



# WISBECH GRAMMAR SCHOOL

## Health and Safety Policy (A9)

Scope:	Whole School (Including Boarding)
Release date:	November 2024
Author:	Health and Safety Advisor
Reviewer:	Bursar
Approval body:	Board of Directors <i>(Ratified at Michaelmas Term Board Meeting)</i>
Review date	November 2025

### Linked Documents

This Policy should be read in conjunction with the:

- Risk Assessment Policy (A10)
- First Aid Policy (A7)
- Fire Safety Policy (A11)
- HR16 Safer Appointment of Wider Workforce Policy (A6)
- Management of the Wider Workforce (Contractors and Suppliers Policy) (Internal)
- Construction (Design and Management) Policy
- Educational Visits Policy (Internal)
- Electrical Safety, User Checks and Portable Appliance Testing Policy (Internal)
- Control of Substances Hazardous to Health (CoSHH) Policy (Internal)
- Health and Safety in Connection with Computers (Internal)
- Asbestos Management Plan and Policy (Internal)
- Employee Handbook (which includes a variety of HR Policies) (Internal)
- Personal Emergency Evacuation Plan (Internal)
- Work Pressure and Stress Policy (Internal)
- Equal Opportunities and Diversity Policy (Internal)
- Security Policy (Internal)
- Suspension of Normal School Routine Policy (Internal)
- Lone Working Policy (Internal)
- Whole School Risk Assessment (Internal)
- [Managing for Health and Safety \(HSG65\) \(hse.gov.uk\)](https://www.hse.gov.uk/hsg65/)

## Definitions

Wider Workforce – any member of the wider School workforce who is not a member of Staff (as defined in Safer Recruitment of Staff Policy), e.g. all contractors, agency workers.

School Contact – any member of staff who organises, contracts or books a visitor or member of the wider workforce to attend the School.

Visitor - a person who visits the School and is defined as a visitor in HR16. This would include a parent meeting with a member of staff, a visiting speaker (single or occasional occurrence) and for the purposes of HR16, may also include a contractor who occasionally visits the school.

Contractor - anyone engaged by the School to undertake works, an activity or task, provide a service or supply goods or services on the School's behalf, or to the School who is not a member of staff at the School, or if a member of staff, is contracted additionally for that task. A contractor may additionally be defined as a visitor in HR16 if they visit infrequently and do not engage in regulated activity. All contractors are members of the wider workforce, in line with HR16.

Unauthorised visitor – anyone who comes onto the school site without permission to do so. This includes:

- anyone who is not permitted to be on the school site at any time, e.g. stranger trespassing on site, or
- a person who is permitted to be on the school site, e.g. member of staff or current pupil, but is not permitted to be there at that time or for that purpose e.g. riding a bike on the school fields out of hours.

## Acronyms

D&T	Design and Technology
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services
iHasco	Name of an online training company used by the School
CPD	Continuing Professional Development
CDM	Construction (Design and Management) Regulations 2015
CoSHH	Control of Substances Hazardous to Health
EVC	Educational Visits Coordinator
H&S Advisor	Health and Safety Advisor
HSE	Health & Safety Executive
PAT	Portable Appliance Testing
DSE	Display Screen Equipment
PEEP	Personal Emergency Evacuation Plan
RIDDOR	Report of Injuries Diseases and Dangerous Occurrences Regulations 2013

## Availability

This Policy is available to parents and prospective parents on the School website, and a printed copy may be requested from the School Office / Pupil Services Team.

## Summary of updates

Nov-2024	<p>Added HSG65 to the linked documents (plan, do, check, act being the established method to manage health and safety (page 1).</p> <p>Reference to documents in Sharepoint and Teams locations for policies have been added to the roles and staff area (page 5).</p> <p>Removal of specific references to Covid (page 6).</p> <p>Note that the Senior Management team are known as Quad (page 9).</p> <p>Clarified the message to HoDs re: when to let the Facilities Manager know about contractors coming onto site (page 10).</p> <p>Reference to allergies in risk assessments for EVCs (page 11).</p> <p>Clarified that risk assessments must be completed if requested/required and that a lack of training cannot be used as an excuse to not complete (page 13).</p> <p>Clarified that induction training and additional training on manual handling is undertaken (page 14).</p> <p>Clarified that induction training and additional training on working at height is undertaken (page 14).</p> <p>Note that the phrase new and expectant mother is as termed in the Management of Health and Safety at Work Regs 1999 (page 16).</p> <p>Accident/incident record form and first aid section rewritten (page 17).</p> <p>Clarified incident/accident investigation when on the school site and away from the school site but on school business (page 20).</p> <p>Added CCTV and automatic recording devices to the security section Page 23).</p> <p>Referenced HR16 when welcoming visitors/Members of the Wider Workforce to the School (page 24)</p>
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## Roles and Staff

### Current Personnel

**Mr Barney Rimmer** – Headmaster (ext 0211)

**Mrs Natalie Miller** – Bursar (ext 0215)

**Ms Ana Brady** – Deputy Bursar / Head of HR (ext 0278)

**Mr Peter Timmis** – Senior Deputy Head Senior School (ext 0213)

**Mrs Keryn Neaves** – Senior Deputy Head Prep School / Prep School EVC (ext 0232)

**Mrs Vicky Garment** – Deputy Head Academic (ext 0212)

**Mr Phil Webb** – Assistant Head (ext 7002)

**Mrs Gilly Staley** – Health & Safety Advisor (ext 0272)

**Mrs Hannah Ryan** – School Nurse (ext 0381 / 7007)

**Mr Nick Stevens** – Facilities Manager (ext 0889)

**Mrs Rebecca Forman** – HR Assistant (ext 0218)

**Mr Guy Nunnerley** – EVC

**Mr Dom Garfoot** – Deputy EVC (ext 0271)

**Mr Trevor Clark** – Executive Chef (ext 0274)

### Filing Details

Where reference is made to policies and documents, they can be found in either or both of these locations:

- Teams/WGS staff/hidden channels/Policies (published editions)/H&S
- or
- Sharepoint/T drive:/Health and Safety/Staff Resources/Policies

## Scope

This Policy applies to all departments of the Senior and Prep School, including Boarding.

## Breadth

This Policy states the organisation, arrangements and monitoring in place at the School to ensure that all relevant health and safety regulations are met.

## Aim

The aim of this Policy and our health and safety arrangements, is to ensure that:

- We are able to meet our responsibilities under the Health and Safety at Work, etc. Act 1974, and all relevant regulations enabled under this Act,
- To strive for continuous improvements in our Health and Safety arrangements at the School,
- To ensure that we have the cooperation of all staff, pupils, visitors, contractors and other stakeholders in order to encourage a positive Health and Safety Culture throughout the School,
- We follow the 'Plan, Do, Check, Act' approach as noted in the HSE document Managing for Health and Safety HSG65

## Statement of General Policy

The Board of Directors of Wisbech Grammar School (encompassing the Senior School, Prep School, Kindergarten and Boarding), are committed to protecting the health, safety and welfare of our employees, pupils, parents, contractors and visitors, so far as is reasonably practicable. To this end, it is recognised that the cooperation of all staff, pupils, visitors, contractors and other stakeholders is essential and, as such, a positive Health and Safety Culture is encouraged throughout the School.

The activities of Wisbech Grammar School will be conducted within the requirements of the relevant health and safety legislation.

All staff and pupils will be encouraged to follow best working practices and to be mindful of their own health and safety and that of others who might be affected by their acts or omissions.

In particular, attention will be paid to the provision of:

- A safe and healthy working environment,
- Safe premises, equipment and working practices,
- Adequate information, instruction, supervision and training in relation to health and safety issues for both staff and pupils,
- The positive wellbeing of staff and pupils,
- Adequate consultation with staff and pupils in relation to health and safety issues.

The Board of Directors will ensure that adequate resources are allocated to health and safety, including the appointment of a Health and Safety Advisor to provide health and safety support, assistance and advice to the school community and the use of additional technical and/or specialist advice where deemed necessary.

The Board of Directors will monitor and review the effectiveness of the policy annually and will also review the minutes from the termly Health and Safety Committee Meetings.

Signed on behalf of the Board of Directors.

A handwritten signature in black ink, appearing to read 'Barney Rimmer', with a long horizontal line extending to the right.

Mr Barney Rimmer, BSc, NPQH  
Headmaster

# Policy Procedure

## Part 1: Organisation – Roles and Responsibilities

### Headmaster and Bursar

As well as the general duties which all members of staff have, the Board of Directors direct that the Headmaster shall promote an active health and safety culture within the School. He shall be responsible for ensuring the formulation and implementation of School Health and Safety Policies and the promotion of effective health and safety practice. The Headmaster is enabled to delegate the day to day management of health and safety to the Bursar.

The Headmaster and Bursar are required to take all reasonable action to ensure that the staff are familiar with the requirements of all relevant legislation, codes of practice and guidelines in their area of responsibility and that they are met in full at all times.

In particular, the Headmaster and Bursar will:

- Be aware of the general requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the School,
- Ensure that staff responsible for areas of the School, create safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities,
- Ensure that relevant staff create safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus so that each task is carried out safely and within a safe environment,
- Consult with members of staff on health and safety issues,
- Ensure that systems of risk assessment are arranged by staff to allow the prompt identification of potential hazards,
- Ensure that the Health and Safety Committee is able to meet its terms of reference, with support from the highest level,
- Work with staff to identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified reasonable training needs receive adequate and appropriate training and instruction in health and safety matters,
- Encourage staff, pupils and others to promote health and safety,
- Ensure that any defects in the premises, its plant, equipment or facilities which cause a significant risk to the health and safety of staff, pupils and others are made safe without delay,
- Encourage all employees to suggest ways and means of reducing risks and promoting health and safety,
- Ensure that accident and incident information is collated and, when necessary, carry out accident and incident investigations,
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others,
- Monitor our first aid and welfare provision.



## **Quad**

The Senior Management Team (known as Quad) comprises the Headmaster, Bursar, Senior Deputy Head (Senior School) Senior Deputy Head (Prep School), Deputy Head Academic and Deputy Bursar/HR Manager. The Senior Management Team shall assist the Headmaster and Bursar in their responsibilities for implementing the School Health and Safety Policy. They are to ensure the adequate provision of resources to those with specific health and safety responsibilities and, in their individual roles, will ensure that the Headmaster and Bursar are well informed of:

- current health and safety priorities,
- progress and implementation of improvements,
- conflict with health and safety and academic and other demands,
- uniformity of approach to health and safety throughout the School.

## **Senior Deputy Heads and Deputy Bursar**

The Senior Deputy Heads and Deputy Bursar are responsible for ensuring that the School has an effective procedure for safely and quickly evacuating the School campus buildings in the event of a fire or other similar emergency. This procedure will be practiced, tested and sufficiently robust to enable School occupants to evacuate to a safe place during the time when pupils, and/or staff, and/or visitors are on site. This system will be expected to work successfully during 'out of hours' times as well as when the school is in session and hence the Deputy Heads and Deputy Bursar will work closely with the Facilities Manager, H&S Advisor and Boarding staff to this end.

## **Facilities Manager**

The Facilities Manager is responsible to the Bursar for ensuring that the fabric and building systems (including fire systems and acting as Fire Safety Officer) within the School meet the appropriate Health and Safety standards. This will include making adequate arrangements to ensure high standards of Health and Safety in carrying out the work of departments under his purview, including contractors as appropriate to the circumstance. The purview of the Facilities Manager includes work within the following departments; Estates Services, encompassing Grounds and Maintenance Operations Services, encompassing Custodians and Cleaning and Transport Services encompassing the Minibus Drivers for the H2SS routes.

In areas which have a line manager/supervisory member of staff, the immediate responsibility for Health and Safety for the relevant department lies with the line manager, thereafter, reporting back to the Facilities Manager.

## Heads of Department/Line Managers and Leaders of (School) Activities

The Health and Safety duties of Heads of Department/Line Managers/Leaders of Activities, both teaching and support are to:

- Promote high standards of Health and Safety awareness and practice in their areas of responsibility,
- Ensure safe methods of work exist and are implemented throughout their department,
- Ensure health and safety regulations, rules, procedures and codes of practice are written and are being applied effectively,
- Ensure positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others,
- Ensure all plant, machinery and equipment in the department in which they work is adequately guarded and in safe working order,
- Provide, make readily available and check at appropriate intervals any necessary protective clothing and equipment (PPE),
- Ensure toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled and if necessary, are noted on the fire risk assessment for the area,
- Monitor the standard of health and safety throughout the department in which they work,
- Encourage staff, pupils and others to achieve the highest possible standards of health and safety and bring to the notice of their own line manager, any person who consistently fails to consider their own well-being or the health and safety of others,
- Report any health and safety concerns, queries or suggestions to any member of the Health and Safety Committee,
- Ensure any accidents/incidents or near-misses which occur are reported to the H&S Advisor or to the correct person as advised on the relevant reporting sheet,
- Ensure the first aid equipment contained within their area is suitable and sufficient for the risks of injury presented by the activities or tasks being undertaken there,
- Ensure that if a contractor is to be brought into the school to undertake work on our behalf, that this is alerted to the School under HR16 and alerted to the Facilities Manager specifically, if the work is covered under CDM, or could present a risk to the school occupants or to the contractor undertaking the work (e.g. asbestos) with sufficient notice to enable a full disclosure of work to be undertaken, the areas to be worked on and any risks presented by the work,
- Ensure new staff receive adequate Health and Safety Induction, in line with the current practice at the school, in addition to the induction provided by the H&S Advisor (if unsure, please contact the Human Resources Department),
- Arrange for their staff to be adequately trained, informed, instructed and supervised, including ensuring that staff have read and understood any risk assessments put in place for their areas of responsibility. It is good practice to evidence this with a staff signature and date on hard copy,
- Provide suitable and sufficient risk assessments for all areas, activities, machinery and tasks under their control, and implement the control measures required by those assessments. In certain departments it may be appropriate for the Head of Department/Line Manager/Activity Leader to delegate completion of risk assessments to a more suitable line manager or supervisor under their control. In doing this however, they must:

- Ensure that the line manager or supervisor is competent and trained to carry out the assessment and
- Understand that training can be provided by the H&S Advisor if required.
- Understand that the responsibility for risk assessment completion and control measure(s) still lies with the Head of Department.

### **Educational Visits Coordinator (EVC), Deputy EVC and Prep School EVC**

The EVC, Deputy EVC and Prep School EVC are responsible for:

- Supporting the Headmaster in ensuring that visits follow regulations and guidelines, together with the School's relevant policies and procedures.
- Approving educational visits as agreed by the Headmaster.
- Ensuring that staff are adequately prepared to organise and run trips safely.
- Assisting with writing risk assessments and where necessary to arrange appropriate training to ensure appropriate safety measures are in place.
- Ensure that risk assessments involving pupils include reference to allergies, unless considered and then determined to be not applicable.
- Ensuring that visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behavioural management to adequately safeguard all party members.
- Ensuring there is an emergency contact for each visit.
- Ensuring that the WGS and MH Educational Visits Policy follows the Critical Incident Policy, wherever relevant.
- Keeping records and monitoring individual visits through the completion of trip evaluation forms, including reports of accidents and "near-misses", to review in association with the Senior Management Team and Health and Safety Committee.
- Receiving on-going training in order to fulfil their duties.

### **Health and Safety Advisor**

The Health and Safety Advisor is employed by the school as the Competent Person under the Health and Safety at Work etc, Act 1974. The advisor is employed to give advice and assistance to anyone in the school community in order to protect and promote good health and safety practice.

## **Health and Safety Committee**

The Health and Safety Committee is an internal School committee attended by staff members with particular responsibilities for higher risk departments/activities/areas in relation to the school. The Committee minutes are seen by the Board of Directors and the Advisory Board member with special responsibility for Health and Safety in order to keep them informed of health and safety issues affecting the school on a termly basis.

The principal functions of the Health and Safety Committee are the promotion of the health, safety and welfare of all persons when on School premises and of staff and pupils when engaged upon activities relevant to the School's purposes, including off-site activities.

The Health and Safety Committee Terms of Reference can be found at T drive/Health and Safety/Staff Resources/Health and Safety Committee.

The membership shall comprise:

- a. Bursar (Chair)
- b. Deputy Bursar
- c. Deputy Head Academic
- d. Senior Deputy Head (Senior School)
- e. Senior Deputy Head (Prep School and Safeguarding Representative)
- f. HR Manager (Deputy Bursar)
- g. Facilities Manager
- h. Head of Science (Upper School and/or Lower School)
- i. Head of DT
- j. Assistant Head (Sports)
- k. Head of Catering
- l. Head of Boarding
- m. School Nurse
- n. Performing Arts representative
- o. EVC representative
- p. Health and Safety Advisor (Secretary)

## **The Duties of All Members of Staff**

All employees have responsibilities under the Health and Safety at Work, etc. Act 1974.

Employees shall:

- Take reasonable care of their own health and safety and in addition, that of pupils, visitors, other staff or anyone else who may be affected by their acts or omissions,
- Cooperate with the School, following any training, procedures, policies or instructions put in place by the School to protect any or all persons,
- Use and take good care of any safety equipment provided,
- Report health and safety defects to the appropriate person, ensuring that the risk cannot continue if at all possible (for example, put a piece of defective equipment out of use).

The School expects all staff to take an active role in promoting and building a positive Health and Safety Culture.

## Part 2: Arrangements

### A. Risk Assessments

Risk assessments for each relevant department, area, task, event etc. will be completed, as required, by Heads of Department or delegated deputy, provided that they are trained to do so. If requested/required to complete a risk assessment, the member of staff should contact the H&S advisor immediately and training can be arranged at short notice. Any member of staff who requires assistance with this can contact the H&S Advisor.

Training on completing risk assessments (as part of Health and Safety Roles and Responsibility training) is given to all relevant staff at the school, however, any member of staff can receive the training if felt to be beneficial to them and agreed with their line manager.

As a general rule, risk assessments should be reviewed annually if dealing with pupil specific risks, or every 4 years if only relating to staff and there have been no significant changes to the task, area or circumstances of the task/area being considered. If there is any doubt, an annual review is undertaken. Wherever appropriate, risk assessment copies are held on Sharepoint/ T drive:/Health and Safety/Staff Resources/Risk Assessment/Departmental Risk Assessment.

Please refer to the Risk Assessment Policy.

### B. Higher Risk Issues

#### Electrical Safety

The Electricity at Work Regulations 1989 are wide ranging and include requirements for both fixed and portable electrical appliances used by staff.

The School ensures that all of its portable electrical appliances for use at school (even if brought in as a 'new' item to School), are portable appliance (PAT) tested before use and thereafter at suitable intervals.

We also ask all staff to visually check (user check') any portable electrical items before use in order to safeguard their own and other's health and safety, making sure that the equipment is in good working order, with no:

- Loose parts/joints,
- Loose wiring,
- Scorch marks/very hot plugs etc,
- Cracks or missing parts in the body of the equipment or plug,
- Holes or deep scrapes, etc. in the lead.

The School prescribes that staff:

- NEVER use any equipment which they suspect might be faulty or damaged,
- NEVER carry out home-made repairs, such as using masking tape over an exposed wire,
- ALWAYS report the equipment to the maintenance department/ Facilities Manager and ensure that the equipment cannot be used in the meantime.

Please refer to the Electrical Safety, Portable Appliance Testing and User Checks Policy held on Teams/WGS staff/Policies (published editions)/files for more information.

## **Manual Handling**

No employee or pupil is to be required to lift or handle anything which in doing so, they believe likely to cause them injury. The School trains all staff at induction to personally risk assess manual handling tasks before undertaking, in order that they can confidently identify which tasks can be safely carried out and which require more planning or assistance. The School also trains staff who may be likely to manually handle as part of their role at the school, in additional manual handling training. The H&S Advisor can be asked for assistance if required.

## **Working at Height**

No work is to be carried out where any person could fall from any height which could conceivably cause them harm, unless an assessment of risk has been made and necessary control measures put into place. Where tasks require significant work at height, a task specific risk assessment must be undertaken and all necessary precautions put in place before the work continues. The School trains all staff in low risk work at height at induction and then gives additional training to specific staff in work at height, as appropriate to risk, e.g. IPAF training for powered access platforms.

## **Work Equipment**

Work equipment is defined as any machinery, appliance, apparatus, tool or installation for use at work. The School is required to ensure that work equipment is suitable for use, maintained and inspected to ensure that no parts which could cause danger, are able to. Users of this equipment must therefore receive suitable information, instruction, supervision and training on this equipment (as appropriate to their current knowledge, experience and skill level) from their supervisory member of staff, usually a line manager or organised by the same.

The Facilities Manager is responsible for ensuring that the following systems are tested in line with statutory requirements, except where they are carried out by the individual departments:

- Local exhaust ventilation,
- Pressure systems,
- Gas appliances,
- Lifting equipment.

## **Control of Substances Hazardous to Health (COSHH)**

The School has a duty to control the risks to health for persons working with hazardous substances, such as chemicals, dusts or biological agents. In the majority, these persons will be employees of the School, however, in controlling the exposure to these substances for employees, we also control or eliminate the exposure to others who might be affected such as pupils or visitors to our premises. Heads of Department and leaders of activities have a duty to carry out risk assessments for all tasks/areas within their remit to ensure that staff, pupils or visitors are not put at risk. The COSHH Policy and Risk Assessment Form can be found on Teams/WGS staff/Policies (published editions)/files for more information.

## **Management of Asbestos**

The School will ensure that the risk to persons at the School from exposure to asbestos is kept to an absolute minimum through implementation of the WGS Asbestos Management Plan and Policy (held on Teams/ WGS staff/Policies (published editions)/files for more information).

This plan designates that the Facilities Manager is the appointed person for asbestos, and he is deemed competent to coordinate and manage the survey and planning processes on behalf of the School and report progress.

The Facilities Manager will ensure that maintenance staff and contractors are informed as appropriate concerning the presence of asbestos containing materials and safety arrangements/changes to normal arrangements which will be required whilst any works are carried out.

All contractors appointed by the School will be briefed fully, as necessary, on any possible asbestos containing materials (ACM's) in the area of work or which might be disturbed through the work being carried out. All contractors who then bring in additional staff at a later time will ensure that their staff are informed of the same and where necessary, taken to the Facilities Manager or other appropriate staff member for information.

The Facilities Manager ensures that all asbestos identification surveys and plans are documented, held with the Asbestos Registers and are kept up to date. There are 4 copies of the Asbestos Register and these are held with the Facilities Manager, in the Grounds and Maintenance shed, the Facilities Break Room and at Pupil Services reception. The Facilities Manager also holds an electronic copy and is able to forward this to contractors as necessary. The Facilities Manager also ensures that in line with the Board of Directors requirements, that wherever possible, asbestos is removed from the School rather than left in place and managed.

## **Lone Working**

Lone working is sometimes unavoidable at the School and hence where this is necessary, arrangements have been put in place to support safe lone working, through departmental risk assessments and a specific Lone Working risk assessment. This is found in the Lone Working Policy.

## **Work Pressures and Stress**

Staff are advised to speak to their Line Manager if they believe they may be suffering from stress and are having difficulty dealing with work pressures. The HR Manager will work through a variety of stress related issues to support staff and help to reduce the pressure felt. For example, the following items would usually be looked at:

- task prioritisation,
- working practices and planning,
- taking 'down time' and encouraging work-life balance (including use of mobile devices),
- annual leave being taken,
- reviewing workloads/staffing to enable more carefully planned work,
- challenging aspects of their role,

- management skills, confrontation styles and bullying (please refer to Equal Opportunities and Diversity Policy on Teams/ WGS staff/Policies (published editions)/files for more information.
- skills analysis in relation to the post held,
- training,
- career planning,
- job enrichment and review,
- communication and consultation,
- workstation assessment (with assistance from H&S Advisor).

All HR Policies can be found on Teams/WGS staff/Policies (published editions)/files for more information.

### **New and Expectant Mothers**

New and expectant mothers, and/or their unborn child(ren) may be at an increased risk from the effects of certain working conditions, or the use of physical, chemical or biological agents. The School assesses the working conditions of our pregnant staff (providing that we are notified) at approximately 16 and 30 weeks into the pregnancy. These assessments are carried out by the HR Assistant with the employee concerned and the H&S Advisor can be asked for advice and assistance with this if required.

It should be noted that the term *new and expectant mother*, is used as it is the legislative term used in the Management of Health and Safety at Work Regulations 1999. If the School is alerted to a pregnant person who does not wish to be described as a new and expectant mother however, the School will ask the person how they wish to be referred to and we will use that term instead.

### **Display Screen Equipment**

The Display Screen Equipment (or DSE) Regulations protect the health, safety and welfare of employees who must use computers for a significant part of their everyday working life. The regulations apply where there are employees who ‘habitually use display screen equipment as a significant part of their normal work’. These employees are known as display screen ‘users’.

All staff to whom this applies carry out an assessment of their workstation either upon joining the School or as part of a wholesale relevant staff review to ensure that they are sitting and working correctly. Where staff are having problems with making suitable changes, or have new or existing health concerns, they can also ask the H&S Advisor to advise and if necessary, conduct an additional assessment. Staff are also advised to conduct a new assessment whenever their workstation set up changes or they move within the school and/or where they have any concerns regarding their comfort at the display screen.

All users are entitled to request an eye and eyesight test which the School will pay for. If the test shows that glasses are required specifically for display screen work, the school will pay for a basic pair of frames and lenses (although staff are expected to pay any added cost over and above the most basic pair). In every instance where payment of glasses is requested by employee/optician, the school will contact the optician to discuss further. If an employee’s regular pair of glasses are suitable for display screen work the School will not cover the cost of them nor contribute towards them.



Users are entitled to further tests at regular intervals after the first test, and in between if experiencing visual difficulties which may reasonably be considered to be caused by display screen work undertaken on behalf of the School. For more information please refer to the Health and Safety in Connection to Computers document.

### **C. Accidents**

It is essential that the School is informed of all accidents, incidents and near-misses which occur either on the School site or off-site but during a School activity or event, such as an 'away' sporting fixture. By gathering this information, we not only meet our legal health and safety requirements, but also ensure that we are kept informed of any trends in our accidents/incidents or near-misses. By noting these, we are then in a better position to amend our current practice and reduce the likelihood of them occurring again in the future. This information is presented to the Health and Safety Committee termly in the form of statistics and charts.

#### **First Aid**

First aid can be administered by any trained first aider at the school. There are many trained members of staff, including many of the teaching staff and all key support staff members, such as Custodians and the School Nurse. If there is the requirement to treat an individual consideration should be given to completion of appropriate form, i.e. Accident/Incident form or Minor Injury Record Form Please see next section for more information regarding the forms. More information on First Aid can be found in the First Aid Policy, which is found on the School website.

#### **Accident/Incident Record Form First Aid**

The School has an Accident/Incident Record form which is used for all adverse events which result in any personal injury (past very minor) or in damage to property. This form should always be used if dealing with any incidents/accidents to pupils, employees, visitors, visiting pupils, parents or contractors. The staff member in charge of the event, person, area, class etc. is responsible for ensuring that the accident/incident is reported, either by themselves or by another staff member. Please note that within the Sports Department we use the Return2Play system to report accidents/incidents. The H&S Advisor is informed automatically by email of any such occurrence.

#### **Near-Miss or Minor Injury Record Forms**

There are also two Near-Miss or Minor Injury Record forms, one for the Senior and one for the Prep School, which are used for all occurrences involving our employees or pupils, which either:

- a. Did not result in any personal or property damage, but could have done or
- b. Did result in very minor or superficial injury or harm.

To clarify, a non-significant injury may be reported as a near-miss if very minor, such as a superficial bruise, bump, burn, cut or graze. These injuries will be subjective to the reporter and person injured however and hence if in doubt please report on an Accident/Incident Record. If there is a chance that the injury might develop into a larger problem (e.g. such as an infected cut) please report on an Accident/Incident Record.

- Completed Near Miss forms in Prep School should be filed in the locked Accident Box in the Staff Room.
- Completed Near Miss forms in the Senior School should be handed to the Human Resources Assistant (employees) or the H&S Advisor (senior pupils/visitors)
- Completed accident/incident forms should be handed to the Human Resources Assistant (employees) or the Bursar (pupils, visitors) or the Facilities Manager (Contractors). Alternatively, the forms can be sent straight to the H&S Advisor.

If an injury renders a person unable to complete a form, a witness or someone who is able to enter an account of the accident/incident should make the entry. The person's account must be entered as soon as possible after the event. Any incident involving an emergency must be reported to a member of the senior management team immediately.

### **Staff Absence from Work Following an Accident/Incident**

Where accident/incident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent as a result of an accident/incident at work must keep the school informed of their progress, up to and including a return to normal duties.

If the incident results in over seven consecutive days of incapacity for work it is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) within 10 -15 days, depending upon the reason for report. This process will be carried out by the Bursar, H&S Advisor or a member of Quad.

The school must keep records of any developments to the injured person's health, up to and including a return to normal duties. The Human Resources Department must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

### **Accidents/incidents Involving Visitors or Members of The Wider Workforce**

Any visitor or member of the wider workforce who is involved in an accident/incident or near-miss whilst on the school's premises must report it immediately to the School Contact. If the School Contact is not available, the visitor/contractor must obtain the assistance of another member of School staff to ensure that the school's procedure is adhered to.

Visitors and members of the wider workforce who are unable to enter their own account on the form must arrange for another person to make an entry on their behalf. They should also notify their own employer where applicable.

## **Accidents/Incidents Involving Members of the Public or Visiting School Pupils**

If an injury occurs to a member of the public on the school's premises that results in their removal from site for hospital treatment (not just examination/diagnostic checks), this may be notifiable under the RIDDOR Regulations 2013 if it is deemed to have 'arisen out of or is in connection with work'. This judgement relates to whether the responsible person at the school (e.g. H&S Advisor or Assistant Head Sport) believe that the incident was caused by a failure in:

- the way a 'work activity' was organised (e.g. inadequate training on safe tackling);
- the way equipment or substances were used (e.g. incorrect use/procedures using lifts, machinery or experiments etc.); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors).

### **Accident Investigation**

An internal investigation will be undertaken when any significant accident, incident, ill health, near miss or dangerous occurrence occurs on the school's premises during the course of any work or teaching activity. In the event that the enforcing authority wishes to carry out an investigation, the School will strive to meet all of its legal responsibilities when co-operating with the investigating inspector.

Accident or incident investigation is not a means of determining fault or apportioning blame, but instead the purpose of the investigation is:

- to ensure that all necessary information in respect of the accident or incident is collated,
- to understand the sequence of events that led to the accident or incident,
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident,
- to identify the underlying causes that may have contributed to the accident or incident,
- to ensure that where required, effective remedial actions are taken to prevent any recurrence,
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties,
- to enable all statutory requirements to be adhered to.

This Policy will apply to all accidents or incidents involving pupils, employees, visitors, members of the public and contractors on our site or affected by work undertaken on our site. It also applies to pupils or employees who are off site but undertaking work or school activities. The school will co-operate with employers of contractors who may be involved in any accident or incident.

In most cases involving staff/visitors/contractors, the accident/incident investigation will be carried out by the H&S Advisor, alongside the HR Manager if considered appropriate. For accidents/incidents involving pupils, this role may be carried out by an appropriate member of the teaching staff, with assistance from the H&S Advisor as necessary.

## **D. Fire Arrangements**

In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered, the alarm will be raised immediately. This should be the first action taken on discovery of any fire, however small.

All employees are empowered to take this action if they believe there is a fire and no authority should be sought from any other person. The organisation will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

Responsibility for summoning the fire brigade is outlined in the Fire Safety Policy. All staff are able and empowered to call the fire brigade should it be believed to be necessary.

The organisation does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so and if the staff member concerned is confident in their ability to correctly use a fire extinguisher and to be able to extinguish the fire. Guidance on this is included at induction and during staff Fire Awareness Safety training.

Immediate evacuation of the building must take place as soon as the fire bell rings. All occupants, on evacuation, should report to the pre-determined assembly points, which for most areas of the School are on the hard-standing tennis courts.

Re-entry of the buildings is strictly prohibited until either:

- a. The fire brigade officer has given the all-clear (if applicable) or
- b. A senior staff member has given the instruction for all to be dismissed, after consultation with the Facilities representative on site.

Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

The master fire alarm panel, showing the location of all alarm call points, is physically located in the North Brink Reception Lobby with a secondary panel in the Senior School Common Room lobby. A repeat panel is located in the Maintenance Shed. Staff are not given advance warning of fire practices, unless crucial to the operation of their department (e.g. Catering, F&N, Learning Support and Science). If the fire alarm goes off for any other reason, the Emergency Services are contacted.

Employees should report any concerns regarding fire procedures so that the School can investigate and take remedial action if necessary.

There is a fire log located in each pupil residential building; Hazel House, Warren House and The Annexe. These documents specify the arrangements in place for fire in relation to the building in question.

## **E. Fire Prevention and Protection**

The School will, in consultation with employees and their representatives:

- ensure that any persons who might have difficulty hearing the alarm, reacting to the alarm or moving to exit the building are given necessary consideration and assistance, as long as their disability is made known to the school. Please refer to the Personal Emergency Evacuation Plan (PEEP).
- appoint persons to be responsible for specific procedures with regards to fire including:
  - the person responsible for summoning the fire brigade,
  - those responsible for carrying out roll calls or supervising evacuation assembly points,
  - fire incident controllers responsible for liaising with the fire brigade on arrival,
  - those responsible for inspecting the means of escape,
  - those responsible for regularly staging fire evacuation drills,
  - those responsible for test and inspect fire-fighting equipment and fire warning systems,
  - Provide adequate fire safety training to employees, plus specialist training to those with special responsibilities.

### **Fire Procedures**

In the event of discovering a fire, all staff should:

- Activate the nearest and/or safest fire alarm,
- Only attempt to extinguish a fire if it is safe to do so, if you are confident that you can use the correct extinguisher in the correct way, if you are confident that it will extinguish the fire or you must use it in order to exit the building to safety,
- Leave the building quickly and calmly and report to the assembly point.

Our policy for security and workplace safety at the School is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors/contractors can work/visit. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

## **F. Access to School Premises**

### **Unauthorised Visitors**

The School campus covers a significant area of land within Wisbech with its buildings and grounds, and as such we need to be particularly conscious of the associated security and safety issues in order to safeguard our pupils, staff, local community and School. Please refer to the Security Policy.

Unauthorised visitors, for the purposes of this document, include any person/s on the School grounds who do not have permission to be in that particular area. This could therefore include members of the public, authorised visitors/contractors who stray from the guided path and also pupils of the School in areas where they are not authorised to be. This section also forms part of our wider procedures for Safeguarding, Health and Safety and Security.

## **Trespass and Access onto our Grounds**

The School borders on to residential and openly accessible areas on many sides and as such we may have varying degrees of 'undesirable' behaviours ranging from occasional trespass through to criminal acts such as property damage, theft or assault. Due to the range of such behaviours we endeavour to deal appropriately with each one depending upon the circumstance. For example, where the access is for a small number of local children to play a short lived, one off, safely played sports game close to the edge of our grounds, we might endeavour to turn a blind eye until the activity is finished, but then advising them politely that the grounds are private. If this then becomes a regular event however, we will take action to prevent it from happening or, if appropriate to the group/circumstance, endeavour to enable the access on a more formal basis. Wherever possible we will support our local community and share our grounds responsibly.

As the controllers of our buildings and grounds, the School has to meet the requirements of the Occupiers Liability Act 1984. This means that we must use all reasonable measures to ensure that users and visitors, both invited and uninvited, are not put at risk from entry onto our grounds or into our buildings. This means that if we have areas where persons could be at risk of harm, we need to take precautions to reduce or remove the risk. We would for instance, fence off an area which poses a threat to young children. This duty is more pronounced however where there is a history of unauthorised access and hence if we do have regular unauthorised visitors to the site, we need to take extra care.

## **Security Lights and CCTV/automatic recording**

We use security lights to protect the outside of our buildings. They are fitted around the site.

We are rolling out CCTV/automatic recording devices around the school in order to protect pupils and staff from unidentified unauthorised out of hours access by persons who should not be on site/at the boarding house.

## **Preventing Access to our Buildings**

Unauthorised visitors may also attempt to enter our grounds or buildings. All of our buildings either have a security pad entry system (code changed on a regular basis) or are locked when not occupied. This protects our property, authorised occupants and also unauthorised visitors, such as children; most especially in relation to areas which could pose harm to them should they be able to enter, such as D&T, maintenance sheds, plant rooms, storerooms and science laboratories.

The School has Custodian staff on duty between 0600 and 2130 on weekdays (unless there are later running events for pupils) and one of our maintenance staff is on duty between 0800 and 1600 at weekends to ensure that unauthorised access and criminal behaviour such as vandalism and theft is discouraged.

## **Challenging Unauthorised Visitors**

Members of staff are encouraged to challenge strangers on the main campus who are not wearing a visitor's badge, or who they believe should not be in the area, unless they feel unable to do so. Staff should never challenge any person who they believe may cause them personal harm. In this case, staff should call for assistance from any other nearby staff (safety in numbers) or the police as necessary.

As our School is on a relatively open campus, there may be occasions where legitimate visitors are challenged, for instance, parents dropping off children to the Prep. In this circumstance, the challenging staff member should apologise but explain that we take security very seriously because of our pupil safety.

## **Cold Callers**

Cold callers, especially salespeople who call at Pupil Services Reception, should be invited to leave a business card and/or literature, but should not be allowed into the premises or be given any names or locations of personnel.

## **Visitors and Members of the Wider Workforce**

All visitors or members of the wider workforce are required to sign in at our Pupil Services Reception, where they are issued with an appropriate badge, which should be worn at all times that they are on school property.

They are shown the 'Welcome to our School – Key Messages' information, either via eReception online check-in or by Pupil Services staff (signed as seen). This covers the basic necessary information on safeguarding, conduct, additional expectations, health and safety, emergencies, smoking and personal property.

Some of these persons may also be required to provide additional identification and undergo additional checks, in order to meet our Safeguarding requirements. Please refer to HR16 Safer Appointment of Wider Workforce Policy.

Visitors and members of the wider workforce should normally wait in the Crush Hall until they are collected by the person whom they have come to see – the School Contact. All staff who are acting as the School Contact, are expected to have completed the HR16 training via the Team to ensure that they are aware of all requirements, e.g. ensure pre checks and to escort their visitors, sign out and return their badges on leaving.

When large numbers of visitors are at the School for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Contractors are often dealt with via the Facilities Manager as part of additional works at the school, however, any member of staff could be the noted School Contact for the contractor in question. In all cases where there may be work which involves disturbing the fabric of the building, the contractor must be shown the Asbestos Register for the school and the work discussed in advance in order to ensure that a safe system of work is in place. Contractors are also added to the Approved Contractors list, which ensures that our basic due diligence checks

have been undertaken at first appointment and then their relevant insurances are obtained at renewal on an ongoing basis.

The School Contact will take reasonable steps to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in a safe manner, taking advice from the H&S Advisor or Facilities Manager wherever necessary. This would usually take the form of a risk assessment submitted by the contractor to the School Contact before the work commences on site, as a minimum requirement, for work that involves any significant risk to either the person undertaking the work or persons in the vicinity of the work.

When the premises are hired to non-employees, e.g. a local sports group, it will be a condition for all hirers, their staff, sub-contractors and others using the school premises or facilities that they comply with all School safety directives and that they will not take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All members of the wider workforce who work on the school premises are required to ensure safe working practices by their own employees and other affected by their working practices under the provisions of the Health and Safety at Work, etc. Act 1974. Please refer to the Construction (Design and Management) Policy, the Management of the Wider Workforce (Contractors and Suppliers) Policy and the Contractors Guidance for Working on Site.

### **Disabled Visitors**

We ask that visitors to the School who are disabled let us know in advance if they require any special arrangements, including for safe evacuation in the event of a fire. We will do our best to make sure that the visit is as comprehensive as possible, within the constraints imposed by our historic (listed) buildings on a scattered site. We are progressively introducing facilities for wheelchair users but do not have total coverage of the site. We have disabled parking on site.

### **Parking Facilities and Deliveries**

There are clear signs directing visitors to our visitors' car parking spaces and delivery lorries are advised where to deliver to, depending upon the nature of the goods they are carrying.

There are warning signs on the School campus restricting speed to 5mph, and speed humps in addition.

We require all larger delivery lorries to be fitted with audible reversing alarms, and our Executive Chef has instructed our regular suppliers, where possible, to avoid between 0800 and 2100 for food deliveries, as these have to be taken to Skelton Hall, within the main campus. Where not possible, this has been reflected in our delivery risk assessment, noted below. Our other deliverers have also been advised to avoid key times during the School day. The School has completed a specific risk assessment to cover deliveries to the school and this can be found on Sharepoint/ T drive:/Health and Safety/Staff Resources/Risk Assessment/ Departmental Risk Assessments/Events, Buildings or Areas.



## **Pupil Services Reception**

Pupil Services Reception is located behind a secure, access coded door and is staffed between 0745 and 1730 during weekdays in term-time. During holiday periods the Reception may not be staffed, however there is a phone located just outside the access door and this will then call a number of persons within the School to alert them to a visitor.

## **G. Adverse Weather or events requiring suspension of normal school routine**

The School has a Suspension of Normal School Routine Policy that is implemented in the event of adverse weather conditions. The Policy is in place to ensure that wherever possible, parents, pupils and staff are not put at risk by making unnecessary journeys in adverse weather conditions and is also used to communicate effectively with parents and staff with regards to the same.

## **H. Monitoring our Health and Safety Performance**

Monitoring our health and safety performance is an essential part of our health and safety strategy and ensures that our written policy and procedures for health and safety meet reality. We monitor our own health and safety performance in a variety of ways.

### **Reactive Monitoring and Active Monitoring**

Reactive monitoring is the process of investigation into things that have gone wrong and involves learning from mistakes or failures; in essence, troubleshooting. These mistakes may have resulted in injuries and illness, property damage or near misses. Some examples of reactive monitoring carried out at the School are shown below.

- Accident, incident and near miss investigation and trend analysis,
- Ill health/sickness absence levels and Return to Work Reports or risk assessments,
- Health and Safety Committee Meeting reports.

Active monitoring aims to avoid failures and help to improve health and safety performance by looking at the operations, systems, equipment and people to identify and then correct faults or failings or to ensure that there are no faults or failings in the first instance.

Active monitoring gives the School feedback on its performance without the need for an accident, incident or case of ill health. It allows us to measure successes rather than merely to respond to recorded failures. Some examples of active monitoring are shown below.

- Routine inspections of premises, areas and equipment,
- Routine inspections and reviews of risk assessments in relation to the activity or area they relate to; checking that any control measures are appropriate and are effective in avoiding or reducing the risk,
- Health and Safety Auditing,
- Planned function tests for certain pieces of equipment (usually part of a planned preventative maintenance regime),
- Occupational Health checks for specified groups of staff.