

Health & Safety Policy

Plymouth College & Preparatory School

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HEALTH & SAFETY POLICY

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| 2.0 | September 2018 | Director of Operations | |
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On receipt of this document / revision, please destroy all previous and now obsolete copies. The next review is due: **September 2019**.

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Section 1.0 Statement of Intent

HEALTH & SAFETY POLICY

Health & Safety Policy Statement of Intent

The objective of this policy is to attain and maintain high standards of Health & Safety performance throughout Plymouth College & Preparatory School for staff, pupils, contractors and visitors.

All persons conducting activities under the name of Plymouth College & Preparatory School (PC & PS) will adhere to this Health & Safety (H & S) Policy.

PC & PS will comply with the Health & Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of H & S. These standards will be achieved, so far as is reasonably practicable, by:

- Demonstrating a visible management commitment to high standards of H & S performance and the promotion of a positive H & S culture throughout PC & PS;
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of employees;
- Providing and maintaining plant, equipment and systems of work that are safe and without risk to health;
- Providing and maintaining means of access to and egress from workplaces that are safe and without risk;
- Having in place adequate arrangements for the regular assessment of work activities in order to identify related hazards and to control associated risk;
- Having in place effective systems to protect employees and other persons affected by PC & PS activities;
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage & transport of articles & substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of PC & PS; and
- Obtaining the co-operation of employees in enabling statutory obligations under health and safety legislation to be met.

Signed and dated

Director of Operations

Governor with H and S responsibility

Senior School Headmaster

Prep School Headmaster

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Section 2.0 Roles & Responsibilities

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ROLES & RESPONSIBILITIES

2.1 Introduction

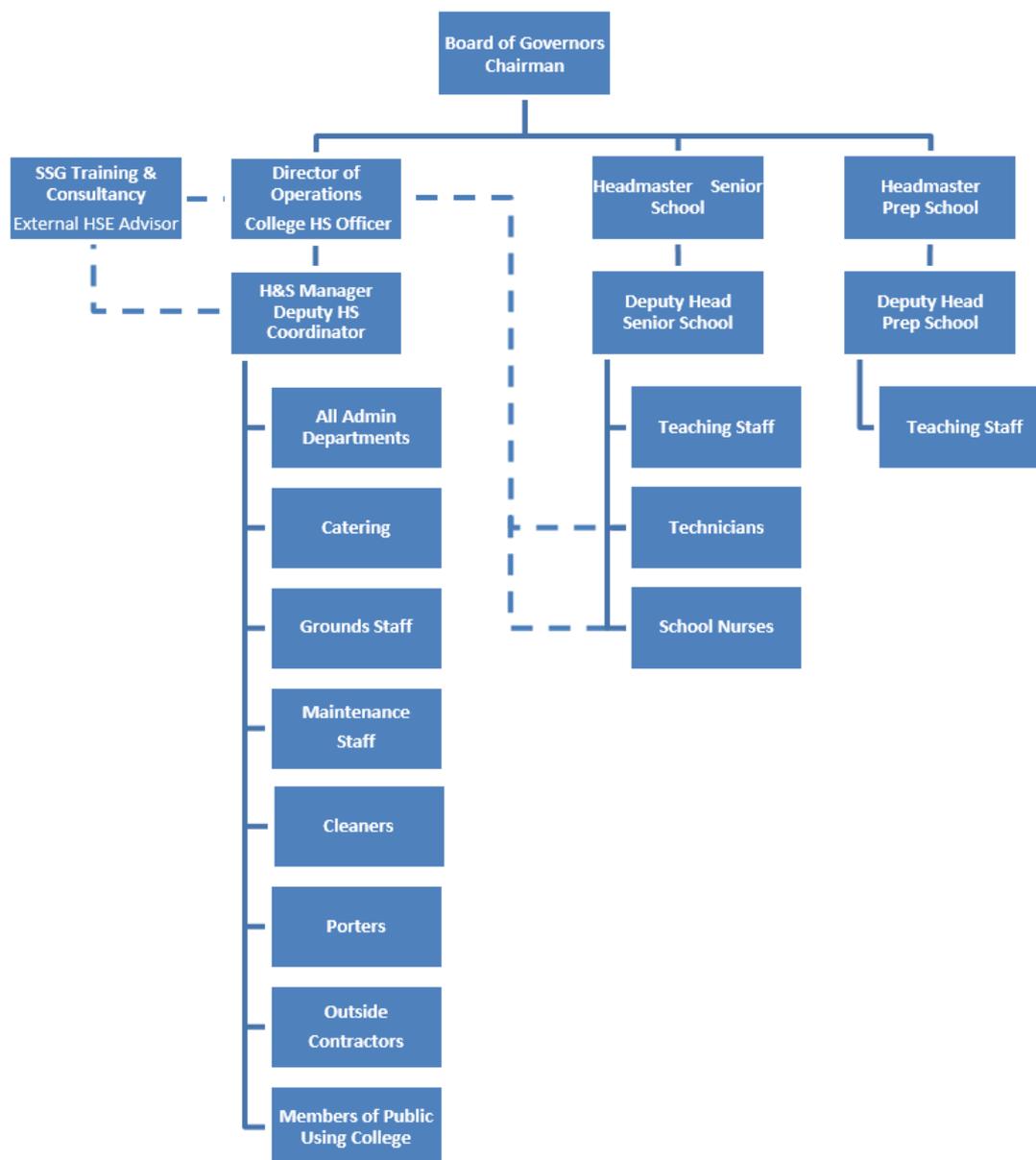
H & S management is the responsibility of all personnel of PC & PS and is a joint responsibility with contractors. It is the responsibility of the Headmasters and Deputy Heads, Director of Operations, H & S Manager, Supervisors and Heads of Department to ensure that all personnel and contractors are properly equipped, trained and motivated in order to ensure high H & S standards at work.

- Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by PC & PS and those self-employed persons who undertake work on behalf of PC & PS
- Contractors are deemed to be those persons who undertake work for PC & PS but who are not direct employees. The term 'contractor' is understood to include all associated sub-contractors.
- Suppliers are deemed to be those persons who supply goods and/or services.

Visitors, contractors and temporary workers attending PC & PS will be expected to comply with our H & S Policy and associated rules and procedures insofar as these should be relevant and applicable to such persons, given the purpose and likely duration of their visit. The duty to ensure that relevant rules and procedures are brought to the attention of any visitor rests with the person responsible for the visitor, contractor or temporary employee.

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2.2 H & S Organisation Chart



Solid lines indicate functional responsibility.

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Dotted lines indicate lines of communication.

2.3 Governing Body

The Governing Body has overall responsibility for the H & S and welfare of all employees, and fulfilment of all legal duties imposed on it, as the employer, by relevant legislation.

The Governing Body as the employer recognises that it has a duty of care towards its staff, both teaching and non-teaching and its pupils and members of the public (such as visitors who may use the premises). This duty which is set out under the Health and Safety at Work Act 1974 will be discharged through the offices of the Headmaster of the relevant site, the Director of Operations and Senior Heads of Departments. To meet this duty the Governing Body expects senior members of staff and certain nominated persons to regard H & S as at least as important as any other duty and not as an extra.

The Governor with responsibility for H & S, Mrs. Hattersley, is tasked with monitoring H & S arrangements, including;

- Risk Assessments
- Near Miss reporting and investigations
- Compliance checks such as PAT records, Water Hygiene
- Transport compliance
- Training records
- Catering records
- coSHH registers
- Pressurised Systems & Equipment records

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2.4 Director of Operations

The Governing Body has appointed the Director of Operations as H & S Manager to co-ordinate and oversee the College H & S Policy with the assistance of the H & S Manager. Authority is delegated to the Director of Operations to oversee and enforce the implementation of the H & S Policy throughout work activities. The Director of Operations reports to the Governing Body.

The Director of Operations and Governing Body are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and PC & PS policies are observed within their area of responsibility, which also extends to use of PC & PS premises out of school hours, either for PC & PS functions or other functions, e.g. during PC & PS holidays. The Director of Operations additionally oversees the Catering Contractor, although management of catering activities is the responsibility of the appointed Catering Contractor Manager.

In recognition of the legal duties imposed upon him, the Director of Operations will:

- Understand the main requirements of the Health and Safety at Work, etc. Act 1974.
- Ensure that every aspect of H & S and its implications is given due consideration in all executive decisions.
- Set, monitor and review the effectiveness of the H & S Policy, ensuring that it meets current legislative requirements and accurately reflects PC & PS activities.
- Ensure adequate resources are available to implement the H & S Policy and to enable legal and moral obligations to be met, including allocation of resources for maintenance of PC & PS property and plant.
- Keep abreast and up-to-date on H & S issues.
- Seek advice, as and when appropriate, on H & S issues.
- Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining PC & PS.
- Ensure all employees receive suitable information, instruction, and training and where appropriate, supervision to assure their competence for the work they are to undertake.
- Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.
- Ensure that suitable and sufficient risk assessments of work activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity.
- Ensure that the results of the risk assessments are effectively communicated throughout PC & PS and to others who may be affected by the activity.
- Ensure employees are provided with PPE as identified by risk assessment.
- Ensure employees are trained in the use and maintenance of PPE.

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- In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.
- Ensure that accidents and near misses are recorded.
- Ensure that all injuries, diseases and dangerous occurrences involving employees and/or pupils are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Maintain effective communication routes throughout the PC & PS and ensure employees are aware of the H & S Policy and other H & S matters as they arise, by circulation of relevant information to staff
- Take immediate action in respect of:
 - Prohibition and improvement notices;
 - Matters of complaint by Health and Safety Executive Inspectors;
 - Concerns by employees or others, of H & S standards; and
 - Accidents, incidents and near misses involving employees.
- Ensure maintenance of registers and records as required by current legislation.
- Ensure that H & S management within PCPS School is periodically audited to ensure that high standards of H & S performance are being maintained and to identify areas where improvements are to be made.
- Ensure that H & S performance is regularly reviewed.

2.4.1 Duties under the Construction (Design & Management) Regulations 2015

Client Responsibilities

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the Plymouth College & Preparatory School is the **Client**, the Director of Operations will ensure that:

- Suitable arrangements are made for managing a project, including the allocation of sufficient time and other resources. Arrangements are suitable if:
 - the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and
- Welfare facilities provided from the beginning and throughout the construction phase are in compliance with Schedule 2 of CDM 2015.
- Arrangements identified above are maintained and reviewed throughout the project.
- Where there is more than one contractor on site at any time (or it is foreseeable that there will be) the following are appointed in writing as soon as is practicable before the construction phase begins:
 - A Principal Designer who controls the pre-construction phase
 - A Principal Contractor who controls the Construction Phase

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- Reasonable steps are taken to ensure that Designers (including Principal Designer), Contractors (including Principal Contractor), and other team members that are appointed have the skills, knowledge, experience and organisational capability to fulfil their role and secure health and safety of those working on the project.
- Reasonable steps are taken to ensure that the Principal Designer and Principal Contractor comply with their respective duties.
- Pre-construction information is provided as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.
- A Construction Phase Plan is drawn up before the construction phase begins.
- The Principal Designer prepares and maintains a H & S File.
- The HSE are notified in writing when a project is notifiable. A project is notifiable when:
 - It lasts longer than 30 working days and has more than 20 persons on site at any one time
 - Exceeds 500 person days
- All parties involved with the project cooperate with one another.

For small-scale construction projects such as room refurbishments, maintenance staff may additionally undertake the roles of Principal Designer, Designer, Principal Contractor and Contractor. Duties and responsibilities for these roles are set out in the **CDM 2015 Policy**.

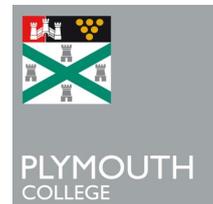
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2.5 Headmasters & Deputy Heads

Headmasters, together with their assigned Deputies, are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and PCPS policies are observed within their respective Schools. Authority is delegated to Headmasters to oversee and enforce implementation of the H & S Policy throughout their School. Headmasters report to the Governing Body.

Headmasters will:

- Understand the PC & PS H & S Policy.
- Ensure that the PC & PS H & S Policy is effectively communicated to School staff under their control.
- Ensure that staff comply with the H & S Policy.
- Establish and maintain high standards of H & S performance within their area of responsibility.
- Allocate necessary resources for H & S management within their area of responsibility.
- Foster a positive H & S culture amongst their staff.
- Ensure a safe working environment with safe access and egress at all times.
- Ensure that suitable and sufficient risk assessments have been undertaken for work activities within their area of responsibility.
- Develop, implement, record, communicate and monitor the effectiveness of workplace arrangements for H & S specific to their work activities.
- Ensure that personnel under their control are adequately inducted, trained, instructed and informed.
- Ensure that appropriate equipment is available and maintained in a safe condition.
- Ensure that accidents and near misses are recorded and investigated.
- Maintain all relevant H & S registers, records and documentation, as required by current legislation.
- Carry out routine documented safety inspections of workplaces, facilities, machinery and equipment to identify shortcomings in H & S standards and to initiate remedial action.
- Immediately bring to the attention of the Director of Operations matters relating to H & S standards or performance.
- Advice and support staff on matters relating to the H & S Policy and all prevailing legislation.
- Ensure all their staff are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Communicate H & S matters to staff via induction training or briefings.



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Responsibility for the **Outdoor Education, Visits and Offsite Activities Policy** rests with Deputy Heads.

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2.6 Heads of Department

Heads of Department are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and PC & PS policies are observed within their area of responsibility and for ensuring, as far as is reasonably practicable, the safety of staff, pupils and other persons. Authority is delegated to Heads of Department to oversee and enforce the implementation of the H & S Policy in the workplace. Each Head of Department is responsible for H & S arrangements for their Department, and for advising Headmasters and the Director of Operations of works or action which they consider necessary. Heads of Department report to Headmasters.

Heads of Department will:

- Understand the PC & PS H & S Policy.
- Ensure that their staff comply with the H & S Policy and that high standards of H&S performance are maintained within their area of responsibility.
- Foster a positive H & S culture amongst their staff.
- Ensure a safe working environment within their area of responsibility with safe access and egress at all times.
- Ensure risk assessments are adhered to and safe working practices are observed at all times.
- Assist Headmasters in the risk assessment process.
- Maintain all relevant H & S registers, records and documentation as required by current legislation.
- Carry out routine documented safety inspections (minimum monthly) of workplaces, facilities, machinery and equipment so as to maintain H & S standards.
- Ensure that all machinery and equipment (e.g. woodworking, engineering, and pottery) is fitted with appropriate guards and safety devices and can be isolated centrally and locally for maintenance and other safety reasons.
- Ensure that machinery and equipment is maintained in safe working order.
- Ensure that the laboratory premises are safe to use and inaccessible to unauthorised persons.
- Ensure that suitable arrangements have been made for the safe storage of chemicals.
- Ensure that fume cupboards are regularly checked and maintained, (via liaison with the Maintenance Department) and that the date of the last inspection is clearly posted.
- Immediately bring to the attention of Headmasters matters relating to H & S standards or performance.
- Advise and support staff on matters relating to the H & S Policy and all prevailing legislation.

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- Ensure staff within their area of responsibility are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Ensure that accidents and near misses are reported to the Director of Operations or Headmasters as soon as practicable.
- Communicate H & S matters to staff via induction training or briefings.

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2.7 Employees

All employees of PC & PS have legal duties under Health, Safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions. Members of staff, especially teaching staff, who may also be in the position of "Loco-parentis" owe a special duty of care to pupils. This duty can only be discharged by careful attention to the way in which e.g. teaching periods, field trips and practical studies etc. are planned and supervised. Maintenance staff must ensure that their work activities do not endanger others and that suitable arrangements are in place to prevent pupils and others from gaining access to hazardous environments, maintenance workshops, tools, scaffolds, ladders, etc.

In recognition of the legal duties imposed upon them, all employees will:

- Co-operate with the Governing Body via the Director of Operations, their Head of Department and the relevant Headmaster to enable legal duties to be met.
- Comply with ALL requirements of the PC & PS H & S Policy and associated procedures in order to maintain health and safety standards.
- Not intentionally or recklessly interfere with, or misuse anything, provided by PC & PS in the interests of H & S.
- Actively promote a positive H & S culture throughout PC & PS.
- Only undertake work for which they have been trained and which they are authorised, qualified and competent to undertake.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- Follow all PC & PS H & S rules and procedures.
- Use and maintain in a serviceable condition all plant, machinery and equipment in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by PC & PS.
- Make themselves aware of all workplace first aid, fire and emergency procedures.
- Raise all matters of concern relating to H & S to the appropriate responsible person.
- Identify any practical conflict between health and safety and other priorities and bring this to the attention of the Head of Department, the relevant Headmaster or the Director of Operations.
- Ensure all accidents are entered in one of the Accident Books held at PC & PS Receptions, the Health Centre, Domestic Services, Outdoor Education, Boarding, and Sports Hall.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

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Line managers must be made aware at the earliest opportunity of any health condition, physical impediment or disablement to an employee that is likely to affect their ability to undertake the work they are assigned, so that a risk assessment can be carried out and measures taken to ensure that the employee is able to continue to work safely.

2.7.1 Teaching Staff

In addition to the above, all members of teaching staff are additionally responsible for:

- General supervision of pupils in their charge and for close supervision of:
 - Potentially hazardous activities such as certain sports, for example rock climbing, field sports including javelin, discus throwing.
 - Laboratory activities such as chemical and electrical experiments, especially activities such as the handling of tissue samples, living creatures and micro-biological specimens, etc.
 - Handicraft and home economic activities including the use of the pottery pug mill, potters wheel, photographic chemicals, silk screen printing chemicals, wood working machinery, engineering machinery, foundry activities, brazing, soldering and the use of grindstones, etc.
 - Pupils using sharp tools, handling hot liquids, e.g. in home economics, biology, etc.
- Ensuring that guards and safety devices are in place and correctly adjusted before the machinery and equipment is used.
- Ensuring that pupils wear appropriate footwear, have appropriate clothing (e.g. laboratory coats), tie loose hair back and are otherwise dressed in an appropriate manner to protect against the risks they are likely to face.
- Ensuring that pupils follow basic hygiene precautions, e.g. wash hands after handling chemicals or biological specimens.
- The safe conduct of pupils, especially young pupils, across public road.
- Safe access and egress to and from laboratories, workshops and classrooms.
- Safe organisation of field trips and extracurricular activities. This includes accounting for pupils' whereabouts, ensuring that they do not go out alone, making sure that they are properly equipped for hazardous weather conditions, work over water, etc.
- Familiarising themselves with fire safety arrangements applicable to their teaching area and for instructing pupils in the correct procedure to follow in the event of fire.
- Ensuring that pupils receive appropriate first aid treatment for any injury sustained.

Teaching staff with Housemaster / Housemistress duties are required to:

- Ensure that all their boarders fully understand what to do in the event of a fire alarm.
- Arrange for a regular fire evacuation practice.

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- Ensure that written evacuation instructions are prominently displayed.
- Ensure that all internal fire doors are closed at all times. It is particularly important that doors are not wedged open.
- Check that fire escape routes are clear and accessible.
- Ensure that fire fighting equipment is not misused or interfered with.
- Ensure that pupils own electrical equipment is properly wired up and connected.
- Ensure that the requirements of the Children Act 1989 are adhered to.

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2.8 Contractors

All contractors who undertake work on behalf of PC & PS have legal duties under Health, safety and welfare legislation while at work to ensure the H & S of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of PC & PS will:

- Co-operate with the Director of Operations, Managers, Supervisors and their own Employer to enable them to comply with their legal duties.
- Comply with ALL requirements of the PC & PS H & S Policy and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided by PC & PS in the interests of H & S.
- Actively promote a positive H & S culture.
- Only undertake work for which they have been trained and are qualified and competent to undertake.
- Ensure that risk assessments and method statements relating to their work are presented to the Director of Operations, the H & S Manager or Maintenance Foreman prior to commencement of work, if they are not following the Safe System of Work provided by PC & PS.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- When on PC & PS premises, follow all PC & PS health and safety rules and procedures.
- Use and maintain in a serviceable condition all plant and equipment, in accordance with the training provided by PC & PS and their own Employer.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by PC & PS and their own Employer.
- Make themselves aware of all first aid, fire and emergency procedures.
- Raise all matters of concern relating to H & S as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the PC & PS Accident Book and in their Employers Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

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2.9 Health & Safety Advisor - External

PC & PS utilises the services of an external company to fulfil the role of H & S Advisor (H & S Advisor).

SSG Training and Consultancy is appointed as Competent Persons under the Management of Health & Safety at Work Regulations 1999 to advise PC & PS personnel on matters of H & S policy, management, good practice and legislation.

SSG Training and Consultancy provides the following services according to requirements:

- Monitor the PC & PS H & S Policy and associated procedures pertaining to H & S and advice on updates as required by legislation and good practice.
- Provide appropriate support for H & S matters to PC & PS Advice on H & S training needs.
- Annually audit and review H & S management at PC & PS.
- Provide an annual report to the PC & PS.
- A copy of the SSG Company CV is made available to PC & PS on an annual basis.

2.10 Health & Safety Manager - Internal

PC & PS have appointed an internal H & S Manager who is responsible for the provision and dissemination of advice and information to staff. The H & S Manager provides support to line management and ensures effective implementation of the H & S Policy and all associated policies and procedures, by means of regular reviews and monitoring of workplace activities. The H & S Manager has particular responsibility for management of grounds, maintenance and cleaning staff and porters. The H & S Manager reports to the Director of Operations.

The H & S Manager will:

- Maintain close contact with the Health and Safety Executive, and any appointed H & S consultants / advisors and other organisations from whom information may be obtained regarding H & S matters.
- Ensure that PC & PS is aware of statutory obligations and recommended codes of practice by interpreting and keeping management and employees informed of new and developing legislation and other standards.
- Provide guidance notes and H & S briefings to Governors, Senior Staff and other employees.
- Assist in identifying appropriate training (in-house or external).
- Attend meetings where H & S input is required.
- Collate and analyse accident information and advise on trends and action areas.
- Carry out accident investigations and report as required.
- Undertake other such related duties as may be directed.

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Section 3.0 General Arrangements for Health & Safety

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GENERAL ARRANGEMENTS FOR HEALTH & SAFETY

The attainment and maintenance of high standards of H & S within PC & PS will be achieved by the identification of hazards associated with the activities undertaken by PC & PS. Effective precautions and control measures to eliminate, reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

3.1 Advice and Guidance

The external H & S Advisor to PC & PS is **SSG Training and Consultancy** of Plymouth who are available on 01752 201616.

3.2 Review and Update

- The PC & PS H & S Policy and performance will be reviewed annually and as required.
- No alterations will be made to the H & S Policy, including the organisational structure and associated arrangements, without the prior consent of the Director of Operations.

3.3 Communication and Consultation

- H & S information, where it relates to PC & PS activities will be communicated throughout PC & PS as it becomes available by the quickest possible means.
- Concerns over the standards of H & S or issues relating to H&S are to be brought immediately to the attention of management.
- PC & PS consults with its employees on H & S matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.
- The Common Room Association have nominated a teaching staff representative to liaise on HS matters with the Director of Operations. Staff route general H & S issues through their representative.
- The Director of Operations chairs separate H & S Committee meetings at both PC & PS each term. Concerns can be raised by any staff member through representative teaching and support staff in attendance at these meetings. Proceedings are minuted.
- PC & PS will ensure that all information, instruction and training is provided to all employees in a language and format that the employee can readily understand. This will include any translated inductions, safety briefings, signage, works procedures, risk assessments, health and safety updates and all other forms of communication deemed necessary to ensure that the employee is competent to carry out their work activities.

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3.4 Contractor Management

- Contractors are formally assessed to ensure that they are competent to conduct required work and to determine whether their systems for managing H & S meet PC & PS standards and requirements, including where appropriate, sub-contractor management.
- A list of approved contractors (and their sub-contractors) authorised to work for PC & PS is compiled and maintained.
- The use of contractors who are not on the approved list is prohibited.
- On arrival at PC & PS, the Director of Operations, Health and Safety Manager or Maintenance Foreman verify that all procedures, risk assessments and relevant insurances are in place prior to commencement of work activities.
- If a contractor has the opportunity to have regular contact with children over a short period of time, an Enhanced DBS certificate (with barred list check) is obtained.
- Contractor performance is assessed on completion of work and approved status is reviewed / updated accordingly.
- Where contractor employees are deemed to have breached health and safety standards, PC & PS may request that such personnel leave School premises or sites and/or subsequently refuse access to School premises to such persons.

Management will ensure that:

- Only contractors on the Approved Contractor List and who are competent to perform the work are sub-contracted to undertake work on behalf of PC & PS.
- All contractors receive an induction on arrival and a signed safety agreement is obtained prior to work commencement date at the PC & PS premises and that the induction is recorded and repeated at appropriate intervals.
- Contractors receive suitable information, instruction and training to assure their competence for the work they are to undertake.
- An appropriate level of supervision is provided to contractors working on PC & PS premises.
- PC & PS risk assessments include measures to protect contractors.
- Contractors provide risk assessments for approval prior to commencing work, making certain that their risk assessments have taken into account how their activities may affect PC & PS staff, pupils and other persons.
- Electrical appliances to be used by contractors have been tested and are safe to use.
- The quality of contractor's work is monitored to ensure that it is being conducted safely.
- All contractors on PC & PS premises are accounted for.

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3.5 Training and Competence

- All new employees will receive induction training as soon as reasonably practicable.
- A record of the induction process will be maintained via the H & S Induction Pack, which is completed and signed off by both the new staff member and the Director of Operations.
- Workplace-specific induction training will be given to employees whenever work commences in a new place of work. A copy of the workplace-specific induction training record will be retained.
- Training needs and competence requirements will be analysed to ensure the provision of appropriate training.
- Employees shall only carry out work for which they hold the appropriate competences.
- Occupational competence will be maintained via continued membership of appropriate trade associations.
- Staff will be given training (either in-service or via external courses) where necessary to complement their knowledge, skills and experience in respect of significant H & S risks (e.g. use of engineering and woodworking machinery).
- Further training shall be given:
 - For periodic refresher training;
 - When required by current good practice;
 - When being exposed to new or increased risks;
 - When being transferred or given a change in responsibility; and/or
 - When there is a change in work methods, technology, equipment or practices.
- A Training Record will be maintained for all employees.
- All induction and training records and, where issued, certificates of training, qualifications and competence will be held on file.
- Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

3.6 Risk Assessments and Safe Working Procedures

- Refer to the **Risk Assessment Policy**.
- Risk Assessments will follow a standard format.
- PC & PS will generate Safe Working Procedures as and when required.

Management will ensure:

- Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate Risk Assessment will be undertaken and

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communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999;

- Safe Working Procedures are produced based on the findings of Risk Assessments;
- That all Risk Assessments and Safe Working Procedures are communicated to all who may be affected by the activity;
- That all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the Risk Assessment must be undertaken and appropriate changes to the safe system of work effected before the work is continued;
- That risk assessments are reviewed in light of any major incidents, significant changes in work activities, introduction of new technology and equipment or in light of new health and safety legislation.
- That master copies of all Risk Assessments and Safe Working Procedures are maintained online with reference copies held in the main office.

Head Masters in conjunction with Heads of Department are responsible for ensuring that risk assessments are in place for all activities associated directly with their School / Department. Responsibility is delegated to nominated members of staff to risk assess activities they organise and run (e.g. extra mural, sports, expeditions, visits, etc.). Deputy Heads are responsible for risk assessing outdoor education, visits and offsite activities. Risk assessments for all other work activities (maintenance, grounds, cleaning, porters, etc.) are the remit of the Director of Operations, supported by the H & S Manager.

3.6.1 Permit to Work

High risk work activities are additionally controlled via a Permit to Work system. The range of high risk activities for which a Permit to Work is required includes, but is not limited to:

- Confined space entry
- Hot work
- Work on high voltage electrical systems
- Working on roofs

The PTW system is operated by the H & S Manager in conjunction with the maintenance team and contractors. Permits to Work are communicated to and signed off by all workers involved with the activity and records retained. Work is immediately stopped if there is any deviation from documented permit controls.

3.7 Personal Protective Equipment

- Refer to the **PPE Policy**.

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Management will ensure that:

- Personal Protective Equipment (PPE) is provided (free of charge) to both staff and pupils and is used wherever risks to health and safety cannot be adequately controlled in other ways, in accordance with the Personal Protective Equipment Regulations 2002.
- PPE requirements (specified according to type and relevant BS EN standard) are identified by risk / CoSHH assessment to supplement existing control measures.
- PPE provided is fit for purpose and appropriate to the risk involved.
- Suitable facilities for the storage of PPE are provided and used.
- Contractors provide and wear PPE to required standards.
- Information, instruction and training will be given to staff and pupils on the safe use and maintenance of PPE. PPE will be maintained in a serviceable condition and any loss or defect reported immediately.
- Staff, pupils and contractors will, in accordance with instructions given, make full use of all PPE provided.

3.8 Employment of Young Persons

- Refer to the **Work Experience Policy**.
- Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by PC & PS or when pupils are placed on work experience.
- Protection will be provided from any risks to the H & S of young person's associated with their lack of experience, lack of awareness of existing risks or immaturity, in accordance with the Management of Health and Safety at Work Regulations 1999.
- Unless as part of their training, or where the work is carried out under the supervision of a competent person and where the risk has been reduced to the lowest reasonably practicable level, young person's will *not* be employed where the work:
 - Is beyond their physical or psychological capability;
 - Involves exposure to toxic or carcinogenic substances or substances which cause heritable genetic damage, harm to unborn children or cause any other chronic health effect;
 - Involves an accident risk which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training; and/or
 - Involves a risk to health from extreme temperatures (hot or cold), noise or vibration.
- Young person's will be supervised at all times when performing any task which may put them at risk.

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3.9 Employment of New and Expectant Mothers

- Risk assessments of the activities undertaken by PC & PS will take into account the needs of pregnant employees and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. Individual assessments will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.
- The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.
- Risk assessments are completed by the immediate Line Manager and approved by the Director of Operations. Copies are kept in staff files.
- Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the H & S of the mother and that of her child.

3.10 Employment of Persons with Disabilities

- Risk assessments take into account the needs of employees with disabilities, in accordance with the Equality Act 2010.
- Employees are to ensure that PC & PS, as their employer, is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.
- Where appropriate, employees with disabilities will be monitored at regular intervals (e.g. amended duties assessment) to ensure their suitability for the work on which they are employed.

3.11 Health Monitoring and Surveillance

- Refer to the **Occupational Stress Policy**, the **Mental Health Policy**, the **Self Harm Policy** and the **Eating Disorders Policy**.
- Staff are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.
- Staff will be provided with health surveillance appropriate to the risks to H & S resulting from their employment, as identified by risk assessment or legal statute, in accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).
- PC & PS is committed to preventing employees from being subject to undue stress whilst at work.

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- Staff are alert to the signs of possible mental health difficulties in both other staff and pupils. Any cases that may potentially be a cause for concern are brought to the attention of the School Nurses/School Councillor, Year Head or Deputy Head and a Cause for Concern form is completed.

3.12 Workplace Monitoring and Safety Inspections

- Monitoring systems will be put in place to ensure that the activities of staff and pupils are carried out in a safe manner in compliance with established risk assessments and safe systems of work.
- Monitoring systems will be put in place to ensure that plant, equipment and the general working environment are maintained in a safe condition in line with risk assessments and safe systems of work and where appropriate, manufacturers requirements.
- The management of Periodic, documented workplace safety inspections will be the responsibility of the H & S Manager and carried out by employees as required.

3.13 First Aid Provision

- Refer to the **First Aid Policy** and **Automated External Defibrillator (AED) Policy**.
- PC & PS will provide adequate and appropriate equipment, facilities and personnel to ensure their staff and pupils receive immediate attention if they are injured or taken ill at work or school, in accordance with the Health and Safety (First-Aid) Regulations 1981 and DfE guidance – First Aid in Schools.
- Suitably trained persons will be nominated as qualified First Aiders / Paediatric First Aiders or Emergency First Aiders to ensure adequate provision of first aid. These details will be prominently displayed throughout workplaces and will be communicated via induction training and signage.
- A qualified First Aider or Emergency First Aider shall be present or immediately contactable for assistance at all times whilst routine work is being undertaken.
- Staff will familiarise themselves with workplace first aid arrangements and facilities.
- First Aid kits shall be held throughout the premises and in all PC & PS vehicles with the contents checked on a regular basis, and restocked if necessary.
- Automated External Defibrillators (AED) are situated in the Reception area at the Preparatory School and outside the MK Hall in a temperature controlled cabinet at the Senior School, where it is accessible at all times.

3.13.1 School Nurse

- Refer to the **Medical Policy**, the **Medical Records Retention Policy**, the **Drugs Policy**, the **Administration of Medicines Policy**, the **AED Policy**, the **Anaphylactic Shock Policy**, the **Asthma Policy**, the **Diabetic Policy**, the **Epilepsy Policy**, the **Enuresis**, the **Mental Health Policy**, and the **Self Harm Policy**.

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PC & PS employs a full-time School Nurse, based at the Senior School. School Nurse Duties include:

- Providing first aid and nursing treatment to pupils and staff.
- Co-ordinating immunisation and other health programmes
- Maintaining a register of staff trained in First Aid.
- Facilitating First Aid training courses to members of staff.
- Maintenance of all first aid facilities and first aid kits throughout both the Senior School and Preparatory School.
- Ensuring that all medicines are locked in secure cupboards / containers when not in use.

The School Nurse assists the Director of Operations in the reporting of accidents and preparation of accident data.

The School Nurse is also responsible for the overall health and medical care of boarders, working closely with the Assistant Head Teacher, boarding house staff and parents, and assists boarding house staff with hygiene issues.

3.13.2 Infection Control

- Infection control in PC & PS is in accordance with PHE Guidance on Infection Control in Schools and Other Childcare Settings (May 2016).

3.14 Incident Reporting - Injuries, Diseases and Dangerous Occurrences

- Refer to the **Incident Reporting & Investigation Procedure**.
- All injuries (no matter how trivial) are to be recorded in appropriate Accident Books kept in Reception (Senior School and Preparatory School), Sports Hall, Health Centre and Boarding Houses.
- Work-related illnesses, dangerous occurrences and near misses are also to be reported and recorded.
- A Near Miss reporting system is accessible to all staff via Taskman, through which concerns can be raised and highlighted to the Head of Operations. Near Miss reports are also forwarded to the H & S Manager and Governor Representatives for their attention.
- In the event of an over 7 day injury, a specified injury or fatality occurring to a member of staff, pupil or third party, or hospitalisation of a third party, statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met.
- Fatal and major injuries to pupils in school premises – and to visitors – must be reported in the same way as those to employees. However, injuries during play activities arising from collisions, slips and falls are not reportable unless they are attributable to the condition of the premises, or plant and equipment on the school premises or lack of proper supervision. In all circumstances an Accident Form is to be filled out as a record of the injury, in case of future claims against the School.

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- Fatal and major injuries to school pupils occurring on School sponsored or controlled activities off the School site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities. Accident forms should be completed as soon as possible in the circumstances.
- In the event of a reportable incident, notification is sent without delay to the Health & Safety Executive, via the RIDDOR website.

<http://www.hse.gov.uk/riddor/>

Alternatively fatal or specified injuries only can be reported on:

0845 300 9923 (Monday to Friday 8.30am to 5pm)

- Reports must be sent within 10 days of the incident, except for accidents resulting in over 7-day incapacitation of a worker, in which case the HSE must be notified within 15 days of the incident.
- Occupational diseases must be reported to School Nurses in the first instance as soon as a written diagnosis (of any new symptoms or any significant worsening of existing symptoms) provided by a doctor is supplied by an employee. On receipt of a written diagnosis, the occupational disease should be immediately reported to the HSE.
- All accidents, work-related illnesses, near misses and dangerous occurrences involving staff, pupils or third parties will be thoroughly investigated.
- All accidents, work-related illnesses, near misses and dangerous occurrences occurring on School premises are to be reported to the Director of Operations so that an appropriate level of investigation can be conducted.

3.15 Fire Precautions and Prevention

- Refer to the **Fire Safety Policy**, the **Emergency Evacuation Procedure for Exams** and the **Crisis Management Plan**.
- PC & PS works closely with a qualified Fire Risk specialist (MK Fire). It is School policy that advice is sought regularly, especially when building work is contemplated or when plans are being considered for a change of use of existing buildings.
- A Fire Risk Assessment to identify fire and explosion risks for the School premises will be undertaken, in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
- Based on the results of the Fire Risk Assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs on School premises.
- Fire precautions and prevention measures will be taken appropriate to the level of risk throughout School premises.

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- An adequate Fire Plan will be in place, prominently displayed throughout the premises, and communicated to all staff, contractors and visitors on induction.
- In the event of a fire on School premises, the priority will be to raise the alarm and ensure all staff, pupils, contractors and visitors are evacuated safely. The alarm is to be raised and the local fire authority summoned.
- The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature and personnel are not put at risk, and is to remain available to brief the fire authorities on arrival.
- Designated staff will be instructed in the use of portable fire fighting appliances as found on School premises and in vehicles. Emergency procedures and evacuation routes will be communicated to all staff as part of their induction training.
- The maintenance of the fire alarm system will be conducted by a competent, specialist authority under contract.
- Stores or materials shall not be left along access or egress routes where they may hinder escape in an emergency.
- Emergency procedures and evacuation routes will be communicated to all staff as part of induction training.
- Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuate safely.
- Whilst working on School premises, contractors are to familiarise themselves with emergency procedures and evacuation routes.

3.16 Smoking Policy

- Refer to the **Smoking Policy**.
- In compliance with the Smoke-free Regulations 2006, PC & PS premises (including Whiteworks and Delgany) and workplaces are smoke-free.
- Smoking is not permitted in any accommodation used temporarily by PC & PS for the benefit of groups of pupils, e.g. hotel and hostel accommodation. Smoking is also not permitted by persons using College premises and grounds for outside lets.
- Disciplinary action will be exercised if employees smoke whilst on School premises or in School vehicles.
- Smoking is only permitted in those external areas designated by management. At Senior School this is the garden to the rear of Wedgewood 2 and at the Preparatory School to the rear of Captain's Building. Smoking by parents and visitors will only be tolerated outside when watching a sport or activity.
- Smoking is strictly prohibited in areas where flammable liquids are stored or used.
- Pupils, regardless of age, are prohibited from smoking or being in possession of tobacco smoking materials in school, off campus in school uniform or on school trips.

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3.17 Alcohol

- Refer to the **Alcohol Policy for Students** and the **Intoxicated Pupil Policy**.
- Disciplinary action will be exercised if, while under the influence of alcohol, staff or contractors enter PC & PS premises or drive School vehicles.
- Staff and contractors shall not have alcohol in their possession whilst working on School premises or driving School vehicles.
- Any person known or strongly suspected of being under the influence of alcohol will be removed from School premises immediately.
- Pupils are not permitted to bring alcohol onto School grounds. The consumption of alcohol in school is forbidden to all pupils below the Sixth Form. Sixth Form students may, on occasion, consume alcohol in a supervised setting. Drinking alcohol in any other circumstances is strictly prohibited.

3.18 Drugs

- Refer to the **Drugs Policy**.
- The term “drugs” should be understood to include not only illegal, controlled substances but also legal substances such as solvents.
- With the exception of solvents required for work or teaching purposes, staff and contractors shall not have drugs in their possession whilst working on School premises or driving School vehicles.
- Disciplinary action will be exercised if, while under the undue influence of drugs, staff or contractors enter PC & PS premises or drive School vehicles.
- Any person known or strongly suspected of being under the influence of drugs will be removed from School premises immediately.
- Pupils are strictly prohibited from supplying, possessing and/or using drugs under any circumstances.

3.18.1 Prescribed Drugs & Over the Counter Medicines

- Refer to the **Drugs Policy**, the **Administration of Medicines Policy**, the **Anaphylactic Shock Policy**, the **Aspirin Policy**, the **Asthma Policy** the **Diabetic Policy** and the **Epilepsy Policy**.
- Staff must notify their Line Manager if using prescribed drugs or over the counter medicines to ensure job placement is not affected by the use of such drugs (e.g. some antihistamines can cause drowsiness, a particular risk while driving or using machinery).
- Staff may administer their own prescribed drugs and over the counter medicines if permitted to do so by their Line Manager. Prescribed drugs and over the counter medicines should be stored securely until required (i.e. in staff lockers / drawers).
- Drugs prescribed to pupils must be handed into the School Nurses, together with instructions for use, required dosage, etc. Containers should be clearly display the

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pharmacist's label. Asthmatic and anaphylactic pupils are permitted to keep their medication with them, with additional supplies kept in the medical centre. For all other prescribed medication pupils must visit the Medical Centre to take their medication.

3.19 Violence & Bullying

- Refer to the **Anti-Bullying Policy** and the **Use of Reasonable Force Policy**.
- PC & PS takes all forms of bullying very seriously and strives to ensure that everyone can operate in a supportive, caring and safe environment without fear of being bullied.
- The aim of the Anti-Bullying Policy is to help members of the school community to deal with bullying when it occurs and to help prevent it.
- Violence to staff by pupils, parents or colleagues is not acceptable under any circumstances.
- In the event that staff are faced with aggression or threat of violence, a non-confrontational position is to be adopted.
- All such incidents are to be reported immediately to Line Managers and Headmasters.
- Incidents of violence, threatening and/or abusive behaviour by staff whilst at work will result in disciplinary action.

3.20 Lone Workers

- Refer to the **Lone Working Policy**.
- Wherever practicable, staff are not to work alone in high-risk activities or areas.
- Where it is unavoidable, the lone worker will ensure that Line Managers are aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with nominated personnel at pre-arranged times throughout, and on completion of, the activity. Such arrangements will be documented in a specific risk assessment or procedure which will be communicated to all persons involved.
- Lone workers are included in liability insurance cover, in accordance with the Employer's' Liability (Compulsory Insurance) Act 1969.

3.21 Mobile Phones

- Refer to the **Driving Policy**.
- It is an offence under the Road Vehicles (Construction and Use) Regulations 2003 (as amended) to use a hand-held phone or similar device when driving.
- No calls are to be made or received by the driver of a moving vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.

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- Calls dealt with in this way are to be short duration calls only. Longer duration calls are to be dealt with by pulling over to the side of the road into a suitable parking area when it is safe to do so to continue the conversation.
- No calls are to be made / received on mobile phones while operating any plant, machinery or equipment unless the plant, machinery or equipment has been safely stopped, switched off or made safe.
- Mobile phones must not be used whilst employees carry out hazardous work activities.
- Mobile phones must not be used in the vicinity of gas storage areas, chemical and oil storage areas or in the vicinity of other flammable substances.

3.22 Waste Management

- Routes exist for the legal disposal of waste arising from all materials in use by PC & PS, in accordance with current legislation and best practice. All waste shall be disposed of via an authorised disposal route.
- Waste materials will be removed under contract by a licensed operator, and where appropriate, in accordance with the Hazardous Waste Regulations 2005.
- Where practicable, work will be planned and managed so as to minimise waste creation.
- Fluid and solid waste will be managed to ensure the protection of personnel who may be exposed to such materials and to minimise any potential harm to the environment.
- Emissions from air extraction systems will be monitored and tested on an annual basis.
- An assessment of the potential harm from exposure to waste materials will be undertaken to identify appropriate control measures to reduce the risk of harm occurring to personnel involved in handling waste materials.
- Waste management procedures will be communicated to all employees during induction training.
- Tanks and drums provided to hold waste oils and other fluids are to be bunded and all spillages immediately cleared away.
- Waste shall not be illegally deposited, disposed of or treated by any person where that waste has been, or will be, under the control of PC & PS.
- Recycling of waste will be encouraged wherever possible.

3.22.1 Sharps

- Employees are aware of the procedures to follow and the PPE / equipment to use when required to handle sharps.
- Suitable containers will be provided for the disposal of sharps.

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3.22.2 Clinical Waste

- Hygiene procedures are in place for the cleaning up of bodily fluids and disposal of clinical waste, in accordance with PHE Guidance on Infection Control in Schools and Other Childcare Settings (May 2016).

3.23 Welfare Provision

- PC & PS is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees and students, including those with disabilities.
- Welfare provision will be in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Education (Independent School Standards) (England) Regulations 2010 as amended.
- Ventilation will be adequate to ensure the comfort of employees and students. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection will be conducted.
- In offices and teaching facilities, temperature will be maintained not less than 16°C but whenever practicable will be maintained in the range 19.4° C – 22.8° C. Windows, skylights or glass partitions will not allow excessive temperatures to be reached in the offices during hot weather.
- Lighting will be suitable and sufficient and, so far as is reasonably practicable be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.
- Safety glazing will be installed in higher risk areas in accordance with BS6262 Part 4 - Safety Glass in Critical Locations and Building Regulations Part N – Glazing Safety.
- Eating and rest facilities with adequate access to boiling water and a means to heat food will be provided to staff.
- Adequate canteen facilities will be provided to both staff and pupils.
- Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities. A wholesome supply of drinking water will be available.
- Suitable storage and drying facilities for clothing will be provided, as required.
- Workstations will be comfortable, with safe and suitable chairs and sufficient space.

3.24 Environmental Management

- Current environmental legislation will be regarded as setting the minimum standards of environmental performance for PC & PS.
- PC & PS will implement measures to ensure the economic use of transport. Sharing of School vehicles will be optimised and travel to the School premises will be minimised to reduce the use of fuel.

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- Waste will be minimised through careful planning of design and use of materials. PC & PS will comply with the Duty of Care Regulations at all times and all services used for the disposal of waste will be checked to ensure that the appropriate licences are held.
- PC & PS wherever possible will attempt to use suppliers who are willing to take away packaging for re-use or recycling.
- PC & PS will attempt to reduce energy and water consumption and to minimise carbon dioxide emissions. PC & PS will also promote the use of energy efficient products and source its energy from safe and sustainable sources.
- PC & PS will endeavour to ensure that generation of dust, noise and/or odour by activities conducted on School premises is kept to a minimum to prevent nuisance to the local community and neighbours.
- In the office and teaching environments paper will be used sensibly with increased use of electronic communication to reduce the need for paper use. Paper and cardboard will be recycled whenever possible.

3.25 Safety Signage

- Appropriate safety signs and notices will be posted throughout PCPS premises, as identified via risk assessment and in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

3.26 Access and Egress

- All workplace access and egress routes are kept clear at all times.
- Emergency escape routes are unobstructed. Stores or materials shall not be left along access or egress routes where they may hinder escape in an emergency.
- If staff and pupils are unable to access working / teaching areas safely, they must inform their Line Manager / Teacher and not take personal risks.

3.27 Security

- Refer to the **Security Policy**, the **Access to School Premises Policy**, the **Boarding Access to High Risk Areas on School Premises Policy** and the **CCTV Policy**.
- Visitors are directed to the School office at the Senior School, and Reception at the Preparatory School. All visitors (parents, contractors, third parties) are required to sign-in on arrival and are issued with a security pass to wear at all times. With the exception of contractors, visitors are accompanied by a member of staff at all times. Visitors sign-out on departure and hand their pass in.
- Both PC & PS premises are monitored by CCTV. With few exceptions all buildings are fitted with intruder alarms.
- Access to School premises is restricted to authorised persons only and all reasonably practicable security measures are taken to prevent unauthorised access. All unauthorised persons are immediately escorted off School premises.

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- The Head Porter is responsible for security and for the overall supervision of porters and night porters at both the Senior School and Preparatory School.
- Millfield gate security is on hand 24/7 at the Preparatory School.
- At the Preparatory School coded key pads are fitted to all external doors to buildings.

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Section 4.0 Specific Arrangements for Health & Safety

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WORKPLACE ARRANGEMENTS FOR HEALTH & SAFETY

The following topics have been identified as significant in terms of workplace hazards and detail PC & PS policy on how the risk to personnel exposed to them will be reduced or controlled.

4.1 Abrasive Wheels / Hand-held Cutters

- The abrasive wheel marking system should conform to Annex A of BS EN 12413 and BS ISO 525.
- Only trained personnel who have been appointed by management are permitted to change any class of abrasive wheel.
- PC & PS will ensure that suitable storage facilities are available in order to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BSEN 166B is available when required.
- Guards or shields supplied by the manufacturer are correctly fitted to all machines while in use and are not altered in any way.
- Defective abrasive wheel machines are taken out of use immediately.
- All operators will be trained and competent to operate machinery with abrasive wheels.

4.2 Asbestos and Asbestos Containing Materials (ACMs)

- Refer to the **Asbestos Procedure**.
- PC & PS will comply with its duty to manage asbestos in its premises as required under the Control of Asbestos Regulations 2012 and in accordance with advice provided by the DfE - Managing Asbestos in Your School (2015).
- An Asbestos Management Survey has been conducted for all School premises constructed prior to 2000 by a competent surveyor to assess the risk and determine appropriate controls.
- PC & PS School acts on the recommendations of the survey report in order to manage any associated risk.
- Prior to any refurbishment work a Refurbishment & Demolition Survey will be conducted.
- All locations where asbestos or ACMs has been identified as being present are recorded in the Asbestos Register. The Asbestos Register is kept up to date and amended as and when necessary.
- Based on the Asbestos Register and relative risk, an Asbestos Management Plan is in place to minimise exposure. The Asbestos Management Plan details the actions that need to be taken for each occurrence e.g. signs posted and annual inspection for low risk asbestos / ACMs, encapsulation or removal by a licensed contractor for higher risk asbestos / ACMs.

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- All locations where asbestos / ACMs has been confirmed or is presumed to be present are readily identifiable by means use of appropriate warning signs / stickers.

Staff shall not generally conduct work involving exposure to asbestos / ACMs. If asbestos / ACMs are discovered or suspected that have not previously been identified in the Asbestos Survey then the following action is to be taken:

- Work is stopped, the area is secured and measures are put in place to ensure that the asbestos / ACM remains undisturbed; and
- Inform the Director of operations or H & S Manager, in order to ensure that an assessment is undertaken and an action plan developed before further work is carried out.

In compliance with the Control of Asbestos Regulations 2012, training is mandatory for anyone liable to be exposed to asbestos fibres at work. As a minimum, a half day UKATA approved asbestos awareness course will be undertaken, supplemented by annual refresher training.

Any work undertaken on licensed asbestos products will be undertaken by a specialist licensed contractor. Work on non-licensed asbestos products must be approved by management and may only be undertaken provided the following conditions are met:

- The exposure is sporadic and of low intensity;
- The control limit is not exceeded, 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm³),
- The work comprises:
 - Short duration, non-continuous maintenance activities;
 - Removal of materials in which the fibres are firmly linked in a matrix;
 - Encapsulation of ACMs which are in good condition; and/or
 - Air monitoring or collection and analysis of samples.

If non-licensed asbestos products are friable or have deteriorated additional requirements apply. For all notifiable non-licensed work (NNLW), management will ensure that:

- The HSE is notified of the work;
- Health surveillance / medical examinations are carried out by a health professional for employees involved with the work;
- Health records for employees involved with the work are maintained; and
- Written records are kept of NNLW e.g. a copy of the notification together with a list of workers and the level of likely exposure of workers to asbestos.

In all circumstances, staff, pupils and any other persons who might be affected by the School's work activities will be protected from exposure to asbestos fibres resultant from those work activities.

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4.3 Bottled Gases

- Gas bottles shall be stored in a designated, secure gas storage facility in the open air when not in use. Cylinders are secured in position to prevent toppling.
- Bottled gas storage facilities comply with BCGA Guidance Note GN2: Guidance for the Storage of Gas Cylinders in the Workplace, including minimum recommended separation distances.
- Clear signage is displayed on gas storage facilities identifying products stored, warning of access restrictions and prohibiting smoking / naked flames.
- Segregation rules shall be observed at all times. Cylinders of oxidant gases are separated from cylinders of flammable gases by a distance of at least 3m or by a 30 minute fire-resisting wall. Empty and full cylinders are stored separately.
- Only those cylinders in use or connected to equipment may be kept in work areas. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable.
- Empty gas cylinders are collected by the supplier on a regular basis to prevent build-up.
- An inventory of gas cylinders stored on site (location and quantity) is maintained and provided to emergency services in the event of an incident.

4.4 Catering, Food Hygiene and Safety

- The Director of Operations oversees the Catering Contractor (Chartwells), although management of catering activities is the responsibility of the appointed Catering Contractor Manager.
- Maintenance of all catering equipment (e.g. meat slicers, ventilation extraction equipment and pilot light systems on ovens), including checks of electrical equipment and gas appliances, is the responsibility of the Operations Director and is conducted by PC & PS maintenance staff.
- The Catering Contractor will report regularly on the performance of catering equipment and report faults, including routine and regular hygiene and safety checks and forward reports to the Operations director.
- Contractor staff involved in the preparation of food are all trained in food safety and hygiene. Copies of certificates are held on file.
- A food safety management pack, detailing food safety management procedures, is in place.
- Contractor staff use disposable gloves when handling and preparing food.
- Contractor staff are aware of and comply with food safety procedures and regulations.
- Contractor staff are given induction training in food hygiene requirements.
- All food and drink preparation areas are maintained in a clean and tidy manner.

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- All perishable items are stored in refrigerators and are removed as soon as they become out of date.
- All food and drink preparation areas conforms to environmental health and food hygiene regulations.
- Periodic inspections are performed in conjunction with the Environmental Health Department to ensure compliance with regulations. Records of these inspections are kept on file and forwarded to the Director of Operations for retention by PC & PS.

4.5 Chemicals / Hazardous Substances

All hazardous substances / chemicals used or generated by PC & PS will be subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to staff and pupils as a result of exposure, in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

Management will ensure that:

- All hazardous substances / chemicals used by PC & PS are identified and inventoried.
- REACH Safety Data Sheets for all hazardous substances used by PC & PS will be obtained from suppliers
- A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is carried out.
- Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are undertaken.
- Appropriate control measures are put into place to prevent, reduce or control the exposure of all staff and pupils to the harmful effects of hazardous substances and by-products of processes.
- Suitable and sufficient PPE / RPE is provided to staff and pupils exposed to hazardous substances and materials. Staff and pupils are adequately trained in the use of any specialist PPE / RPE.
- Appropriate information, instruction and training will be given to staff and pupils exposed to hazardous substances and materials.

4.5.1 Pesticides

Management will ensure that:

- All pesticides used by PC & PS are subject to risk / CoSHH assessment.
- Appropriate training is provided to those staff working with pesticides.
- All pesticide users hold a Specified Certificate issued by NPTC / C&G.

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- Suitable PPE is provided to staff, together with storage facilities for the PPE.
- Only those pesticides approved for the application are used.
- Pesticides are stored safely in accordance with legal requirements and good practice. All pesticide stores are kept locked when not in use.
- Pesticides are disposed of in accordance with manufacturers / suppliers recommendations and local Waste Disposal Authority's requirements. Storage of surplus, unused, diluted spray is kept to a minimum.

4.6 Compressors and Compressed Air Tools

- Compressors owned or hired by PC & PS will have a current Certificate of Thorough Examination in accordance with the Pressure Systems Safety Regulations 2000, if the pressure vessel is greater than 250 bar litre capacity.
- Compressors owned by PC & PS will be subject to regular maintenance in accordance with manufacturers' recommendations.
- Regular inspections of compressors and compressed air tools will be conducted to detect leaks / corrosion / other problems.
- All safety valves and gauges will be functioning correctly with the safe working pressure clearly marked on the air receiver.
- Compressors and compressed air tools are only to be operated by trained and competent persons.
- Defective compressors, hoses or tools are to be removed from service immediately to a place where they cannot be introduced back into service until a repair has been effected by a competent person.
- Only trained personnel who have been authorised by management may operate gas cartridge-operated and portable compressed air tools i.e. nail guns.
- Operators must ensure that the work area is clear of other persons, all guards are fitted and interlocks checked and in a serviceable condition prior to using these tools.
- All persons operating compressed air lines must wear the PPE provided to prevent injury from flying debris.

4.6.1 Pressurised Systems & Equipment

Management will ensure that:

- A written scheme of examination is established as per the Pressure Systems Safety Regulations 2000, by a competent person, detailing the nature and frequency of inspections and examinations of pressurised systems and equipment. In the absence of a specified scheme of examination, pressurised systems and equipment will be inspected at least annually.
- All pressurised systems (cylinders, valves and pipework) are subject to documented examination by a competent person (accredited to BS EN ISO/IEC

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17020:2004), in accordance with the written scheme of examination. Records of statutory examinations are held on file.

- A safe system of work is established for the service and maintenance of pressurised systems and equipment.
- Regular inspections of pressurised systems and equipment are conducted to detect leaks / corrosion / other problems.
- Pressurised systems and equipment are operated according to written instructions within specified safe working temperatures and pressures.
- Pressurised systems and equipment have been designed, constructed and installed as suitable for the intended purpose.
- Pressurised systems and equipment are fitted with appropriate protective devices / safety valves, adjusted to correct settings.
- Where necessary, connections are fitted with safety whip-checks to prevent injury due to hose / coupling failure.
- Pressurised systems and equipment are maintained and serviced according to manufacturers recommendations.
- All persons operating pressurised systems and equipment have been trained in their use and are aware of the operating procedures to follow.
- All persons operating pressurised systems and equipment wear appropriate PPE provided to prevent injury.

4.7 Display Screen Equipment

- All workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.
- Staff whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, PC & PS will provide, free of charge, corrective appliances required specifically for DSE work.
- Staff whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10-15 minutes per hour.

4.8 Driving on School Business (Revision in line with Policy from TRSSL)

- Refer to the **Driving Policy** and **Safety Guidance and Declaration for All Drivers**.

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- All staff driving on School business must be qualified and medically fit to drive the vehicle and hold adequate insurance. Employees must inform PC & PS of any disqualifications or other reasons such as medical conditions that may affect their ability to drive or operate vehicles.
- Where considered necessary employees will be provided with School vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the School. School vehicles can **only** be used for School business and must never be used for private use under any circumstances.
- PC & PS will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.
- Defects are to be immediately reported to the Transport Manager and remedial action taken at the earliest opportunity.
- Drivers using their own vehicles to drive on School business complete a Grey Fleet form in order to be covered under School insurance for occasional business use and ensure that their vehicle remains in a safe and roadworthy condition with servicing schedules, as recommended by the manufacturer, adhered to.
- All those driving on School business will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- All those driving on School business will drive courteously and in a non-aggressive manner.
- All those driving on School business will plan their journeys to ensure that sufficient time is allowed for the journey, taking into account prevailing weather and road conditions.
- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation whilst driving on School business.
- All driving activities will be managed in accordance with the Driving Policy and associated Safety Guidance.
- Drivers must sign a declaration that they will comply with these requirements.

4.8.1 Transport Management (TRSSL – external competent advisor to provide Policy, Risk Assessment, Driver Training e.t.c)

- All entrances, gateways and access areas are free from obstruction.
- Vehicle and pedestrian zones are clearly marked and serve to segregate pedestrians from vehicles as far as possible. Designated pedestrian walkways / zebra crossings are delineated by painted lines.

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- Relevant signage is in place for instructions, directions (e.g. for visitor parking) and speed limits. Vehicular and pedestrian movement is managed by the porters on a day-to-day basis.
- Adequate lighting is provided in car parking and roadway areas.

4.8.2 Minibuses & Driver Certificate of Professional Competence (CPC) School minibuses are operated in accordance with DfE Guidance – Driving School Minibuses (2013).

- Employees with a current car driving license are permitted to drive a minibus provided that it is not being driven “for hire or reward”.
- Employees who drive a minibus “for hire or reward” hold a Passenger Carrying License (PCV) and a Certificate of Professional Competence. Periodic training is undertaken in order to maintain this qualification.
- Drivers who are over 45 provide a medical report to the DVLA every five years.
- Tachographs are installed, operated, inspected and maintained in all minibuses and coaches in accordance with Regulation (EC) 3821/85.
- Tachograph records are maintained and maintained in accordance with Regulation (EC) 3821/85. Tachograph records will be kept by the Transport Manager.
- Drivers of minibuses and coaches will ensure that tachograph records are kept up to date.
- Driving hours are in accordance with the EU rules (Regulation (EC) 561/2006, the Road Transport (Working Time) Regulations 2005 (as amended) and the Working Time Regulations 1998 (as amended)).

4.9 Dust and Fumes, Respiratory Protective Equipment

- All processes conducted by staff and contractors that result in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2002 (as amended).
- If considered necessary, a dust / fume survey will be undertaken in order to establish dust / fume concentrations and the requirement for LEV / RPE.
- Control measures to protect persons exposed to dust or fumes will be identified and put in place. All persons likely to be exposed to dust or fumes are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure.
- Where identified by risk assessment, suitable personal protective equipment will be provided to supplement other control measures. Personal protective equipment is to be worn by all persons identified in the assessment in accordance with the training and instruction provided.
- Where the need to wear respiratory protective equipment (RPE) is identified via CoSHH assessment, suitable and appropriate RPE with the required assigned protection factor (APF) will be provided in accordance with Health & Safety

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Guidance (HSG53, 4th edition 2013, Respiratory Protective Equipment at Work – A Practical Guide).

- Each person who is required to wear RPE will undergo a fit test for each type of RPE worn, prior to first use and annually thereafter.
- All persons wearing RPE will be clean shaven to ensure effectiveness of protection.

4.10 Electricity and Portable Electrical Appliances

- Refer to the **Electrical Policy**.

PC & PS recognises the need to ensure that all fixed electrical installations shall be safe at all times, in accordance with the Electricity at Work Regulations, 1989. This will be achieved by:

- Conducting a documented inspection of all fixed electrical installations at intervals not exceeding five years, or at a frequency specified on the Electrical Installation Condition Report.
- Ensuring access to electrical distribution panels is unobstructed.
- Ensuring all electrical distribution panels and points of electrical isolation are clearly marked, identifying the circuits and equipment they control.
- Restricting access to all rooms / cupboards containing electrical installations to authorised persons only.
- Ensuring adequate signage is in place warning of access restrictions and potential hazards (fire, electrocution).

PC & PS recognises the need to ensure that all electrical equipment shall be safe at all times, in accordance with the Electricity at Work Regulations, 1989. This will be achieved by:

- The use of battery operated tools or 110 volts within the workplace wherever practicable;
- Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used. Where fitted, residual current devices will be tested regularly by operation of the test button;
- Sufficient socket outlets will be provided. The use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.
- Electrical tools will be in good condition and double insulated;
- All equipment is to be switched off before unplugging or cleaning;
- All electrical equipment shall be switched off and unplugged when not required for use;
- Undertaking assessments to identify hazards associated with each individual item of machinery and implement specific safety rules and procedures for the authorised operator to follow;

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- Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current H&S guidance;
- Maintaining a record of all inspections / tests of electrical equipment and appliances;
- Ensuring that equipment operators regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage;
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment;
- Immediately reporting and prohibiting the use of defective equipment, including leads and plugs;
- Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken.
- Where there is a possibility during the teaching process of any persons, including pupils, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with the guidance given by the Health & Safety (HSG85 Electricity at Work – Safe Working Practices).

4.11 Flammable Liquids / Fuels

- All flammable liquids / fuels shall be stored in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Management will ensure that:

- Only the required quantity of flammable liquids / fuels is stored on School premises for immediate use.
- All flammable liquids / fuels shall be kept in approved containments and in an approved stowage. Each storage area shall be designated as a 'No Smoking Area'.
- The storage and use of flammable liquids / fuels are subject to a risk assessment to ensure adequate control and mitigation measures are in place to protect against foreseeable incidents.
- All persons involved in the storage, handling, use and transport of flammable liquids / fuels will be supplied with suitable information, instruction and training on the precautions and actions to take to safeguard themselves and others.
- Machinery is re-fuelled in the open only after it has been turned off and allowed to cool down.
- When not in use, containers of flammable liquids / fuels are kept closed and stored in suitable cabinets or bins of fire-resisting construction, which are designed to retain spills (110% capacity volume). Storage facilities are kept locked at all times when not in use.
- Containers are located in designated areas away from the immediate work area and do not jeopardise the means of escape from the area.

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- Flammable liquids / fuels are stored separately from other dangerous substances that may enhance the risk of fire or compromise the integrity of the container (e.g. energetic substances, oxidizers and corrosive materials).
- No more than 50 litres of highly flammable liquids or 250 litres of flammable liquids with a higher flashpoint of up to 55°C will be stored on site. Individual containers are limited to 10 litre maximum capacity.
- The carriage of flammable liquids / fuels will satisfy The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.

4.12 Gas / Oil Installations and Appliances, Plant Rooms

PC & PS recognises the need to ensure that all gas / oil installations and appliances shall be safe at all times. Management will ensure that:

- All gas installation work and other work carried out on School premises in relation to gas fittings and appliances (excluding portable appliances supplied with gas from a cylinder other than space heaters) is carried out in accordance with the Gas Safety (Installations and Use) Regulations 1998 and by competent GasSafe registered engineers.
- Gas appliances intended for use in bath or shower areas must be room sealed appliances i.e. appliances whose combustion system is sealed from the room in which the appliance is located. Such appliances obtain air for combustion from a ventilated uninhabited space within the premises or from the open air outside the premises. Combustion products are vented to open air outside the premises.
- Gas-fired boilers, appliances and associated pipework / flues are inspected and serviced by a GasSafe registered engineer every 12 months and that records are kept on file.
- Oil-fired boilers, appliances and associated pipework / flues are inspected and serviced in accordance by a competent Oftec registered engineer every 12 months and that records are kept on file.
- Plant / boiler rooms are kept locked / secure, with access restricted to authorised persons only.
- Adequate signage is in place warning of access restrictions and potential hazards (fire, explosion).
- Smoking and naked flames are strictly prohibited in plant / boiler rooms.
- Hot surfaces / pipes are insulated to retain heat and protect against burns.
- Plant / boiler rooms are maintained in a clean and tidy state. Storage of materials and equipment in plant / boiler rooms is not permitted.
- Clear access is maintained to all control panels.
- All service pipelines are correctly identified by appropriate colour coding in accordance with BS1710.

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- Emergency shut-off / isolation switches are installed and clearly labelled as to function.
- Carbon monoxide detectors are installed in all plant / boiler rooms and in rooms containing gas / oil appliances.

4.13 Housekeeping

- In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout School premises.
- All materials will be stored to reduce the risk of injury to personnel and to minimise fire risk.
- Combustible materials will not be stored adjacent to heat / ignition sources.
- Rubbish will not be allowed to accumulate and will be safely disposed of on a regular basis.
- All spillages will be cleared up immediately.
- Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.

4.14 Ionising Radiation

- Refer to the **Ionising Radiation – Duties of the Radiation Protection Supervisor**.
- PC & PS has appointed a Radiation Protection Supervisor (RPS) who is responsible for the management of all radiation sources stored, handled and used on the premises.
- Management and use of radiation sources is in accordance with The Ionising Radiations Regulations 1999 and CLEAPSS L93 Managing Ionising Radiations & Radioactive Substances in Schools & Colleges (November 2016).
- Standard Operating Procedures and specific risk assessments are developed for the range of radiation sources kept on School premises, in accordance with CLEAPSS L93.
- The RPS conducts leakage tests on all closed (sealed) radiation sources annually and keeps up to date records of this process.
- Additional advice is obtained from a competent accredited Radiation Protection Adviser (RPA) as and when required.

4.15 Legionella / Water Hygiene

- Refer to the **Legionella Prevention Policy**.

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- Legionnaires' disease is contracted through inhalation of tiny airborne droplets or particles of water containing viable Legionella bacteria. Given the right conditions, the bacteria can grow in hot and cold water systems, air conditioning, etc. The bacteria grow rapidly in water temperatures that range between 20°C - 45°C. Those most at risk at contracting the disease are the elderly and people whose immune system is impaired.
- A Responsible Person and deputy shall be appointed who shall be responsible for identifying and assessing sources of risk and putting in place a management plan (including a written scheme for the prevention and control of the risk for each water system) to comply with general legislation and the Approved Code of Practice L8: The Control of Legionella Bacteria in Water Systems.
- Appropriate control measures for individual premises will be identified in legionella risk assessments.
- Call-out arrangements for automatic water systems are in place.
- Annual audits of the arrangements in place to control legionella in water systems will be undertaken.

4.16 Local Extraction Ventilation (LEV) Systems

- Where required due to generation of high volumes of dust / fumes, an air survey will be carried out to determine the requirement and specifications for LEV.
- Where there is a requirement for LEV to be installed, the LEV system / fume cupboard will be designed, installed and commissioned by a competent supplier / engineer in accordance with a written specification.
- Where required, cutting equipment will be fitted with on-tool extraction.
- Staff are trained in the correct use, cleaning and maintenance of LEV and on-tool extraction systems, in accordance with manufacturers' / suppliers instructions.
- Extraction units are regularly emptied using disposable waste bags.
- LEV and on-tool extraction systems are maintained in good working order, in accordance with manufacturers' recommendations for servicing and testing frequency.
- LEV and on-tool extraction systems are subject to a detailed and systematic examination (Text) at least every 14 months.
- Records are kept of all checks, inspections, tests, maintenance (planned and reactive) and thorough examinations.

4.17 Lifting Operations and Lifting Equipment

PC & PS recognises the need to ensure that all lifting equipment and lifting operations shall be safe at all times. This will be achieved by:

- Hiring in suitable equipment, together with operators and banksmen, where necessary;

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- Ensuring all lifting operations and lifting equipment conform to the Lifting Operations and Lifting Equipment Regulations 1998;
- Ensuring all those employees involved in lifting operations are suitably competent to perform the work and operate the equipment;
- Ensuring all lifting equipment used for the movement of persons is inspected and tested by a competent person every 6 months and that the results are recorded as necessary;
- Ensuring all lifting equipment not used for the movement of persons is inspected and tested by a competent person every 12 months and that the results are recorded as necessary;
- Ensuring that all lifting accessories are inspected and tested by a competent person every 6 months and that the results are recorded as necessary;
- Ensuring that all lifting gear is fit for purpose and capable of safely carrying out the work it is employed to do;
- Ensuring that all wire ropes, strops and chains are fitted to crane hooks correctly;
- Performing a risk assessment prior to any lift to identify the measures required to protect those involved with the lift;
- Effectively communicating to all personnel involved with the lift the established Safe System of Work which includes:
 - Thorough planning of the operation, along with the selection, provision and use of suitable lifting devices and equipment;
 - A suitable and sufficient Lifting Plan;
 - The maintenance, testing and examination of all equipment;
 - Supervision by a trained and competent person/banksman with the necessary authority to progress or stop a job as is necessary;
 - The prevention of unauthorised use or movement of equipment by any unauthorised person; and
 - The safety of all personnel involved in the lift as well as those not involved in the lift but who may be affected by the lifting operation.
- Marking all lifting gear and equipment with a means of identification to show its safe working load.
- Ensuring that all lifting equipment is subject to thorough ongoing examination, and where appropriate, inspection by competent persons.
- Communicating Lifting Plans to all employees and others involved in or affected by the lift.

4.17.1 Passenger Lifts

PC & PS recognises the need to ensure that lifts are used safely and maintained in a safe working order at all times. This will be achieved by adherence to the following:

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- New lifts are manufactured and installed according to the Lifts Regulations 1997 and have a current declaration of conformity.
- Only suitably competent persons, accredited by the United Kingdom Accreditation Service to BS EN 45004, are selected to inspect, examine, test and maintain lifts.
- A preventive maintenance programme is in place for all lifts.
- Different contractors are used to perform routine maintenance and to conduct inspections / examinations of lifts.
- All lifts are thoroughly examined by a competent person at statutory intervals (every 6 months for those carrying people), or in accordance with an examination scheme drawn up by a competent person, as required by the Lifting Operations and Lifting Equipment Regulations 1998. Records of examination reports are kept available for review / inspection for at least two years
- A thorough examination is also performed following substantial and/or significant changes to a lift, a long period of inactivity or following damage to, or failure of, the lift.
- Any reported defects / problems with lifts are promptly addressed - where necessary, lifts are taken out of service whilst awaiting remedial maintenance.
- All lifts are fitted with emergency stop / alarm devices that are easily identifiable and accessible
- The maximum number of passengers and safe working load is clearly signed in all lifts
- Employees do not exceed the maximum number of passengers or safe working load in lifts.

4.18 Manual Handling Operations

PC & PS recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This will be achieved by:

- Wherever possible, the requirement to conduct manual handling operations will be avoided. Where manual-handling operations cannot be avoided then suitable mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.
- An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.
- The results of the manual handling operations risk assessment will be communicated to all employees.
- Employees will be adequately trained in correct manual handling techniques.
- Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.

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- Where vehicles are used to eliminate or reduce manual handling operations, loads shall be checked as secure by the driver prior to moving the vehicle.

4.19 Noise

- PC & PS aims to protect staff and pupils hearing from excessive noise whilst at work / school, in accordance with the Control of Noise at Work Regulations 2005.
- PC & PS will seek to ensure, so far as is reasonably practicable, that all equipment used, hired or purchased will only generate noise levels below those recommended by applicable approved codes of practice and official guidance notes.
- Where noise levels are likely to exceed the Lower Exposure Action Value perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.
- Suitable ear defenders providing adequate attenuation will be provided where appropriate to all affected persons, at no cost to them, together with appropriate instructions on their use.
- Where noise levels are likely to exceed the Upper Exposure Action Value perceived at the operator's ear the wearing of hearing protection will be enforced and hearing protection zones identified.
- In no situation will the exposure limit value (ELV) be exceeded.
- All staff and pupils will use hearing protection provided for their protection.

4.20 Plant, Work Equipment and Machinery

- Where appropriate, a specific risk assessment will be conducted for items of hazardous plant, machinery and work equipment by reference to the Approved Code of Practice L22 Safe Use of Work Equipment and PD 5304:2014 Guidance on Safe Use of Machinery.
- All dangerous parts of machinery will be adequately guarded at all times when in use. All safety devices (e.g. emergency stops and isolation switches) will be operable.
- All machinery and work equipment used in Schools will be fitted with appropriate guards, emergency stops and isolation switches in accordance with BS 4163:2014 Health and safety for design and technology in educational and similar establishments - Code of Practice.
- Throttle controls on all internal combustion engine powered plant (e.g. lawn mowers) have an engine stop facility located on the control handle of the machine.
- All power take-offs are fitted with PTO guards, maintained in good working order.
- All plant (e.g. tractors) at risk of rollover is fitted with rollover protection (ROPS).
- Staff will only use plant, machinery and work equipment that is suitable for the job and will ensure that it is maintained in an effective condition, in good working order

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and repair, in accordance with the Provision and Use of Work Equipment Regulations 1998.

- Sufficient clear and unobstructed working space will be provided around plant, machinery and work equipment to allow persons to work without the risk of injury.
- Adequate lighting and ventilation will be provided to allow persons to operate plant, machinery and work equipment safely.
- Appropriate PPE will be provided and worn when operating plant, machinery and work equipment, in accordance with manufacturers' recommendations.
- Plant, machinery and work equipment will be regularly inspected and tested (including functionality of guards and emergency stops) as required by current legislation and defects or loss reported immediately. Records of inspection and maintenance will be held by the Head of Operations and Department Heads.
- Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.
- Only authorised and competent persons will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.
- Where the use of the equipment involves a specific risk to health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use.
- Staff and pupils receive adequate training and instruction in the use and safe operation of all plant, machinery and work equipment that they are required to operate.
- Plant, machinery and work equipment must not be used when unprotected members of the public are present.

4.20.1 Hired Plant / Equipment

- Where required, plant, machinery and work equipment will be hired as and when necessary from a reputable company.
- All reasonable precautions shall be taken to ensure that hired plant, machinery and work equipment is safe to use.
- When plant, machinery and work equipment is hired in for use by PCPS, suitable instruction, training and demonstration of its safe use is to be provided by the Hire Company before it is operated by staff.
- If staff are not deemed competent to operate the hired plant or equipment, a competent operator will be obtained to operate that equipment.

4.20.2 Workshop Machinery

- Machinery within Workshops will only be operated by trained and qualified personnel authorised by management.

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- Personnel under the age of 18 will not be permitted to operate woodworking or other hazardous machinery unless they have completed approved training and are under the supervision of a competent person.
- Guards on machinery will be in place at all times and correctly adjusted prior to use.
- Defective machinery shall be immediately reported to management, and taken out of service.
- Hearing protection provided will be worn at all times by all personnel when operating noisy machinery within Workshops.
- Sufficient clear and unobstructed working space will be provided around the machines to allow persons to work without the risk of injury.
- Adequate lighting and ventilation will be provided to allow personnel to operate machinery safely.
- Local Exhaust Ventilation and dust extraction equipment must be checked running prior to the use of equipment.

4.20.3 Hand / Small Tools

- All hand / small tools are of a suitable quality and are used only for their intended purpose and in the correct manner.
- All hand / small tools are kept clean, well maintained and are stored in a safe manner and condition so as not to cause an obstruction or danger to others when not in use.
- Employees are adequately trained in the use of hand / small tools.

4.21 Pressure / Steam Cleaners

- Pressure cleaners will be maintained, tested and repaired by a competent person, and records of maintenance and tests kept.
- Equipment is to be operated by trained, authorised and competent personnel and eye protection is to be worn at all times by operators to protect from flying debris.

4.22 Slips, Trips and Falls

- Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.
- All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.
- Offices, classrooms and working areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

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4.23 Storage Shelving, Materials Storage and Handling

- All shelving designed for the storage of materials will be fit for purpose and capable of supporting the required loads.
- Staff will be aware of the safe methods of stacking materials on shelving and removing materials from shelving.
- Materials will be stored and stacked to reduce the risk of manual handling injuries.

4.24 Underground / Overhead Utilities

All work involving potential contact with overhead or underground electrical cables or other utilities / services will be properly planned and will be subject to a detailed risk assessment in order to identify and implement appropriate control measures to ensure the safety of all personnel associated with the work.

4.25 Vibration

Hand Arm Vibration and Whole Body Vibration can occur from regular and frequent use of:

- Hand held power tools
- Hand guided power equipment
- Powered machines which process hand held materials
- Plant and vehicles

In accordance with the Control of Vibration at Work Regulations 2005 management will:

- Conduct assessments to determine the risks from vibration to employees;
- Decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are:
 - Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable; and
 - Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
- Decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are:
 - Take immediate action to reduce their exposure below the limit value.
- Vibration levels shall be a consideration when purchasing or hiring equipment.

4.26 Weather Conditions

Consideration of the anticipated weather conditions will be given to ensure that suitable precautions are taken to safeguard those undertaking or those who may be affected by the work.

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- Employees are aware of the increased risk of slips, trips and falls in wet, muddy, and icy conditions and the need to wear appropriate footwear.
- Employees are aware of the effects of working in cold conditions and the precautionary measures to take to avoid hypothermia or cold stress.
- Employees are aware of the effects of strong sunlight and the precautionary measures to take to avoid sunburn or heat exposure.

Industry guidance will be consulted when deciding the maximum wind speeds for working at height.

The decision to continue or suspend work at height will be based on wind speed, control measures already in place to prevent the fall of personnel or materials, position and height of the work activity and the size of materials being handled.

4.27 Working at Height / Working on Fragile Surfaces

4.27.1 General

- All work at height will be conducted in accordance with the Work at Height Regulations 2005 (as amended). Teaching staff follow guidance provided by Children's Services – Working at Height and Fall Prevention.
- PC & PS's overriding principle is to do all that is reasonably practicable to prevent anyone from falling.
- PC & PS shall:
 - Avoid work at height where they can;
 - Use work equipment or other measures to prevent falls where they cannot avoid working at height;
 - Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distances and consequences of a fall should one occur.
- PC & PS will ensure:
 - All work is properly planned and organised;
 - All work at height takes account of weather conditions that could endanger health and safety;
 - Those involved in work at height are trained and competent;
 - The place where work at height is done is safe;
 - Equipment for work at height is appropriately inspected;
 - The risks from fragile surfaces are properly controlled;
 - The risks from falling objects are properly controlled.
- It is prohibited to drop or throw anything from a height unless sufficient and adequate controls have been identified via risk assessment and implemented. Lowering materials must be conducted in a controlled manner, using ropes or via chutes into skips.

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- A rescue plan is in place for working at height which is incorporated into emergency procedures.

4.27.2 Risk Assessment

- Before carrying out any work at height, including the use of ladders, a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height.
- All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and will be the subject of regular inspection and testing to ensure its continued suitability for the job.

4.27.3 Scaffolding and Towers

- All scaffolds and towers shall be erected by fully trained, competent contractors (i.e. PASMA certified) in accordance with current legislation, British Standards, approved Codes of Practice and Industry standards.
- 'Designed' scaffolds will be designed by a competent person in accordance with current standards, guidance and Codes of Practice.
- Scaffolds will be erected by appropriately trained, competent employees in accordance with industry standards and design specifications.
- All scaffolds will be inspected by a trained and competent person, and records of such inspections kept:
 - Prior to use;
 - After any substantial addition or dismantling;
 - After alteration;
 - After any event likely to affect its strength or stability; and
 - Weekly.
- Where practicable, hand-over certificates will be issued to PCPS and a joint inspection carried out.
- Staff shall not use any scaffold unless it has been erected and inspected as above.
- During erection, unauthorised access to scaffolds will be prevented by the use of appropriate barriers and signage.
- Where portable tower scaffolding is used, the person responsible for erecting, dismantling and using the equipment will be trained (PASMA) and competent.

4.27.4 PPE and Safety Harnesses

- All employees will wear suitable PPE for working at height as identified through assessment. Appropriate training will be given in its use and maintenance.
- Where practicable, safety harnesses/man anchor systems shall be worn whilst working at height or on fragile surfaces, attached to suitable anchor points.

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- All safety harnesses/man anchor systems and anchor points shall be inspected, certified and checked 'in date' for test prior to use.

4.27.5 Ladders and Stepladders

- Refer to the **Policy for the Safe Use of Ladders and Stepladders**.
- All persons using ladders and stepladders will be fully trained and aware of the hazards and risks
- Ladders, including stepladders, used by staff will be of the correct type (Class 1 or EN 131) and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to line management.

4.27.6 MEWPS

- All work with Mobile Elevated Working Platforms (MEWPS) will be carried out by fully trained operators holding current IPAF certification.
- Mobile Elevated Work Platforms and Scissor Lifts shall only be operated by trained, competent operators.
- Safety Harnesses will be worn at all times whilst work is being conducted from MEWPs.
- A rescue plan is in place for falls from MEWPS which is incorporated into emergency procedures.

4.27.7 Fragile Surfaces

- All fragile surfaces display suitable and legible warning notices.
- Fragile surfaces are provided with adequate means of support / protection (platforms, coverings, guard rails) for anticipated loads. Suitable and sufficient warning notices are prominently displayed on approaches to fragile surfaces.
- When working at height or on fragile surfaces, all employees will wear PPE identified through risk assessment. Appropriate training will be given in its use and maintenance.

4.27.8 Roof Access

- All work on roofs is conducted in accordance with HSE Guidance INDG284 Working on Roofs.
- All work requiring access to a roof is subject to a Permit to Work.
- Access onto a roof for maintenance purposes is not permitted unless eaves protection is provided and either:

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- A suitable number of roof crawling boards in good condition are available and secured in position; or
- Ladders with roof eaves hooks and load-spreading capacity are provided for roofs with a pitch exceeding 10°.

4.28 On Site Departments

4.28.1 Art, Craft, Design & Technology

- Refer to the **Art, Craft, Design & Technology Policy**.
- Guidance provided in the DfES Building Bulletin 81 Design and Technology Accommodation in Secondary Schools – A Design Guide will be adhered to at all times.

4.28.2 Music & Drama

- Refer to the **Music & Drama Policy**.
- The Head of Performing Arts is responsible for the management of Meade King Hall (including all associated equipment, scenery, lighting and props) and productions (including rehearsals). The Head of Operations is responsible for the maintenance of all electrical equipment (including electrical equipment used for music purposes) and the fixed electrical installation.

4.28.3 Physical Education & Sporting Activities

- Refer to the **Sports Policy** and the **Sports Matches and Training Offsite Policy**.
- Guidance provided in the Safe Practice in Physical Education, School Sport & Physical Activity 2016 will be adhered to at all times.
- The Director of Sport in the Senior School and the Head of PE & Games in the Preparatory School are responsible for the management of all sporting activities and equipment. The Head of Operations is responsible for the maintenance of all sporting facilities and grounds.

4.28.4 Swimming Pool

- Refer to the **Policy for Use of the Swimming Pool**, the **Swimming Scholars Policy**, **Normal Operating Procedures** and the **Emergency Action Plan**.
- The Sports Centre Manager (LEANDER as applicable) is responsible for the operation and safety of the swimming pool. The Sports Centre Manager and for the chemical treatment of pool water and cleanliness of the pool, changing rooms and its surrounds.

4.28.5 Science Laboratories

- Refer to the **Science Laboratories Policy**.
- Relevant guidance provided by CLEAPSS will be referenced and adhered to.

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- Heads of Department in conjunction subject teachers and technicians are responsible for the management of science laboratories and the activities undertaken within these.

4.28.6 Cadet Force

- Refer to the **Cadet Force – Security Standing Orders**.
- The Unit Security Officer in conjunction with the Assistant Unit Security Officer is responsible for the management and security of arms, the CCF building (including the range, armoury and remote stores) and service documents.

4.29 Off Site Departments

4.29.1 Outdoor Education, Visits & Offsite Activities

- Refer to the **Outdoor Education, Visits and Offsite Activities Policy**.
- Deputy Heads are responsible for the management of all outdoor education events, visits and offsite activities for their respective Schools.

4.29.2 Whiteworks (Gillingham Centre)

- Refer to the **Policy for the Use of Whiteworks (Gillingham Centre)**.
- The person in charge of the group is responsible for the group's safety whilst at the Centre.