



DANESHILL SCHOOL

HEALTH AND SAFETY POLICY

**This policy applies to all parts of Daneshill School including Early Years
Foundation Stage**

**Updated: September 2022
Review Date: September 2023**

1. STATEMENT OF INTENT

A Health and Safety policy is a legal requirement under the Health and Safety at Work Act 1974. Its purpose is to describe, in simple terms, the School's general aims towards health and safety.

The Governors are fully aware of their responsibility under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the school's operation.

The objective of the Health and Safety Policy is to minimise risks to the Health and Safety of the staff and others affected by the school's activities, by identifying and controlling hazards.

The Bursar will ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.

Accident prevention is essential for the smooth and efficient running of the school and requires full co-operation and communication at all levels of the school.

Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety rules, regulations and requirements, and report any hazardous conditions to their Head of Department, the Bursar or the Head.

This policy has been compiled in accordance with the advice set out in *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014)*.

2. RESPONSIBILITIES

a. GOVERING BODY & HEAD

The Bursar is responsible for implementing this policy within the School. In particular they will:

- Ensure that there is an effective policy for Health and Safety within the school and be directly responsible for the establishment and effectiveness of that programme;
- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- Make arrangements to draw the attention of all staff employed at the School to the School and departmental safety policies and procedures and of any relevant safety guidelines and information;
- Make arrangements for the implementation of the School's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
- Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
- Ensure that regular safety inspections are undertaken;
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
- Monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Berkshire County Council Property Department), hirers and other organisations present on site, as far as is reasonably practicable;
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Proprietor and Head in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

b. DESIGNATED HEALTH AND SAFETY PERSON

The designated person, The Bursar will:

- Implement, monitor and develop the safety policy within the school;
- Monitor general advice on safety matters and other relevant bodies and advise on its application to the school;
- Coordinate arrangements for the design and implementation of safe working practices within the School;
- Investigate Any specific health and safety problem identified within the School and take or recommend (as appropriate) remedial action;
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Head;
- Assist in carrying out regular safety inspections of the School and its activities and make recommendations on methods of resolving any problems identified;
- Ensure that staff with control of resources (both financial and other) give due regard to safety;

- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

c. HEALTH AND SAFETY ADVISER / COMPETENT PERSON

The competent person/s from an external Risk Management company will:

- Inspect the whole school once a year and submit a report which prioritises the issues identified;
- Provide in-house training when requested;
- Carry out and advise on risk assessments when requested;
- Review and advise on safe systems of work;
- Help draft, advise on, and review health, safety, and welfare policy, organisation and arrangements;
- Provide best practice advice on matters of contention;
- Provide up to date health and safety information.

d. SCHOOL SECRETARY

- Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments 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 her jurisdiction and training, using outside medical authorities as appropriate and necessary;
- Will ensure that the Accident Book and adequate First Aid Records are maintained;
- Will ensure that she is aware of the times school matches are taking place and will ensure that she is available on call;
- Will ensure that all medicines within the school are kept in a locked cabinet at all times;
- Will ensure that the obligations for the reporting of accidents etc. under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)' are complied with;
- Will ensure that all First Aid Boxes are fully equipped at all times;
- Will administer pupils' medicines as directed ensuring that permission in writing has been obtained from a parent first;
- Will ensure that parents are immediately notified in the event of an accident (if appropriate).

e. MAINTENANCE DEPARTMENT

- 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 their control;
- Will ensure that all equipment is maintained and tested regularly and that adequate records are kept;

- Will ensure that any piece of equipment found to be defective is immobilised until such a time as a repair can be affected;
- Will be responsible for the control of Contractors within the grounds, and will ensure that they are familiar with the Health and Safety Policy;
- Will ensure that the Fire Log book is maintained;
- Will notify the Bursar of any changes to the COSHH assessments or any methods of work that may affect them.

f. HEADS OF DEPARTMENT

- Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments 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 protective equipment, where appropriate, is used at all times;
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Head without delay;
- Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

g. TEACHING STAFF

- Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments 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 protective equipment, where appropriate, is used at all times;
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Head of Department, the Bursar or the Head without delay;
- Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

h. ALL OTHER STAFF

All employees have a responsibility under the Act to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- Co-operate with the designated person and others in meeting statutory requirements and to not interfere with or misuse anything provided in the interests of health, safety and welfare;
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head or the Bursar;

- Ensure that tools and equipment are in good condition and report any defects to the Bursar or the Head;
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- Ensure that all working areas and vehicles are kept clean and safe;
- Will ensure that working areas are kept clean and safe;
- Will familiarise themselves with First Aid and Fire procedures;
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the School Secretary.

i. **ALL OTHER PERSONS ON THE 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.

3. ARRANGEMENTS

ORGANISATION

a. HEALTH & SAFETY COMMITTEE

The Health and Safety Committee will consist of:

Head		Mr James Massey
Bursar		Mrs Bryony Ellison
Deputy		Mr Angus McDonald
Head of Pre-Prep		Mrs Sarah-Jayne Glenn
PE Staff Representative	Head of PE	Mr George Moore
Non-Teaching Representative	School Secretary	Mrs Sarah Moncrieff
Grounds and Maintenance Rep	Head Groundsman	Mr Alan Syckelmore
Science Department Rep	Head of Science	Mrs Charlotte Blomfield
COVID-19 Staff Rep	Volunteer	Miss Jancis Clegg

b. TERMS OF REFERENCE FOR THE HEALTH & SAFETY COMMITTEE

The purpose of the Health & Safety Committee is the promotion of co-operation between the Senior Management Team and all the employees of the school in achieving and maintaining a safe and healthy workplace for all on the premises.

The Health & Safety Committee will examine the school's performance by:

- Reviewing reports of any accidents, incidents or near misses which have occurred since the previous meeting, and measures taken to prevent a reoccurrence;
- Reviewing reports of fire drills and fire incidents that have taken place, lessons learnt from them and proposals for improvement;
- Reviewing risk assessments of significant risks;
- Reviewing the Health and Safety policy on a periodic basis;
- Supporting effective communication of all matters of Health and Safety to staff including publicising information on new legislation or regulation that has implications for the school.

c. EXTERNAL ADVISERS

Daneshill School has additionally accrued the services of Owen David Risk Management Ltd to provide an annual Health and Safety audit and to provide a competent person service.

d. INSPECTION / AUDIT SCHEDULE

Audits will take place on a termly basis by the Health & Safety Committee.

Sports, Art and Science Heads of Departments will also conduct an annual audit of their curricular areas from which an action plan can be initiated and monitored.

Written reports with a summary and recommended priority action list, will be submitted after audits and made available to all members of staff as they affect their health, safety and welfare as required under the Health and Safety Regulations (Consultation with Employees) Regulations 1996.

These will be made available in the Staff Common Room.

METHODS AND PROCEDURES

a. Premises Safety

It is the policy of Daneshill School to comply with the law as set out in The Workplace (Health, Safety and Welfare) Regulations 1992 with respect to general health and safety arrangements.

b. Working Environment

- The maintenance department should keep equipment, devices and systems in an efficient state and in good working order;
- Ventilation should be effective and suitable;
- Temperatures in the workplace should be kept reasonable during working hours;
- Lighting provided should be suitable and sufficient;
- Workplaces, furniture and fittings should be arranged so that they are suitable for the person at work;
- Floors and traffic routes should be suitable for purpose;
- Measures should be in place to prevent falls or injury caused by falling objects;
- Windows should be made of safety material and appropriately marked to make this apparent.
- Operation of windows should not cause injury to the operator or any other person in the workplace;
- Windows should be of a design so they can be cleaned safely;
- All traffic routes should allow vehicles and pedestrians to circulate safely;
- Doors and gates should be suitably constructed;
- Provision should be made for suitable and sufficient sanitary conveniences and washing facilities;
- Where it is necessary for staff to change into work clothing, accommodation for own clothing and changing areas should be provided;
- An adequate supply of wholesome drinking water and suitable rest facilities should be provided.

c. Staff Information, Instruction, Training and Supervision

- Before entrusting any task to an employee Daneshill School will take into account their capabilities as best regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.

Daneshill School will provide employees with health and safety training as follows:

- All new staff will attend induction training. This will give general health and safety training on the risks associated with the school, including arrangements for first aid, fire and evacuation and reporting of accidents;
- Heads of Departments will provide departmental training on general and specific departmental risks. They will also update the training as exposure to new or increased risks, due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology, occur;

- Periodically, refresher training should be provided as appropriate. Attendance at training will be noted on individual files as well as being recorded by the School Secretary.

d. Risk Assessments

Risk assessments will be carried out on all significant areas, equipment and activities in line with the requirements of the Management of Health and Safety at Work Regulation 1999.

The assessments will establish the following:

- The hazards associated with a particular area, piece of equipment or activity;
- The Potential frequency and severity of an accident;
- The control measures being employed to minimise the risk of an accident occurring;
- Any further action to be taken to adequately control the hazard.

The Risk Assessments will be carried out by staff or designated Health and Safety person as appropriate and updated accordingly. These will be available for all staff to refer to.

Please see our separate Risk Assessment Policy.

e. Recording and Reporting Accidents

Please refer to our RIDDOR and Accident Reporting Policy (appendix)

f. Off-site visits

Please refer to our Educational Visits Policy (appendix)

g. Fire Safety

Please refer to our Fire Risk (Prevention) Policy

h. Fire Evacuation Procedures

GENERAL INSTRUCTIONS TO STAFF IN CASE OF FIRE

- In the event of fire it is the first duty of all concerned to prevent injury or loss of life. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire.

ALARM OPERATION

- If you discover a fire or one is reported to you, you should sound the alarm IMMEDIATELY (Using the nearest fire alarm call point).

CALLING THE FIRE BRIGADE

- The School Secretary is responsible for ensuring that the Fire Brigade is called immediately on the sounding of the Fire Alarm.

EVACUATION

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The teacher in charge of each class must indicate the exit route to be used and everyone must be directed and accompanied to the Assembly Point; the Tarmac Area outside the Sports Hall. They must also ensure that all doors through which they pass are closed behind them.
- No running is to be permitted to avoid panic.
- On staircases everyone must descend in single file. Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point and instruct any children out of class accordingly.
- In the main building, pre-preparatory and nursery there will be assigned delegates who will be responsible for checking communal areas (i.e. the library and toilets).
- A designated person will also be responsible for contacting all staff and children in the out buildings (i.e. the music room, science room, Year 7&8 classroom and dance studio) and ensure they evacuate to the Assembly Point.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, **or**, in the case of a fire evacuation drill the Head, Deputy Head or School Secretary.
- Designated persons will monitor the entrances to ensure no-one re-enters the building unless authorised to do so.

ASSEMBLY

- The emergency assembly point for all persons is the tarmac area outside the Sports Hall.

ROLL CALL

- The School Secretary has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- Immediately a class has assembled at the assembly point, a roll or count must be made by the teacher in charge of the class to ascertain that no one remains in the premises.
- The count at the assembly point must be checked with the attendance registers to verify that everyone is out of the building.
- The attendance registers for the whole school will be brought to the assembly point by the School Secretary when the alarm sounds.
- **Each teacher must report to the School Secretary to verify that everyone in their charge is accounted for or to inform her of the number of persons missing.**
- The School Secretary is responsible for ensuring all visitors or contractors are accounted for.

FIREFIGHTING

- Any attempt to fight the fire must always be secondary to life safety.
- Circumstances will clearly dictate whether firefighting should be attempted.
- Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

OUTER BUILDINGS

- To account for the fact that not all of the buildings are linked designated individuals will be responsible for verbally raising the alarm with all persons in the outer buildings.
- To ensure that a roll call is carried out as efficiently as possible all buildings must be evacuated.

i. FIRST AID AND MEDICINE CONTROL

The school's first aid policy considers The Health and Safety (First Aid) Regulations 1981 and the First Aid Approved Code of Practice (ACOP) and Guidance 1997.

- In addition guidance for medical needs management that cover emergency procedures for pupils with Allergy, Asthma, Diabetes and Epilepsy concerns are issued to staff.
- A copy of the First Aid Policy can be found at; the School office, medical room, music & drama block, kitchen, science block and Sports Hall. A copy is also available on the staff shared drive.
- First Aid boxes can also be found at the above locations. First Aid boxes accompany all trips away from school.
- Please refer to our First Aid Policy for further information.

j. EMERGENCY PROCEDURES

Provision is made for serious incidents that occur (accidents, fire, explosions, gas leaks etc.)

CENTRALISED SYSTEMS OF WORK

a. ASBESTOS

It is the policy of Daneshill School to comply with the law set out in The Control of Asbestos Regulations 2012 (CAR12).

The Proprietor realises that asbestos is a hazardous material that, where present, needs to be managed.

To that end an independent survey has been carried out and a management policy has been implemented.

b. LEGIONELLA PREVENTION

It is the policy of Daneshill School to comply with the Approved Code of Legionnaires' disease: the control of legionella bacteria in water systems.

An Independent company has carried out a Legionella risk assessment of the school and Daneshill School will continue to manage and maintain an adequate water treatment system.

c. SCHOOL SECURITY

The school has taken reasonable steps to prevent unauthorised entry to the premises.

The responsibility for ensuring that the premises are secure rests with the Groundsman and teaching staff.

Should a problem with unauthorised entry occur the school will take the necessary steps to counteract the problem.

All visitors to the school shall report their presence to the School Secretary immediately upon arrival. All visitors will sign in via the visitor's book and will be issued with a visitor's badge.

All school staff, including support personnel, are trained to greet and challenge strangers. Staff will report strangers to the School office if they do not feel safe in approaching someone they believe to be an intruder.

d. ELECTRICITY AND GAS

It is the policy of Daneshill School to comply with the law as set out in The Electricity at Work Regulations 1989 and the Gas Safety (Installation and Use) Regulations 1998

- Regulations cover all systems, electrical equipment, conductors and work activities on or near electrical equipment.
- Regulations also cover all gas installations and gas appliances.

- It is the policy of Daneshill School that work carried out on the above will only be done by persons who have the necessary technical knowledge.
- Daneshill School undertakes to carry out specific testing of equipment and systems as recommended within approved guidelines.
- Visual inspection of portable electrical equipment should be done by all employees before use (or by technicians in the case of classroom equipment).
- No employee, unless qualified to do so, should alter or tamper with any item of electrical equipment or any gas installations or gas appliances

e. DISPLAY SCREEN EQUIPMENT

It is the policy of Daneshill School to comply with the law as set out in The Health and Safety (Display Screen Equipment) Regulations 1992

- An initial assessment will be made to identify ‘users’ of display screen equipment. These will be employees who use them as part of their employment e.g., secretarial staff etc. and not casual users.
- ‘Users’ should have a suitable and sufficient analysis of all workstations to assess the health and safety risks.
- Any risks identified will be removed or reduced.
- Eyesight tests will be provided for display screen equipment users on request

f. OCCUPATIONAL STRESS MANAGEMENT

Daneshill School acknowledges that pressure is part and parcel of all work and helps to keep us motivated but excessive pressure can lead to stress, which undermines performance and can make people ill.

- It is the policy of Daneshill School to identify workplace stressors.
- Training will be provided for managers and heads of department in good management practices.
- A confidential counselling service will be available for staff affected by stress caused by work or other external factors

g. WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The establishment’s nominated person(s) responsible for work at height is the Bursar.

- The nominated person shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is maintained and that ladders are checked termly;
- All access equipment is inspected and maintained;
- The risks from fragile surfaces is properly controlled.

h. WORK RELATED VIOLENCE LONE WORKING

Daneshill School recognises that security is not just related to unauthorised access to buildings but also encompasses work related violence. This is defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work

- This can include verbal abuse or threats as well as physical attacks.
- The school seeks to reduce the chances of such an attack happening and to deal with all incidents in a serious and professional manner.
- Daneshill School recognises the risks involved in lone working. Lone workers are those who work by themselves without close or direct supervision. This can include one person on the premises, people who work in separate buildings or people who work outside normal hours
- A risk assessment should identify hazards and control measures should then be applied.

These controls may include:

- Management procedures such as periodic visits.
- Contact with other employees via phone or radio.
- Devices or systems that raise an alarm

i. ON-SITE VEHICLE MOVEMENTS

Daneshill School recognises the importance of workplace transport safety. The school has considered the health and safety of all employees, pupils and visitors in relation to vehicles. HSE provide guidance in Workplace transport safety: An employers' guide. Risks of injury from vehicles that have been considered include:

- Arrival and departure of cars
- Travel within the workplace by school vehicles.
- Loading, unloading and securing loads.
- Vehicle maintenance work
- Other risks may result from people falling from vehicles or objects falling from vehicles on to people.

Use of vehicles by employees

- As well as the risks above, injury to drivers and passengers can also occur.
- Daneshill School follows the guidance, training and assessment guidelines laid down by MiDAS regarding the use of minibuses.
- Drivers will also follow the Department of Transport legislation regarding the appropriate child restraints for children

j. SCHOOL MINIBUSES

The School Minibuses are fitted with seat belts and are regularly serviced in accordance with manufacturers' recommendations.

Petrol, oil, water and belts are all checked weekly and this is recorded in a log book kept in the vehicle.

Both vehicles are equipped with the following items:

- First Aid Kit
- Fire Extinguisher
- Torch
- Basic Tools
- De-Icer (in Winter)
- Hi-Vis Vests

BEFORE COMMENCING A JOURNEY THE FOLLOWING PROCEDURES SHOULD BE ADOPTED:

- The Member of Staff driving (the Driver) will satisfy him or herself that the minibus is in good order and ready for the road.
- The Driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
- The Driver will ensure that luggage carried on the roof rack, where fitted, is secured correctly.
- The Driver will ensure that seat belts are worn by all passengers.

IN THE EVENT OF A BREAKDOWN, THE FOLLOWING PROCEDURE WILL BE ADOPTED:

- The Driver will stay with the Minibus at all times.
- The Mobile Telephone will be used to summon assistance.

k. EXTERNAL BOOKINGS (LETTINGS / VISITORS)

Daneshill School will ensure that all organisers of groups using the school's facilities will be given sufficient information in order to allow them to avoid any risks to their health and safety and out of hours fire evacuation arrangements.

- This information will relate to means of escape and how to seek help in the event of an emergency.
- Any contract will ensure the hirer provides adequate supervision and take responsibility for the health and safety of persons using the facilities

l. CONTRACTORS

Daneshill School, on occasion, will employ the services of contractors using guidance from HSE on Use of Contractors.

Approved Contractors:

Contractors will be asked to complete a questionnaire to be added to the schools Approved Contractors list. The questionnaire will outline the company's health and safety arrangements including training as well as details of bank and insurance cover.

- When an approved contractor is employed by the school an agreement will be drawn up outlining:
 - What equipment should or should not be worked on/used.
 - Materials and chemicals to be used and their risks.
 - Personal protective equipment to be used and who will provide it.
 - Working procedures, including any permits to work.
 - The number of people needed to do the job.
 - Reporting of accidents and safekeeping of records and plans

All contractors must report to the School office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Bursar is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

DEPARTMENTAL ARRANGEMENTS

a. SAFE SYSTEMS

Safe systems have been devised for all departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems will have taken into account the following principles:

- The layout of the work and the use of the working areas will allow safe access to and from the areas involved.
- Analysis of tasks involved, including safety analysis and the provision of clear instruction.
- Where appropriate, details of the correct sequence of operations involved.
- Identification of safe procedures, both routine and emergency.
- Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials for the following key areas:

AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:

Art Department

- Cutting
- Spraying
- Working with the Kiln

School grounds

- Use of hazardous machinery

Science Laboratories:

- Procedures adopted for practical experiments
- General laboratory procedure

Swimming Pool

b. PLAYGROUND SAFETY

The School staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the playground, whilst enjoying a healthy and safe environment.

If duty staff identify an area of the school grounds that has become unsafe, they designate it 'out of bounds', report it to the designated Health and Safety person and ensure that it is not used until it is declared safe, following remedial work.

Supervision for the Pre-Prep is greater and reflects the need for higher ratio of teaching staff, taking into account the age of the children in the Pre-Prep.

c. SPORT - GENERAL

The school has a full Games Policy, which is organised and coordinated by the Head of PE.

The School employs coaches for some sports on a part time basis and always ensures that they are fully qualified in their particular discipline before engaging with them.

Pupils, who do not bring a note to school stating a reason why they should not participate, will be expected to take part in the sport.

There is a recommendation by the Independent Association of Prep Schools (IAPS) that all pupils wear gum shields while playing Rugby and the School requires that all pupils comply with this.

The School complies with the requirement in Cricket that batsmen and wicket keepers wear helmets except in circumstances where a parent expressly requests in writing that their son be exempted from this.

For other sports the relevant protective equipment must be worn.

The Sports Centre is used under strict rules and non-marking shoes are always worn in this area.

Sports Hall equipment is checked regularly by our Gym Coach.

d. SPORT – INJURIES

In the event of injury in sport activities whilst at Daneshill, other than minor scrapes or bumps, the School Secretary will be involved. If the pupil is mobile then he or she will be accompanied to the School office for treatment. If the injury is more serious then the School Secretary will attend the injured person where the injury has taken place.

In the event of further action being needed the School Secretary will contact an ambulance as appropriate.

e. MANUAL HANDLING

It is the policy of Daneshill School to comply with the law as set out in The Manual Handling Operations Regulations 1992 and The Lifting Operations and Lifting Equipment Regulations 1998.

- Manual handling operations will be avoided, as far, as is reasonably practicable where there is a risk of injury.
- Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.
- All possible steps will be taken to reduce the risk of injury to the lowest level possible.
- If mechanical lifting equipment is required then training will be provided and equipment will be maintained in good working order and repair

f. WORK EQUIPMENT

It is the policy of Daneshill School to comply with the law as set out in The Provision and Use of Work Equipment Regulations 1998.

- The school will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.
- All employees will be provided with adequate information and training to enable them to use work equipment safely.
- The use of any work equipment, which could pose a risk to the well-being of persons in or around the workplace, will be restricted to authorised persons.
- All work equipment will be maintained in good working order and repair
- All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.
- All work equipment will be clearly marked with health and safety warnings where appropriate

g. TOOL AND EQUIPMENT MAINTENANCE

- School machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment that are in any way defective must be repaired or replaced.
- All tools must be properly and safely stored when not in use.
- No tool should be used without the manufacturers recommended shields, guards or attachments.
- Approved personal protective equipment must be properly used where appropriate.
- Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

h. PERSONAL PROTECTIVE EQUIPMENT (PPE)

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedures will apply:

- The school will provide suitable PPE
- The school will assess present PPE
- The school will maintain PPE
- The school will provide accommodation for PPE
- The school will ensure PPE is compatible
- The school will replace PPE where lost or damaged
- The school will ensure PPE is used properly through instruction and training of staff

Under the same regulations, staff will:

- Use PPE correctly
- Always wear PPE
- Report any loss or defect

i. CONTROL OF HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- Listing of substances being used to establish whether they come under COSHH Regulations.
- Carry out COSHH Assessment having regard to the following points:
 - Prevention or Control – ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - Control measures to be adopted
 - Maintenance of the Control Measures
 - Monitor the situation to establish that the measures are effective
 - Undertake Health Surveillance where relevant
 - Carry out Instruction and Training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal
 - Emergency Procedures
 - Methods of Control
 - Use of Personal Protective Equipment
- Record all information on relevant assessment form.
 - This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

j. ENVIRONMENTAL CONTROL

Classrooms and general areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

Art Room and Science Laboratory

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 1994. All these areas use dilution ventilation but the school is mindful of the potential requirement to have local exhaust ventilation and keeps this under constant review.

Sports Hall

Conditions are monitored carefully to ensure that the optimum ambient temperature is maintained for sports activities.

k. NOISE CONTROL

It is the policy of Daneshill School to comply with the law set out in Control of Noise at Work Regulations 2005.

It is recognised that these regulations impose specific duties to prevent deafness caused by Excessive or sustained noise levels at work.

- Personal protective equipment will be provided for tasks that are considered to exceed acceptable levels

l. CATERING

The School undertakes its own catering arrangements and the activities in the kitchen is under the overall control of the Catering Manager; Joe Cathers.

The Catering Manager ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995.

In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out in accordance with F.S.A guidelines. The Food Standards Agency Pack “Safer Food, Better Business” must be completed to record that:

- Cleaning schedules are established and details recorded.
- Equipment temperature checks are carried out daily and results recorded.
- Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- Equipment is maintained in accordance with a schedule and the details recorded.
- A full management system for Food Hazard Analysis and Critical Control Point has been implemented.
- Health of the personnel in the kitchen is constantly monitored and the wearing of jewellery on hands, with the exception of a plain wedding band, is not permitted.
- Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements and staff training records kept up to date.
- General hygiene inspections are carried out on a regular basis.
- Recommendations, following visits by the Environmental Health Officer, are instigated without delay.
- All food handlers must have current Basic Food Hygiene Certificates.
- All staff handling food must wear the uniform provided together with a hat and/or head covering.
- There is a list of food suppliers to the business, so that provenance of all food entering the premises for use can be assured and traced if necessary.
- An opening and closing checklist must be completed every day to prove “due diligence”.

- All verbal and written complaints about the standard or quality of the food served must be recorded in the FSA pack and made available to the EHO on their regular visits.
- Staff handling chemicals and cleaning agents must be fully aware of COSHH regulations and the recommended guidelines must be followed. P.P.E (Personal Protective Equipment) is supplied by the school and must be used or worn when handling dangerous chemicals.
- The food premises must be checked regularly for signs of pests or infestations, any signs must be reported, recorded and dealt with immediately.
- Effective regular structural maintenance and repairs are made to the food premises as and when they are needed.

m. WASTE DISPOSAL

General Waste Disposal

The disposal of normal waste will be carried out by a Contractor

Chemical Waste Disposal

Where there is a requirement to dispose of chemicals, due account to the provision of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

Food Waste Disposal

Disposal of Food Waste is carried out by the Contractor along with General Waste.

n. MONITORING POLICY

The Health and Safety Policy will be monitored on an ongoing basis by the designated Health and Safety person. Checks will be made each term with an inspection being made of all areas of the School followed by a report.

There will be a full review every 12 months to establish whether any major changes or additions need to be made to ensure that the document is fully up to date and correctly reflects the activities of the School.

APPENDIX

PROCEDURES IN EVENT OF FIRE

ANY PERSON DISCOVERING A FIRE MUST:

- Operate the nearest Fire Alarm

ON HEARING THE FIRE SIGNAL – INSTRUCTIONS TO CHILDREN

WHEN IN CLASS

The order to evacuate will be given by your teacher, who will tell you the route to be followed.

WHEN NOT IN CLASS

Form a single file and move by the most direct route to the tarmac area outside the Sports Hall.

AT ALL TIMES

Act quietly and calmly

Do NOT stop to collect your personal belongings

Do NOT attempt to pass others on your way to the Sports Hall Drive.

DO NOT RUN

The place of assembly is:

THE TARMAC AREA OUTSIDE SPORTS HALL

ON HEARING THE FIRE SIGNAL – INSTRUCTIONS TO STAFF

WHEN IN CLASS

Immediately evacuate the persons in your charge in accordance with the detailed fire drill procedure, ensuring that all doors through which you pass are closed after you.

When you arrive at the assembly point, call the roll and notify the School Secretary at once of the result (e.g. all present, one missing and name of likely location.)

WHEN NOT IN CLASS

Evacuate the building with the persons in your charge and proceed immediately to the assembly point, ensuring that all doors through which you pass are closed after you

AT ALL TIMES

Do NOT stop to collect your personal belongings

Do NOT re-enter the building unless authorised to do so by the Headmaster or Deputy Head.

GENERAL INSTRUCTIONS TO STAFF IN CASE OF FIRE

- In the event of fire it is the first duty of all concerned to prevent injury or loss of life. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire.

ALARM OPERATION

- If you discover a fire or one is reported to you, you should sound the alarm IMMEDIATELY (Using the nearest fire alarm call point).

CALLING THE FIRE BRIGADE

- The School Secretary is responsible for ensuring that the Fire Brigade is called immediately on the sounding of the Fire Alarm.

EVACUATION

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The teacher in charge of each class must indicate the exit route to be used and everyone must be directed and accompanied to the Assembly Point; the Tarmac Area outside the Sports Hall. They must also ensure that all doors through which they pass are closed behind them.
- No running is to be permitted to avoid panic.
- On staircases everyone must descend in single file. Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point and instruct any children out of class accordingly.
- In the main building, pre-preparatory and nursery there will be assigned delegates who will be responsible for checking communal areas (i.e. the library and toilets).
- A designated person will also be responsible for contacting all staff and children in the out buildings (i.e. the music room, science room, year 7&8 classroom and dance studio) and ensure they evacuate to the Assembly Point.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, **or**, in the case of a fire evacuation drill the Head, Deputy Heads or School Secretary.

- Designated persons will monitor the entrances to ensure no-one re-enters the building unless authorised to do so.

ASSEMBLY

o. The assembly point for all persons is the tarmac area outside the Sports Hall.

ROLL CALL

- The School Secretary has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- Immediately a class has assembled at the assembly point, a roll or count must be made by the teacher in charge of the class to ascertain that no one remains in the premises.
- The count at the assembly point must be checked with the attendance registers to verify that everyone is out of the building.
- The attendance registers for the senior school will be brought to the assembly point by the School Secretary when the alarm sounds.
- **Each teacher must report to the School Secretary to verify that everyone in their charge is accounted for or to inform her of the number of persons missing.**
- The School Secretary is responsible for ensuring all visitors or contractors are accounted for.

FIREFIGHTING

- Any attempt to fight the fire must always be secondary to life safety.
- Circumstances will clearly dictate whether firefighting should be attempted.
- Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

OUTER BUILDINGS

- To account for the fact that not all of the buildings are linked designated individuals will be responsible for verbally raising the alarm with all persons in the outer buildings.
- To ensure that a roll call is carried out as efficiently as possible all buildings must be evacuated.