

BOX HILL SCHOOL
HEALTH AND SAFETY
POLICY
AY2023/24

1. STATEMENT OF INTENT

The Governors, Headmaster & Chief Operating Officer recognise that under the Health and Safety at Work etc Act 1974 the Box Hill School Trust Ltd ("the School") has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and that it has duties towards pupils, the public and visitors.

It is the School's policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act and Regulations made under that Act. It is recognised by the Governors, Headmaster and Chief Operating Officer that health and safety is a responsibility of considerable importance.

The School will take all such steps as are reasonably practicable:

- to maintain safe and healthy working practices and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with activities undertaken by the school;
- to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
- to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently;
- to develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels;
- to provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;
- to control effectively the activities of all outside contractors when on the School's premises;
- 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;
- to ensure that this Policy is used as a practical working document and that its contents are publicised fully;
- to constantly review the details of this Policy and to keep it in line with changes in current legislation.

Signed:



Date:

13.9.2023

Trevor Johnson, Chair for and on Behalf of the Board of Governors

2. SCHOOL STRUCTURE & RESPONSIBILITIES FOR HEALTH & SAFETY

The Governors

School Governors have responsibility for the oversight of Health and Safety and monitoring the effectiveness of this Policy. They are expected to:

- Nominate a school governor with responsibility for reporting back to them on Health and Safety;
- Seek to ensure they are aware of their duties and responsibilities under safety legislation and that the head teacher and Chief Operating Officer are aware of their duties and responsibilities and implement this Policy;
- Give due consideration to Health and Safety when overseeing the development and delivery of school policies and the allocation of associated responsibilities and resources;
- Seek to ensure, so far as reasonably practicable, that school specific Health and Safety arrangements are developed and effectively implemented to deliver this Policy;
- Seek to ensure, so far as is reasonably practicable, that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel on site;
- Include health and safety as a regular item on the governing body meeting agenda;
- Take heed of advice from the school's health and safety advisors relating to matters concerning Health and Safety, or oversee the adoption other equally effective measures; and
- Seek to ensure so far as reasonably practicable that in respect of any project that they initiate, adequate consideration and consultation is given on issues affecting the Health and Safety of all persons from the planning stage and that necessary measures are included to control risks.

Headmaster

The Headmaster, working closely with the Chief Operating Officer and supported by the Heads of Department, will be responsible to the Governors for the safe functioning of the School's activities. He will have a particular focus on academic, pastoral and co-curricular aspects of Health and Safety and will:

- monitor the effectiveness of the Policy and report back to the Governors as appropriate;
- consult with the Chief Operating Officer as nominated Safety Officer;
- recommend changes to the Safety Policy in the light of experience;
- seek to ensure the co-operation of all staff at all levels as regards working to this Policy;
- seek to ensure that all staff are fully trained and understand their responsibilities and are given time and the encouragement to pursue them;
- seek to ensure that any changes in curriculum are considered for their health and safety implications.

Chief Operating Officer - COO

The Chief Operating Officer, working closely with the Headmaster and supported by Functional Managers, will be responsible to the Governors for the safe functioning of the School as regards facilities, estates, domestic and administrative aspects of Health and Safety, and will:

- monitor the effectiveness of this Policy and report back to the Governors as appropriate;
- be appointed as the School's nominated Safety Officer having responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the School via the normal line management structure. The COO will seek to ensure that appropriate Health and Safety training is available to support staff;
- be the liaison point with the School's Health and Safety Advisors and seek to ensure that their services are used to obtain the above information;
- seek to ensure that all maintenance contracts involving outside bodies which monitor certain aspects of the School functions are fully used and kept up to date;
- Chair the School Health and Safety Committee;
- establish a system for the reporting back of all accidents, incidents, near misses and damage to School property. This system must ensure that appropriate lessons are learned, appropriate actions are taken by line management and issues are discussed as appropriate by the School's Health and Safety Committee when accidents, incidents and near misses occur;
- seek to ensure appropriate liaison with outside bodies who may from time to time use the facilities of the School, and that appropriate action is taken so that these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified;
- seek to ensure suitable and sufficient steps are taken in the selection of outside maintenance contractors and in the monitoring of their activities on the School premises, and in this context that there is full liaison with the School architects;
- co-ordinate the School's preparation of statutorily required Risk Assessments, Manual Handling Assessments, Personal Protective Equipment Assessments and Display Screen Equipment Workstation Assessments;
- prepare the School's Active Monitoring Inspection Plan.

Heads of Department and Subject Leaders

The Heads of Department will be responsible to the Headmaster for the following:

- ensuring that his/her department 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;
- ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;

- ensuring that these teachers 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;
- notifying the Headmaster of any matters within this field, which they feel, are beyond their competence to deal with;
- reporting to the Operations Manager any accidents, incidents, near misses or damage for appropriate follow up;
- 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;
- as regards the COSHH Regulations, for notifying directly to the Chief Operating Officer any new substances that are required to be purchased by their department;
- ensuring that the teaching staff, for whom they are responsible are competent and receive adequate training in all areas of health and safety relevant to their department.
- Management of risk within their department through use of risk assessments and regular review thereof. Ensure all staff for whom they are responsible are aware of and understand the risk assessment.
- reporting any accidents, incidents, near misses using the appropriate policy.

House Parents

House Parents are responsible for the Health and Safety of their boarders within the house environment and ensure that all required Health and Safety procedures are carried out. Houseparents are responsible for managing health and safety risks in their house through risk assessments and regular review thereof. This may include specific tasks including but not limited to the following:

- ensuring that all fire doors are kept closed at night, this work being undertaken by themselves and not delegated to pupils;
- make arrangements for night-time fire practices at the agreed frequency;
- ensure that all pupils and cover staff in the house are fully familiar with all fire instructions;
- constantly monitor activities being undertaken in all dormitories with regards health & safety of pupils, staff and visitors;
- Ensure the correct use of electrical equipment, particularly in terms of electrical devices being charged and left unattended and/or with unchecked charging devices;
- ensure that all means of escape in case of fire are at all times kept free and unobstructed;
- contact the Chief Operating Officer if there are any problems with the location and allocation of fire extinguishers;

- ensuring that the boarding staff, for whom they are responsible are competent and receive adequate training in all areas of health and safety relevant to their boarding house; o Management of risk through use of risk assessments and regular review thereof.
- notifying the Chief Operating Officer of any matters within this field, which they feel, are beyond their competence to deal with; or reporting any accidents, incidents or near misses using the appropriate policy.
- ensuring adequate supervision for pupils within the house environment.
- required to visually check all electrical items and equipment before they are bought into use by pupils.

Laboratory Assistants

They will be responsible to the Head of Department as appropriate for the following:

- isolating gas supplies to laboratories at the end of each teaching day;
- the constant security of all toxic and highly flammable substances which may be used in their department;
- to this end ensuring that all stores are kept securely locked when not actually being supervised;
- ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;
- be responsible for ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the prep rooms.

Functional Managers

This section refers to the managers who head maintenance, ground staff, housekeeping staff, the medical centre and caterers.

These managers will be responsible to the Chief Operating Officer for the safe running of their departments and 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. They will be responsible for managing health and safety risks through risk assessments and review thereof:

They will be responsible for:

- Management of risk within their department through use of risk assessments and regular review thereof.
- ensuring that staff have appropriate training according to the needs of their work.
- undertaking the necessary training pursuant upon completion of work under the COSHH Regulations including food hygiene.

- ensuring that all agreed systems of work, processes and controls are followed.
- Where they come across matters that they feel are not within their competence to deal with, they should refer the matter to the Chief Operating Officer.
- reporting any accidents, incidents, near misses using the appropriate policy.

All Teaching and Support Staff

The employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions and must be fully aware of their duties under Sections 7 and 8 of the Health and Safety at Work etc Act 1974.

They must wear and use all Personal Protective Equipment and safety devices that are provided by the management for their protection and cooperate fully with the management when the latter are pursuing their responsibilities under the above Act.

They must observe all Safety Rules and Regulations both statutory and school and conform to any safe systems of work that may be developed.

They must report all accidents, incidents, near misses and damage to their immediate superior who must inform the Chief Operating Officer.

All staff are required to read and understand any risk assessments relevant to them and ensure they carry out any recommended actions regarding risk.

All staff are required to take part in and engage positively with any training required in the interests of health and safety.

3. LOCAL RULES AND ARRANGEMENTS FOR POLICY IMPLEMENTATION

In this part of the Policy, which will be kept under regular review, specific standards and arrangements are established to cover specific risks.

Overall Health & Safety Management

- 3.1 Management of Health and Safety at Work Regulations 1999.
- 3.2 Safe Systems of Work
- 3.3 Training
- 3.4 Health & Safety Consultation
- 3.5 Monitoring
- 3.6 Accident Reporting & Investigation
- 3.7 First Aid
- 3.8 Health & Safety Review

Specific Hazards and Activities

- 3.9 Control of Substances Hazardous to Health (COSHH) Regulations
- 3.10 Electricity at Work Regulations
- 3.11 Asbestos Management
- 3.12 Work at Height
- 3.13 Fire Risk Assessment & Fire Evacuation Policy
- 3.14 Workplace Transport
- 3.15 Work Equipment
- 3.16 Grounds Department
- 3.17 Swimming Pool
- 3.18 Contractors
- 3.19 Noise
- 3.20 Display Screen Equipment
- 3.21 Manual Handling
- 3.22 Personnel Protective Equipment
- 3.23 Site Security
- 3.24 Lone working
- 3.25 Health Surveillance
- 3.26 New and Expectant Mothers
- 3.27 Young Workers

Teaching Areas of Significant Risk

- 3.28 Design Technology
- 3.29 Physical Education
- 3.30 Science Teaching

Overall Health & Safety Management

3.1 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 and as appropriate with its Approved Code of Practice. The School also acknowledges the good practice guidance contained in Managing Health & Safety in Schools prepared by the Education Service Advisory Committee of the Health & Safety Commission.

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.

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

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

Under the Management of Health and Safety at Work Regulations 1999, Regulation 7, the School has appointed Health and Safety Mentor Consultancy as Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions.

The School also recognises that Regulation 4 of the Management of Health & Safety at Work Regulations 1999 requires the School to make such arrangements as are appropriate for the effective planning, organisation, control, monitoring and review of its preventative measures.

3.2 Safe Systems of Work

The School acknowledges that it has a duty to provide Safe Systems of Work.

Relationship between Risk Assessments & Safe Systems of Work

Risk Assessments are produced by relevant departments in the School and will seek to eliminate or reduce risks to an acceptable level. In some circumstances where there is a correct way of carrying out the activity and which would benefit from a documented Safe System of Work in the form of a Standard Operating Procedure (SOPs), this would be comprehensively documented in the risk assessment.

3.3 Training

The School will comply with the Health and Safety at Work Etc Act 1974, Management of Health and Safety at Work Regulations 1992, The Provision and Use of Work Equipment Regulations and any other associated legislation with respect to training.

Before entrusting any task to an employee the School will as appropriate take into account their capabilities as regards health and safety to ensure so far as reasonably practicable that 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 as well as any department specific training required;
- b) or on 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) and periodically as refresher training, as appropriate.

Records will be maintained of all training that has been given through the Smart Log System.

3.4 Health & Safety Consultation

Terms of Reference

The School has fault detection/reporting procedures in place for dealing with day-to-day health and safety issues. It is the responsibility of department heads to monitor any remedial action and consult with staff on the outcomes of said remedial action.

A H&S Committee has been established to address the School's overall Health and Safety Policy, accident/near miss trends, fault development trends and future strategy.

Meetings

The H&S Committee should meet at least once every term. Members will have recourse to call for an emergency meeting should circumstances so dictate but the Committee is not responsible for day-to-day Health and Safety management.

Personnel

The Chief Operating Officer will chair the H&S Committee with standard attendance by the Operations Manager, Head of Boarding, H&S Manager, Activities Coordinator, EVC, Deputy Head pastoral and two elected members of the staff community.

3.5 Monitoring

In addition to the independent monitoring and auditing carried out by our Health & Safety Advisors, the School has a programme of planned Active Monitoring Inspections.

The School's Chief Operating Officer, with support as necessary from other staff, will be responsible for preparing the inspection plan, which will establish:-

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

3.6 Accident Reporting & Investigation

The depth of an accident investigation will depend on the seriousness of the incident and this in turn will indicate the type of approach to be taken. For minor injuries or incidents such as cuts or bruising that do not result in any time lost from work or a member of the public / student being taken to hospital, a brief description of the incident along with the injured party's details will need to be entered into the Accident Book / Smart Log System.

In the case of a more serious injury, incident, or disease, for example one needing to be reported under the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 2013 a more in-depth process will be required.

The procedure for a serious accident or incident (including "near-misses") is as follows:

- i. Care for injured person(s) including contacting emergency where necessary
- ii. Control hazards/secure accident site, if safe to do so
- iii. Report immediately to the Chief Operating Officer or, in his absence, the Headmaster
- iv. The Chief Operating Officer, or in his absence the Headmaster, will obtain specialist Health and Safety legal advice before commencing an investigation. In appropriate cases, the specialist lawyer will commission an investigation and report for the dominant purpose of the conduct of anticipated litigation. Such reports will be protected by legal privilege and circulation of the full report will need to be restricted, although details of any remedial actions may be circulated more widely as appropriate.
- v. The Chief Operating Officer will inform the School's insurers and investigate promptly as appropriate, including potentially interviewing employees or witnesses
- vi. Notification of incident to Enforcing Authority & entered into the Accident Book / Smart Log System

Notifiable incidents that must be reported to the Health and Safety Executive include;

- (a) The death of any person as a result of an accident arising out of or in connection with work;
- (b) Any employee suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:
 - i. Fractures, other than to fingers, thumbs and toes.
 - ii. Any amputation.
 - iii. Any injury likely to lead to permanent loss or reduction in sight.
 - iv. Any crush injury to the head or torso causing damage to the brain or internal organs.
 - v. Serious burns or scalds covering more than 10% of the body.
 - vi. Any scalping injury.
 - vii. Any loss of consciousness caused by head injury or asphyxia.
- (c) Any other person (including pupils, visitors, members of the public etc) suffering any injury arising out of or in connection with work resulting in hospital treatment.
- (d) Any of the dangerous occurrences as listed by the Health and Safety Executive.

- (e) The person at work is incapacitated for his or her normal work for more than seven days as a result of an injury ("over seven day" injury) caused by an accident at work.

In the case of a death, specified major injury or condition, or a dangerous occurrence, the Health and Safety Executive must be notified immediately e.g. by telephone and this must be followed up within 10 days by a written report to the Health and Safety Executive on form F2508.

In the case of over seven-day injury to a person at work, a written report must be sent to the Health and Safety Executive within 15 days of the accident.

The School will keep records of all reportable and non-reportable injuries, dangerous occurrences and near miss incidents 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. This will be reviewed on a monthly basis by the operations manager. Smart Log will be used to record such incidents.

3.7 First Aid

A first aid risk assessment is carried out and reviewed on a regular basis in line with the separate first aid policy.

Lists of staff who have received training and been appointed as First Aider for the School are listed in the Medical Centre, Reception and on the Health & Safety management software. A list of the First Aid Boxes held on site is kept in the Medical Centre.

The School Nurses are responsible for ensuring that First Aid Boxes meet laid down statutory requirements.

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

3.8 Health & Safety Review

The COO will arrange for the review of health and safety performance at least once a year by the appointed H&S Consultants. The review process should:

- examine whether the health and safety policy reflects the School's current priorities, plans and targets;
- examine whether risk management and other health and safety systems have been effectively reported to the Board;
- report health and safety shortcomings;
- decide actions to address any weaknesses and a system to monitor their implementation;
- consider immediate reviews in the light of major shortcomings or events.

Specific Hazards and Activities

3.9 Control of Substances Hazardous to Health (COSHH) Regulations

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

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

The School will establish and keep a register listing the Data Sheets for each substance brought into the School, together with a written Risk Assessment & SOP, where necessary, of the exposure of all persons who may use or be exposed to these substances and any required control measures.

The School will provide sufficient information to these persons so that they understand the principles of the COSHH 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 Operations Manager will be made aware of any change in purchase policy by Heads of Department so that new substances may be effectively monitored.

Legionella

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

The School has engaged competent specialist contractors to put in place a management system to prevent and control the risk in this area. This includes periodic running of taps, checking of water temperature, checking of showerheads and inspections of water tanks.

Full details of how the school fulfils its obligations for the control of Legionellosis are contained in the separate Legionella Policy.

3.10 Electricity at Work Regulations

The School will take all necessary steps to comply with the Electricity at Work Regulations.

The School recognises that it must have a formalised system of maintenance for all electrical systems.

The School will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.

All electrical apparatus used in the School will be routinely inspected and tested if appropriate. Where testing has occurred this is evidenced by a sticker on the device. House parents are required to visually check all electrical items and equipment before they are bought into use by pupils. The check should assess whether the devices appear to be of the appropriate quality, with intact wiring

and no evidence of damage. If they are in doubt the pupil must so far as reasonably practicable be prevented from using the device.

The School recognises that pupils must not be exposed to voltages in excess of 25 volts. Project work involving electricity other than at very low voltage will be individually assessed for potential hazards and written instructions prepared to control the risks.

3.11 Asbestos Management

The School is the duty holder as specified in the Control of Asbestos at Work Regulations 2012. It is the School Policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

Where asbestos exists or is suspected in any part of the School campus, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The Chief Operating Officer will arrange for this to take place with assistance from the Maintenance Manager. An asbestos register will be maintained for each property where the School is the duty holder showing the location, type and condition of the asbestos. The Maintenance Manager will be responsible for the up keep of the register. Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).

Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed. An asbestos management plan has been formulated that has requirements to:-

- encapsulate any asbestos present and monitor its condition
 - If necessary, have the asbestos removed by a licensed contractor.
- The plan also specifies:
- who is responsible for managing the asbestos
 - the schedule for monitoring the condition of the materials
 - the associated channels of communication
 - the Chief Operating Officer with support from the Maintenance Manager will have responsibility for the management of the plan

Where any work is likely to involve contact with asbestos containing materials, the Maintenance Manager will appoint an HSE licensed contractor to undertake the works.

If any School employees were to undertake activities where asbestos could be disturbed, they would be provided with awareness training so that they understand the risks and steps to take if they were accidentally exposed.

Where an employee, contractor or pupil believe they have discovered asbestos they should contact the Maintenance Manager immediately so that appropriate action can be taken.

3.12 Work at Height

The School will comply with the Work at Height Regulations 2005. Where possible working at height should be avoided but when it is required the following guidance should be followed:

- Work at height is planned, supervised and carried out in a safe manner
- Those involved must be competent and appropriate training, relevant to the equipment used, must be provided by the School
- Control measures must be Risk Assessment driven
- There must be sufficient and suitable measures to prevent a person falling a distance liable to cause personal injury
- Work should not be carried out on or near fragile surfaces

The School policy on access at height is as follows:

- Where high-level access is a continuing requirement of plant operation then fixed ladders and fenced access across platforms must be provided.
- Where access is occasional for maintenance purposes then a fixed fenced platform must be provided together with the use of occasional ladder access to this point.
- Where infrequent access is required and the work can be carried out one-handed then a secured ladder may be used, alternatively jobs will be manned by two people, one of whom will foot the ladder — this would relate to low level work only <2m.
- Where access is needed infrequently but two-handed work is required, and either location or frequency does not justify a fixed platform, then tower scaffold or a hydraulic access platform may be used. Only trained and competent personnel are permitted to use such access equipment.
- Where circumstances would normally dictate a tower scaffold but this would require frequent movement of the tower in difficult circumstances, then fixed temporary scaffolding of sufficient extent should be provided.
- Where none of the above preferred alternatives can be applied for reasons of access difficulty, job duration or infrequency then careful consideration should be given to the use of safety harnesses and fixed lines with training to be given in the use of these harnesses and the harnesses subject to annual thorough examination by a competent person.
- Where work on pitched roofs is required external specialist contractors must be used.

3.13 Fire Risk Assessment & Fire Evacuation Policy

This policy is a 'serious and imminent danger procedure' under the Management of Health and Safety at Work Regulations 1999. The School is required to comply with the Regulatory Reform (Fire safety) Order 2005. The School maintains an up to date fire risk assessment of all properties and ensures completion of any resulting action plans.

At least once in every term, preferably within the first fortnight, the School will hold a fire drill, the timing of which will be known only to selected staff. The Chief Operating Officer will have the authority to exempt certain staff from the drill.

If the School is not cleared completely in the minimum time consistent with the difficulties inherent in the buildings, the drill will be considered inadequate and a further practice will be held until the satisfactory standard is achieved.

As regards boarding houses, there will be practices once a term in a night-time situation.

A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to members of the Health and Safety Committee.

The warning, in case of fire, shall be given by a continuous bell which can easily be recognised by staff and pupils and will be heard clearly in all parts of all buildings.

Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence. Upon hearing the alarm, nominated staff will summon the Fire Brigade, inform the Headmaster and Chief Operating Officer and undertake whatever duties are specified in this policy.

Teachers / House Parents are considered to be competent to implement evacuation procedures. Training is carried out on an annual basis with regard to the evacuation procedures. All teachers in charge of the class will therefore be responsible for ensuring that the whole class is evacuated safely along the designated evacuation route to the defined roll call area which are organised by Houses. In the event of an actual fire, the Headmaster, Chief Operating Officer or duty member of SLT will decide any subsequent movement.

The Head of Boarding will ensure that there is an effective system for ensuring that class registers, current to that day, are available for the roll call.

In the event of an actual fire the person responsible for informing the Fire Brigade will be the Member of Staff who first discovers the fire if it is practical to do so. Once it is safe to do so the alarm should be raised if not already triggered and the emergency services called. If in doubt, it is preferable for multiple 999 calls to be made rather than staff assuming that someone else has informed the Fire Brigade. The member of SLT on duty at the time will be responsible for double checking that the emergency services have been contacted.

The person responsible for bringing out the registers will be the Receptionist on duty.

Directions for the evacuation of pupils and others will be displayed in a prominent place in classrooms, commons rooms, cloakrooms, prep rooms, offices, assembly halls, sick rooms, libraries, gymnasiums, dining rooms, kitchens and dormitories.

Arrangements will be made locally for all appliances using gas and electricity to be switched off and laboratory experiments rendered safe, as far as time and travel distance allow.

Exit doors leading from School buildings should never, under any circumstances, be locked or obstructed during School hours. All staff must be aware of the need to avoid obstruction of fire exits or escape routes with boxes or school bags.

Staff should seek to ensure that no unauthorised persons re-enter the School, under any circumstances, during a fire practice or actual fire emergency.

3.14 Workplace Transport

The Workplace (Health, Safety & Welfare) Regulations 1992 is entitled Organisation etc of traffic routes. The main requirements which the School ensures are followed are:

- The School campus should be organised in such a way that pedestrians and vehicles can circulate safely.
- Traffic routes should be sufficient, suitable and of sufficient size.
- Traffic routes are suitably indicated.

Additionally the school will, so far as reasonably practicable:

- Ensure that all workplace transport arrangements are suitably risk assessed.
- supervise and monitor workplace transport operations to ensure that they are undertaken without risk to health & safety.
- Seek to ensure that work transport operators are competent and given adequate information, instruction and training. Where appropriate arrangements will be made for operator certification to provide evidence of competence.
- Seek to ensure the regular inspection, servicing and maintenance of all work transport plant & equipment, and keep adequate records including the use of statutory inspection registers where appropriate.

3.15 Work Equipment

The school will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998 & Lifting Operations and Lifting Equipment Regulations 1998. 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.

All persons using work equipment are to receive the appropriate level of training.

Planned maintenance programs will be established based on the equipment's age; manufacturer's recommendations, intended usage and statutory requirements.

3.16 Grounds Department

Health and safety risk in the grounds department is managed via risk assessments & SOPs ; and the regular review thereof. All staff who use chain saws will be provided with hearing protection, visors, safety footwear and the correct ballistic clothing. They will have been on a chain saw training course and work will proceed according to the current HSE Guidance.

Should it become necessary to store pesticides on site they will be safely and securely stored and will be under lock and key except when being manipulated. The person responsible for the spraying of pesticides will have been on a course approved under the Control of Pesticides Regulations 1986 (as amended 1997) and will hold a certificate of competence issued by the National Proficiency Tests Council.

3.17 Swimming Pool

The School will do whatever is necessary to ensure the safe operation of its swimming pool. Please see the separate Swimming Pool Safety Policy and Operating Rules for the detailed requirements.

3.18 Contractors

All contractors visiting the school are the responsibility of the relevant Head of Department or Functional Manager who must establish the basic competence and suitability of the contractor for the work to be carried out. The precise method of doing this will vary from case to case but is likely to include a combination of: References, competence questionnaires and evidence of membership of an industry recognised professional body.

Contractors will be required to produce a risk assessment and method statement for the work to be carried out. A permit of work must be obtained where necessary.

Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their legal liabilities to the school, third parties and their own employees. It is a condition of contract that any main contractor assumes the legal liabilities to the school and third parties which may be occasioned through the actions of any sub-contractor or other body employed or engaged by the Contractor up to £15m unless otherwise specified.

Unless specifically agreed in writing with the Contractor, orders are placed on the basis that the Contractor shall provide all equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of School equipment such as lifting equipment, electrical supplies, tools, and access equipment is prohibited unless specifically authorised.

The School Rep will advise the Contractor Rep on:

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

More information on dealing with contractors visiting School premises can be found in the separate contractor policy.

3.19 Noise

The School is committed to preventing the risk of damage to employees' hearing from their work and to minimising our environmental impact on our neighbours by actively seeking engineering

solutions, as far as is reasonably practical, in accordance with the Control of Noise at Work Regulations 2005.

Where engineering or the use of technology is not sufficient to reduce noise levels to the first action level (average 8 hour noise exposure) of 80db(A) then the School, or contractor conducting the activity, will provide information instruction and training and suitable hearing protection to all appropriate persons.

Where noise levels exceed the second action level of 85db(A) then hearing protection zones will be established and the wearing of PPE made mandatory. Appropriate signage will be displayed to remind all employees and to identify the controlled areas.

The school will ensure that an assessment and noise monitoring survey is conducted where appropriate.

3.20 Display Screen Equipment

It is the policy of the School to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 utilising the guidance given in Booklet L26.

The School will carry out a suitable and sufficient analysis of all workstations to assess the health and safety risks to exposed persons.

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

The School will arrange for appropriate eye and eyesight tests to be carried out on "users" by a Competent Person, on request, and at appropriate regular intervals as recommended by the Competent Person.

All "users" will be informed of appropriate workstation analysis assessments, the arrangements for work interruption, where necessary, and be trained in the use of their workstation.

3.21 Manual Handling

It is the policy of the School to ensure that staff are suitably trained with regard to manual handling.

In particular, the School will so far as is reasonably practicable:-

- to avoid the need for employees to undertake any manual handling operation which involves a risk of injury.
- where a manual handling operation cannot be avoided a suitable and sufficient risk assessment will be carried out by the relevant departmental manager.
- take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable, and provide employees with general indications on the weights of loads.

3.22 Personal Protective Equipment

It is the policy of the School to comply with Personal Protective Equipment at Work Regulations 1992 based on the guidance in Booklet L25.

Personal Protective Equipment is a last resort and 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 Personal Protective Equipment will be provided to employees.

Where it is determined that Personal Protective Equipment 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.

All Personal Protective Equipment will be maintained and accommodation provided for it when it is not in use.

Employees will be informed, instructed and trained on the risks, which the Personal protective Equipment 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.

The person nominated to co-ordinate the above is the relevant Head of Department.

3.23 Site Security

The school operates a number of systems to maintain security during the working day and at night. All staff and visitors are issued with either a personal ID badge or a visitor badge.

Staff are encouraged to challenge anyone not wearing a badge.

We have notified the Information Commissioner that Box Hill School operates a CCTV system for the prevention and detection of crime and for the protection of pupils, staff and visitors. In accordance with the law, we do not use CCTV for any other purposes, nor provide images to any third party, save to law enforcement bodies. We conduct an annual audit and review of our use of CCTV, and display signs at our entrances, warning of its usage.

More detailed information as to the School's CCTV is included in the separate CCTV policy.

At night, a check is made of all the buildings and classrooms to ensure they are locked and secured. Boarding houses have their doors locked at night and the staff ensure all pupils are accounted for.

There is a public right of way through the school which is clearly signposted.

Additional information is contained with the school's Security Policy.

3.24 Lone Working

The school has a number of staff that are required to work alone as well as some occasions where staff may be working alone on an ad hoc basis. Individual members of staff must inform the School via the out of hours email address if they are going to be working alone. The school has carried out risk assessments appropriate to the tasks required to reduce the risk to these individuals. There is

a safe working procedure which can be obtained from each head of department outlining the safe working practice for each area.

3.25 Health Surveillance

The school requires all new staff to complete a medical questionnaire at the application stage of recruitment. These questionnaires are reviewed by The Medwyn Centre, our Professional Occupational Health Advisors in order to ensure that new staff are medically fit to work in the job for which they are applying.

In addition we provide further health surveillance by way of a questionnaire for areas of work which may affect the well-being of individuals, for example employees exposed to noise and vibration at levels that may be detrimental to their health. These areas are identified by departmental risk assessment.

3.26 New and Expectant Mothers

The school has a duty to assess the health and safety risks of our employees once we have been notified in writing that they are pregnant or have recently given birth or are breastfeeding. The risk assessment will be carried out by the relevant head of department and the HR manager who will identify any appropriate adjustments that may need to be made to the individual's working environment. Risk assessment will also be subject to ongoing review.

3.27 Young workers

The school will not routinely employ individuals who are not old enough to obtain a NI number. Any member of staff who has a requirement for casual or temporary workers who may be classed 'young workers' should seek agreement from the Chief Operating Officer. Should a young worker be appointed then a full risk assessment will be undertaken and kept under review.

Teaching Areas of Significant Hazard

3.28 Design Technology

The School recognises the best practice recommendations made in BS4163:2021 'Health & Safety for Design & Technology in Schools and Similar Establishments - Code of Practice'.

In particular, the School requires that Heads of Department, or their equivalent:-

- (i) prepare their own 'Department-specific' Health & Safety Risk Assessments and associated SOPs. which clearly defines the Organisational Responsibilities within the Department and the Arrangements and Procedures in place for ensuring its safe and healthy operation;

- (ii) ensure they have a copy of BS4163:2021, which must be kept available for inspection, and can formally demonstrate they have reviewed the best practice recommendations it makes against the particular layout, equipment, processes, etc within their Department and the preventative and protective measures they have consequently implemented;
- (iii) appoint themselves or another competent employee to carry out a formal review, at least once each term to ensure that the preventative and protective measures (as identified by Risk Assessments and PUWER compliance checks) in place remain effective. Such a review will be part of monitoring procedures put in place by the Head Master and Chief Operating Officer;
- (iv) ensure that all teaching and auxiliary Staff are trained in the safe use of equipment, machinery and processes. This training should be to the standards approved by the Teacher Training Agency and published by The Design & Technology Association
(Health & Safety Training Standards in Design & Technology) and be updated on a five-yearly basis;
- (v) ensure the safe and proper storage of all materials, projects, hazardous substances, flammable liquids and tools;
- (vi) ensure that access to the Department by pupils is prevented and that the key to the key-operated electrical supply is withdrawn and retained by a responsible person whenever a competent qualified member of Staff is not present;
- (vii) make arrangements to ensure that hazardous power-operated equipment which is necessarily restricted to teaching or auxiliary Staff use only, is isolated from the power source and padlocked in the "OFF" position at all times except when immediately in use;
- (viii) can demonstrate the decisions made on which machinery is suitable for use by each group of pupils and which should be based, amongst other things, on pupil maturity and competence, the level of supervision, the type and level of risk associated with the machinery.
- (ix) make arrangements to ensure all Local Exhaust Ventilation systems are subject to weekly visual inspections to verify that the basic operational features are functioning correctly. The 14-monthly Thorough Examination is arranged through the Maintenance Manager.
- (x) ensure that health and safety is established as a standing item on the agenda for at least one Departmental Meeting during the year.

3.29 Physical Education

The School recognises the best practice recommendations made in 'Safe Practice in Physical Education' published by AFPE (Association for Physical Education).

In particular, the School requires that the relevant Heads of Department or their equivalent:

- (i) prepare their own 'Department-specific' risk assessments and where appropriate SOPs which clearly defines the Organisational Responsibilities within the Department and the Arrangements and Procedures in place for ensuring its safe and healthy operation;

- (ii) ensure they have a copy of the most current version of the AFPE publication, which is kept readily available for inspection, and can formally demonstrate they have reviewed the recommendations it makes against the particular layout, equipment, environment and activities within the sphere of control of their Department and the preventative and protective measures they have consequently implemented.
- (iii) appoint themselves or at least one competent member of their teaching Staff to see that safe practice is realistic and working day to day;
- (iv) ensure that all teaching, and if appropriate auxiliary staff, are competent and appropriately trained, experienced and qualified for the activities they teach and undertake and that the qualifications and training meet standards approved by DfES. Where the qualification issuing body specifies a periodic revalidation, this must be met;
- (v) ensure that the size of teaching groups takes account of the nature of the activity; the age, experience and developmental stage of the pupils and the requirements of the National Curriculum;
- (vi) ensure carefully constructed Schemes of Work, geared to local circumstances and needs, are documented and operated and which incorporate all necessary elements for safe practice in physical education;
- (vii) ensure all apparatus is stored, handled and used safely and is maintained in good condition.
- (viii) ensure arrangements are made for large portable and fixed equipment to be inspected at least once a year by professional equipment engineers who should leave the Department with certificates which must be kept readily available for inspection and which should specifically state that, after examination, items are considered safe for a further twelve months or until the next inspection is due, given reasonable care and usage.
- (ix) establish a system to ensure equipment and apparatus of any type which is deemed unsafe for use is identified, is clearly labelled and is removed from the working area until it has been repaired or replaced.
- (x) ensure that health and safety is established as a standing item on the agenda for at least one Departmental Meeting during the year.

3.30 Science Teaching

Health and Safety risk will be managed in this department in accordance with standards laid out in CLEAPPS, ASE and through the use of risk assessments & SOPs and the regular review thereof.

Chemical Storage

It is the policy of the School that chemical storage will be along the general lines of that recommended by CLEAPSS in Section 7 of its Laboratory Handbook.

Experimental safety

The method of conducting all experiments in the curriculum will be according to the standards laid out in Chapter 10 of "Topics in Safety" published by the Association for Science Education (ASE), 2018. A copy of this is available in the science prep room.

The chemicals used will be according to the recommended restrictions in the above publication.

Eye protection

The School recognise that eye protection is essential for practical work. Note is taken of the guidance in Topics in Safety Chapter 5 Section 3 with local risk assessments as appropriate to the activity and circumstances.

Fume cupboards

It is the policy of the School that fume cupboards will be inspected once a year and performance will achieve or surpass minimum standards. This will conform to the 14-month requirement for the examination of engineering controls under the COSHH Regulations.

Microbiology

It is a policy of the School that all microbiological experiments will be assessed and categorised in accordance with chapter 15 of Topics in Safety. The School will ensure that techniques and precautions appropriate to the level will be adopted as per the above publication.

The treatment of contaminated equipment, treatment of spillages and disinfection procedures will be in accordance with the above topics to Comply with ASE guidelines.

Radioactive Sources

The School will comply with the Ionising Radiation Regulations 2017.

The School will use the radioactive sources as required by the science curriculum, and will not carry out independent experiments outside the standard syllabus. The Radiation Protection Supervisor at the school is Ryan Small. All radiation sources are kept locked in a lead lined cupboard, with controlled access.