



# Pilgrims School

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## Health and Safety Policy

To be read in conjunction with the Harpur Trust Health & Safety Policy

January 2022

Next review date: January 2023



## **General statement of H&S Policy on behalf of the School Governors**

This Health and Safety Policy Statement has been designed to comply with the Statutory Obligations placed upon the Harpur Trust and the Governors of Pilgrims School as an Employer under the Health and Safety at Work Act 1974, section 2 (3).

### **Statement of Intent**

It is our policy to carry out our activities in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees of Pilgrims Pre-Preparatory School and all people likely to be affected by their activities, including pupils, contractors and sub-contractors, members of the public and any other person visiting the site.

The Governors will take all reasonable steps to reduce hazards to a minimum. Staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on school premises or while taking part in school-directed activities.

In particular the governing body will ensure that they take all such steps as are reasonably practicable to:

- provide a safe place for employees and pupils to work and conditions, which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory and guidance together with safe means of entry and exit and to protect all employees, pupils and visitors in so far as they come into contact with foreseeable hazards;
- provide and maintain a safe and healthy working environment for all employees and pupils with adequate facilities and arrangements for their welfare;
- provide supervision, training and instruction so that all employees and pupils can perform their work activities in a healthy and safe manner. All employees will be offered the opportunity of training which is appropriate to their duties and responsibilities;
- develop safety awareness amongst all employees and pupils and as a result of this create individual responsibility for health and safety at all levels;
- provide a safe environment for all visitors and users of the School's premises bearing in mind that such visitors may not necessarily be familiar with certain aspects of the School's activities;
- ensure safe arrangements for the handling, storage and transport of articles and substances, necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- arrange and review systems of risk assessment to allow the prompt identification of potential hazards;
- collate accident and incident information and when necessary, carry out investigations;
- ensure that any defects in the premises, its plant, equipment or facilities that relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- review annually the details of this Policy and to keep it in line with changes in current legislation.

## Consultation

So far as is reasonably practicable the Governors will make arrangements for all staff, including temporary and voluntary staff and helpers to receive comprehensive information on:

- this policy
- all other relevant health and safety matters

## Advice

Suitably trained and competent staff will be retained by School to provide the necessary health and safety advice. Where appropriate independent consultants will be used to provide this advice.

## Employee Obligations

Section 7 of The Health and Safety at Work Act imposes duties on employees. An employee must take reasonable care of themselves and others who may be affected by their acts or omissions. In addition, the employee must use any equipment that has been provided for the assistance of health and safety such as protective clothing. The employee must not interfere or misuse this equipment.

The Governors of Pilgrims Pre Preparatory School accept their duties as outlined in the above statement. They will continue to promote standards of health, safety and welfare throughout the school. They will periodically assess the effectiveness of this policy and ensure any necessary changes are made. They will make themselves familiar with the requirements of the above mentioned Act and any Regulations relevant to the work of the school. Health and safety is considered a responsibility at least equal in importance to that of any other function in the school. This policy will be reviewed and updated annually.

**Reviewed /Approved by Health and Safety Committee: X/X/2021**

**Lucy Nightingale**

Estates and Property Manager

Please note: 'School' refers to Early Years Foundation Stage (Little Pilgrims, Kindergarten and Pre- School) and Pilgrims Main School. The policy is based upon the DfE non-statutory advice – **Health and Safety Advice on Legal Duties and Powers (2014)**.

## Organisation

### Management Structure

The responsibility for Health and Safety in the School rests with the Harpur Trust. In practice, although the Employer's ultimate responsibility cannot be delegated, implementation of the Safety Policy is delegated through the School Committee and Headteacher to the Estates and Property Manager.

School personnel sit on the Health and Safety Committee representing Health and Safety interests in particular areas:

There are representatives for:

Senior Leadership Team  
Little Pilgrims  
Pre-School  
Main School  
Estates  
Catering  
Medical

The individual nominated personnel for each representative interest/ area may be replaced or added to from time to time. The remit of the Committee includes reviewing and recommending H&S policies for further approval, reviewing the incident and accident reports, identifying any training requirements, ensure that items highlighted in the corrective action plan are actioned in an appropriate time frame, review the understanding the impact of any new / changes to existing legislation and highlighting any arrears of concern within their teams / departments. The Committee members share responsibility for distributing information to their respective teams / areas of work.

## Roles and Responsibilities

The Management Chain for Safety Matters is described below:

### The Governors

The Governors accept full responsibility for the health and safety within the school. They consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the Health and Safety of other people. The Governors recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for students and all other people who visit the School. They will regularly monitor the effectiveness and implementation of this Policy and will revise it when necessary. The Governors will ensure that any changes in this Policy will be drawn to the attention of all employees.

### Named Governor with responsibility for Health and Safety

A specific named Governor will be identified who will be responsible for overseeing how the Headteacher and Estates and Property Manager are implementing the necessary policies and procedures to ensure the school is meeting its legal obligations. The Governor will attend the

termly health and safety meeting and provide feedback to the School Committee, where necessary.

### **The Headteacher**

The Headteacher is responsible to the Governors for the health and safety of employees, pupils and members of public in relation to the running of the school, the school premises and the activities carried out there. The Headteacher will:

- be aware of the basic requirements of The Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school
- ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities and services or attending or taking part in school sponsored activities
- ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
- ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- consult with members of staff, on health and safety issues
- arrange systems of risk assessment to allow the prompt identification of potential hazards
- carry out periodic reviews and safety audits on the findings of the risk assessment
- identify training needs of staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- encourage staff, pupils and others to promote health and safety
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- encourage all employees to suggest ways and means of reducing risk
- collate accident and incident information and when necessary, carry out investigations
- monitor the standard of health and safety throughout the school, including all school based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who constantly fail to consider their own well-being or the health and safety of others
- monitor first aid and welfare provision
- monitor the management structure, along with the governors

### **The Estates and Property Manager**

The Estates and Property Manager has the delegated authority of the School Committee and the Headteacher and in addition will:

- Ensure appropriate resources are made available for the implementation of the Health and Safety Policy;
- Be directly responsible for implementing the School's Health and Safety Policy;
- Ensure that arrangements are in place for long term health and safety plans;
- Ensure effective planning through elimination and control of risks and hazards;
- Chair all Health and Safety committee meetings;
- Ensure that effective health and safety training is provided throughout the school.

### **The Finance and Office Manager**

The Finance and Office Manager will:

- Provide adequate insurance cover for both statutory and the School's needs;

- Provide funds, within the school budget, which are adequate to meet health and safety requirements;

### **The Supervisory Staff**

All supervisory staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other legislation which may be relevant to their work area of responsibility.

They will be directly responsible to the Headteacher to undertake any one or all of the following:

- safe methods of working exist and are implemented throughout their department
- health and safety regulations, rules, procedures and codes of practice are being applied effectively
- staff, pupils and others under their jurisdiction are instructed in safe working practices
- new employees working within their department are given instruction in safe working practices
- regular safety inspections are made of their area of responsibility as required by the Headteacher as necessary
- positive corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- all plant, machinery and equipment in the department in which they work is adequately guarded
- all plant, machinery and equipment in the department in which they work is in good and safe working order
- all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- they monitor the standards of health and safety throughout their area of responsibility, encourage staff, pupils and others to achieve the highest possible standards of health and safety
- all health and safety information is communicated to the relevant persons
- they report, as appropriate, any health and safety concerns to the appropriate individual
- They will take direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

### **The Employees**

The employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions and must be fully aware of their duties under Sections 7 and 8 of the Health and Safety at Work Act 1974 and also the specific Codes of Regulations. Employees are required to:

- Take reasonable care for the Health and Safety of themselves and other persons who may be affected by their actions at work;
- Co-operate with the School Committee as their employer under the statutory provisions;
- Ensure no person shall recklessly interfere with or misuse anything provided in the protective equipment;
- Use machinery, equipment, dangerous substances and transport equipment provided by their employer in accordance with any training and instructions that are provided to them by their employer in compliance with statutory provisions (Management of Health and Safety at Work Regulations);

- Report any work situation which presents a serious and immediate danger to Health and Safety (Management of Health and Safety at Work Regulations);
- Report all accidents, incidents and damage to their immediate superior;
- Observe all Health and Safety Rules and Regulations, both statutory and of the School, and conform to any safe systems of work that may be developed.

### **Catering Staff**

The responsibility for health and safety aspects of work in the school kitchen rests with the Catering Manager. The Catering Manager and the Estates and Property Manager will co-ordinate safe working where there is common use of the school facilities e.g. dining area. In particular the Catering Manager is responsible for:

- a) ensuring that all catering staff have received appropriate training according to the needs of their work activities.
- b) keeping records of such training
- c) where it is determined that personal protective equipment is required then an assessment of the risks will be made to ensure that equipment is suitable
- d) ensuring that catering staff use personal protective equipment supplied
- e) conducting an assessment of risk in accordance with the COSHH Regulations with relation to any substances used in the kitchen e.g. oven cleansers
- f) maintaining a written risk assessment of the risks to health and safety of catering staff whilst they are at work

### **Accident Reporting**

The Estates and Property Manager is responsible for ensuring that a record of all accidents is kept. The Estates and Property Manager is also responsible for ensuring that accidents, ill health and dangerous occurrences, which are reportable to The Health and Safety Executive under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are reported in accordance with the reporting procedure.

Full details of the school's accident reporting procedure can be found in the Accident Procedure as Annex B of the Accident and First Aid Policy.

### **First Aid**

The School will provide adequate first aid provision in accordance with the Department for Education and Skills Guidance on First Aid for Schools and the Health and Safety (First Aid) Regulations 1981. A list of first aiders and appointed persons will be displayed in the medical room. A first aid box as required by the First Aid at Work Regulations 1981, will be kept in the Medical room, swimming pool changing room, Reception and Little Pilgrims individual rooms. The contents of the box are replenished as necessary. This will be overseen by the School Nurse with assistance from the School Administration team.

All first aiders/appointed persons will be fully trained by an accredited organisation. Records of staff first aid training are kept in the school office. No member of staff or parent helper should administer first aid unless he or she has received proper training. Full details can be found in the First Aid Policy.

We will notify Ofsted of any food poisoning affecting two or more children looked after on the premises or any serious injury. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident.

### **Administration of Medicines**

Full details of the policy and procedure with regards to medicating on school premises can be found in the Administration of Medicines Policy.

## Competent Persons

Under the Management of Health and Safety at Work Regulations 1999, the School has appointed the Estates and Property Manager together with the following competent persons to assist in undertaking the measures necessary to comply with the relevant statutory provisions:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| • Health and Safety Matters         | Deputy Estates and Property Manager |
| • Fire Evacuation Procedures        | Deputy Estates and Property Manager |
| • Electrical work/ Pressure systems | Deputy Estates and Property Manager |
| • Display Screen Equipment          | Deputy Estates and Property Manager |
| • First Aid                         | School Nurse                        |

## COSHH Regulations 2002 (as amended)

No hazardous chemicals will be used in the school until an assessment has been carried out in accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended). The Deputy Estates and Property Manager will keep all relevant COSHH assessments for:

- substances used in cleaning materials
- substances used in maintenance duties
- substances used for the swimming pool treatment
- substances used for gardening maintenance

The Catering Manager will keep all the relevant COSHH assessments for:

- substances used in the kitchen

The head of each curriculum department will ensure that any substances used in teaching the subject are assessed for health and safety, and that COSHH assessment records are kept available. The Headteacher will ensure that the contents of the COSHH assessment are passed on to other teachers, pupils etc. who may be exposed while using the substance.

## Consultation with employees

The Governors of Pilgrims School acknowledge the importance of employee involvement in health and safety matters. The School will consult with employees on all matters relating to Health and Safety. This is a requirement under the Health and Safety (Consultation with Employees) Regulations 1996.

The School will consult with the employees in particular on certain issues, which are:

- the introduction of measures which could substantially affect Health and Safety of employees
- the employer's arrangement for appointing competent persons to assist with Health and Safety
- any Health and Safety information the employer is required by law to provide to employees
- the Health and Safety consequences for employees of the introduction of new technologies into the School
- the planning and organisation of Health and Safety training the employer is required by law to provide to employees

The consultation must be via the employer or their appointed representative.

Consultation with employees at the School will be given via the Estates and Property manager.

## Contractors

The primary duty for establishing and monitoring safe work of contractual maintenance work on the school premises rests with the Estates and Property Manager.

The Deputy Estates and Property Manager will check on a day to day basis with contractors working on the site to ensure that the work carried out by the contractors will not present any health and safety hazards that may interfere with the safe functioning of the school.

Contractors working at the School are required to complete a Contractor's Pack in advance of attendance on-site. The pack incorporates reference to insurance cover, Health and Safety Policy documents, method statement and written confirmation of full responsibility for any sub-contractor employed by them. Completed Contractor's Packs and Permits to Work (including Hot Work) are held by the Deputy Estates and Property Manager.

## COVID-19

The school is committed to ensuring that the effects of covid-19 are minimised within our community as much as possible. Government guidance is followed at all times and a full risk assessment is in place. This is a live document and is regularly updated. The newest version of the risk assessment is uploaded to the school website every half term.

All staff receive training following any major changes to risk assessment and regular email updates and reminders.

All new staff receive training as part of their induction.

## Discipline

Good behaviour is behaviour that will not disrupt learning opportunities of others. In addition, good behaviour does not **hurt** others or interfere with their **safety**.

For further information please refer to the Discipline Policy.

## Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 require an employer to carry out an assessment of workstations to identify risk. Risks must be remedied, so far as is reasonably practicable, as soon as possible.

For the purpose of this policy, a DSE User will be classified as any person that works with DSE for five or more hours per day or could spend more than two hours working with DSE without a break most of the time they are at work. It is however important that everyone who works with DSE understands how to set up their workstation and use their equipment correctly.

The Governors of the School will ensure that:

- a self-assessment of each workstation is undertaken taking into account the furniture, the working environment and the employee or pupil
- all necessary measures are taken to remedy any risks found as a result of the assessment
- software is regularly reviewed to ensure its suitability for the task
- eye tests will be provided to employees on request at regular intervals as per the regulations
- employees are made aware of risks to their health, safety and welfare when working with DSE and how the risks can be avoided

The self-assessments will be undertaken by each DSE user. Line managers should ensure that these are carried out by new members of staff and when workstations are changed. The Estates and Property Manager will collate the self-assessments and advise on any necessary adjustments where issues are highlighted.

## **Electricity at Work Regulations 1989**

The School will take all the necessary steps to comply with the above regulations.

The Deputy Estates and Property Manager will endeavour to ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years dependent upon the Risk Assessment. He/ she will also inspect routinely and test all portable electrical apparatus used in the School and an appropriate register will be kept.

The day to day inspection of all equipment to detect visible signs of damage or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Any equipment found to be unserviceable will be taken out of service immediately, labelled and locked away until repaired or replaced.

All electrical equipment bought into the School from other sources will be checked for its suitability for the purpose it is to be used. The person who has arranged for this is responsible that the checks have been carried out.

## **Control of Legionellosis**

The School has had a site wide Legionella Risk Assessment carried out, recommendations of which have been used to formulate an action plan and an on-going monitoring schedule.

Control Measures include:

- Monthly monitoring of hot and cold outlets, dipslide testing and calorifier temperatures.
- Quarterly cleaning of shower heads and dipslide testing of calorifiers.
- Six monthly dipslide testing of cold water storage tanks and tank inspections.
- Annual temperature testing to at least 10% of outlets and Legionella testing to random locations.

The Legionella monitoring regime and implementation of Risk Assessment recommendations are the responsibility of the Deputy Estates and Property Manager.

## **Safety of Pressure Systems**

The School will take all necessary steps to comply with the Pressure Systems Safety Regulations 2000.

The School recognises that the regulations will apply to all pressure systems on site containing steam at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than .5 bar (7psi).

The School will use information available from their competent person who carries out current thorough examination and test of pressure systems, to establish the safe operating limits of its pressure systems.

The School recognises that it must produce a written scheme for the periodic examination of its pressure systems and that a competent person must prepare the written scheme.

The School will arrange for the competent person to carry out examination of the pressure system in accordance with the written scheme. It will provide adequate and suitable instructions to employees who have to operate pressure systems and this will include training, close supervision, provision of data, and if necessary, schematic or flow diagrams to help with the identification of important controls and valves.

The School will ensure that its pressure systems are properly maintained in good repair so as to prevent danger.

The School will ensure that it keeps the correct documentation. This documentation will consist of the following:

- An initial report and examination of the pressure system upon it being taken into use.
- The last report of examination of the pressure system made by the competent person.
- Any other reports if they contain relevant data to assist safe operation, or referring to repairs and modifications.
- Information referring to data supplied by the designers or manufacturers

## **Control of Noise at Work Regulations 2005**

The above regulations are designed to protect the hearing of people at work from damage caused by noise.

It is well known that excessive noise levels can cause permanent damage to hearing. Therefore it is the policy of the School to take steps to reduce any such noise levels that may exist in our workplace. In order to comply with The Control of Noise at Work Regulations 2005, the School will endeavour to reduce the noise levels where they reach a level of 80 decibels or above. We will also endeavour to ensure that an average maximum exposure of 87 decibels is not exceeded. If possible we will try and eliminate excessive noise at source. If this is not possible we will endeavour to reduce the level of noise and the exposure of employees and students to it.

This is particularly important in the following areas:

- Maintenance Workshop
- Grounds Maintenance Area to include
  - Grass cutting operations
  - Use of chain saws
  - Strimmers
- Kitchen
- Music

Where it is not possible to eliminate or reduce noise levels, hearing protection will be provided.

Where noise levels have reached 80 decibels or above, staff will be informed if a risk to hearing exists. They will also be provided with instructions and safe systems of work for working in these areas.

If an employee is regularly exposed to noise levels of 85 decibels or above, the School will provide hearing checks on a regular basis.

Where considered necessary, a noise assessment will be carried out and a record will be held in the Faculty office.

## **Workplace (Health, Safety and Welfare) Regulations 1992**

The above regulations contain safety provisions dealing with routeways, windows, floors and stairs. They also contain a number of provisions dealing with the working environment, including temperature and ventilation, lighting, emergency lighting, room dimensions and space, workstations and seating and also general cleanliness and disposal of waste. The regulations also cover facilities such as toilets, washing and changing, clothing storage, drinking water and rest areas including facilities for pregnant women and nursing mothers.

The School is aware of its obligations under the regulations. The School takes all necessary steps to ensure that it complies with the guidelines recommended covering all of the above provisions.

## **Provision and Use of Work Equipment Regulations**

The School has a general duty under the Health and Safety at Work Act 1974, to provide and maintain, so far as is reasonably practicable, machinery, equipment and other plant, that is safe, and that the systems of work relating to the operation of that equipment are safe.

The School has a duty under the Provision and Use of Work Equipment Regulations 1998 to provide their employees and others using the equipment, with safe equipment that is regularly inspected and maintained in accordance with the Regulation recommendations.

All persons using the equipment will be sufficiently trained. They will be given adequate information and instructions pertaining to the use of the equipment.

Where reasonably practicable, dangerous parts of machinery will be guarded to prevent access, unless such guarding will render a machine useless for its intended purpose.

## **Fire**

The Management of Health and Safety at Work Regulations 1999 states that employers must have "serious and imminent danger procedures". The School Evacuation Procedure can be found in the Main Office and electronically in the "Staff Shared" folder.

The School will hold an evacuation at least once in every term. Only selected staff will be aware of the timing of the evacuation. Records of evacuations are kept by the Deputy Estates and Property Manager. The evacuation will be considered inadequate if the School is not cleared within three minutes.

The evacuation warning will be given by a continuous tone. This is not used for any other purpose and can be recognised clearly by staff and pupils in all parts of the buildings.

The evacuation alarm is tested weekly; the Estates team carries this out. Details of these tests are kept in the evacuation logbook.

On discovery of a fire, the evacuation alarm should be raised immediately. Nominated staff will summon the Fire Brigade.

Teachers will implement Evacuation Procedures. All teachers in charge of a class will be responsible for seeing that the whole class has been evacuated safely using the designated evacuation route to the defined roll call area. In the event of an actual fire, the Estates and Property Manager or their designated Deputy will instruct any subsequent movement, with the assistance of the Fire Brigade.

Fire Action Notices are displayed throughout the School in prominent places.

In the event of an evacuation, all gas and electrical appliances will be switched off locally.

Exit doors leading from the School should never be obstructed or locked during School hours.

The School Evacuation Procedure is advised termly to all staff. A copy will be made available to each employee on issue of this document and the procedure reviewed frequently. It is the responsibility of each individual to ensure that any visitors they invite to the School are made aware of the evacuation procedures, evacuation routes and assembly areas.

### **Regulatory Reform (Fire Safety) Order 2005**

This Order replaces all existing Fire Safety Legislation.

The School is aware of the obligations placed upon it by the above order.

The Order states the following provisions. The School must:

- Carry out a Fire Risk Assessment for each building in the School.
- Appoint one or more competent persons to be responsible for fire safety.
- Provide employees with clear and relevant information on risks identified in the Fire Risk Assessment.
- Consult with employees about nominating people to carry out particular roles in connection with Fire Safety (Fire Marshals).
- Inform non-employees including pupils, of relevant fire risks and inform them about fire safety procedures for the premises.
- Provide visitors and contractors with relevant information regarding fire safety and evacuation procedures.
- Consider the presence of dangerous substances and the risks these present.
- Establish a means of contacting the emergency services and informing them about dangerous substances in the building.
- Provide appropriate information, instruction and training to its employees about fire precautions in the workplace.
- Ensure the premises and equipment provided in connection with firefighting, fire detection and warning, emergency exits and routes are covered by a suitable system of maintenance by a competent person.
- Employees must co-operate to ensure the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

The School in association with a consultant will carry out Fire Risk Assessments in accordance with the guidelines specified in the above Order. The Risk Assessments will be subject to constant monitoring and review in the event of any change of circumstances within the School.

The School will provide adequate fire detection and fire warning systems. These systems will be tested and checked on a regular basis.

The School will endeavour to comply with all other provisions of the Order as far as is reasonably practicable.

The School will provide adequate means of escape from fire as specified in the Education (School Premises) Regulations 1999

### **Manual Handling**

As employers, the Governors must ensure that all members of staff avoid manual handling operations where this is reasonably practicable.

If any hazardous lifting operations, which cannot be avoided, are undertaken, a risk assessment is first carried out. This is required under the Manual Handling Regulations 1992 and also duplicates the duty under the Management of Health and Safety at Work Regulations 1999.

Staff required to carry out manual handling activities will be trained in manual handling operations in accordance with the above Regulations.

In every case no member of staff should attempt to lift or move heavy items without the assistance of a member of the Estates team.

## **Working at Height**

The School is aware of the Work at Height Regulations 2005 which lay down methods to be adopted to prevent injuries from falls or falling objects, and the dangers from working on or near fragile surfaces.

The School will take all reasonable steps necessary to ensure that the risks from working at height are controlled and wherever possible, working at height should be avoided. The School will carry out a suitable and sufficient Risk Assessment for all routine working at height operations. Where working at height cannot be avoided, the most suitable access equipment will be selected taking into account the safety of the employee or pupil. Any non-routine working at height will be assessed prior to starting to ensure the best way to carry out the task.

Access equipment selected for the task will be:

- Suitably maintained
- Comply with current British or European EN Standards
- Staff will be trained in the safe use of such equipment
- Correct class of ladders will be selected for the task e.g. Class 1 or EN131

Roof work will be limited to specialist contractors. Contractors will be informed if they will be working on or near fragile surfaces.

## **Sport**

Children are taught to carry/move PE equipment in a safe manner and in accordance with agreed procedures.

Staff are instructed to take extra care where equipment is used. Staff will adhere to agreed policies for particular activities.

## **Personal Protective Equipment at Work Regulations 1992**

Personal Protective Equipment means all equipment intended to be worn or held by a person at work in order to protect him or her against one or more risks to his or her safety.

The School will ensure that personal protective equipment will be provided to employees/pupils who may be exposed to a risk, as identified under the requirements of the Management of Health and Safety at Work Act 1999.

Where necessary, personal protective equipment will be provided and arrangements will be made to ensure that it is used correctly and maintained in accordance with the Personal Protective Equipment Regulations 1992.

All persons required to use personal protective equipment will be fully trained in the use of such equipment.

## **School Trips**

School trips will be thoroughly researched and planned. Staff will ensure that they have visited the proposed venue prior to the planned trip and made all necessary arrangements for the children's health safety and welfare. A risk assessment will be carried out before the school trip. The detail of the risk assessment will depend on the nature of the trip. Factors that may affect risk levels on school visits include:

- the pupils' age, maturity, competence and fitness
- any pupils with special education needs
- the location
- the activities included in the visit
- the experience and competence of supervisory staff
- seasonal conditions and weather conditions

Before the party leaves the School, all accompanying adults will be instructed and briefed about safety and control procedures. All children will be briefed and instructed on safety procedures; in particular the need to stay close to the supervising adult at all times.

The School will ensure that any accident that occurs whilst on a school visit is reported immediately to the Estates and Property Manager. In the event of an emergency, procedures regarding how information should be passed to all the relevant responsible people and to parents should be agreed.

## **Smoking**

Children's health and well-being is of the utmost importance for Pilgrims School. Smoking has proved to be a health risk and therefore in accordance with health and safety regulations and the Safeguarding and Welfare requirements of the Early Years Foundation Stage (2017), the School operates a strict no smoking policy within its buildings and grounds.

Staff are given information on induction about the no smoking policy and that they are respectfully required to abstain from smoking whilst on the premises. This rule also applies to staff, students, parents, carers, visitors, contractors etc. Staff accompanying children outside the school premises are also not permitted to smoke. This is also reiterated in the staff hand book.

## **Swimming Pool**

The Deputy Estates and Property Manager will be responsible for the safe operation of the swimming pool and the swimming pool environment such as plant operation and water treatment.

The Deputy Estates and Property Manager will be adequately trained in the swimming pool operation and water treatment.

The chemicals used in the water treatment of the swimming pool are hazardous, therefore the Control of Substances Hazardous to Health Regulations 2002 will apply.

All operations involving hazardous material will be assessed and appropriate control measures will be implemented. Written rules on how chemicals are to be used are kept in the swimming pool plant room, including storage of chemicals, dealing with spills and emergencies and protective clothing.

Disinfection will be checked by regularly testing the levels of pH and free chlorine/bromine in order that any necessary adjustments can be made. Tests will be carried out before each morning and afternoon session.

Results of checks will be kept in the swimming pool water treatment log.

Swimming pool equipment is maintained by the Swimming Manager, who is responsible for the safety and maintenance of this equipment.

Regular inspections will be carried out to check the condition of the pool, poolside and associated areas. It will include checking:

- Steps, springboards and handrails are secure
- Pool surround has no cracked tiles
- On pool liners
- Of the pool and pool hall heating
- Of safety signs and notices e.g. depth marking
- Of safety equipment

The School will ensure that at least one CPR trained adult will be at the poolside at all times when the pool is in use.

The School recognises that the use of the swimming pool gives rise to a number of hazards, and as such the following policies and procedures are in place:

- General Swimming procedures
- Swimming Pool Policy (Normal Operating procedures)

All pupils and users of the pool are made aware of such hazards either in the operating procedures or by oral instruction.

## **Training**

All new members of staff (teaching and non-teaching) will be provided with induction training appropriate to their health and safety needs. In the case of a volunteer or helper, it will be the responsibility of the relevant teacher or supervisor to ensure appropriate information is passed to them.

The Health and Safety at Work Act 1974, specifies that all employers are responsible for instruction, information, training and supervision of employees in relation to health and safety.

Where employees are required to have specific knowledge of health and safety and risks associated with a particular task, the school will undertake to supply the appropriate health and safety training.

## **Use of school facilities by members of the public**

The School will ensure that all organisers of groups using the facilities of the school will be given sufficient information in order to allow them to avoid any risks to their health and safety including relevant information on fire escape and evacuation procedures from areas such as the school hall and swimming pool.

The School will issue the hirer with a contract. The contract will specify that the hirer will ensure adequate supervision and take responsibility for the Health and Safety of persons using the facilities.

## Visitors

A secure entrance system is in operation in the school. Entry into the main reception building, Little Pilgrims and Pre- School is controlled. The playground gates are locked when not in use.

Visitors will not be admitted without first checking the purpose of their visit. All visitors to the School will be asked to sign in using the Swiped-On System. All visitors to the school will be issued with a visitor's badge.

All staff should report strangers on the premises to the school office using the internal telephone.

## Lone Worker Policy

Lone workers can be anyone who works by himself or herself, possibly without close or direct supervision. Some common examples, which can be found in a School, are:

- A person working on their own in a workshop
- A person working on their own in an office or classroom
- People who work outside normal School hours
- Mobile workers who may work away from the School on their own (this includes grounds staff)

The School will identify all persons who are lone workers.

Identify locations and tasks carried out.

The Management of Health and Safety at Work Regulations 1999 state that a suitable assessment should be carried out to identify the hazards and level of risk that lone workers are exposed to.

Suitable control measures will be identified within the assessments.

Depending on the level of risk there may be some activities that expose the worker to an unacceptable level of risk and therefore should not be carried out when working alone e.g. mechanical equipment.

It is important that lone workers are also considered for any known medical conditions, which may make it unsuitable for them to work alone. Consideration will be given to routine work and foreseeable emergencies, which may impose additional risks for such workers.

Lone workers must be suitably experienced and receive suitable instructions and training on the risks that they may be exposed to.

It is the policy of the School to ensure that adequate supervision is provided where necessary. The adequacy of the supervision will depend on the level of risk, types of risk and duration of exposure. Adequacy of supervision may involve some of the following:

- periodic checks on lone workers i.e. visual
- periodic checks with lone worker by telephone
- contact with other lone workers e.g. adopt a buddy system (where appropriate) by ensuring a colleague has knowledge of whereabouts at all times
- automatic warning devices
- specific alarms for emergencies e.g. coded words
- checks on lone workers to ensure that they have returned to the School or home on completion of their activities

The Estates and Property Manager is to be informed as soon as possible, of any untoward incidents.

When carrying out a Risk Assessment for lone workers the following questions should be asked:

#### **Type of work / activity to be carried out**

- Can the risks be controlled adequately by one person
- Does the workplace itself present special risks to the lone worker
- Is there safe access and egress
- Manual handling – can items be safely handled by one person
- Equipment – can machinery or equipment be safely operated
- Is there a risk of violence
- Are women more at risk than men if they work alone
- Are young people (students) especially at risk

#### **Medical Aspects**

- Does the worker have any medical conditions that may make them unsuitable for lone working e.g. diabetes, epilepsy
- Are there any foreseeable emergencies that may impose additional burdens on that person

#### **Training and Competency**

- What training is required to ensure competency in safety issues
- Training is more important when there is limited supervision
- Training may be critical in order that panic is avoided in unusual situations
- Set limits as to what may and may not be done while lone working
- How is violence or aggression handled
- Is the employee competent or capable of dealing with circumstances which are new, unusual or beyond the scope of training

#### **Supervision**

- A new employee or student may require a higher level of close or direct supervision
- Do supervisors or teachers periodically observe lone workers or students
- Is there regular contact between the lone worker and supervisor
- Are automatic or manual warning devices required
- Consider checks to ensure that a lone worker or student has returned to their base or home

#### **Emergencies**

- Have foreseeable emergency situations been identified
- Have emergency procedures been devised and tested for lone workers
- Are there adequate arrangements for first aid and access to first aid facilities
- Do lone workers need to be trained in first aid
- Is information about emergency arrangements, dangers and hazards given to lone workers who may be visiting the School premises

#### **Responsibilities of Lone Workers**

Ensure that someone knows their whereabouts and what they are doing. Report in and out times to Heads of Year / Line Manager.

#### **Responsibility of Manager**

Check that staff and students who are working alone are accounted for and report any cases where staff fail to check in.

### **Responsibility of Estates and Property Manager**

Review annually the policy for lone workers with SLT and appropriate Line Managers. Ensure first aid facilities are available to all lone workers.

### **Heads of Year / Line Manager Responsibilities**

Carry out department Risk Assessments to identify lone workers i.e. where students or staff may be working alone. Supply staff and students with a list of locations where lone working is not permitted. Instruct lone workers what to do in the event of an emergency

### **Monitoring Health and Safety Standards**

In order for Pilgrims School to monitor the standards of health and safety within the school, the Estates and Property Manager and their Deputy will arrange regular safety inspections. A report of the inspections carried out will be available in the school office and will be presented to the Health and Safety Committee on a termly basis. The Governors will be presented with regular health and safety reports for their consideration.

It is considered that this document is a 'working document', which will continually be updated and reviewed.

### **Reviewed /Approved by Health and Safety Committee:**

**Lucy Nightingale**

Estates and Property Manager