

Health & Safety Policy

Fairley House School

22nd January 2019

Date	January 2019
Date for renewal/update/review	January 2020
Named person responsible for review	Governing Body
Policy changes	Amendment Sep 19 Committee Chair – now Head Governor appointed to committee H&S consultant and competent person appointed Ellis Whittam, Debbie Jago, following retirement M Bates Estates Manager – now Premises Manager

www.fairleyhouse.org.uk

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1.1 The Board of Governors of Fairley House School wishes to provide a safe and healthy environment for the Staff of the school, for the Children attending the school, and for Visitors, Parents, Contractors, and anyone else who may have business at our school. It therefore behoves the Board to ensure that all reasonable steps are taken so far as is reasonably practicable to fulfil its responsibilities within the framework of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1998, and other regulations which are brought into force from time to time. In addition, Approved Codes of Practice will be followed, and where appropriate the school will strive to achieve Best Practice.

1.2 Each and every member of Staff must recognise that there is a personal and collective responsibility under the Health and Safety at Work etc. Act 1974, the Health and Safety advice on Legal Duties and powers for Local Authorities, Head Teachers, staff and Governing Bodies (2013) and subsequent Regulations.

1.3 The Organisation and Arrangements through which the Board of Governors of the school aim to achieve the requirements are set out in the following sections. They are supported by Appendices, which may incorporate Approved Codes of Practice, Instructions, or reference to Best Practice in other publications.

1.4 This Statement will be reviewed annually. The Bursar, as Health and Safety Officer, guided by the Health and Safety Adviser, will present proposed amendments to the Organisation and Arrangements for approval at the Statement Review, and she will amend the Appendices as Regulations and Approved Codes of Practice may change, calling them to the attention of Staff as required.

PART 2 - ORGANISATION

2.1 Responsible Persons

Chief Executive Officer and chair	The Head
Chief Operating Officers	Deputy: AJB
Health and Safety Officer	The Bursar
Health and Safety Adviser and joint competent person	Ellis Whittam – Debbie Jago

2.2 Health and Safety Committee

The Health and Safety Committee for both the Senior and Junior School will consist of:

The Health and Safety Adviser
Head (Chair)
Governor
Bursar
Premises Manager
Caretaker
IT and Security Manager

Any Governor is welcome to attend any Health and Safety Committee ex officio. The committee will meet termly, at a convenient date to inform higher-level committees of its deliberations. Health and Safety will also be a standing item on the agenda of the Leadership Team and Board of Governors' meetings.

2.3 The Role of the Health and Safety Committee

2.3.1 The purpose of the Health and Safety Committee is the promotion of co-operation between the Board of Governors, the School Management, and all employees of the School in achieving and maintaining a safe and healthy workplace for all on the premises. The Head will chair the committee.

2.3.2 The Terms of Reference of the Health and Safety Committee are:

To receive reports of any accidents, incidents or near misses, which have occurred since the previous, meeting, and measures taken to prevent a recurrence.

- a. The accident book will form the basis of these reports, and this item will be led by the Head, having been briefed by the Deputy of each School on the accidents reported since the last report.
- b. To receive reports of fire drills and fire incidents that have taken place, lessons learned from them and proposals for an improved Fire Safety posture. The School Deputies will lead this item if not the Head.
- c. To identify relevant matters arising from Inspection Reports. This item will be led by The Head
- d. To monitor and report on progress in remedying any specific risks that may have been identified. The Bursar or the Premises Manager will lead this item.
- e. To publicise information on new legislation or regulation that has implications for the school. The H&S Adviser will lead this item.
- f. To achieve implementation within the School of safety advice provided by the H&S Adviser. The Head will lead this item.
- g. To inform the Head of Management's monitoring of its implementation.
- h. To put forward for the Head to forward for the Board of Governors' endorsement, every second year, a review of the School's Health and Safety Policy, Organisation, and Arrangements. The H&S Adviser will lead this item.

2.3.4 The Committee will meet termly, on a date agreed at the previous meeting and published in the School Calendar. The Bursar is requested to make the necessary administrative arrangements, and provide a Secretary for the meeting from the Support Staff. Items for the agenda should be forwarded to the Bursar for her to forward on to the H&S Adviser at least one week before the meeting. Any Other Business must be notified to the Bursar at least 48 hours in advance of the meeting.

2.3.5 The Agenda will include:

1. Apologies for absence/substitute attendance.
2. Minutes of the last meeting.
3. Matters Arising.
4. Accidents, Incidents and Near Misses Reports
5. Fire Practices and Fire Safety in general.
6. Security Matters.
7. Training.
8. News on regulation and legislation.
9. Any other business notified to The Bursar
10. Date of next meeting

2.4 Inspection Schedule

2.4.1 Inspections will take place on a termly basis as follows:

Term One	Full Inspection by the Facilities Manager
Term Two	Monitoring Inspection (checking on actions arising from Term One) by Bursar
Term Three	Ellis Whittam – Debbie Jago

2.4.2 Written reports, with a summary and recommended priority action list, will be submitted after inspections and made available to all members of staff insofar as they affect their health, safety, and welfare as required under the Health and Safety Regulations (Consultation with Employees) Regulations 1996. They will be published on the Staff Q shared drive, and via the intranet.

2.5 Duties and Role of the Head

2.5.1 As Chief Executive of Fairley House School the Head has important roles in the context of the health, safety, and welfare of his staff, pupils, their parents, and visitors to the Senior and Junior schools.

2.5.2 They include:

- a) Making staff available for such health and safety training as the Governing Body may decide is necessary and in accordance with recommendations made by the Health and Safety Committee.
- b) Chair Health & Safety Committee Meetings
- c) Leading by example in encouraging a health and safety culture.
- d) Taking forward to the Governing Body recommendations from the Health and Safety Committee
- e) Managing the pursuance of the aims of the School in respect of health, safety, and welfare.
- f) Facilitating the production of a written Health and Safety Policy, Organisation, and Arrangements document for the School, ensure that it is communicated to all members of staff, and to revise it as necessary, consulting the Health and Safety Adviser as she may require.
- g) Ensuring that occupants and visitors to the site, including those working on the premises, are made aware of any hazards that may affect them.

2.6 Duties and Roles of the Deputies

2.6.1 The Deputies have important day to day roles in the context of the Health, Safety, and Welfare of their staff, pupils, their parents, and visitors to the School. They include:

- a) Leading by example in encouraging a safety culture within their own school site in maintaining a safe and healthy environment for all users of the School site.
- b) Supporting the Health and Safety Committee in its deliberations and the implementation of its recommendations.
- c) Assisting in communication of all matters of Health and Safety within their schools.
- d) Including relevant aspects of the Health and Safety attitude and performance of staff in staff performance reviews, particularly with reference to Best Practice, and keeping the Head informed.
- e) Encouraging the prevention of injuries and occupational illnesses in the management of the wellbeing of employees in their school.
- f) Ensure that accidents, incidents, and near misses are properly recorded, investigated if appropriate, reported to the Head if appropriate, and all reasonable steps are taken to prevent a recurrence.

2.7 Role of the Health and Safety Officer

2.7.1 As a member of the Health and Safety committee:

- a) Be available to health and safety representatives and any member of the School staff to discuss and seek to resolve any health and safety issues not resolved at a lower level.
- b) Take, or direct to be taken, appropriate actions to remove or reduce potential hazards.
- c) Report to the Board of Governors, keeping the Head informed, of cases where her own authority does not allow her to take any action she deems necessary to maintain the health, safety, and welfare of all persons at the School.
- d) To note revisions in legislation, regulation, Approved Codes of Practice and Best Practice and to action them or cause to be actioned where necessary, being informed by the Health and Safety Adviser.
- e) Maintain all appropriate health, safety, and welfare records for all staff at the Senior and Junior schools in pursuance of statutory requirements and Best Practice, as guided by the Health and Safety Adviser. in accordance with Section 2.12.
- f) Receive written reports from safety representatives as may arise, (currently there are no nominated safety representatives) and to respond in writing in a reasonable timeframe.
- g) Manage the termly health and safety inspections that are programmed.
- h) Ensure that all materials and equipment purchased for areas under her control are fit for purpose and safe without risk to health when used in accordance with instructions.
- i) Coordinate actions to mitigate any unforeseen gap in health, safety and welfare provisions within the Senior and Junior schools.

2.8 Role of the Health and Safety Adviser

2.7.1 The Health and Safety Adviser will:

- a) Inspect the whole school (both Senior and Junior sites) at least once per annum, submitting his findings to the Health and Safety Committee
- b) Act as joint competent person
- c) Provide in-service training when requested.
- d) Carry out, and advise on, risk assessments when requested.
- e) Review and advise on safe systems of work and method statements.
- f) Help draft, advise on, and review health, safety, and welfare policy, organisation, and arrangements.
- g) Provide Best Practice advice on matters of contention.
- h) Provide up-to-date health and safety information.
- i) Contribute to contractor monitoring at any stage if requested.
- j) Advise on and provide curriculum instruction if requested.

2.9 Role of Safety Representatives

The **Safety Representatives and Safety Committees Regulations 1977** (for union staff) and **The Health and Safety (Consultation with Employees) Regulations 1996** govern the duties and provisions for Safety Representatives in the workplace.

2.9.1 The Employer shall consult any such representatives with a view to the making and maintenance of arrangements, which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health, safety, and welfare at work of employees, and in checking the effectiveness of such measures.

2.9.2 Safety Representatives/Employee Representatives have the following functions:

- a) to investigate potential hazards and dangerous occurrences at the workplace, and to examine the causes of accidents at the workplace
- b) to investigate complaints by any employee they represent relating to that employee's health, safety and welfare at work
- c) to make representations to the employer about the above
- d) to make representations on general matters affecting health, safety, and welfare at work of the employees at the workplace
- e) to carry out safety inspections in accordance with the regulations
- f) to represent employees he/she represents in consultations with any enforcing authority, such as the HSE or Local Authority
- g) to receive information from enforcing authorities in accordance with the Acts
- h) to attend meetings of safety committees in his/her capacity as a safety representative in connection with any of the above functions.

2.9.3 Any member of staff wishing to be appointed as a Safety Representative (for union members) or an Employee Representative (non union staff) should obtain full details in confidence from The Bursar. Time off for duties and appropriate training will be given.

2.10 Duties and Responsibilities of Employees

2.10.1 Section 7 of the Health and Safety at Work Act 1974 places a duty on all employees whilst at work to take reasonable care of themselves and anyone else who may be affected by their acts or omissions. They also have a duty to cooperate with the School Management in its pursuance of the maintenance of a healthy and safe workplace, such as participating in fire drills and undertaking training such as Manual Handling, Working at Height, and Asbestos Awareness.

2.10.2 Breaches of this act may be criminal offences. Failure to comply with a reasonable instruction that follows an Approved Code of Practice or recognised

(by precedent) Best Practice raises a presumption that a related safety requirement was not complied with. School Management, employees, suppliers of goods and services, and (so far as Section 8 is concerned) members of the public are all subject to the Act.

2.10.3 The degree of care which is reasonable in any circumstance will be greater where persons of more than usual vulnerability are concerned, particularly with young children and employees with disabilities. Their special requirements must be noted and taken into account in dealings with them at all times. Their possible inability to note and to respond to emergency arrangements must also be considered, and so far as is reasonably practicable, steps taken to mitigate their inabilities.

2.10.4 The School has a duty to ensure that employees who do not readily understand English are given information that is made available to others in a form that they can easily understand, be this by oral briefing, written translation, or pictograms.

2.11 <u>Areas of Responsibility</u>	<u>Managed by</u>
a. Accident Reporting and Recording	Head
b. First Aid	Jenny Lim
c. Accidents involving blood	First Aiders
d. Infectious Diseases	Head
e. Administering Medicines to Pupils	School Secretaries
f. Emergency Procedures and Drills	Head/Deputies
g. Evacuation Notices and Signs	Premises Manager
h. Firefighting Equipment	Premises Manager
j. Control of Substances Hazardous to Health (COSHH)	Premises Manager
k. Electrical, Gas, and Water Safety	Premises Manager
l. Smoking	Head
m. Display Screen Equipment	IT Manager
n. Defect and Hazard Reporting	Head
p. Health and Safety Information	Health and Safety Officer
q. Risk Assessments	Head/Deputies

r.	New and Expectant Mothers	Head/Deputies/HR
s.	Playground Supervision Rota	Deputies
t.	Clear Passageways	Head
u.	Security	Head/IT Manager
v.	Alarm System	Head/IT Manager
w.	Intruders	Head
x.	School Journeys and Outings/Away Trips	Head/Deputies
y.	Minibus and Coach Safety	Deputies
z.	Road Safety/Traffic Management	Deputies
aa.	Storage	Deputies
bb.	Contractors on Site	Premises Manager
cc.	Other Site Users	Currently not applicable
dd.	Consultation with Employees	Head
ee.	Work Experience	Head/HR

3. Health and Safety Arrangements

3.1 Accident and Incident Reporting and Investigation

Fairley House School has legal obligations under the “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations” (RIDDOR) to report certain accidents, ill health and incidents to the Health and Safety Executive. Details are included at Appendix A. In some cases, reporting is required immediately and others within 10 days. All reporting is carried out on line, but if completion of on line forms leads to questions from the Health and Safety Executive they will charge for their services.

The Head will actually submit such reports using your information but in order to meet the time scales your recording/ reporting role in any situation should be carried out as quickly as possible.

3.1.1 Definitions

An **accident** is any undesired circumstances, which give rise to ill health or injury or damage to property.

An **incident** is any undesired circumstances that **could** cause an accident.

A **near miss** is an incident that very nearly did cause an accident.

3.1.2 What action is required?

Pupil and Staff Accident and Incident Reporting

All accidents, no matter how minor must be recorded. It is not necessary for an injury to be sustained by an individual - accidents where property or material damage occurs must also be recorded, as investigation of these incidents can help prevent injuries. Incidents and near misses that could be relevant in prevention of future accidents should also be reported; it is from the knowledge gained from incidents and near misses that sensible preventative measures can be put in place to reduce the likelihood of accidents

In the event of death, a specified major injury or a dangerous occurrence (see below) the Deputies or the injured person/property owner must immediately notify the Head.

In all other cases, it is the responsibility of each staff member supervising pupils or employee to complete an accident report if they were involved in an accident at the School. There are blank copies of Accident & Incident Report Forms and the statutory Accident Books are held in both School Offices and by the Bursar. Both forms should be completed for every incident or accident, and originals sent to the Bursar for retention and subsequent reporting at Health and Safety Committee Meetings.

Where an accident involves any other person who is not a pupil, employee or trainee, or guest at the School, the most immediate member of staff present where the incident occurred is responsible for completing the accident reports. In these cases, the completed report should be sent to the Bursar within three (3) working days of the accident.

3.1.3 Accident investigation

Accident investigation is a separate activity to reporting. As a part of our overall Health & Safety procedures each accident should be investigated to determine the cause and influencing factors and to identify where improvements can be made or see if procedures need to be reviewed. Heads of Departments of teachers reporting accidents or incidents will be requested to investigate accidents if the Head deems it appropriate. For members of staff their Head of Department is responsible for investigation. For major accidents, or those accidents where a serious injury could have occurred, it may be necessary to involve the Health and Safety Consultant and the Head.

3.1.4 To help with your investigation, find out:

- Details of injured party
- Details of injury, damage or loss
- What was the worst that could have happened? Could it happen again?
- What happened? Where? When? What was the direct cause?
- Were there standards in place for the premises, plant, substances, procedures involved?
- Were they adequate? Were they followed?
- Were the people involved pupils, who could reasonably have been expected to know how to avoid the accident, or competent adults, trained and instructed, or none of these? What was the underlying cause? Was there more than one?
- If it had happened before? If so, why weren't the lessons learned, or was there a different cause?

Most accidents have more than one cause – try to deal with the root causes.

3.1.6 Summary of Accident Reporting and Investigation Legislation

Death or major injury

If there is an accident connected with work and:

One of our pupils, employees or a self-employed person working on our premises is killed or suffers a major injury (including as a result of physical violence); or a member of the public is killed or taken to hospital;

The School must notify the Incident Contact Centre without delay (by telephone for death, otherwise email). They will ask for brief details about the business, the injured person and the accident; and within ten days this must be followed up with a completed accident report form (F2508 email version).

Definitions of major injuries are given later.

The Incident Contact Centre at Caerphilly is on 0845 300 9923, or email riddor@natbrit.com
Our local enforcing authority is Health & Safety Executive, East Grinstead telephone number is 01342 334200

3.1.7 Definitions of major injuries, dangerous occurrences and diseases

Over-five -day injury for pupil or adult

If there is an accident connected with work (including an act of physical violence) and a pupil, employee, or a self-employed person working on the premises, suffers an over-five-day injury (the five days includes weekends and Bank Holidays) a completed accident report form (F2508 on line) must be sent to the enforcing authority within ten days. An over-five-day injury is one, which is not major but results in the injured person being away from work or unable to do their normal

work for more than five days (including non-workdays). This includes pupils away from school as a result of an incident or accident caused by them being at school.

3.1.8 Disease

If a doctor notifies you that a pupil or employee suffers from a reportable work-related disease, then the School must send a completed disease report form (F2508A on line) to the enforcing authority. A summary of the reportable diseases is given later. A full list is included with the pad of report forms and in the guide to the Regulations, or one can simply ring HSE to check whether a disease is reportable. The latest advice is available at www.hse.gov.uk/pubns/edis1.pdf.

3.1.9 Dangerous occurrences

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g. by telephone). A summary of the reportable dangerous occurrences is given later. If in doubt, the Incident Centre can help with the decision.

Within ten days, this must be followed up with a completed accident report form (F2508 on line).

3.1.10 Reportable major injuries are:

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

3.1.11 Reportable dangerous occurrences are:

This list summarises some of the dangerous occurrences

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipework;
- electrical short circuit or overload causing fire or explosion;
- accidental release of a biological agent likely to cause severe human illness;
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;

3.1.12 Reportable diseases include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

3.2 First Aid

3.2.1 Jenny Lim is responsible for the management of First Aid at Fairley House School. Michael Taylor, Marsha Freeman, Jenny Lim, Claire Davenport and Jerry Flynn are first point of contacts. The following staff have completed First Aid training Wesley Kelly, Sabrina Connolly, Maggie Crossman, Andrew Kennedy, Aimee Moeller, Montse Morla, Sergio Marques, Patricia Snowdon ,Jane Andrew, Wendy Constable, Janet Simpson, Alex Benkreira, Sarah Funnell and Dave Little. Sally Fenton is our Mental Health First Aider.

3.2.2 First Aid boxes are located in both School Offices and on each floor. The First Aid Assistants are responsible for maintaining them.

3.2.3 If an ambulance has to be called this responsibility will normally fall upon the Head of School, who also is responsible for informing parents. In his/her, absence the First Aider involved will carry out these duties.

3.3 Accidents involving blood

The Guidelines are at Appendix B. Accidents involving blood such as cuts, nose bleeds and grazes carry the danger of infection with Hepatitis B and HIV (AIDS). The procedures in Appendix B should be also followed for the cleaning up of other bodily products.

3.3.1 All incidents must be recorded as in Section 3.1

3.4 Infectious Diseases

Any suspected infectious disease must be reported to the Bursar who will telephone a parent to come and collect the child. Cases which give rise for concern should be referred to the Head for advice.

3.5 Administering Medicines to Pupils

Guidance is given in the Staff Handbook. Any pupil having to take medicine during the school day, or who brings medicines into the school, must be directed to the School Secretary, who will make the appropriate arrangements.

3.6 FIRE SAFETY POLICY

3.6.1 Fire Risk Assessment It is a requirement of the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) that Fairley House School has up to date Fire Risk Assessments carried out by a Competent Person. These are in place, and are reviewed annually, with the Premises Manager being responsible for ensuring that items listed on the Risk Assessment Action Plans are completed in a timely fashion. The findings of the Fire Risk Assessment are available to all staff, and are used to define the statutory fire training given to employees. The school employs Ellis Whittam as its Competent Person in respect of the Management of Fire Safety and Fire Risk Assessment; other companies are employed to meet the statutory requirements in respect of items such as the maintenance of fire detection and alarm systems, emergency lighting, fixed electrical and portable electrical equipment, lightning protection and boiler maintenance.

3.6.1.2 The Fire Risk Assessment meets the requirements of the RRFSO in the following particulars:

- a) It identifies measures to reduce the risk of fire on the premises, and the risk of the spread of fire in paragraphs 7 to 15 and 17.
- b) It identifies considerations in relation to means of escape from the premises and that they can be safely used for pupils, staff and visitors in paragraphs 2 and 16.
- c) It considers measures in relation to the means for fighting fires on the premises at paragraph 21. In this respect guidance from the Surrey Fire and Rescue Service has informed the amount, type, and placing of fire extinguishers. At the last LFB fire inspection in 2010 the inspector was satisfied with the amount of fire extinguishers provided.
- d) It considers the means of detecting fire and giving warning at paragraph 20.
- e) Measures relating to the instruction and training of employees are in place, acknowledged in the Fire Risk Assessment, and records are maintained by the Premises Manager.
- f) Measures to ensure safe egress in the event of fire are addressed at paragraphs 18 and 19, and there is sufficient signage, which complies with the RRFSO and the Health and Safety (Safety Signs and Signals) Regulations 1996, to ensure the safety of pupils, staff and visitors.

3.6.1.3 The Fire Risk Assessment is required to consider (under the RRFSO Part 2, paragraph 9 (2)) whether there are any dangerous substances in the premises, and if so they must be considered under general fire precautions. The quantities of hazardous materials at Fairley House (in the Science Laboratory and held by school and kitchen cleaners) is “trivial” as defined in BS 8800, so does not require further consideration under general fire precautions, although COSHH risk assessments are held using the CLEAPSS procedures for all hazardous substances.

3.6.2 Fire Safety

3.6.2.1 Fire Safety is a matter for all staff, pupils, parents, contractors and visitors to Fairley House School. Published procedures are to be followed for the safety of all, be they staff, pupils or visitors, and fire safety equipment is not to be used for anything other than its proper purpose. For example, a 6 litre foam fire extinguisher being taken off its hook and used as a wedge to hold a fire door open for the convenience of a few is not only a double breach of statutory regulation, but could place lives in jeopardy.

3.6.2.2 The Health and Safety Advisor will ensure that firefighting equipment is maintained in good condition, and has not been tampered with or damaged. The Premises Manager is also responsible for the six monthly and annual servicing of fire safety equipment, and will maintain the required records, which may be demanded by the Fire Authority and the Independent Schools Inspectorate.

3.6.3 The Fire Detection and Alarm System

3.6.3.1 The Premises Manager is responsible for ensuring that the component parts of the fire detection and alarm system are tested and serviced in accordance with statutory requirements and Best Practice. The system will be tested weekly to ensure that the entire system functions properly, with full coverage. If any member of staff notices that an alarm is not functioning correctly at the time of testing, or that a fire detector appears to be at fault at any time, the defect should be reported to the Health and Safety Officer immediately. The Health and Safety Officer will arrange the necessary remedial action.

3.6.4 Training

3.6.4.1 Statutory training to meet the regulatory requirements is arranged by the HR Manager on behalf of the H&S Advisor, and will include induction training for new staff, and refresher training so that all staff are brought up to date on the school’s fire safety policies and procedures every three years.

3.6.5 Emergency Procedures and Drills

3.6.5.1. The Head, with assistance from the Premises Manager, is responsible for revising them, communicating them, and ensuring that lessons are learned from practices and real events. Practice fire evacuations should require staff and pupils to use alternative routes, and be aware of the dangers and limitations of smoke.

3.6.5.2 All staff, pupils, contractors and visitors are required to evacuate buildings on the sounding of the fire alarm, and assemble at the place indicated on the Fire Action Notice at their exit point.

3.6.5.3 The effectiveness of the fire training is tested by regular fire drills. These are arranged **termly** by the Head. Fire drills are carried out at various times, with different initiation points.

Details of all fire drills and evacuations must be recorded on an evacuation report form (see form) and the form retained by the Head. He reviews the report, records all actions arising and monitors that actions are completed (see attached form), and arranges for any remedial action if necessary, liaising with the Deputies as necessary.

3.6.5.4 The Head is responsible ensuring that records of all drills and evacuations, which may be requested by the Fire Authority and the Independent Schools Inspectorate, are kept.

3.6.6 Evacuation Notices and Signs

3.6.6.1 These are the responsibility of the Premises Manager. Fairley House endeavours to maintain Best Practice in following guidance given in relevant Approved Codes of Practice and other publications, whilst not putting up so many signs and notices that they are ignored. Fire Action Notices, or Evacuation Notices, are displayed alongside all Break Glass Call Points, in all main rooms, and common areas. The guiding principle for green Fire Exit signs is that once you have exited the room you are in you should be able to see a Fire Exit notice with an arrow guiding you in the appropriate direction; there may be alternatives to allow you to avoid the possible seat of the fire.

3.7 Control of Substances Hazardous to Health (COSHH)

The Premises Manager is responsible for ensuring that COSHH Risk assessments are carried out for all contractors. The School follows the Best Practice Guidance given in the HSE Publication INDG 136 (rev 4).

3.7.1 COSHH assessments are carried out within the following areas, with the appropriate Head of Department maintaining the up-to-date assessment.

Cleaning (External Contract)
Science Department (School using CLEAPSS)
Catering (External Contract)
Art (School)
Design and Technology (School)

3.8 Utilities - Safety

The Premises Manager is the responsible person in dealing with the utility companies, and for ensuring that the varying statutory requirements for the safe usage of the utility, provision and maintenance of equipment using them, and the ultimate disposal of redundant or equipment beyond economical repair is managed in accordance with current Best Practice.

3.8.1 Electricity

The School complies with the Electricity at Work Regulations 1989, and requires all electrical work undertaken in the School to comply with the Institution of Electrical Engineers Wiring Regulations Edition 17. Safety and You, and other HSE publications regarding fixed installation electrical testing, and Portable Appliance Testing. The Premises Manager arranges for the testing to be carried out, and maintains the appropriate records, which are kept in the Premises Manager's office. Testing of IT equipment and related equipment is the responsibility of the IT Manager.

3.8.2 Gas

The School engages a registered contractor who will carry out the required maintenance and testing of gas fired equipment, as arranged by the Premises Manager, who keeps the records of test and inspection.

In the event of an emergency involving gas the relevant part of the School Plan will be put into operation.

3.8.3 Water

The School has a statutory duty to provide adequate supplies of potable water throughout the School, which it does. There is also the requirement to maintain water systems to prevent or control the legionella virus so that risk to persons at or near the School are minimised. The Premises Manager has responsibility for both.

3.9 Smoking

Smoking is not allowed in any part of the School, this includes smoking within view of both schools. Breach of this instruction may be treated as a disciplinary matter.

3.10 Display Screen Equipment (DSE)

Guidelines are at Appendix J, which include a self-assessment form and guidance on safe working with DSE. The IT Manager is the responsible person for ensuring that defined users of DSE carry out a self-assessment which is then checked by him, which he may refer to the School's Health and Safety Adviser, for advice on any necessary action to be taken.

3.10.1 Users are entitled to an eyesight test not more frequently than annually which is specifically related to their use of DSE. The School will pay an agreed amount towards the cost of corrective appliances specifically for work at DSE. Approval for eyesight testing that will be funded by the school should be sought from the Bursar BEFORE an appointment is made.

3.11 Defect and Hazard Reporting

It is the responsibility of every employee and other persons using the School to report immediately any situation which has the potential for harm to be caused so that action may be taken to minimise the risk.

If there is an immediate danger steps should be taken to nullify the risk, such as clearing an area, whilst advice is sought from the Head or Deputies. For less urgent matters they should be recorded by ticket creation to the site team.

3.12 Information and Consultation on Health and Safety

Article 2 of the Health and Safety at Work Act 1974 requires employers to provide information to ensure the health, safety, and welfare of employees. The Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1997 require employers to consult with their employees in a formal manner on matters affecting their health, safety and welfare. Both these are the responsibility of the Headmaster. At Fairley House School this is achieved by:

- a) Regular Health and Safety Committee meetings, and downloads from them to representatives' members.
- b) Induction and follow-up training
- c) This Policy, Organisation, and Arrangements document, and its supporting appendices.
- d) Staff briefings
- e) Notice boards
- f) Emails and intranet.

All staff are expected to familiarise themselves with the School's health and safety instructions and arrangements for both sites, however they may be conveyed, and especially with those safe systems which advise their daily working activities.

3.12.1 Pupils will be given basic health, safety, and welfare instruction within the curriculum. Contractors will be required to operate under a Permit to Work system, which requires their acceptance of the School's health and safety requirements, included in the "Code of Practice for Contractors on Site," see also Section 3.15.

3.12.2 All health and safety inspection reports and minutes of the Health and Safety Committee meetings will be published, and made available to all members of staff. They will be required to address any issues contained in reports or action plans for areas for which they are responsible.

3.12.3 Other users of the School premises will be given access to this documentation, and will be required to cooperate with the arrangements contained herein insofar as the instructions may affect their health, safety, and welfare, and that of other occupants of the School. This is managed by the Bursar.

3.14 Control of Contractors

Appendix K contains the Code of Practice for Contractors Working on Site, which includes details of the Permit to Work system. No Permit – No Work.

3.15 Risk Assessment.

The Management of Health and Safety at Work Regulations 1999 require employers to carry out suitable and sufficient risk assessment, with the principles of prevention and protective measures to control risk. Thus the School has a suite of Risk Assessments for all activities and situations that may contain or constitute a significant risk. Sample risk assessments are at Appendix K.

3.15.1 There is no requirement to record any activity or situation that is deemed to carry insignificant or trivial risk, until some relevant change occurs which alters the risk level to a higher state.

3.15.2 The Head, with the Deputies, is responsible for maintaining the Risk Assessment Register, and for ensuring that it is kept up to date. Reviews should be carried out annually by the original risk assessor, or if he or she has moved on from that post the new incumbent should review the risk assessments that are his/her responsibility on taking over the post.

3.15.3 The help of the Health and Safety Adviser may be sought in risk identification, assessment, and review.

3.16 Risk Assessments – New and Expectant Mothers

The Management of Health and Safety at Work Regulation 16 requires specific risk assessment and procedures to be carried out on new and expectant mothers. These procedures start when the person concerned renders her Form MAT B 1 to the HR Manager, notifying him of the pregnancy. The responsibility for carrying out the procedures rests jointly with the HR Manager and the Head. Full details are at Appendix L.

3.17 Playground Supervision Rota

The Deputies are responsible for the rotas. They are displayed around the school and saved in shared staff.

3.18 Clear Passageways and Storage

As part of their statutory duties all staff have a responsibility for maintaining safe access to and egress from buildings at all times, both for fire safety purposes, and to prevent accidents from slips, trips, and falls. By the same token storage areas must be kept hazard free. Many accidents are caused by un-thought-out and haphazard storage arrangements

3.18.1 No fire door may be locked during the school day, and must always be openable by a single hand movement. Crash bars, crash pads and turnbuckles are acceptable, but removing a key from a place of storage, inserting it in a lock and then turning it is unacceptable under current fire safety regulations, enforced by the London Fire and Emergency Service.

3.18.2 Storage areas must be kept free for risk of injury by slipping, tripping, stretching and equipment falling. Appropriate means of access must be used (see also Section 3.22 – Manual Handling and Working at Heights). Safe egress in the event of fire must always be maintained.

3.19 Security

The Head is responsible for the security state of the school, and particularly for ensuring that it is securely shut up at the end of each day. He is responsible for carrying out and maintaining the Security Risk Assessment. There are key holders who may be called out by the police in the event of alarm activation. The lists of key holders are held in the School Offices.

3.19.1 All members of staff have a responsibility to ensure the security and safety of materials and equipment in their care. Doors should be locked and windows shut when rooms are not in use. Particular points to note are:

- Keys, bags, passes, mobile phones and personal items should not be left unattended
- Lost keys must be reported to the Head immediately

- Lost or stolen valuable must be reported to the Head immediately
- The police should be informed of any theft, the crime number noted, and the Head informed
- Found keys or valuables should be handed in to the School Offices
- The Head, Deputies, Bursar, or senior member of staff should be notified immediately if anyone is seen acting in a suspicious way, either inside the School grounds, or in the environs.

3.19.2 Bomb/Terrorist Threat

In the unlikely event of a threat being received the procedures at Appendix M are to be followed. Immediate response cards to a telephone call are held in the School Office.

3.20 Intruders

All incidents of intrusions must be reported to the Head, who will maintain a record of events.

3.20.1 In the event of a member of staff encountering a person who has no legitimate reason for being in the school he/she should politely and unthreateningly ask that person to leave the premises directly, or come to the School Office where the Head or Deputies will be called. If the intruder is uncooperative help should immediately be sought from the nearest male member of staff. In the last resort the police should be called.

3.20.2 No effort should ever be made to touch or forcibly remove an intruder from the School unless a child's direct safety is in imminent risk, and then only if the member of staff is confident in their own ability to act for their own safety too.

3.20.3 It is important that a record of these incidents is kept so that other schools in the locality may be informed lest the intruder may go there.

3.21 Manual Handling and Working at Height

In the normal course of their duties it is inevitable that all staff will carry out some form of Manual Handling. Height is defined as any height, above or below ground, from which a person could injure themselves or others if they fell. It therefore behoves the School as the employer to ensure that all staff are trained in basic Manual Handling techniques, and safe Working at Heights as it affects them.

3.21.1 Details of both Manual Handling training and Working at Heights training are available. The HR Manager maintains the record of those who have been trained.

3.22 Away Trips

The Deputies are responsible to the Head for the management of Away Trips. The Staff Handbook has the full policy and requirements in the Educational Visits Section with full explanations, and there is copious advice in a series of documents produced by the then DfEE.

3.22.1 A full suite of documentation concerning each away trip is held by the respective school offices. It takes account of published Health and Safety of Pupils on Educational Visits advice and approved codes of practice, and the three supplements, issued by the then DfEE, and of more recent publications such as Lessons Learned from Glenridding Beck. The Head reviews the documentation and its varying requirements annually, and is responsible for the maintenance of the various forms and guidelines for letters to parents. For simple short trips of less than one day, such as to a theatre or museum a short risk assessment will suffice.

3.23 Minibus and Coach Safety

The Head is responsible for the management of Minibus and Coach Safety, including the checking of the suitability of persons to drive school vehicles, and their licence and insurance requirements.

3.23.1 It is a condition of the School's insurance that these guidelines are met.

3.23.2 Any member of staff or other adult using their private car on behalf of the School, which is discouraged, must show that they have appropriate business insurance cover, as well as relevant DBS clearance.

3.24 Road Safety

Whenever children are taken out they are to be reminded of the need to be careful and follow instructions when crossing roads and moving around in the vicinity of traffic. This is particularly when alighting from vehicles. This must **ALWAYS** be done on the pavement side, away from traffic.

3.24.1 Road Safety is addressed at the appropriate point in the curriculum, which is the responsibility of the Head.

3.25 Lone Working

Introduction

3.25.1. It must be recognised by all staff that there are risks associated with lone working. Monitoring lone working needs to be a continual process, and appropriate steps need to be put in place to reduce the risks and adverse effects of lone working.

3.25.2 General Guidance

People who work by themselves without close or direct supervision may be found in a range of situations. These may include:

Any member of teaching or support staff working outside normal hours/days

Staff working during school holidays when limited number of staff are on site

Caretaker, maintenance and ground-keeping staff and vehicle drivers

People, including contractors, who work outside “normal hours”: e.g. cleaners, kitchen and security staff

Contractors who carry out construction work, plant installation, maintenance, electrical repairs, lift repairs, painting and decorating, etc.

3.25.3 Law relating to lone working

There is no general prohibition on working alone, but some specific regulation stipulates that at least two people must be involved in the work and specifies those safe systems of work to be followed – if in doubt, please seek guidance from the Bursar or Health and Safety Adviser.

3.25.4 Safe systems of work for lone work

Where there is no specific legal prohibition on working alone, a senior member of staff must carry out a risk assessment and identify any potential hazards or risks associated with the work. Where risks or hazards are identified safe systems of work must be devised and implemented to ensure that the risks are either eliminated or adequately controlled. When it is not possible to devise arrangements for the work to be done safely by one person, alternative arrangements providing help or back up must be agreed.

3.25.4.1 In the majority of cases one person working alone will not be exposed to significantly more risks than several employees working together.

3.25.5 Safety Precautions for Lone Workers

Staff visiting other premises. If you have to leave the site – e.g. to supervise a pupil examination elsewhere the following procedure should be followed:

Inform your Head of Department or line manager (or another senior member of staff) where you are going and how long you expect to be

If you have not returned within an hour of your expected return the alarm will be raised and steps taken to determine your whereabouts

If there is any doubt about personal safety, then you should take a colleague and ensure you have a mobile phone with you.

Familiarise yourself with the emergency procedures for any other premises you visit.

3.25.5.1. Maintenance staff (and contractors). If a member of the maintenance staff or a contractor is working alone then:

Consult with and follow the instructions of the Premises Manager.

Avoid lifting heavy objects - if in doubt do not lift, wait and seek help

Working at height – do not attempt any work at height without consulting with the Premises Manager who will organise appropriate training.

If you are working alone, ensure you inform someone of what you are doing, where you will be and what time you expect to be finished

Contractors are working on site must have completed the 'Conditions for Contractors' forms and be familiar with the school's emergency procedures, and regular checks will be made whilst lone contractors are on site to ensure their safety.

3.25.5.2 Catering/Cleaning/Caretaking staff. For members of the cleaning or caretaking staff who are due to work alone:

Consult with and follow the instructions of the Catering Manager and Head Cleaner

Avoid lifting heavy objects - if in doubt do not lift, wait and seek help

Working at height – do not attempt any work at height without consulting with your manager who will organise appropriate training.

If you are working alone, ensure you inform someone of what you are doing, where you will be and what time you expect to be finished

Ensure that you are carrying a mobile.

Do not approach any strangers, if in doubt phone the duty member of staff.

3.25.5.3. Teaching Staff. For members of the teaching staff who are due to work alone:

Consult with and follow the instructions of the Head.

Consider letting someone else know that you are in the school, and when you are due to leave, with a possible phone check when you get home.

Avoid lifting heavy objects - if in doubt do not lift, wait and seek help

Working at height – do not attempt any work at height unless you have received appropriate training.

If you are working alone ensure you inform someone of what you are doing, where you will be and what time you expect to be finished.

Ensure that you are carrying a mobile.

Do not approach any strangers, if in doubt phone the duty member of staff.

3.25.6 Precautions to be taken by all lone workers

The following precautions are to be taken by all lone workers:

You must ensure that you are medically fit and suitable to work alone. You must consider both routine work and foreseeable emergencies that may impose additional physical and mental burdens on you. **Don't put yourself at risk.**

If you know you are suffering from a medical condition, which could put you at increased risk, you must inform the Head in order that it may be taken into consideration. This does not necessarily mean that you will be unable to carry on doing the job, merely that additional precautions may be taken where necessary.

Specific training may be required to ensure proficiency in safety matters. This is particularly important in work activities where there is limited supervision to control, guide and help in situations of uncertainty. However as most of Lone Working at Fairley House is office type work, this is unlikely

As a solitary worker, you need to understand fully the risks involved in the work, the necessary precautions and be sufficiently experienced. There should be established, clear, safe systems of work to set the limits to what can and cannot be done while working alone. These safe systems should specify how to behave in circumstances that are new, unusual or beyond the scope of training.

Although as a solitary worker you cannot be subject to constant supervision, it is still the organisation's duty to provide appropriate control of the work. The extent of supervision required will depend on the risks involved and your proficiency and experience to identify and handle safety issues. The extent of supervision and monitoring required is a decision that will be made by the Head.

Illness, accident and emergency situations may arise and as a solitary worker, you should be capable of responding correctly. Information about emergency procedures should be fully understood and you must ensure you know the location of and have access to adequate first-aid facilities.

The security cards act as a method of ensuring that the last person out of the building is noted. The Cleaners who will be the last to leave will lock up