:





- a. action to be taken on discovering a fire;
- b. action to be taken on hearing the alarm;
- c. how to raise the alarm, and location of alarm points;
- d. how to call the Fire Brigade;
- e. location and use of fire appliances;
- f. knowledge of escape routes;
- g. appreciation of the need for fire doors and why they should remain closed;
- h. how to evacuate the building quickly and quietly day or night;
- i. location of, and procedure for, reporting to the outside assembly point.

The fire alarm system will be tested at regular intervals as directed by the Bursar. Testing will take place from a different operating point each time.

Fire instructions are to be clearly displayed at suitable points and adjacent to firefighting equipment throughout the school buildings.

Records are to be kept by the Bursar containing the following information:

- a. fire practices and time taken to clear the building;
- b. fire precaution briefings to staff;
- c. fire alarm tests;
- d. monthly emergency lighting tests;
- e. maintenance records of firefighting appliances.

All stairways and corridors should be maintained in good condition and clear of obstruction. Similarly, all exit doors leading from school buildings should never be locked at night time unless there is a clear and easy method of opening them available nearby, eg break-glass point with key.

#### 4. Science Teaching and Experimental safety

The method of conducting all experiments in the curriculum will be according to the guidance provided by CLEAPSS. The chemicals used will be according to the recommended restrictions of the CLEAPSS guidance.

The School will provide the necessary personal protective clothing and equipment where appropriate and recognises that particular attention must be paid to eye protection, and that goggles or eye shields must be worn by pupils at all times when required to do so.

Overalls must be worn when working with relevant materials.

It is the policy of the School that fume cupboards will be inspected once a year. This will conform to the 14-month requirement for the thorough examination and test of engineering controls under the COSHH Regulations.



Chemical Storage: the storage of liquids, and liquefied petroleum gases is to be in accordance with current standards and legislation.

Microbiology: all microbiological experiments will be assessed and categorized in accordance with appropriate levels and precautions, as set out by the Head of Science.

Radioactive Sources: it is the policy of the School not to keep ionising radiations on the School premises.

The full Health and Safety Policy for the Science Department, based on the CLEAPPS model, as well as a manual containing procedures and methods of working, is available from the Head of Science.

## 5. First Aid

The School will ensure that there are first aid trained staff available at all times. Lists of first-aid trained staff are displayed on notice-boards throughout the School. All appropriate members of staff will be trained in paediatric first aid.

First Aid Boxes are maintained in the following areas:

- Outside Berchmans Library (on Emergency Wall)
- Playground (Outside Science Lab 2)
- Nicholas Owen Block
- Sports Centre
- Kitchens
- Science Lab 1 (including eyewash station)
- School Vehicles (minibuses, car and van)
- Maintenance Staff Shed
- Groundsmen Shed
- Pavilion
- Infirmary
- Morse and Southwell Dormitories
- Swimming Pool
- Fort / Outside Classroom
- Trip Kits (day, boarding and residential)

The person responsible for ensuring that First Aid Boxes meet statutory guidelines is the senior School Matron.

All First Aid Boxes will be checked against a stock list every term and restocked as necessary.



First Aid boxes (x2) are also kept in the infirmary for use by staff responsible for trips. (Home or abroad)

Bodily Spill Kits are available to the School Matrons and Domestic and Boarding Staff should they be required.

## 6. COSHH Regulations

The School will take all necessary steps to comply with the above Regulations.

It is recognised that substances to which the Regulations apply will be used in the teaching of science, the teaching of creative arts, the offices, maintenance and catering, domestic cleaning and by the ground staff.

The School will establish and keep folders containing the Data Sheets for each substance brought into the School, together with a written Assessment, where necessary, of the exposure of all persons who may use or be exposed to these substances.

The School will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.

The School will undertake the appropriate statutory examinations of all engineering controls that are required by the Regulations.

The School will set up a system whereby the Bursar will be aware of any change in purchasing policy so that new substances may be effectively monitored.

## 7. Portable Appliance Testing

The School will prepare an inventory of all portable electrical apparatus used in the School and this will be routinely inspected and tested and an appropriate register kept. All such apparatus will be visually inspected from time to time and any defects rectified.

Electronic items brought to School by pupils will be subject to an inspection regime. For those which cannot be tested only recognized branded devices will be permitted to be used.

## 8. Electricity at Work Regulations

The School will take all necessary steps to comply with the above Regulations.

The School recognises a formal system of maintenance for all electrical systems has to be introduced.



The School will endeavor to ensure that fixed electrical installations are inspected and tested every 5 years. (Last tested Summer 2017)

The School will ensure that any temporary systems, eg stage lighting and control gear, are inspected and tested by a competent person from time to time. In addition, the School will ensure that fixed stage electrical installations are inspected and tested periodically, particularly following any changes, before being energised.

#### 9. Swimming Pool

The school recognises that the use of its swimming pool gives rise to a number of hazards and these have been considered producing Normal Operating and Emergency Action Procedures setting out the organisation and arrangements for ensuring users safety.

These will be communicated to the School's pool staff and other staff who may be responsible for pupils using the pool, and to any club/organisation who may hire the pool.

The School will ensure that the necessary lifeguarding function is provided by those undertaking the teaching or coaching and that such person will fulfil lifeguarding requirements. The School also recognises that in certain circumstances, more than one suitably trained person will need to be present in accordance with recommended guidelines.

The School will establish a contract with any outside organisations who hire the pool, which will include reference to safety arrangements.

The School will almost exclusively expect outside organisations to provide appropriate poolside supervision although, as the pool operator, the School will ensure that it takes reasonable steps to ensure that the arrangements for safety, agreed with the hirers, are implemented.

A copy of the Swimming Pool Policy containing the full Normal Operating and Emergency Action Procedures is available from the Swimming Pool Manager.

#### 10. Use of School Facilities by Members of the Public

The School will ensure that all members of the public using the facilities of the School will be given sufficient information in order to allow them to avoid any risks to their Health and Safety.

Any agreement form used by the School as a contract with the hirer will carry a specific clause stating that the hirer will ensure adequate supervision and take responsibility for the Health and Safety of persons using the facilities.



## 11. Accident Reporting

All accidents, no matter how trivial, should be reported to the School Matron on duty at the time, who will be responsible for passing on details to the Bursar and the Head Teacher, where appropriate.

The School will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Whenever any of the following events occur, they must be reported to the Health & Safety Executive (HSE):

- 1) The death of any person as a result of an accident arising out of or in connection with work;
- 2) Any employee suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:
  - a) Fractures, other than to fingers, thumbs and toes
  - b) Amputations
  - c) Any injury likely to lead to permanent loss of sight or reduction in sight
  - d) Any crush injury to the head or torso causing damage to the brain or internal organs
  - e) Serious burns (including scalding) which:
    - i) covers more than 10% of the body
    - ii) causes significant damage to the eyes, respiratory system or other vital organs
  - f) Any scalping requiring hospital treatment
  - g) Any loss of consciousness caused by head injury or asphyxia
  - h) Any other injury arising from working in an enclosed space which:
    - i) Leads to hypothermia or heat-induced illness
    - j) Requires resuscitation or admittance to hospital for more than 24 hours

Any other person (including pupils, visitors, members of the public etc) suffering an injury arising out of or in connection with work resulting in being taken directly from the scene of the accident to hospital. Most injuries arising out of normal participation in a sporting activity are not reportable.

A dangerous occurrence as defined in RIDDOR 2013.

If required under the RIDDOR a form F2508 will be completed and sent to the HSE. Reports can be made on-line via the HSE website, only fatal and specified injuries can be reported by telephone.



If a person at work is incapacitated for his or her normal work for more than seven days as a result of an injury caused by an accident at work; a written report must be sent to the Health and Safety Executive within ten days of the accident on Form F2508.

The School will keep records of all reportable injuries and dangerous occurrences containing the date and time of the accident causing the injury or the dangerous occurrence; and the following particulars about the person affected: full name, occupation, nature of injury or condition, place where the accident or dangerous occurrence happened and a brief description of the circumstances. The School will keep a photocopy of each completed Form F2508 in a file in order to fulfil this requirement.

Maintenance of adequate accident records and the reporting of those necessary to the Health and Safety Executive will be the responsibility of the Bursar.

The School will arrange for all accidents and “near misses” to be investigated to determine the need for any remedial action. The person responsible for deciding who shall carry out the investigation is the Head Teacher.

Where appropriate, a copy of the report will be made available for discussion at the next Governors or Staff or Health and Safety Committee Meeting.

An accident during rugby which results in an overnight stay in hospital is to be reported to the RFU under their current regulations.

## 12. Control of Legionellosis

The School recognises that it operates hot and cold water systems where there is a foreseeable risk of Legionellosis and which therefore requires control.

The School will do all that is necessary to fulfil the requirements of the Approved Code of Practice by identifying and assessing sources of risk, preparing a scheme for preventing or controlling the risk, implementing and managing precautions and keeping appropriate records of precautions implemented.

The School recognises that Legionella may colonise storage tanks, calorifiers, pipework and associated plant. In particular, it is recognised that Legionella is most likely to multiply in calorifiers where water temperatures are insufficiently high and in pipework leading to taps and showers.

The main objective of the School is to operate water services at temperatures which do not permit the growth of Legionella and to avoid stagnation. The School will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.

The monitoring of the School's water systems is contracted out to Phase Technology Limited.





The nominated officer for responsibility for ensuring this policy is implemented is the Bursar.

A comprehensive risk assessment for the control of Legionellosis is available in the Risk Assessment register.

### 13. Health and Safety Committee

It is proposed that the Health and Safety Committee will meet once per term although members will have recourse to call for an emergency meeting should circumstances so dictate.

The School has fault detection/reporting procedures in place for dealing with day to day health and safety issues, through the Maintenance list procedure. Monitoring of remedial action is carried out by the Site Manager.

It is, therefore, considered appropriate that the Safety Committee should address the School's overall Health and Safety Policy, accident/near miss trends, fault development trends and future strategy. The Bursar will chair the Committee and Committee Representatives will be as follows:

- a. H&S Governor
- b. Bursar
- c. Deputy Head Teacher
- d. Site Manager
- e. Head of Boarding
- f. Director of Sport
- g. Sports Centre Hall Manager
- h. Senior Matron
- i. Heads of School
- j. A Health and Safety Adviser may attend as necessary.

### 14. Abrasive Wheel Machines

Where the School uses abrasive wheels, which by their very nature are hazardous, it is the policy of the School to comply with the Provision and Use of Work Equipment Regulations 1998 as far as they apply to these machines.

The School does not currently use abrasive wheels. If it were to do so it would appoint one or more responsible persons who will have received the appropriate training regarding the



selection, mounting, guarding and maintenance of these machines. This training will be on courses following HSE guidelines.

#### 15. Management of Contractors

The School recognises that its role in managing Contractors working on site falls within two distinct categories:

1. Contractors carrying out work which falls within the definition of the Construction (Design and Management) Regulations 2015;
2. Contractors whose work does not fall within the above Regulations.

For construction work falling within the Construction (Design and Management) Regulations 2015, the School will take the following action:

- a. fulfil the role of Client as defined within these Regulations;
- b. appoint a Competent Person as Planning Supervisor and competent Principal Contractors ensuring that they allocate sufficient time and resources to carry out their duties;
- c. the School will also ensure that these duties extend to designers and contractors if the School is responsible for their appointment;

On the basis of the complexity and scope of the construction work, the School will determine whether the Planning Supervisor can be appointed from within the School's organisation or whether an external appointment is required.

For work falling outside the Regulations the School will ensure that the Contractor's Policy, the Lone Worker's Policy, and the Asbestos Register will be available for those Contractors deemed by the Bursar to require such a document. A Hot-work Permit will be required where necessary.

#### 16. Noise

The School is aware of the Control of Noise at Work Regulations 2005 and where it believes that employees are exposed to noise levels above those laid down by the Regulations, appropriate hearing protection will be provided.

#### 17. Competent Persons

Following HSE guidance the School has appointed the following Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions:



- a. Health & Safety Matters – Health & Safety Committee;
- b. Fire Evacuation Procedures –Bursar/Fire Officer;
- c. Electrical Work –Site Manager;
- d. Abrasive Wheel Mounting – Site Manager;
- e. Pressure Systems – Head of Science and Catering Manager;
- f. Display Screen Equipment, eye & eyesight tests – Bursar.

#### 18. Display Screen Equipment

It is the policy of the School to comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

The School will carry out a suitable and sufficient analysis of all workstations to assess the health and safety risks to exposed persons. This will be co-ordinated by the Bursar.

The School will plan the activities of users to allow periodic breaks or changes of activity.

The School provides users with access to appropriate eye and eyesight tests.

#### 19. Manual Handling

It is the policy of the School to comply with the Manual Handling Operations Regulations 1992.

In particular, the School will:

- a. avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.
- b. where a manual handling operation cannot be avoided, a suitable and sufficient assessment will be carried out. The person responsible for co-ordinating the completion of these assessments is the Site Manager.
- c. take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable and where appropriate provide employees with general indications of the weights of loads.

#### 20. Personal Protective Equipment

It is the policy of the School to comply with Personal Protective Equipment at Work Regulations 2002.

The School recognises that Personal Protective Equipment (PPE) is a last resort and that wherever possible, risks should be controlled by other means. Where the risks cannot be



controlled by other methods or it is assessed there is a residual risk, then suitable PPE will be provided to employees.

Where it is determined that PPE is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.

Employees will be informed, instructed and trained on the risks which the PPE will avoid, or limit; the purpose and manner in which the equipment is to be used and action they need to take to ensure it remains in good repair and efficient working order.

## 21. Training

The School will comply with the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training.

Before entrusting any task to an employee the School will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.

The School will provide employees with health and safety training:

- a) on recruitment. This induction training will give general health and safety training on the risks associated with the School's undertaking, including arrangements for first aid, fire and evacuation;
- b) or their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;
- c) periodically as refresher training, as appropriate.

The training programme should include

- a) First Aid
- b) Pediatric First Aid
- c) MIDAS
- d) Life Guarding
- e) Fire Safety
- f) Risk Assessment
- g) Climbing Wall
- h) COSHH
- i) Manual Handling



ST JOHN'S  
BEAUMONT

Records will be maintained of all training that has been given. The person responsible for co-ordination of training on the School's behalf is the Bursar.

## 22. Working at Height

It is the policy of the School to comply with the Working at Height Regulations 2005.

All employees required to work at height will be given sufficient and adequate training for the task in hand.

All equipment provided by the School for the purposes of enabling employees to work at height will be serviced regularly.

## 23. Management of Asbestos

The School recognises and accepts that it has specific duties under the Health and Safety at Work Act 1974 for the management and control of asbestos within the School buildings. The School will undertake all practical steps to ensure the safety of all staff, pupils, contractors and visitors in pursuance of compliance with its legislative obligations, as set out in its Asbestos Management Policy.

## 24. Slips, Trips & Falls

The Workplace (Health, Safety & Welfare) Regulations require that floors are suitable, in good condition and free from obstructions. People should be able to move around safely. It is the School's responsibility to provide information and guidance on the management of slips, trips and falls risks within the School's premises. The School will

- a. provide a safe working environment for staff, students and visitors which is free from slip and trip hazards, so far as is reasonably practicable.
- b. adequately control or reduce the risk of slips and trips, by a combination of a safe environment and safe behavior.
- c. ensure that appropriate risk assessments and risk reduction methods are in place.
- d. encourage all staff and students to take personal action to reduce the risk of slips and trips as far as possible.
- e. ensure that there is an effective response to changing conditions such as weather and the environment e.g. during construction works or refurbishment.
- f. ensure that school premises are designed and maintained to minimise the risk of slips and trips.

## 25. Pedestrian and Traffic Management



Pedestrian and traffic management is regulated The Workplace (Health, Safety & Welfare) Regulations. Guidance on risks and control measures in place with regards to movement of student and moving of vehicles around site are contained in RA18 Pedestrian & Traffic Management.

#### 26. Stress at Work

The School recognises alongside a safe working environment, the pressures on teachers and nonteaching staff can lead to mental health concerns as well as physical symptoms. The School policy on stress gives guidance on identifying causes, recognition of symptoms and health problems resulting from stress in the workplace.

#### 27. Infection control measures

The School is fully committed to adopt control measure necessary to reduce the risk of COVID-19 spreading within the community whilst providing high quality educational provision. In doing so the School will follow guidelines published by the Department for Education and Public Health England including “Guidance for full reopening of school” and “Implementing protective measures in education and childcare settings”. The school will implement the guidelines and regularly risk assess its activities prioritising:

1. Safety of Pupil and Staff
2. Wellbeing of Pupil and Staff
3. Educational Provision

The relevant Risk Assessments will be reviewed regularly in response to changes in circumstances.





ST JOHN'S  
BEAUMONT

Policy Owner: Bursar (P Bright)	Circulation: All Staff	Review Date: December 2021	Approved by any other departments or staff members: Governing Council	Next review: December 2022
---------------------------------------	---------------------------	----------------------------------	---	----------------------------------