



Tormead Family

Health and Safety Policy

This whole school policy also applies EYFS

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1. General Statement of Health and Safety Policy

Tormead Limited includes two schools with one Governing Body:

- Tormead School (Preparatory and Senior School), Cranley Rd, Guildford GU1 2JD ("Tormead") and
- Rydes Hill Preparatory School and Nursery, Aldershot Rd, Guildford GU2 8BP ("Rydes Hill")

1.1 As Governors of Tormead Limited, we fully recognise our collective responsibility for providing, so far as it is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

1.2 We fulfil our responsibility as Governors of Tormead Limited by appointing Mr Rory Finnan with responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

1.3 Day-to-day responsibility for the operation of health and safety at the school is vested with the Head. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The governor overseeing health and safety attends meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Finance and General Purposes Committee sub-committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chair wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Finance and General Purposes Governors' sub-Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO) and ongoing internal monitoring in conjunction with our contract caterers, Holroyd Howe.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years; more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk

assessment every time it is amended and submit a report to the Finance and General Purposes Committee.

- The school has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height' training. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.
- All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Director of Finance & Operations and other members of the Senior Management Team (SMT) in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Director of Finance & Operations.
- All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified.

SignedRory Finnan..... H&S Safety Governor, for and on behalf of the Board of Tormead Limited

Date ...01/09/2025.....

2 Legal Framework

2.1 This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

2.2 This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'

- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

3. Other Policies

3.1 This policy operates in conjunction with the following school policies and procedures:

- First Aid Policy
- Risk Assessment Policy
- Lockdown Policy
- Personal Emergency Evacuation Plan (PEEP)
- Manual Handling Risk Assessment
- Working at Heights Risk Assessment
- Lone Worker Risk Assessment
- Display Screen Equipment (DSE) Risk Assessments
- COSHH Risk Assessments
- Asbestos Management Procedures
- Minibus Policy
- Visits Policy
- Evacuation Procedure

4 Organisation and Responsibilities

4.1 Governors, in conjunction with the Head

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.
- Will periodically discuss the effectiveness of the policy with the Head and Director of Finance & Operations and ensure that any necessary changes are made.
- Will ensure that adequate staff, funds and material are provided to meet the requirements of The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999.

- Will appoint a nominated governor for Health and Safety, who will report termly to the Finance and General Purposes Committee of governors on any Health and Safety matters arising, including the performance and effectiveness of the Health and Safety Policy.

4.2 Head

- Will have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Will set the direction for effective health and safety management.
- Will introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Will review this policy and its effectiveness annually.
- Will take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Will designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

4.3 Director of Finance & Operations

- Will fully familiarise themselves with the Health and Safety Policy and the statutory instruments and regulations as issued from time to time.
- Will be responsible for ensuring that safe methods and procedures, written where appropriate, are drawn up for operations under his/her control.
- Will ensure that personnel working under his / her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- Will ensure that all new plant, buildings and equipment are inspected for potential hazards
- Will ensure that all plant and equipment, where appropriate, is maintained and/or tested regularly and that adequate records are kept.
- Will ensure, in conjunction with the Head, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.
- Will be responsible for the control of contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance in place.
- Will, in conjunction with the Head, ensure that all areas of the school are inspected, from a health and safety point of view, routinely and regularly

4.4 Head of Estates and Facilities

- Will supervise the school's health and safety programme.
- Will regularly inspect plant and equipment to ensure that it is safe and being operated correctly.
- Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- Will report to the Head and Director of Finance & Operations concerning Health and Safety matters, making recommendations as necessary.
- Will, in conjunction with the Head and Director of Finance & Operations, ensure that there is sufficient material and publicity for the Health and Safety programme.
- Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Head and Director of Finance & Operations.
- Will ensure that all areas of the School are inspected from a Health and Safety point of view routinely and regularly.

- Will organise and chair the Health and Safety Committee meeting at least once per term.
- Will undertake assessments under 'The Control of Substances Hazardous to Health Regulations', 'The Management of Health and Safety at Work Regulations' and other relevant regulations, calling in experts in specific fields as necessary.
- Will hold an Institute of Occupational Safety and Health (IOSH) qualification (or equivalent) to be able to provide effective guidance on managing Health and Safety in the workplace.
- Will ensure that the obligations for the reporting of accidents under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR) are complied with.
- Will ensure risk assessments are produced, covering the estates, buildings, and operational functions of the School.

4.5 Prep School Head and Head of Rydes Hill

- Will fully familiarise themselves with the Health and Safety Policy.
- Will draw up safe procedures, written where appropriate, for the Prep School and Nursery.
- Will ensure that all classrooms/work areas are safe before they are used by any person.
- Will ensure that all equipment is safe before it is issued by any person.
- Will ensure that protective equipment, where appropriate, is used at all times
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Director of Finance & Operations without delay.
- Will ensure that all Prep School and Rydes Hill staff have read and understood the Health & Safety Policy and participate in INSET day training.
- Will ensure that the Prep School and Nursery are safe and secure for all pupils.
- Will endeavour to ensure the health, safety and welfare for all persons within their control.

4.6 Heads of Department and Subject Leads

- Will fully familiarise themselves with the Health and Safety Policy and regulations as issued from time to time.
- Will draw up safe methods and procedures, written where appropriate, for operations within their department.
- Will ensure that all classroom/work areas are safe before they are used by any person.
- Will ensure that all equipment is safe before it is used by any person.
- Will ensure that protective equipment, where appropriate, is used at all time.
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Head of Estates and Facilities or Director of Finance & Operations without delay.
- Will endeavour to ensure the health, safety and welfare for all persons within their control.

4.7 Teaching Staff

- Will fully familiarise themselves with the Health and Safety Policy and regulations as issued from time to time.
- Will ensure that all safe methods and procedures, where appropriate, are followed at all times.
- Will ensure that all classroom/work areas are safe before they are used by any person.
- Will ensure that all equipment is safe before it is used by any person.
- Will ensure that protective equipment, where appropriate, is used at all times.
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Departmental Head, Head of Facilities and Estates or Director of Finance & Operations.
- Will endeavour to ensure the health, safety and welfare for all persons within their control.

4.8 Health Care Lead (Tormead) and Head (Rydes Hill)

- Will fully familiarise themselves with the Health and Safety Policy and regulations as issued from time to time.

- Will be responsible for treating injuries and illness within the school in so far as it is within their jurisdiction and training, using outside medical authorities as appropriate and necessary.
- Will ensure that adequate first aid records are kept.
- Will ensure that all medicines within the Wellbeing Centre are kept in a locked cabinet at all times.
- Will ensure that stocks of medicines for general use are adequate at all times.
- Will ensure that all First Aid boxes are fully equipped at all times.
- Will administer medicines as directed ensuring that permission in writing has been obtained from a parent first.
- Will keep a medicines book detailing what has been given to whom and when.
- Will implement and follow a “sharps” risk assessment and report any sharps injuries in accordance with the Health and Safety Policy and the First Aid Policy.
- Will ensure that the medical room is always kept locked when it is unattended.
- Will ensure that parents are immediately notified in the event of an accident.

4.9 All Staff

- Will take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Will cooperate with their employers on health and safety matters.
- Will carry out their work in accordance with training and instructions.
- Will inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Will avoid any conduct which puts themselves or others at risk.
- Will be familiar with all requirements laid down by the governing board.
- Will ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Will ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Will use the correct equipment and tools for the job and any protective clothing supplied.
- Will ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Will report any defects in equipment or facilities to the designated health and safety officer.
- Will take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Will make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Will exercise good standards of housekeeping and cleanliness.
- Will adhere to their common law duty to act as a prudent parent would when in charge of pupils.

4.10 All Other Persons on School Property

- Will observe the health and safety rules and the instructions given by persons enforcing the Health and Safety Policy.
- Will not work on the premises until the relevant rules are read, understood and accepted.
- Will not work on the premises until covered by insurance against risk.

4.11 Pupils:

- Will exercise personal responsibility for the health and safety of themselves and others.
- Will dress in a manner that is consistent with safety and hygiene standards.

- Will respond to instructions given by staff in an emergency.
- Will observe the health and safety rules of the school.
- Will not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

5. Staff Training and First Aid

5.1 The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

5.2 Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

5.3 Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

5.4 The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school.

5.5 When conducting a first aid needs assessment, the school will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

5.6 The Head of each School will ensure that there is an appropriate number of first-aid trained staff members working within in each area.

6. Health and Safety Emergencies

6.1 Our policy and procedures for managing a Health and Safety emergency are set out in detail in our **Critical Incidents Policy**. Examples of a Health and Safety incident which would be responded to in accordance with the Critical Incident Policy include:

- Serious injury to a pupil or a member of staff (for example, transport accident)
- Significant damage to school property (for example, fire)

- Criminal activity (for example, bomb threat)
- Severe weather (for example, flooding)
- Public health incidents (for example, flu pandemic)
- The effects of a disaster in the local community

6.2 The Head will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

6.3 Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using the school phones.

6.4 Where an ambulance is called for a pupil, the school nurses or the office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the lower tennis courts.

6.5 Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

7. Accident Reporting and Investigation

7.1 General Procedures

7.1.1 All accidents, incidents, near-misses, and any dangerous occurrences must be reported as soon as possible via the Smartlog system. This ensures timely investigation, appropriate follow-up, and compliance with health and safety regulations.

7.1.2 The Director of Finance & Operations will be responsible for informing the Head if the accident is fatal or a 'major injury', as outlined by the HSE.

7.1.3 The school will always record and report work-related injuries to staff members or pupils.

7.1.4 We are required, by law, to maintain an 'Accident Book' and the member of staff to whom an accident has been reported must record the incident on Smartlog. A Smartlog entry should also be completed if staff themselves or visitors to the site are involved in an accident. The Head of Estates and Facilities reviews each entry and decides whether any immediate action is required. Accident statistics are also reviewed termly by the Health and Safety Committee; as part of this review, we seek to identify any trends or patterns to accidents and, where possible, then ensure corrective action is taken or necessary improvements are put in place.

7.2 Reporting Significant Accidents

7.2.1 Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the Health and Safety Executive (HSE) at the earliest opportunity. Responsibility for reporting to HSE has been delegated to the the Head of Estates and Facilities.

7.2.2 The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury.

- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident).
- Fractures, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

7.2.3 Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five metres in height.
- When a dangerous substance being conveyed by road is involved in a fire or is released.
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health
- Serious gas incidents.
- Poisonings.
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne.
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma.
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

7.2.4 The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis, e.g. from work involving strong acids or alkalis.
- Hand-arm vibration syndrome.

- Occupational asthma, e.g. from wood dust and soldering using rosin flux.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

7.2.5 Work-related stress and stress-related illnesses will not be reported as they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

7.2.6 The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

7.2.7 The school must also report the following near-miss events under RIDDOR:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

7.3 Reporting Procedures

7.3.1 Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Director of Finance & Operations, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website:

<http://www.hse.gov.uk/riddor/report.htm>. The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

7.4 Reporting hazards

7.4.1 Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the Head of Estates and Facilities as soon as possible, who will then inform the Head as appropriate.

7.5 Accident investigation

7.5.1 All accidents, however minor, will be reviewed by the Head of Estates and Facilities with any outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

8. Active Monitoring System

8.1 The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Monthly reports and updates to the Head.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and ISI.

9. Risk Assessment

9.1 The Head has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

9.2 Annual risk assessments will be conducted for all high risk areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

9.3 Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

9.4 The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

9.5 The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays. Please refer to the Risk Assessment Policy.

10. Fire Safety

10.1 All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

10.2 The Head is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

10.3 The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different fire points around the school, and records will be maintained and held in the school office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.

10.4 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

10.5 The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

11. Procedures for School Visits

11.1 The school has given due regard to '*Health and safety on Educational Visits*' (DfE, November 2018). Whilst full details of our policy and procedure are set out in our **Visits Policy**, key elements include:

- All visits must have a Visit Leader (and will normally include other accompanying adults).
- It is the responsibility of the Visit Leader to undertake appropriate risk assessments relating to the visit. In doing so, it is necessary for the Visit Leader to decide whether hazards are significant and whether they are mitigated by satisfactory precautions so that the risks are minimised to an acceptable level.
- External providers may conduct their own risk assessments. The Visit Leader should ask for these in advance and check that they satisfy the School's requirements for the relevant part of the trip. An additional risk assessment will be required to cover travel to and from the venue and any aspects of the trip not included in the external risk assessment.
- We recognise the requirement to check that external activity providers have appropriate safety standards and liability insurance. If a provider holds a Quality Badge from the Council for Learning Outside the Classroom (LoTC) we can rely on the fact that they have been judged to meet nationally recognised standards. If a provider does not hold the LoTC Quality Badge, we check suitability and appropriateness by considering their insurance, Health and Safety policies, compliance with legal requirements, risk assessments and control measures, use of vehicles, staff competence, safeguarding, accommodation, any sub-contracting arrangements in place and that, where required, a licence is in place.
- As noted in Appendix 3 of the Visits Policy, we recognise the requirement to check that a provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 when planning and activity involving caving, climbing, trekking or water sports (other than rowing).

12. First Aid and Supporting Medical Needs

12.1 The School is required by law to ensure that First Aid is administered in a timely and effective manner, for pupils, employees and visitors to the School. For full details, please refer to the First Aid policy. The First Aid Policy is implemented effectively by maintaining adequate numbers of appropriately trained staff and through the provision of proper equipment, both at School and for off-site activities.

13. Occupational Health and Managing Work-Related Stress

13.1 The School will undertake health surveillance on employees where it is specified by law. Health surveillance will also be undertaken on employees where:

- There is a known risk to the health of employees
- The health risk can be identified at an early stage; and
- The identification of the condition will allow successful treatment

13.2 Areas where consideration of health surveillance is required will include exposure to:

- Noise or vibration
- Solvents, dusts, fumes, biological agents and other substances hazardous to health
- Asbestos, lead or work with compressed air
- Ionising radiation

13.3 Health surveillance may take the form of:

- Periodic health questionnaires
- Where pre-employment questions are asked, employers can only ask them to help:
 - Establish whether any reasonable adjustments need to be made for applicants during the selection process
 - Decide whether an applicant can carry out a function essential to the job
 - Monitor diversity among job applicants
 - Take positive action to assist disabled people
- Pre-employment and return to work (after long-term illness / injury) medical examinations; and / or
- Prescribed health surveillance required under specific legislation, which may include
 - Skin inspections
 - Audiometry
 - Lung function tests

13.4 All reasonably practicable corrective action to ensure the health and safety of employees identified as suffering from work related illness will be taken.

14. School Security

14.1 All external doors to buildings are fitted with security systems, which are always in operation. All external doors and ground floor windows are fitted with locks. The schools enclosed by perimeter walls; pedestrian and vehicle access gates to the site are all controlled by keypad locks. Care is taken to ensure that the access codes are not known outside the school community through measures, such as changing the codes as and when appropriate and not providing codes to contractors working on site when the school is not in session.

14.2 Every external door is linked to the security alarm system. The alarm is regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice.

14.3 We use security lights to protect the outside of our buildings. They are fitted to every external door and pathway around each building.

14.4 Tormead School and Rydes Hill School have CCTV in place and its operation is covered in the CCTV System Policy.

14.5 The Head of Estates and Facilities is responsible for ensuring the physical security of the buildings; in particular, the Site Management Team secure the buildings daily, switch on and off security alarms and carry out regular checks of the site (both when it is occupied and unoccupied).

14.6 All visitors and contractors are required to sign in at our Reception upon arrival and departure. We also have identifying lanyards for both – red for visitors and orange for contractors. Approved contractors are given green lanyards. They are shown the school's emergency evacuation notice and the way to the assembly point.

14.7 Visitors and contractors wait in the Reception Area and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out on leaving.

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

15. Sharps

15.1 Definition

15.1.2 For the purposes of this policy, “sharps” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

15.1.3 Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises.

In the context of this policy, offensive weapons are not considered sharps.

15.2 Handling and disposing of a sharp

15.2.1 All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

15.2.2 Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The Head will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

15.2.3 Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

15.2.4 Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

15.2.5 The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

15.2.6 The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the Head and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

15.3 Sharps injury

15.3.1 First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing

- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

16. Allergens and Anaphylaxis

16.1 Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the Head with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

16.2 Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAI's from a pharmaceutical supplier, such as the local pharmacy.

16.3 The Catering Manager will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law.

16.4 Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

17 Medication

17.1 Staff will receive annual training in supporting pupils with medical conditions.

17.2 The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

18 Smoking

18.1 Smoking (including vapes and e-cigarettes) is not permitted on any of Tormead Limited estates; this includes the Urnfield. The school's Smoke-Free Policy will be read and understood by all staff. All staff, pupils, visitors and contractors will be made aware of the policy.

19 Security and Theft

19.1 CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

19.2 Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on site. Money will be counted in an appropriate location and staff should not be placed at risk of robbery.

19.3 Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

19.4 All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

19.5 The school has installed access control and security measures to ensure the safety of the school. The school reserves the right to ban individuals from the premises if they pose a risk to any member of the school community.

20. Severe Weather

20.1 The school will act in accordance with the Inclement Weather Policy where the weather could pose a risk to individuals on school site.

20.2 The Head, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

21. Evacuation, Invacuation, Lockdown and Bomb Threat Procedure

21.1 The school will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy and in PEEPs in the event of a crisis.

21.2 All staff fully understand and effectively implement the school's Lockdown Policy.

In the event of an emergency, staff are expected to follow the procedures outlined in the Critical Incident Policy and the Lockdown policy.

22. Violence to Staff

22.1 Tormead is a safe place to work, but the school recognises that, because its employees deal with members of the public, they can be at risk from violence. Violence is defined as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common types of incidents. In general, physical attacks are comparatively rare and we have not to date experienced one at Tormead.

22.2 Any employee subjected to violence should advise the Head or the Director of Finance & Operations immediately. HSE guidance “Violence at Work: A Guide for Employers” (1996) will be followed or, in serious cases, advice will be sought directly from the Police.

23 Personal Protective Equipment (PPE)

23.1 The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

23.2 Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

23.3 Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer’s instructions if it is not possible to repair.

23.4 Risk assessments will be carried out by the activity lead. The Head of Estates and Facilities oversees all risk assessments.

23.5 Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

24. Manual Handling

24.1 The School is aware of its obligations under “The Manual Handling Operations Regulations 1992 (as amended in 2002)” and is further aware that incorrect manual handling is one of the most common causes of injury at work - it causes work-related musculoskeletal disorders which account for over a third of all workplace injuries.

24.2 We seek, so far as is possible, to minimise the need for manual handling. When required, manual handling is only undertaken by members of staff who have received appropriate training, and in a manner which minimises the risk of injury as far as is possible. The Premises Team have all been trained in manual handling and staff are advised to contact Premises for assistance with moving and transporting equipment, furniture and goods.

24.3 Training in manual handling provides guidance on good lifting technique, which includes:

- Planning the lift;
- Keeping the load close to the waist;
- Adopting a stable position;

- Getting a good hold;
- Not flexing the back any further when lifting;
- Avoiding twisting the back, or leaning sideways;
- Keeping their head up;
- Moving smoothly; and
- Putting the load down, then adjusting as necessary.

25. Working at Height

25.1 We have due regard to the 'Work at Height Regulations 2005 (as amended)' (HSE). Work at height remains the single biggest cause of workplace deaths and one of the main causes of major injury. A place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.

25.2 To manage and select appropriate equipment for work at height, we ensure that:

- All work at height 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; and
- The risks from falling objects are properly controlled.

25.3 The Premises Team all receive training in Working at Height and contractors used by the school are also required to follow these principles.

26. Slips and Trips

26.1 Slips and trips are the most common cause of injury at work. On average, they cause 40 per cent of all reported major injuries and can also lead to other types of serious accidents, for example falls from height. Slips and trips are also the most reported injury to members of the public. In managing the risk of slips and trips, Tormead has reference to HSE guidance "Preventing Slips and Trips at Work" and HSE guidance 'Slips and Trips in Education'.

26.2 As the employer, the school seeks to mitigate risk through:

- Preventing floors from becoming contaminated
- Advising staff on the right cleaning methods
- Considering and maintaining the flooring and the work environment
- Ensuring employees wear the right footwear
- Thinking about people and organisational factors

26.3 The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes

- Contamination
- Obstructions, e.g. bags and trailing cables

26.4 To mitigate the risk of a slip or trip, employees should:

- If you see a spillage, alert staff (use wet floor signs) and report via the Help Desk on Smartlog.
- Report any damaged floors or mats.
- Play your part and keep the workplace tidy.
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe.
- If you are given Personal Protective Equipment ('PPE'), wear it and look after it. Report any faults or damage to the Director of Finance & Operations and make arrangements for a replacement.
- Report any work situation that you think is dangerous via the Help Desk on Smartlog, or if notice that something has gone wrong with the school's health and safety arrangements.

26.5 In line with HSE guidance, control measures are in place to effectively control slip and trip risks, the school utilises the following procedure:

- Identify the hazards and the risk factors
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

27. Lone Working

27.1 Policy and procedures concerning employees' lone working will be addressed in the Lone Worker Policy. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

28. Stress Management

28.1 Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

29. Display Screen Equipment

29.1 Display screen assessments are relevant to teaching staff and Business staff who regularly use laptops or desktops computers for defined periods of time. Staff should use the HSE guide to setting up their display screen equipment [here](#). Further help can be obtained through the Head of Estates or IT department.

30. On-Site Vehicular Movement

30.1 On-site vehicle movement is extremely limited. Gates prevent any unauthorised vehicle access.

30.2 All sites have defined pedestrian routes or walkways.

30.3 A large number of pupils travel to and from school on coaches organised by the school. There is a dedicated coach entrance and coach lane where coaches drop pupils in the morning or park up to collect them at the end of the school day.

30.4 Prep School pupils moving between the Prep School and Senior School sites are also escorted by staff – see the Risky Areas Policy.

30.5 The following etiquette is expected from staff who bring vehicles on site:

- Staff should proceed with caution when entering and exiting the car park and observe the displayed speed limit. If a vehicle/member of staff is recorded exceeding the limit, a warning will be issued and if caught speeding again a review on whether it is safe for the member of staff to continue parking onsite will take place.
- All vehicles must be parked in one of the allocated spaces, leaving room for other passing vehicles or emergency vehicles should these be needed
- Staff bringing vehicles on site at any times when pupils are on site, including holiday periods, must act with care and caution.

31 Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment in use at the School and the fixed wiring installation:

31.1 Portable Equipment

31.1.1 Only electrical equipment that is properly installed and maintained should be used in the School.

31.1.2 All portable appliances will be tested annually by trained staff and a label will be clearly visible to indicate that it is safe to use. If staff wish to use their own electrical equipment on site they must let the Head of Estates and Facilities know so that the item can be tested before use. Pupils are not permitted to bring chargers (or any other portable appliance) into school and, should their iPad require charging, they are instructed to go to the IT department.

31.1.3 All staff should routinely check their equipment prior to use to ensure that it is not damaged or that there are no signs of misuse.

31.1.4 The use of socket adaptors should be avoided wherever possible. Fused plug and cable extensions are permitted but if staff are in any doubt about the loading capacity of such extensions they must ask the Head of Estates and Facilities.

31.2 Fixed Wiring Installation

31.2.1 The School is required to have the fixed wiring (plug sockets, lighting etc) installation tested every five years.

31.2.2 The Head of Estates and Facilities is responsible for ensuring that this testing is carried out by a suitable person / company and that the test certificates are kept on file.

31.2.3 The fixed wiring testing is carried out on a rolling basis and a report is received that prioritises any remedial works necessary to ensure that the installation meets current electrical standards. The Director of Finance & Operations will act upon this report and ensure that all necessary remedial work is carried out as soon as practicable.

32. Management of Asbestos

32.1 The Governors are the 'dutyholder' in respect of the safe management of asbestos at the School and have had due regard to non-statutory guidance '*Managing asbestos in schools*' (DfE 2015). An asbestos survey has been completed and covers all pre-2000 buildings and all new buildings with residual elements of pre-2000 buildings. The survey identified the location, type and condition of any asbestos containing materials ('ACMs') and was used to generate an asbestos register and an asbestos management plan. The Director of Finance & Operations regularly inspects the condition of ACMs and reviews the register annually.

32.2 Premises staff, who undertake repairs and maintenance work, are provided with relevant instruction, training and precautions regarding ACMs. Visitors to the school, such as contractors, are similarly advised about any ACMs.

33. Water Quality (Including Legionella)

33.1 The School engages an external water safety specialist to prepare a water safety manual, including a legionella risk assessment on an annual basis. The water safety manual includes schematic drawings and details of preventative physical measures that have been taken to minimise risk.

33.2 The Premises Team is tasked with carrying out the following regular water checks (all of which are recorded in the water manual on a monthly basis) in order to maintain good water hygiene:

- Any cold tap that has not been used within a seven-day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
- Any hot water tap that has not been used within a seven-day period is flushed, until the temperature reaches 60 degrees, on a weekly basis and before the water is used
- Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We seek advice if the hot water does not reach 50 degrees C after running for 5 minutes.
- Monthly temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and seek advice if the cold water exceeds 20 degrees C after running for 2 minutes.
- Any shower that is not used within a seven-day period is flushed through for 2 minutes.
- Shower heads and hoses are dismantled and descaled monthly.

- Any toilet that is not used within a seven-day period is flushed each week, and the flushing mechanism on urinals checked.
- Temperatures are taken from the water in the tank and the water in the ball valve every six months.
- The tank is inspected visually on an annual basis.
- The water temperature leaving and returning to the hot water tanks is inspected on a monthly basis.
- The hot water tanks are inspected annually.
- All cold water systems that are unused during the holidays are also thoroughly flushed through before use.

34. Control of Hazardous Substances

34.1 Heads of Department are responsible for the management of hazardous substances within their areas of responsibility. Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant and corrosive.
- Biological agents connected with work with micro-organisms.
- Substantial quantities of any dust.
- Substances with a maximum workplace exposure limit assigned by the HSE.
- Radioactive substances.
- Any other comparable substance, eg pesticides.

34.2 Departments involved include:

- Chemical usage in Science, Cleaning and Premises.
- Biological agents, such as bacteria and micro-organisms in Biology.
- Adhesives, paints, cleaning agents etc used in Art, Design and Technology, Drama, Premises, Catering and Cleaning.
- Fumes from soldering and welding in Design and Technology and Premises.
- Wood dust from Design and Technology and Premises.
- Pesticides in Premises.
- Exposure to radioactive substances (Physics).

34.3 Heads of Department ensure that:

- Where hazardous substances are used or stored on the school premises, a risk assessment is undertaken and any required control measures are implemented.
- Quantities of substances stored are kept to a minimum and an inventory of substances is maintained.
- Material safety data sheets (MSDS) for each hazardous substance in use is available at the point of use and the instructions for transportation, storage, handling and disposal are followed.
- Those using hazardous substances are competent to do so, and in particular where there are designated standards, eg use of pesticides.
- Appropriate personal protective equipment is used.
- Hazard signs are displayed at locations where substances are stored.
- Pupils using hazardous substances are supervised at all times.

35. Construction and Maintenance

35.1 In planning and undertaking the design and construction of any school buildings, we will have due regard to the guidance '*School design and construction*' (DfE, July 2019).

35.2 The Director of Finance & Operations is responsible for checking the Health and Safety competence of any contractor before appointment. The exact details may vary from case to case (depending, in part, upon the size of the contractor's company) but typically include:

- How the contractor manages health and safety, eg policy, conducting risk assessments, access to competent advice.
- Who has overall responsibility for health and safety.
- What training staff have had.
- Has the contractor ever been prosecuted, served notices or investigated by an enforcing authority.
- Provision of example risk assessments for the type of work to be undertaken.
- Details of any serious accidents in the last 3 years.
- References for the type of work from previous clients.
- Evidence of insurance cover (public liability and employers' liability).

35.3 When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

35.4 The Head and Director of Finance & Operations will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Head/Director of Finance & Operations will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Head and Director of Finance & Operations will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos

- Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
 - The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
 - The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
 - Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
 - The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
 - Following completion of the project, the health and safety file is handed over to the Head, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

35.5 The Head of Estates and Facilities will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

36. Maintenance of Plant and Equipment

36.1 It is vital for safety that plant and equipment at the School is serviced and maintained (and, where necessary, examined and tested) as required. The Head of Estates and Facilities maintains a servicing schedule and retains records of all inspection, servicing and testing of plant and equipment (such as electrical equipment, heating and cooling systems, extract systems, pressure systems, gas appliances and lifts and lifting equipment).

In managing and maintaining the school's estate, we have due regard to '*Good estate management for schools*' (DfE March 2019) and, for this section of the Health and Safety Policy, we pay particular attention to the section '*Maintaining the estate*'.

37. Trees

37.1 The Head of Estates and Facilities maintains a tree register and every tree on site is identified and labelled and safety works to trees are regularly undertaken.

38. Minibuses

38.1 The School has had due regard to the guidance '*Driving school minibuses: advice for schools and local authorities*' (DfE, September 2013). For full details, please refer to the Minibus Policy.