



MOYLES COURT SCHOOL

HEALTH & SAFETY POLICY

Including EYFS and Boarding

0

Adopted by: (signatures)

Headteacher:

Mr. R. Milner-Smith

Date: October 2022

Executive of the Board:

Mrs. Joanne Broadway

Date: October 2022

Moyles Court School

Health & Safety Policy

Policy Statement

The Executive of the Board and Headmaster at Moyles Court School are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation.

Moyles Court School is committed to ensuring the health, safety and welfare of its employees, pupils and visitors to the school will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the pupils, staff and others affected by the School's activities, by identifying and then controlling them.

While the School will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is a responsibility of all employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well being of themselves or of any other person.

The School will provide and maintain a healthy and safe working environment with the aim of eliminating all instances of occupational incidents, accidents and illnesses. The School will pay particular attention to:

- Providing a safe workplace, including entry and exit from the premises
- To promote a safe and healthy working environment
- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
- The provision and maintenance of equipment and systems of work that are safe
- Arrangement for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
- The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other people.

The School also recognises its duty to protect the health and safety of all visitors to the School, including parents, contractors and temporary workers, as well as any members of the general public.

If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, it is the employee's duty to report this as soon as possible to their line manager, the Estates Manager or the School Business Manager.

The school recognises its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe systems of work. The school regards the promotion of health and safety matters as a mutual objective of all that work here.

It is the school policy to take all such steps as are reasonably practicable to meet its statutory responsibility for providing a safe and healthy working environment for staff and pupils/students and extends such protection to visitors to the school premises.

To this end, the school endeavours to apply and enforce all current legal requirements together with other appropriate safety measures where reasonably practicable. This practice will be continued in the case of future legislation.

The school will consult with staff on health and safety issues that affect them and with individuals before delegating particular health and safety responsibilities to them.

Staff, pupils/students and visitors are expected to co-operate with the school Headmaster and Executive of the Board in all measures taken to fulfil statutory health and safety duties and to protect the health, safety and welfare of staff, pupils/students and visitors.

Moyles Court School
Health & Safety Policy

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RESPONSIBILITY FOR HEALTH & SAFETY

The Board of Directors has overall responsibility for Health and Safety in the School. This is exercised through the Health, Welfare & Safety Committee, which meets once a term and has responsibility for overseeing, monitoring and reviewing Health and Safety Policy and Procedures in the School and for reporting back to the Board of Directors on health and safety matters.

Members of this committee includes: the Head, School Business Manager, Head of Science, Head of PE/Games, Head of D.T and Boarding, DSL, School Nurse, Estates Manager and Health & Safety Advisor.

The Head has the day-to-day responsibility for managing Health and Safety and risk assessments and has delegated the detailed implementation and management of the school's policy to the School Business Manager and the Estates/Maintenance Manager. The School Business Manager will familiarise themselves with all relevant health and safety legislation and take expert advice if required.

RESPONSIBILITIES

A list of named individuals with these responsibilities are listed in Appendix 1.

EXECUTIVE OF THE BOARD

- a) Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme.
- b) Will liaise periodically to assess the effectiveness of the policy with the Headmaster, School Business Manager and Health & Safety Adviser to ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

HEADMASTER

- a) Will ensure that there is an effective Policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
- b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and materials are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d) Will ensure that responsibilities are properly assigned and accepted at all levels.
- e) Will take a direct interest in the Health and Safety programme and support all persons carrying it out.
- f) Will ensure that all areas of the School are regularly inspected, from a Health and Safety point of view.
- g) Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
- h) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

SCHOOL BUSINESS MANAGER

- a) Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and regulations as issued from time to time.
- b) Will be responsible for ensuring that safe methods and procedures, written where appropriate, are drawn up for operations under her control.
- c) Will ensure that Personnel working under their control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.

- d) Will ensure that all new plant, buildings and equipment are inspected for potential hazards, in conjunction with the Estates Manager, as necessary.
- e) Will ensure that all plant and equipment, where appropriate, is maintained and/or tested regularly and that adequate records are kept.
- f) Will ensure, in conjunction with the Headmaster that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- g) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected.
- h) Will be responsible for the control of Contractors within the grounds, and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance etc. in place.
- i) Will, in conjunction with the Headmaster, ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- j) Will, in conjunction with the Headmaster, review the Health and Safety Consultants reports and take action where appropriate.
- k) Will ensure that the obligations for the reporting of accidents etc. under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' are complied with.

HEALTH and SAFETY CONSULTANT

- a) Will regularly inspect plant and equipment to ensure that it is safe and being operated correctly.
- b) Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- c) Will report to the Headmaster and School Business Manager concerning Health and Safety matters, making recommendations as necessary.
- d) Will, in conjunction with the Headmaster and School Business Manager, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- e) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- f) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Headmaster and School Business Manager.
- g) Will ensure that all areas of the School are inspected from a Health and Safety point of view once per term.

h) Will undertake assessments under 'The Control of Substances Hazardous to Health Regulations', 'The Management of Health and Safety at Work Regulations' and other Regulations appropriate, calling in experts in specific fields as necessary.

TEACHING STAFF

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all safe methods and procedures, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person – reporting any routine problems to the Estates Manager via the whiteboard in the pantry. Issues of a more significant nature should be reported to the School Business Manager via e-mail.
- d) Will ensure that all equipment is safe before it is used by any person – reporting any problems on the Maintenance white board in the pantry. The maintenance issues are then addressed by the Estate Manager referring to the School Business Manager in respect of more significant items.
- e) Will report any faulty equipment or unsafe areas – reporting any problems on the white board in the pantry.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Headmaster, School Business Manager or Estates Manager without delay.
- g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their area of responsibility.

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Will complete all necessary risk assessments for their classroom areas and make these available upon request.

ALL OTHER STAFF

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.
- c) Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.
- d) Will report all accidents, damage, hazardous or dangerous conditions or situations to their Headmaster, School Business Manager, Assistant School Business Manager or Estates Manager without delay.
- e) Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate.

- f) Will ensure that working areas are kept clean and safe.
- g) Will inspect all equipment and plant before use to establish that it is safe to use – reporting any problems in the Maintenance Report Book kept in the School Office.
- h) Will familiarise themselves with First Aid and Fire procedures.
- i) Will look after all Health and Safety Equipment properly and report any defects immediately.

ALL OTHER PERSONS ON THE SCHOOL PROPERTY

- a) Will observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.
- b) Will not work on the premises until the relevant rules are read, understood and accepted.
- c) Will not work on the premises until covered by insurance against risk.

PROCEDURES FOR HEALTH & SAFETY AT MOYLES COURT SCHOOL

Organisation

The roles and duties of those staff with specific responsibilities for implementing the School's Health and Safety Policy are listed in Appendix 1 and are available on request.

MOYLES COURT SCHOOL'S ARRANGEMENTS *(as listed in the index on page 3)*

1) TRAINING OF STAFF IN HEALTH AND SAFETY, INCLUDING RISK ASSESSMENT

Teaching Staff engaged have all received Teaching Training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

Ancillary, Caretaker and Cleaning Staff etc. will be given training, as necessary, and appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them. They will then be required to sign to the effect that they understand it and agree to abide by it. (Heads P.A. keeps a copy of this record)

Competence

All staff are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management. This is the only way to control dynamic work situations by having a competent person in charge, who will react to changes and take appropriate measures.

The school considers its staff to be competent but will provide training/instruction or supervision as required. To facilitate this, training records are kept, and training updates delivered.

2) CONSULTATION ARRANGEMENTS WITH EMPLOYEES

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.

- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation, but the School may consult by way of the Health & Safety Committee if deemed appropriate.

3) **RECORDING AND REPORTING ACCIDENTS TO STAFF, PUPILS AND VISITORS – INCLUDING THOSE REPORTABLE UNDER RIDDOR**

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Definitions of:

Accident – an event that results in injury or ill health

Incident –

Near miss: an event not causing harm, but has the potential to cause injury or ill health (in this guidance, the term near miss will include dangerous occurrences) e.g., an icy footpath which had not been treated.

Significant near miss: a significant occurrence which could cause major harm or the potential to cause major injury or extensive ill health – eg a child running behind a reversing minibus.

Undesired circumstance: a set of conditions or circumstances that have the potential to cause injury or ill health, eg untrained nurses handling heavy patients.

Dangerous Occurrence: one of a number of specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

All of the above are logged, discussed at Health and Safety Committee meetings, investigated and addressed to prevent future occurrence.

Regulations as follows:

a) *Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:*

- 1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- 2) Specified Injury to Staff, Pupils or Any Other People in an accident on the premises - The Specified Injury as listed in the Regulations.
- 3) Dangerous Occurrences listed in the Regulations.

b) *Reporting*

- 1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above.
- 2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
- 3) A report will be sent to the Health and Safety Executive in the case of any of 8 categories of work related illness listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c) *Reporting Arrangements* - Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

d) *Record Keeping* - A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME	DATE :	PLACE	PEOPLE INVOLVED	DESCRIPTION OF EVENT
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ACCIDENTS

Both the Head and School Business Manager are to be notified of all accidents and near-miss (no injury) incidents and the following details entered in the appropriate book:

- Full name, address and occupation of the injured person
- Date and time of the accident/incident
- Place where the accident/incident occurred
- Clear concise description of the accident/incident
- Cause and nature of the injury
- Name, address and occupation of the person entering the details (if not the injured person).

“Accident and Near Miss Report Books” are located at reception.

These records must be kept for at least 3 years from the date of the last injury, though it is prudent to retain them indefinitely. In any event, they should not be destroyed or disposed of without the prior consent of the school's insurers.

All accidents and near misses are reported to the Health, Welfare & Safety committee. The HW& S Committee review all incidents and advise any recommendations to avoid a recurrence.

The school must notify the enforcing authority by the quickest practicable means (normally by telephone) and complete and submit Form F2508 within 10 days, where:

- Any person dies as a result of an accident in connection with work
- Any person at work suffers a major injury as a result of an accident in connection with work
- Any person at work suffers an injury as a result of an accident in connection with work and is taken from the school to a hospital for treatment which requires admittance for more than 24 hours
- There is a dangerous occurrence.

4) RISK ASSESSMENT

Risk assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health & Safety at Work Regulations 1999.

Purpose of this Section

- The purpose of this Section is to set out the procedure for producing, retaining and updating risk assessments at Moyles Court School. Areas where risk assessments need to be conducted includes:-
 - Health & Safety of premises, equipment and public rights of way
 - Matters relating to pupil welfare, including medical needs, supervision and school trips.
 - Recruitment
 - Safeguarding including Prevent and bullying
 - Lessons including activities, recreation, sport and boarding

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The Assessments will be carried out by the Health and Safety Consultant and/or School Staff (as appropriate) and filed on Moyles Court School Staff share/risk assessments.

A Risk Assessment Policy is in place. (Appendix 9)

A list of common work place hazards has been identified along with steps listed to minimise the risk of injury or harm. (Appendix 10)

5) POLICY AND PROCEDURES FOR OFF-SITE VISITS, INCLUDING RESIDENTIAL VISITS AND ANY SCHOOL-LED ADVENTURE ACTIVITIES

The safety of every trip is reviewed using the Moyles Court School's Forms and Checklist for Off-Site Visits. All forms must be signed by a member of SMT before the trip can go ahead. (Appendix 7)

OFF SITE ACTIVITIES -Field Trips, Visits etc.

For trips of this nature the following procedure will be observed:

- Careful planning of trip including Risk Assessment, with prior visit made by organiser if necessary.
- Adequate evaluation of all Health and Safety factors involved.
- Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

SUPERVISION:

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For trips to local sites and museums, government guidelines suggest a ratio of:-

1 adult to every:

- 1-2 pupils in Nursery**
- 1-4 pupils in Reception**
- 6 pupils in Years 1 - 3**
- 10-15 pupils in Years 4 - 6**
- 15-20 pupils in Year 7 and above.**

(Or refer to Off-site activities and educational visits: regulations and guidance – Hampshire County Council)

For all off site activities the following points will be taken into consideration:

- Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- The expertise of Staff accompanying the trip.
- Accident and Emergency procedures.
- Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.

Please refer to: - Moyles Court School Supervision Policy.

Boarding Activities

Any outside visit or trip has an accompanying risk assessment which outlines what the risks are and how they can be minimised.

Consent forms for general boarding trips are obtained from the parents/guardians, however, for any high-risk adventure based trips; parents must give consent on an additional consent form for such trips.

6) DEALING WITH HEALTH AND SAFETY EMERGENCIES – PROCEDURES AND CONTACTS

Please see Appendix 15 for a list of people to contact in the case of emergencies.

Emergency Procedures

In the event of an emergency the Fire Brigade, Police or Ambulance Service may be summoned by telephoning 999.

If the emergency is a fire or any other serious imminent danger, the alarm must also be raised by using the nearest call point.

Note:- On hearing the alarm all staff, pupils and visitors should immediately leave the premises and assemble in the designated areas, well away from the buildings. No one should re-enter the building until the alarm bells have stopped ringing and the Headmaster or Fire Brigade have authorised re-entry.

Fire Drills will be held once a term and recorded appropriately, and there will be Weekly Fire Alarm tests, usually carried out at 9am on a Monday morning.

Staff Responsibilities-

Emergency evacuation procedures are posted in each classroom and dormitory. Staff should familiarise themselves with the procedures and bring them to the attention of pupils.

Staff will ensure:

- All exits are unlocked while the building is occupied - report locked exits to the Estates Manager
- Fire exits are free from obstruction at all times;
- Fire doors are never propped open;
- Missing or empty fire extinguishers are reported to the School Business Manager.
- Electrical equipment not in use, is switched off and the plug removed from the socket.

In the event of the fire alarm sounding, staff should ensure that wherever possible all doors and windows are closed, and electrical equipment is switched off. Staff may tackle small fires using the appliances provided if trained to do so, but only if this can be done without putting themselves at undue risk. Use of the fire appliances must only be regarded as a "first aid" measure and the Fire Brigade must always be summoned without delay.

Teachers should accompany their classes to the designated assembly point, where they should check their registers. If anyone is missing, the Headmaster should be informed as soon as possible. No one should stop to collect personal belongings in an emergency or re-enter the building until authorised to do so.

7) FIRST AID AND SUPPORTING MEDICAL NEEDS (refer also to First Aid Policy)

First Aid and Medicines are under the control of the School Nurse. Please refer to the First Aid Policy (copy on the shared directory) for further information if required.

First Aid Boxes are checked once a term and kept topped up from a supply kept by in the Medical Room.

The following items are also controlled by the School Nurse or a First Aider:

- The Accident Book - filled in for any injury requiring A & E referral.
- Treatment Book – filled in for all other injuries/ailments, however minor, whether or not they require treatment.
- Day Pupil's Medicines - kept in a fridge or locked cabinet or and administered as directed.
- A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

First aid cover in the school is provided to deal with injuries resulting from accidents, or medical crises, which occur on school premises.

It consists of:

- The treatment of minor injuries, which do not require medical attention;
- First aid assistance to a casualty, while waiting for medical help;

The list of nominated first aid trained staff is available from the Main Office.

First Aid trained staff are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981 (amended 2009).

For dispensing medication, such as pain killing drugs, please refer to Moyles Court School – First Aid Policy.

If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay.

In the absence of any nurse or First Aid trained staff, the Headmaster assumes this responsibility.

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site.

Injuries Involving Bleeding - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves are provided for this purpose and kept in/next to the first aid box.

Administration of Medication - For information of the administration of medication, please refer to Moyles Court School – First Aid Policy.

Infectious Diseases - The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and Nurseries'. This is displayed in the Duty Room, Staff room and the Staff panty.

Medical Needs

The school will try to accommodate pupils with medical needs wherever practicable.

First Aid - School Doctor: Ringwood Health Centre – 01425 471901

Applying First Aid:

- Nurses: Mrs Lucy Andrews
Early Years Coordinator – Ms E Christopher
- Reception: Mrs A Jones, Mrs S Whitbread, Mrs S Spark
- Estates Manager: Mr Gavin Farrant

Mrs Lucy Andrews is qualified in First Aid training and she delivers all training to new staff and staff whose certificate needs updating.

Records of all qualifications and training are kept in the School Office.

A list of all Qualified First Aiders is displayed in the Reprographics Room and on the Staff Photograph board near Reception.

Location of First Aid boxes:

1. Reception
2. Duty Room
3. D&T workshop
4. Science Laboratory
5. Sports Hall
6. On all minibuses
7. Kitchen

All first aid boxes are checked and updated, by the school nurses on a regular basis.

Responsibility for maintaining the first aid boxes: The School Nurse.

Safety of People with Disabilities - Individual arrangements for the safety and safe emergency evacuation of pupils with disabilities will be determined before their entry to the school. For staff with disabilities, a meeting will be arranged between them, the Headmaster and the Health & Safety Team, if appropriate, as soon as possible after their appointment. For staff or pupils with temporary mobility problems, e.g. a broken leg, similar meetings will be held. Any significant change to procedures, escape routes or the building that are required to facilitate evacuation will be detailed in a Personal Emergency Evacuation Plan (PEEP).

8) OCCUPATIONAL HEALTH SERVICES AND MANAGING WORK-RELATED STRESS

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OCCUPATIONAL HEALTH - Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to pupils and students.

In summary, these issues arise from the following areas:

- Laboratory Hazards
- Workshop Hazards
- Fieldwork and Site Work
- Clinical Activities
- Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign. Workshop activities are confined to Design and Technology where exposure to Noise and Vibration is minimal.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

STRESS - The School is aware of the potential for Stress with its employees.

A full Stress Policy is in place and covers: recognising stress symptoms, the causes of stress and a strategy for dealing with stress. Please refer to the Staff Welfare (Managing Stress) Policy.

The School adopts a proactive approach to this issue. At Moyles Court School, we consider ourselves to be a caring environment. Members of staff have the opportunity to meet regularly, enabling them to discuss any issues which may be concerning them. Line-managers are approachable at any given time. The headmaster and the Schools Manager have an 'open door' policy and are always welcoming to anyone who wishes to discuss anything that may be causing an issue.

Staff are also aware of other independent people who are available to talk to. These avenues are in place to minimise and avoid work related stresses.

9) WORKPLACE SAFETY FOR TEACHERS, PUPILS AND VISITORS

The Compliance Adviser is to carry out inspections of the buildings and grounds each year. He will also test or have tested all electrical appliances that belong to the school once a year.

Environmental control - Classroom 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 & Science rooms

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 2002. Science Laboratories are fitted with Fume Cupboards and these are serviced annually as required by the COSHH Regulations.

10) SITE ACCESS ARRANGEMENTS & SCHOOL SECURITY

Site Access Arrangements –

The key principles of these arrangements are:

- a) To ensure that access to the site and the children within it is monitored and controlled, for the purposes of Health and Safety
- b) To prevent access of non-authorised persons on the site
- c) To maintain high levels of safeguarding
- d) To facilitate safe and smooth running of school activities

The site benefits from recorded CCTV cameras which cover the car park, main entrances, exits, at the rear and front of the school. Signs on the school boundaries indicate these.

Access to boarding houses is controlled by lockable doors with key pad codes which are changed regularly. A 14-acre rural site cannot be isolated from the surroundings, but the **Pupil Supervision** and following arrangements allow for the safe access and supervision of pupils on the school site.

Pupils

- a) Use of the site by pupils is managed via the Supervision of Pupils policies and procedures.
- b) Boarders returning to the site at the designated return times are registered by house parents on arrival, or via the day pupil registration if the return time is during the school day.
- c) Day pupils may access the school site from 08:25 Monday-Friday during term time. Early Bird Club for early arrivals begins at 7.30 a.m. (this is for pupils who have pre-booked places)
Class teachers are in place in their form rooms from 08:25 to receive and register pupils. Parents may deliver children to their class/form teachers at this time and then leave the school site.
- d) Pupils in reception and below are expected to be accompanied to registration by their parents. Pupils of this age who arrive on the school bus are accompanied by the bus driver, member of staff or older pupil.
- e) At the end of the school day or on finishing after school activities, pupils will either be picked up by parents, register with house parents or take the school buses home (see (a) above).
- f) Pupils arriving or leaving school late or early must be signed in/out by their parents or recognised guardian at the school office (or with house staff at weekends or evenings).

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Parents and other adults

- a) Parents or other adults with business on the school site – i.e. meeting a teacher or other member of staff – on the school site must sign in at the school office and wear a visitor's badge.
- b) They will be accompanied or directed by a member of staff to the meeting place. On leaving the school parents must sign out at the school office, returning their badge.
- c) The arrangements for other visitors are covered by the Policy for the Supervision of Ancillary, Contract and Unchecked Staff.
- d) All visitors are to take note of the procedures to follow in the event of the fire alarm sounding. These are contained in the visitors' signing in book.

Unauthorised Persons

- a) Anyone who is not an employee of the school and who has not undergone the procedures above is an unauthorised person.
- b) Staff who see somebody they do not recognise on this site must assume they are an unauthorised person.
- c) The member of staff should ask them what their business is on the school site. If they have business on the school site, they should be directed to the office to sign in.
- d) If they do not have any valid business on the school site, they should be asked to leave immediately and be observed to do so.
- e) If they refuse or do not leave the school site, the local police must be telephoned and advised that there is an intruder on the school site.

Car Park and vehicles

- a) There is a speed limit displayed regarding the car park and access roads.
- b) Speed bumps help to limit speed.
- c) Parents and pupils are reminded regularly to limit their pedestrian and vehicle speed in the car park.
- d) A one-way system is in operation.

The School's security arrangements are under the control of the School Business Manager.

The security arrangements cover the following areas:

- The site
- The buildings
- Notices
- Control of visitors to the school
- Locks and keys
- Out-of-bounds areas
- Dealing with trespassers
- Security of staff and pupil property
- Vehicles and cycles
- Movement around the site and buildings
- Transport and pedestrians arriving at school in the morning and leaving in the afternoon
- Responsibilities for security aspects.

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At the end of the school day, staff and housestaff will lock the school as per the Locking Procedures.

11) **ON-SITE VEHICLE MOVEMENTS**

The school will take appropriate measures to ensure the safety of pedestrians and vehicles accessing and leaving the school premises.

- Pedestrian routes are clearly defined, and vehicle movements controlled by a one-way system.
- Consideration is also given to road safety and traffic schemes around the school with clear signs concerning speed limits and children crossing.
- Parking bays for the buses are clearly identified.

12) **VIOLENCE TO STAFF** *(please refer to our Behaviour Policy)*

Moyles Court School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

Violence and Aggression to Staff

The school expects the very highest standard of behaviour from its staff. All adult visitors to the school, Executive of the Board, parents and contractors are also required to demonstrate the highest standards of behaviour to set an example to pupils. If they are unable to do so, they may be asked to vacate the premises, and accepted back under strict conditions, or only by appointment.

The risk of violence and aggression in most school workplaces towards staff is low, however, when an incident does occur it is often unexpected, and the effect can be devastating for those staff involved. In most incidents staff recover quickly and do not want or need support.

A small number of staff may be severely affected, their confidence and morale suffer to such an extent that they find it difficult to return to their work without support. A smaller number still, especially if physically assaulted, never return to their previous employment. As such violence and aggression towards staff is something that Moyles Court School is not prepared to tolerate.

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Risk to School Staff

Where a particular risk is identified to staff, for example when a credible threat is made by older siblings, or adults particularly, a written risk assessment will be undertaken and where identified as necessary risk controls will be implemented, to reduce the risk to an acceptable level such as:

- Staff training to attempt to diffuse, or remove themselves from a potentially violent situation
- A summary of all incidents will be reported to the Health and Safety Committee at least on an annual basis and more often if it is deemed by the chair of that committee to be an issue
- Additional levels of supervision
- Support and counselling be offered to staff affected
- Panic alarms or other work processes to ensure that no member of staff feels at risk, or where necessary could summon assistance quickly

- Exclusion or any other reasonable measures to reduce any risk identified to an acceptable level
- A temporary and short-term deployment to another school (provided the member of staff agreed)
- Threats of or incidents of violence will be reported to the Police

Parents or Other Adults

The standard of behaviour expected of our own pupils extends to their families and friends whilst on school premises. In particular violent aggressive or threatening behaviour will not be tolerated by the school especially if directed at any member of staff from parents, other adults or young persons. This particularly applies to adults' behaviour in front of pupils at sporting, or other recreational events held on school premises.

Serious Violent and Aggression Incidents

Any serious violent and aggressive incident involving a member of staff (incidents to pupils are dealt with elsewhere) the school will endeavour to do the following:

- Ensure that building, scene and member of staff or pupils are safe
- Offer support and counselling
- Subject to the agreement of the member of staff involved report the matter to the Police
- Co-operate with any Police investigation and provide information such as CCTV images to assist them in their enquiries
- Report the incident on the council's reporting system and carry out their own Investigation into the circumstances of the incident
- Review any risk assessments in place, or complete new ones, together with implementing any risk controls identified as necessary
- Take any threats made seriously and provide additional resources as identified by the risk assessment detailed above
- In exceptional circumstances the school may consider legal redress to recover any damages caused by an individual.

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There are other measures and the Police can advise on what measures may be appropriate. Preventative measures and support will be provided to individuals affected as mentioned already in terms of counselling. If appropriate the school will not hesitate to seek legal redress against any perpetrator of violence.

13) MANUAL HANDLING

The School is aware of its obligations under The Manual Handling Operations Regulations 1992 and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or removed by a mechanised process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc

Equipment/Materials - Manual handling is defined as the transporting or supporting of heavy or large items, or lifting or supporting people. Where ever possible, manual handling will be avoided or done by mechanical means, so that the risk of injury to both staff and pupils/students, from manual handling is reduced to the lowest level reasonably practicable.

All staff that carries out unavoidable manual handling tasks on a regular basis will be trained. Under no circumstances will pupils be allowed to move heavy items of furniture or equipment. Staff are reminded to reduce loads whenever possible and to seek assistance if necessary. Only staff who have received manual handling training or instruction are to participate in tasks involving the lifting of persons.

Workplace

The Estates Manager undertakes regular inspections as part of his day to day operations, to proactively identify defects with the workplace. Issues identified are reported to the School Business Manager.

Staff and pupils are encouraged to report any defects they note. All works identified are prioritized and the work is then either carried out or programmed for completion as and when funding becomes available.

Work at height

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where work at height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

Please refer to Appendix 13 – Manual Handling Policy.

14) MANAGEMENT OF ASBESTOS

A Policy for Asbestos is in place in the School. (See Appendix 6)

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos.

Survey

A Management Survey will be carried out for the premises to establish if any Asbestos is in the premises.

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

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Management

The School Business Manager is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the School Business Manager carries out the following:

- Keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintain asbestos containing materials in a good state of repair;
- Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material;
- Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the Control of Asbestos Regulations 2012;
- Review the plan at regular intervals.

Staff Awareness Training

The school will provide all staff with asbestos awareness training detailing the local asbestos management arrangements, who the Duty Holders are for the management of asbestos and what must be done in order to exercise these duties.

All staff will be advised of known areas of asbestos containing materials in the school and these materials are only indicated by label in places where students do not have access. Staff are required to always check with the Estates Manager before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc.

15) LEGIONELLA

An assessment has been completed by a specialist on the hot and cold-water systems. Legionella risks have been assessed and a legionella management plan has been drawn up for the school to manage the risk of legionnaires' disease.

Employees have been instructed in their duties under the plan, and records are maintained in accordance with the management plan.

Shower heads are cleaned regularly by maintenance staff and infrequently used outlets are run at least weekly by Maintenance Staff and hot and cold-water systems are run before the start of each term by Maintenance Staff.

Water temperatures are regularly logged and monitored monthly by the Estates Manager as part of our school's local legionella management process, any temperature profile anomalies are immediately reported to the School Business Manager and acted on.

The school ensures that all work done under their control on pipe runs, water systems and components comply with the standards detailed in Legionnaires disease - *The Control of Legionella Bacteria in Water Systems Approved Code of Practice and Guidance L8*. (Appendix 8). The drinking fountains are checked and disinfected on a regular basis.

16) CONTROL OF HAZARDOUS SUBSTANCES

The whole school community has a duty of take reasonable steps to ensure that they do not place themselves or others, at risk or harm. They are expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of pupils, staff and visitors.

Many substances can hurt you if they get into your body. Exposure can have an immediate effect and repeated exposure can damage the lungs, liver or other organs. Some substances can cause asthma, and many can damage the skin.

Most organisations will have some form of hazardous material on their premises, whether it is lavatory cleaner, Tippex or asbestos. It is important therefore to identify the risks and introduce safe systems of work in order to manage them. Documentation is part of this process.

Hazardous substances may take the form of a solid, liquid, gas, fibre, dust or vapour. Harm may arise if these substances are inhaled, ingested or absorbed through the skin.

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:
 - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - 2) Control Measures to be adopted.
 - 3) Maintenance of the Control Measures.
 - 4) Monitor the situation to establish that the measures are effective.
 - 5) Undertake Health Surveillance where relevant.
 - 6) 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.

Control of Substances Hazardous to Health (COSHH)

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The School will ensure that the risk to staff and pupils from substances hazardous to health is prevented or controlled so far as is reasonably practicable.

Risk assessments will be carried out by the relevant staff, combining information from the 'Manufacturer's Safety Data Sheets (MSDS)' and its use.

No new substances should be generated or brought into school, unless a risk assessment has been carried out and the 'safety data sheet' is held.

The safety data sheet should be available in the event of an incident.

Any relevant COSHH Records are kept in Science and D&T with the teachers and the Cleaning Staff have their own, which are available for inspection at all times.

Any TOXIC, CORROSIVE, HARMFUL, HIGHLY FLAMMABLE, IRRITANT, EXPLOSIVE OR OXIDISING substances must be kept in containers with labels specifying the HAZARD IN WORDS and/or SYMBOLS. If chemicals and other materials are transferred to other containers any warning labels on the original packaging must also be transferred. Also the new container must be labelled clearly of its contents.

On no account should soft drink containers be used for the storage of hazardous substances.

COSHH ASSESSMENT

The Health & Safety Consultant will undertake regular COSHH assessment to ensure the effectiveness of control measures. This assessment will be recorded, and copies sent to the School Business Manager.

If there is any doubt about the safe control of any substance, the Health & Safety Consultant, in consultation with the School Business Manager, will make immediate enquiries with relevant external sources and/or arrange for the safe removal of the substance from the premises.

DISPLAY SCREEN EQUIPMENT

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, chairs, desks and immediate surrounding environment.
- Implement any requirements established in b).
- Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- Provide appropriate eye and eyesight corrective appliances as necessary.
- Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

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17) CONTRACTORS ON SITE / SELECTING AND MANAGING CONTRACTORS

When a contractor has successfully tendered for work, it is required that they are sent a copy of our 'Contractors' policy and must read, sign and return a copy for our records. A copy of their Public Liability Insurance will also need to be seen and copied.

Contractors will be given sufficient information to enable them to work safely in the school. They are required to co-operate with the school in all measures taken to ensure the safety of pupils/students, staff, visitors and themselves.

In conjunction with the school surveyor, the work of contractors on school premises is monitored, where this affects the safety of staff, pupils/students or visitors.

All contractors on site will be given access to the asbestos register.

The Construction Design and Management Regulations (2007) are complied with as relevant to the work being undertaken and Contractors comply with the appropriate safety procedures in the work they do for the school. (Contractors on Site Policy – Appendix 11)

PERSONAL PROTECTIVE EQUIPMENT

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 be followed by Moyles Court School:

- Provide suitable PPE
- Assess present PPE
- Maintain PPE
- Provide accommodation for PPE
- Ensure PPE is compatible
- Replace PPE where lost or damaged
- Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

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

18) MAINTENANCE (AND, WHERE NECESSARY EXAMINATION AND TESTING) OF PLANT AND EQUIPMENT (SUCH AS ELECTRICAL EQUIPMENT, LOCAL EXHAUST VENTILATION, PRESSURE SYSTEMS, GAS APPLIANCES, LIFTING EQUIPMENT AND GLAZING SAFETY)

Maintenance on all the School Equipment is carried out on a regular basis to ensure that Moyles Court School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974.

The Inspections and Checks are carried out as follows:

Inspection of Guards and Mechanical Equipment by

- Maintenance Staff and Teaching Staff before use.
- Weekly checks on Fire Alarm systems and maintenance under contract.
- Annual Checks on Electrical Equipment.
- Annual Service of Fire Extinguishers.
- Annual Service of Boiler Plant and Associated Equipment.
- Five yearly checks on Fixed Wiring Installations. All equipment on site will be maintained in efficient working order to ensure that it is safe to use. The following arrangements have been made.

Fire Extinguisher/Fire Alarms

Fire extinguishers are subject to an annual check by ABC Fire Protection Ltd, and are checked on a weekly basis by the Estates Manager to ensure that they are in position and that the pins are in place.

Fire Alarms are serviced and maintained by Central Southern Security Ltd. They are also responsible to servicing electrical and smoke detectors annually.

Electrical Safety.

Under the Electricity at work regulations 1989, the fixed electrical circuits, etc. within the school should be inspected and tested at least every five years by a competent person. The school employs A J Bailey, Electrical Contractors, for maintaining all fixed electrical circuits.

In addition:

- Where wiring is subject to damage (e.g. surface wiring in temporary classrooms and in external areas such as greenhouses) it should be similarly inspected every three years
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied
- A record of all electrical equipment will be kept by the school, to stop any apparatus previously discarded as defective to slip back into use.

PE Equipment

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted the designated person will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis the Head of PE inspects the Climbing Wall. Thorough risk assessments of all activities and equipment are carried out annually and are available to all staff via the staff share.

Portable Appliance/Electrical Equipment (PAT) Testing

All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment it is put out of use until it is checked, to ensure safe operation, or the defect is remedied.

Portable electrical equipment, including the personal property of staff on school premises, will be tested annually by a competent person. No equipment should be used unless it has been tested.

The school will ensure that all electrical equipment is constructed and maintained so as to prevent danger as far as is reasonably practicable, and will comply with the standards detailed in the Electricity at Work Regulations 1989.

An inventory of all electrical equipment is kept by HOD/School Business Manager/PAT tester. (Testinspect Ltd)

Repairs and Maintenance Buildings, services, and plant will be inspected termly. Staff should report any defects or problems that they notice promptly by entering all relevant details on the white board in the staff pantry.

19) FIRE SAFETY, INCLUDING TESTING OF ALARMS AND EVACUATION PROCEDURES *(Please see Fire Safety Policy).*

Moyles Court School will take all reasonable steps to comply with its legal obligations to staff, pupils and visitors under the Fire Precautions (Workplace) Regulations 1997 (as amended). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, the Fire Risk Prevention Policy also forms part of our overall Health and Safety Policy.

The School is visited by the Local Fire Officer from time to time and complies with all his requirements.

Lightening conductors are tested and checked on a regular basis.

A full Fire Procedure is in place and Fire Drills are carried out each term for both the school and boarding houses. Southern Central Security test the alarm system every 6 months.

A full Fire Alarm system is in place with all areas covered by automatic detectors to ensure early warning at all times.

Fire Risk Assessment has been carried out by the School.

Please refer to the Fire Safety Policy (Appendix 2)

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20) WHISTLE BLOWING - If a member of staff has concerns about the threat of violence or aggression, any other health and safety matter they should in the first instance try to resolve it with their line manager or Headmaster.

If there is no satisfactory outcome they may bring this to the attention of a member of the Executive Board with responsibility for health and safety anonymously and the matter will be investigated by them.

For any safeguarding concerns again, please refer the Safeguarding Policy as well as the Whistleblowing Policy.

21) SMOKING AT WORK - The school has a legal obligation to its staff to provide a safe working environment, without risk to health. It accepts that passive smoking presents a risk to staff and therefore has a **No Smoking Policy**. The smoking ban applies to all employees, visitors and pupils/students whilst on school premises or in school vehicles and to the premises in and out of normal school hours.

This policy also applies to volunteers transporting staff or pupils/students on school business. (Appendix 5)

22) SLIPS AND TRIPS - The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an on-going basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

(Common hazards, PE Health & Safety and Rules for D&T - Appendix 10)

23) HIRING OF THE SCHOOL PREMISES

Hire of School Premises to Outside Organisations. The School may, from time to time, hire out the premises or facilities to outside organisations in order to generate an additional income stream and/or to foster stronger links between the school and the wider community. The School Business Manager is responsible for managing all such lettings.

The School Business Manager has a duty of care to ensure, so far as is reasonably practicable, that there are no health and safety risks within the facilities to be hired and that the visitors will be reasonably safe in using the premises for the purposes for which they have been permitted to be there. Wherever possible and practicable, they should ensure that hirers visit in advance to familiarise themselves with the facilities and prepare a risk assessment, in conjunction with the school's Compliance Adviser.

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The School Business Manager shall ensure that:

- Health and Safety information is provided to hirers covering:
 - Fire precautions and procedures
- Any known health and safety hazards (e.g. as a result of maintenance work to the premises) are notified to the hirers.
- A contact person is available in the event of an emergency and that the hirers know who it is and how to contact them.
- Any equipment not to be used is either removed from the area or isolated so that it cannot be operated either intentionally or accidentally.
- Any out of bounds areas are notified to the hirers (e.g. grounds maintenance workshops).
- Any hazardous substances are locked away.
- A member of staff is appointed to check that the area to be used is safe before the hirer arrives.

- Safe access and egress is provided to disabled persons, should the hirer indicate that they are likely to attend.
- Adequate lighting of access ways, corridors, toilets, staircases etc likely to be used by the hirers.
- Access ways and floors are clean, free from obstruction and do not present a slip hazard.

The hirers:

- ❖ Understand that they are responsible, so far as is reasonably practicable, for the health and safety of their attendees
- ❖ Brief attendees on the emergency procedures. Residential lets are to hold a fire practice.
- ❖ Hold a register of attendees, where appropriate, so they can check that everyone is out of the building in an emergency.
- ❖ Understand that the school may not be able to provide assistance in the event of emergency (e.g. out of hours or during holiday periods) and that they must make their own arrangements to contact the emergency services.

24) CHILDREN OF STAFF IN THE WORKPLACE

Members of staff who come into the school during the holidays to work or for Inset days may wish to bring their children with them.

Children who are taken to parent's workplaces must be properly supervised in order to comply with the provisions of Section 3(1) of the HSAW Act 1974, concerning the safety of non-employees.

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Conditions –

Members of staff are welcome to bring their children to work with them, under the following conditions:

- 'Visiting' children must be registered at the Front Office so that, in the event of having to evacuate buildings in an emergency, the school knows who is on site and can take appropriate action. Should the Front Office not be manned, alternative arrangements must be made.
- In the event of any incident or accident, children should be told to contact the Front Office for help or first aid, etc. Again, alternative arrangements must be made if the Front Office is not manned.

Children may only use the following areas:

- Allocated classroom
- Dining room (at meal times)
- Library

All other areas are strictly out of bounds, although certain areas may be used with the express permission from the Headmaster.

25) NOISE & VIBRATION AT WORK

Noise

The School regards Noise as a very important issue and takes the following action in order to minimise its effect. (Noise Policy – Appendix 12)

- 1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- 2) Where it is not possible or practical to control by the methods in 1) Hearing Protectors Will be used.
- 3) Where applicable, Noise Meters will be used to monitor the noise situation, and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Vibration

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

- Equipment is selected carefully to ensure that the vibration level is as low as possible.
- Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

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If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

26) PUPIL ACCESS TO AREAS OF RISK

Areas of high risk (Science lab, Sports Hall, D&T workshop, school kitchens) are kept locked unless a member of staff is present. There are notices posted warning children not to enter these rooms without a member of staff.

Kitchens:

The corridor leading to the Kitchens is Out of Bounds unless specific permission has been given to a pupil by a member of Staff.

Cellars:

NO PERSONS are allowed in the Cellar Area without permission and consultation with the School Business Manager

Tree Climbing - Please see Climbing Tree Policy (Appendix 4)

Following the introduction of our Outdoor Learning Curriculum, the following policy has been put in place. An adventure playground has also been constructed for the children to play on.

Windows:

Due to the potential risk of falling out of a window, all windows are secured with a chain to prevent them opening fully and children are not allowed to sit on window sills.

Out of Bounds:

The boundaries are discussed with all new students by form tutors and their buddies. The limits and areas that they are not allowed to go without permission are explained to them clearly.

Any out of bound areas are clearly signposted.

27) 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, commensurate with 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 and ensure that it is not used until it is declared safe, following remedial work.

The Early Years has a separate rota that is arranged to reflect the ages of the children and therefore has greater supervision. The Early Years play in a designated area to ensure that members of staff are able to supervise adequately.

In all cases the School ensures that staff supervising the playground activities, are competent to undertake the task.

28) CRISIS MANAGEMENT

Disasters come in many shapes and sizes. They range from the crisis caused by fire or flood to the less visible, but just as real, damage created by a serious accident, a scandal or a fraud. The enormous benefits which sophisticated Information and Communications Technology brings to administration make us all the more vulnerable to failures in these systems. Thus, we may be forced to cope with the impact of road traffic accidents, allegations of improper behaviour, drugs related incidents, serious illness, major fire, real or threatened bomb attacks and sundry other challenges.

None of us wants to contemplate the disaster scenario – we prefer to cross our fingers and hope that it will never happen to us. Yet every year several schools experience a catastrophic event, and have to make an immediate and effective response if they are to survive. The odds of survival as a fully-functioning school are improved enormously if there are contingency plans in place, if everyone knows what is expected of them, and if there is an effective public relations policy.

Among the most important assets of a school are its reputation, its ambience and its ethos, and if these are destroyed, no insurance payout can replace them.

No crisis management plan can anticipate every form of crisis which might occur. But there are features which are common to many incidents, so the purpose of this plan is to give those who are faced with a crisis some basis for action. It provides a framework, and points to the preliminary work which can ease the strain of managing a crisis if it happens.

Do not wait until the crisis happens to look at this plan – you will not have time then. All staff should read it now and re-read it at regular intervals. *(Please refer to the Crisis Management Plan)*

APPENDIX 1 - Staff Holding Responsibilities for Health and Safety

Date: January 2018

Name of Establishment: MOYLES COURT SCHOOL

POSITION	NAME
Proprietor/Chair of the Board	Mr Mark Broadway
Board member responsible for Health and Safety	Mrs. Joanne Broadway
Headmaster	Mr Richard Milner-Smith
Health & Safety Consultant	Sense Safety Ltd
Responsible person for First Aid	Nurses: Mrs Lucy Andrews Early Years Coordinator: Ms E Christopher Reception: Mrs A Jones Estates Manager: Mr Gavin Farrant
D T Coordinator	Mr. Anthony Harris
Science Coordinator	Mr. Shane Bury
Sport and PE Coordinator	Mr. Paddy Padfield
Estates Manager	Mr. Gavin Farrant
Transport Manager	Mr Philip James
Head of Boarding	Mrs. Kym Hyde
School Business Manager	Mrs. Susan Organ
Fire Safety Manager	Mr. Gavin Farrant

APPENDIX 2 – FIRE RISK PREVENTION POLICY, including Emergency Evacuation

PART 1: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The Fire Risk Prevention policy, procedures and risk assessments at Moyles Court School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Estates Manager is the designated School Fire Safety Manager (FSM), who is responsible for ensuring that:

- The Fire Prevention Policy is kept under regular review by Executive of the Board and the SMT.
- The Fire Prevention Policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

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EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the Fire Muster Point on the front pitch.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.

4. The School Office or the night/weekend house staff will summon the Emergency Services if the alarm sounds.
5. If you have a pupil who has movement difficulties in your class, you should assist him or her to the Fire Muster Point.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the responsible member of staff who is taking the roll call. S/he will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures in the first few days of the term. This will comprise a notified fire practice. They will be shown where the emergency exits, and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff during their first term by the FSM. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

OFFICE HOURS

The School Office is manned between 8.00am and 6.00pm during weekdays and between 9.00am and 5.00pm during holidays apart from half terms and the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the main entrance foyer. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, staff have standing instructions to summon the Fire and Emergency Service at once.

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice which is contained in the signing-in book.

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

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the member of staff taking the roll call. It is the responsibility of the FSM/House Master to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

- On no account should anyone return to a burning building
- On no account should the alarms be silenced/reset until ALL personnel have been accounted for and the identified zone investigated.

RESPONSIBILITIES OF FIRE MARSHALS

The Fire Marshalls are the Estates Manager, his deputy and the FSM. They will assist as required in the event of a fire alarm sounding.

FIRE PRACTICES

At least one fire practice is held every term and likewise a night-time evacuation is practiced of the boarding houses. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the attendance of Fire Marshals helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

The following fire prevention measures are in place at Moyles Court School:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, are located as appropriate in accordance with the recommendations of our professional Advisers. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up. Smoke control systems are located in our boarding accommodation.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- The master panel for the alarm system is located in the main entrance foyer and indicates the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the building.
- Keep fire routes and exits clear at all times.

- Testing all fire alarms weekly and recording all tests and defects. This is the responsibility of the Estates Manager. A weekly fire bell test takes place on Mondays at 9.10 am. A different break-glass point is tested each week.

Checks are carried out as follows:

- Monthly checks of fire doors, fire extinguishers and emergency lights,
- An annual professional check on fire detection and warning equipment,
- An annual service of alarms, smoke detectors, emergency lights and fire extinguishers.
- Records of all tests are kept in the Estates School Business Manager's office.

Electrical Safety

- The School has current electrical test certificates for its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- Annual portable appliance testing takes place by a professional body.
- Records of all tests are kept in the Estates Manager's office.
- The Head of DT/Head of Science is to ensure that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards are to be switched off every evening and during holidays and weekends.

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Lightning Protection

- Lightning protection and earthing conforms to regulations. A certificate of conformity is held by the School Business Manager.

Safe Storage

- Flammable materials used in teaching or maintenance are secured in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

LETTING OR HIRING THE SCHOOL

The standard contractual terms used for letting and hiring the school covers fire safety and specifies that the hirer should certify that s/he has read and understood the school's fire safety

policy and procedures. The School Business Manager will arrange for a fire practice to take place with every letting.

PART 3: FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

Generic risk assessments are used for classrooms and relevant assessments are produced for specialist areas such as science, DT and catering.

The school's fire risk assessment is carried out annually and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of the school's fire risk assessments are held by the Estates Manager. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

APPENDIX 3 – MINIBUS POLICY

1. ELIGIBILITY TO DRIVE

- All drivers must have a D or D1 licence with no restrictions.
- Drivers must have a current Certificate of Professional Competence.
- Drivers over the age of 70 years must have passed a medical examination and have a minibus entitlement on their licences. The School's insurers must approve them as drivers.
- Any medical condition that may impair driving must be advised to the DVLA and the School Business Manager.
- The School's insurers, through the School Business Manager, must be advised of any of the following:
 - i. Any conviction or threat of prosecution for motoring offences (except parking)
 - ii. New at fault accidents
 - iii. Refusal of motor insurance by another insurer
- Do not drive under the influence of alcohol, drugs or medicines that might impair judgement.

2. SAFETY RULES

- Each passenger should occupy an individual seat and wear a seat belt. It is the driver's responsibility to ensure that passengers under the age of 14 wear a seat belt. School policy is for all passengers and the driver to wear a seat belt. (It is a legal requirement for the driver to wear one.)
- If appropriate, an adult in addition to the driver should be present on all journeys except School runs between home and school.
- Driving time must not exceed nine hours in any 24. Not more than four and a half hours continuous driving should be undertaken without a break of at least 15 minutes. Eleven consecutive hours per day must be spent away from the moving vehicle and you must not work, including driving and non-driving, more than 16 hours in any one working day. Do not start a long journey at the end of a day's work or when tired.
- Drivers should be familiar with the route and the School advised, before departure, of itinerary and estimated times of arrival and return.
- In the event of a breakdown or accident.
 - The driver needs to decide if there is any further danger and how best to reduce the risks. The driver needs to decide whether it is appropriate to....
 - Keep the passengers where they are.

- Move them to the front of the bus (if able) in case of another vehicle running into the back of the bus.
 - Get the passengers of the bus carefully and lead them to a safe area (that the driver has selected).
 - Place a safety triangle at least 50 meters away to warn other road users. This must not be done on a Motorway.
 - Put on the hazard warning lights.
 - If on a motorway all passengers must get off the bus and stand on the embankment the other side of the crash barriers.
 - Do not allow the passengers to wander around.
 - If on a motorway or dangerous position on a carriageway, notify the police that there are children on board.
- In the event of a fire.
 - Stop as quickly and safely as possible.
 - Get all passengers off the bus and tell them to stand together in a safe area away from the bus.
 - Phone 999 or tell someone else to.
 - Tackle the source with a suitable fire extinguisher **ONLY IF YOU CAN DO SO SAFELY – DO NOT ENDANGER YOUR LIFE**
- While carrying passengers all doors should be unlocked and gangways kept clear.
 - CCTV cameras should be switched on at all times while in service.
 - Always carry a passenger list, as well as leaving one in the office.
 - Teachers/Staff must carry passenger lists on boarder's trips and school visits/sports fixtures.
 - Always carry a mobile telephone, but do not use it whilst driving.
 - No smoking or consumption of alcohol by drivers, escorts or passengers is allowed in the Minibus.
 - The driver may permit passengers on long journeys to consume food if needed.
 - Drivers are to confirm that all pupils have fastened their seat belts prior to the commencement of each journey by making a physical check.
 - In the interests of safety, pupils should occupy the seats at the front of the bus whenever possible.
 - A seating plan should be produced in the event that children might misbehave.

3. **BREAKDOWN OR ACCIDENT (SEE ALSO 2)**

- a. Please refer to the Minibus Breakdown Protocol which is attached to this policy.
- b. Contact details are kept in the minibus. The breakdown service should be called in the event of any breakdown or accident. In the event of a puncture, do not attempt to change the wheel, call the breakdown company.
- c. The School and Transport Manager should be advised as soon as possible of breakdown or accident.

In the event of an accident:

- d. **DO NOT ADMIT LIABILITY.**
- e. Stop, and do not move the vehicle unless it would be dangerous to leave it where it is.

- f. Obtain the following information:
 - Name and address of any other drivers involved.
 - Insurance details, i.e. company name, policy number, of any other driver/vehicle involved.
 - Details, i.e. registration number, vehicle make, of any other vehicle involved.
 - Names and addresses of any independent witnesses.
 - A sketch of the scene, including road widths, surface condition, time of day, weather conditions.

- g. Be prepared to give your and the School's name and address and the School's insurance details to police and anyone else with reason to ask for them.

- h. Contact the School and pass on the relevant information.

GENERAL

- i. Drivers must carry out daily safety/ walk around checks and complete the Daily Defect Book and Mileage sheet appropriately, recording and reporting any defects to the Transport Manager. Replace bulbs if possible.
- j. A fire extinguisher, first aid kit and warning triangle are carried in the minibus. Be aware of where they are.
- k. The minibuses run on **diesel fuel and** buses will be refuelled by the driver. The cost of any fuel purchased separately will be refunded by the School Business Manager, on production of a receipt. Buses should not be allowed to run below one quarter of a tank before being filled up.
- l. The minibuses are serviced regularly and routine checks carried out, however, drivers are responsible for the condition of their bus when driving so if you do not feel it is roadworthy, do not drive it.
- m. Drivers should ensure that the buses are washed weekly and the interiors always cleaned at the end of each journey.
- n. Any damage or safety faults must be reported to the Transport Manager.
- o. The School is not responsible for speeding or parking fines or for the penalties for any other contraventions of the law. Any endorsements or penalty points will go on your driving licence. This may affect your job.

Transporting Children on School Activities

Any school based activity or trip will always be accompanied by a registered and qualified bus driver.

Moyles Court Minibus Safety Procedure for Disembarking

Rationale -

Ensuring the safety of school children while on excursions is something we take very seriously here at Moyles Court School.

While in transit, it's advisable for supervisors to spread out and sit in different areas around the minibus to ensure all children are well behaved. If possible, there should be one supervisor sat close to each exit on the mini bus so as to aid the pupils in case of an emergency.

Keeping youngsters in hand while travelling on a coach is very important as boisterous behaviour may distract the driver and could, in a worst case scenario, lead to an accident.

Ensure the bus is kept clear of rubbish and other debris and that all bags are stored away in a suitable space to avoid accidents from tripping. All passengers should remain seated and wearing seat belts while the mini bus is moving as injuries could be sustained should the driver need to break suddenly.

Disembarking Procedures -

Extra caution also needs to be paid while disembarking the minibus.

The following procedure must be followed:

1. Passengers should remain seated with seatbelts on.
2. The driver or accompanying staff member must leave the minibus first to check that it is safe for the passengers to disembark.
3. Passengers remain seated with seat belts on.
4. Passengers remove seatbelts when directed to do so by the driver or staff member, but remain seated.
5. The passengers then disembark from the minibus when directed to do so by the driver or staff member.
6. Ideally passengers disembark onto a pavement and line up beside the bus. If there is no pavement passengers disembark and line up along the side of the bus. The driver or additional member of staff must escort all pupils safely to their destination.
7. If the pupils are arriving back at school the driver or additional member of staff must escort the pupils to their classroom/form room or Sedgemoor building.
8. Pupils must not enter the school by walking across the carpark to the main entrance.

PUPILS MUST NOT WALK THROUGH THE CAR PARK UNSUPERVISED AT ANY TIME

Minibus Breakdown Protocol

If your vehicle breaks down:-

Make sure the children are safe, if possible move them to the front of the bus or take them off the bus and to a safe area, using high visibility vests.

In School hours -

1. Phone the school office and explain the situation.
(contact Phil James)
2. Phone the breakdown assistance number.
If the vehicle needs to be taken to a garage, phone Ringwood Motor Company 01425 480374 to confirm this.
3. If the breakdown/accident is on the Motorway or in a dangerous position on a carriageway, the police must be informed that children are on board.

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Out of School hours-

1. Phone Phil James
(Home - 01425461771, Work – 07387103745, Mobile - 07933797961)
2. Phone breakdown assistance and police if necessary.
3. Inform parents of possible delays to school or home; give them the option of collecting their child.
4. Wait with vehicle and keep Phil informed of progress.

BUS DRIVER NUMBERS

Bus 2	Barton	07387103742
Bus 4	Kevin	07387103744
Bus 6	Phil	07387103745
Bus 7	Chris	07741193114
	Alastair	07387103743
	Claire	07388377232

Transporting Children on School Activities

If there is a need to transport students for any activity or event, then the schools' transport system must be used. Please liaise with Philip James for this.

In cases of extreme emergencies, staff may use their personal cars; however, you are responsible for informing your insurance company and have it included in your policy.

A copy of this policy must be given to the School Business Manager and filed.

The general principles that are covered in this letter are:

All drivers must:

- Hold a valid driving licence for the type of vehicle being driven
- Be fit to drive
- Have no medical condition which affects their ability to drive
- Have a valid MOT for any vehicle older than 3 years old
- Ensure that any vehicle is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors etc.
- Ensure that any vehicle used has current road tax
- Ensure that they adhere to the appropriate speed limit
- Ensure that all seat belts are working and worn by everybody in the vehicle

Insurance:

- Maintain valid insurance, as a minimum, for third part liability
- Check with their insurance company and inform them that the driver occasionally conveys children on school activities. (This is unlikely to affect the cost of your insurance premium.)

Safety:

- Be familiar with, and drive in accordance with, the Highway Code at all times
- Drive safely and observe the speed limit
- Before driving not to consume alcohol or drugs which may impair driving
- Ensure that all passengers wear seat belts as appropriate
- Use child proof locks on rear doors where necessary
- Child seats such as booster seats are to be used at all times according to the height of each child in the vehicle.

Template letter is available at:

<http://documents.hants.gov.uk/education/LADOsafeguardingchildrenineducation2014templateletterforparent.doc>

MOYLES COURT SCHOOL

PE DEPARTMENT

Arrangements in the event of a pupil having to go to hospital at an away fixture.

1. The driver or member of staff accompanying the team will go with the injured pupil to hospital. They will take the school mini-bus and accompany the ambulance to the hospital.
2. The member of staff will use their mobile phone or arrange for the host school to contact Moyles Court School to inform them that a pupil has been injured and is being taken to hospital. A brief outline of the incident will be given to our office staff who will then arrange for a bus to go to the away school to collect our pupils and they will also contact the parents/guardians of the injured pupil to tell them which hospital their son/daughter has been taken to, so that the member of staff can be relieved.
3. The host school will look after our pupils until a member of staff arrives from Moyles Court to accompany the group back to school.
4. Once the parents/guardians have arrived at the hospital the member of staff can then return to school having handed over all details to the parents/guardians.
5. Upon returning to school, the member of staff will record the incident in the accident book.

APPENDIX 4 - TREE CLIMBING POLICY AND PROCEDURE

Tree climbing carries a risk. At Moyles Court we have assessed this and consider that under certain conditions, some designated trees may be climbed by children. Tree climbing is such a part of childhood that to forbid it would seem to be a rather draconian measure. We believe that it is not in the children's best interests to ban tree climbing, as they need to be able to calculate and take risks for themselves, in a safe and supervised environment.

Trees are climbed at the child's own risk, with the knowledge and permission of their parent. Parents who do not wish their child to be allowed to climb trees should let the school know in writing that they have withheld permission. By registering at Moyles Court parents accept the inherent risk and give permission for their children to be allowed to climb trees given the following guidelines. A copy of the Risk Assessment and these guidelines are available to all parents, on request.

TREE CLIMBING POLICY - Rules of Use

- The only trees which may be climbed are those identified by teacher or outdoor learning leader.
- No-one may climb a tree without permission from a teacher.
- You may only climb trees in groups of at least 3.

Don't wear baggy clothing which can catch in branches and unexpectedly yank you one way or another while climbing. Never wear anything around your neck.

Trees are not to be climbed when they are wet. Heavy fog, dew, frost and rain will make a tree slippery.

Trees may not be climbed when it is windy.

Trees are not to be climbed at dusk or during the night. They should only be climbed in daylight hours.

Any member of staff may refuse permission to climb trees without further explanation.

Children who have taken medication such as antihistamines must not climb trees. Any child taking prescribed medication of any kind or who is "off games" must get permission from Nurse before asking permission to climb trees.

Do not climb if you are not fully awake and alert. Don't allow yourself to be distracted and don't distract others whilst they are climbing. Do not climb when you are feeling upset.

Both feet and hands, taken together, provide you with four points of support. At any given time while climbing, at least three points should be securely supporting your weight. This is the "three-point rule". When you are ready to climb, up or down, the tree, move only one point of support to a new location – at all times leaving the other three points secure. When the fourth point is secure, you may move one of the others. A point is secure when your entire weight can rest safely

on that point. Each point should be secure on a different support. Having two feet on the same branch provides you only with one point of support.

Branches can break, feet and hands may slip, and the unexpected does happen. When following the “three-point rule”, any two points of support can fail while another point is reaching for a new location and you will not fall.

It may be hard to judge the suitability of some branches for support. You may test one by using your free point of support, so long as the other three points remain secure. If placing your entire weight on the branch causes it to slant down from the trunk, do not use it.

Note that sitting on a branch does not provide you with a point of support, even if you are straddling it!

When using a branch for support, use the part of the branch nearest the trunk, where it is the strongest. Don't use branches which slant down from the trunk – only use those which slant up or are perpendicular to the ground. When using the trunk of the tree for support, your arm should be able to reach at least half way around the trunk – any less and you cannot use that arm to hold yourself in place.

Stay off dead branches. Avoid using dead branches when climbing and report any that you might find to the TOD immediately.

Wear good footwear that provides grip – trainers for example.

Always think about falling. If you keep in mind that you could easily fall at any moment, then the chances are you will proceed cautiously.

And remember, if it doesn't feel right, don't do it! If for any reason you feel uncomfortable with what you're doing then stop.

APPENDIX 5 - SMOKE FREE POLICY

Introduction

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy Statement

In order to protect all employees, pupils, parents, visitors and contractors from exposure to second hand smoke and to assist compliance with the Health Act 2006, Moyles Court does not allow smoking within the School. With effect from 1 July 2007, it is against the law to smoke within any building or vehicle belonging to the School, except Staff Accommodation located away from the School. This policy applies to all employees, pupils, parents, visitors and contractors.

Implementation

Overall responsibility for the implementation and review of this policy rests with the School Business Manager. However, all staff are obliged to adhere to and support the implementation of the policy. Appropriate 'no-smoking' signs are displayed at the entrance to the premises, buildings and in school vehicles.

Non-Compliance

The School's disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the Smoking Helpline on 0800 169 0169.

APPENDIX 6 - POLICY FOR THE MANAGEMENT OF ASBESTOS

Asbestos Register

A non-invasive asbestos management survey has been completed. An asbestos register of known or presumed asbestos has been drawn up and is maintained for the school by the Local Authority Property Services Section. This register is available to all contractors on-line.

Asbestos Management Plan

The School Asbestos Management Plan of which this policy forms a part is held and maintained by the School Business Manager.

The plan identifies where asbestos containing materials are known or presumed to be on site and how the materials are managed. Employees are informed of the locations of asbestos, instructed on the need to avoid disturbing it, and on the importance of closing off areas and reporting damage or defects.

Routine Monitoring of Asbestos Present

The Headmaster will be the main duty holder but operationally delegates the task of visual monitoring of asbestos materials to the Premises Manager. The asbestos present will be visually checked with any damage or defects reported immediately to Property Services. In some cases this may initiate the emergency procedures detailed below and place the area out of bounds.

The asbestos will be checked: Twice a year (minimum)

Contractors and Minor Works

The school will ensure that only competent (and if necessary licensed) contractors follow the agreed safe methods when carrying out work that might disturb asbestos. Contractors will be asked to complete an asbestos safe operating procedure form and agree to a method of work that will not disturb asbestos, or if that is not possible, will ensure that any disturbance is properly controlled as required by the Control of Asbestos regulations 2012 and the standards in the HSE guidance and codes of practice.

Contractors will be properly informed about asbestos in any building they work in, and given access to the asbestos register (available on-line) before commencing work involving drilling, cutting or abrading of surfaces or any access to roof voids, suspended ceilings, floor ducts or service ducts.

All contractors appointed directly by the school and the Estates Manager are also required to be competent and check that any minor works they are about to undertake does not disturb any asbestos containing building materials.

Larger Projects of Refurbishment or Demolition

A full invasive asbestos pre-works survey must be undertaken before any planned demolition or refurbishment works commence. Do not assume there is no asbestos present where there is no

register entry. If there is any doubt school staff and contractors must always assume asbestos will be present and contact the School Business Manager as soon as possible.

Emergency Procedures - Damaged Asbestos Materials

In the event that any asbestos containing materials are damaged, the room or area in which the damage occurs must be put out of use immediately and people kept out of any area. The Estates Manager will be informed who will in turn contact a licensed contractor who will ensure appropriate measures are taken.

APPENDIX 7 – TRIPS OUT OF SCHOOL

RISK ASSESSMENT PACK

(THESE CAN BE FOUND IN THE STAFF ROOM, OR ON STAFF SHARE/TRIPS)

<http://www3.hants.gov.uk/education/outdoor-education/oe-homepage/oe-documents.htm>

APPENDIX 8 – LEGIONELLA

Please refer to the following :- <http://www.hse.gov.uk/contact>

“Legionnaires’ disease: Technical guidance, Part 2: The control of legionella bacteria in hot and cold water systems. Interim guidance.

APPENDIX 9 – RISK ASSESSMENT POLICY

RISK ASSESSMENT

Purpose of this Section

1. The purpose of this Section is to set out the procedure for producing, retaining and updating risk assessments at Moyles Court School. Areas where risk assessments need to be conducted includes:-
 - a. Health & Safety of premises, equipment and public rights of way
 - b. Matters relating to pupil welfare, including medical needs, supervision and school trips.
 - c. Recruitment
 - d. Safeguarding including Prevent and bullying
 - e. Lessons including activities, recreation, sport and boarding

Background

2. A risk assessment has three purposes:
 - to identify all things and activities which may cause harm to our staff, pupils visitors etc. (the hazards);
 - to consider the chance of that harm actually befalling anyone in the circumstances identified, and the possible consequences which could arise from it (the risks);
 - to enable plans to be made for the introduction and monitoring of preventive measures to ensure that the risks are adequately controlled at all times. Without effective assessment there can seldom be effective control (i.e. a safe system of work).

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Definitions

3. As ever, the terms used need to be understood and these definitions should help:

HAZARD – the potential to cause harm, including ill health and injury; damage to property, plant, products or the environment;

LIKELIHOOD – the chances of an event involving the identified hazard actually happening;

RISK - is the combination of the hazard and likelihood. For example, the HAZARD existing in an electric light fitting above your head is severe but the LIKELIHOOD of it falling on you is so low, that the RISK is negligible. Conversely walking along the edge of a cliff at night in a force 8 gale has a high HAZARD rating and high LIKELIHOOD that you might fall, so the RISK is very severe. The RISK from a substance or activity is, therefore, the likelihood that it will cause harm in the circumstances of use. This will depend on:

- the hazard presented by the substance or activity;
- how it is used or done;
- how it is controlled;
- who is exposed, how much, for how long, etc.;
- what they are doing;
- what guards, precautions, etc., already exist.

4. Poor control of activities can create a substantial risk even from a substance or activity with low hazard. However, with proper precautions most risks of being harmed can be adequately controlled.

General Guidance

5. Within our school community, the majority of hazards, likelihoods, and risks have already been identified and documented, and will already be adequately controlled in conformity with existing legal requirements. Undertaking another formal risk assessment will simply confirm that the hazards are already identified and adequately controlled and will simply act as a review, as required by the legislation.

6. Where previous risk assessments have not been comprehensive, or have never taken place, the exercise will identify potential hazards and the risks they present so that effective action can be taken to control them before an incident takes place. The important point is to ensure that the hazards associated with ALL areas and activities have been assessed and are adequately controlled

7. Risk assessment will assume a place in health and safety management that will be seen to be caring, cost-effective and central to the objective of the school's health and safety policy statement. In using the standard framework risk assessment forms you can help to ensure that risks can be addressed and, where necessary, safe systems of work created. The School Consultant, Health and Safety Committee and Estates Manager are also available to assist.

8. The existence of an effective risk assessment procedure together with self-inspection is a prerequisite for the system of monitoring by proper safety audits. This task cannot be achieved instantly but will require persistence from a wide range of teaching/support staff.

9. When it comes to assessments previously carried out such as those under the COSHH Regulations it is not the intention that these should be repeated under this general assessment. Cross-reference and annual review will suffice.

10. We must assess not only the risks that our staff are exposed to, but also any person affected by our business. This includes pupils, parents, contractors e.g. caterers and window cleaners; visitors, people who let parts of the building and members of the public. We must assess both the risks that occur on a daily basis, and those that happen only occasionally, e.g. daily floor cleaning and occasional gutter cleaning or Speech Day.

11. As we employ contractors, e.g. caterers, grounds staff and window cleaners, we need to provide them with comprehensive information on the risks that they are exposed to by working on the premises and the measures that need to take in order to ensure health and safety. A contractor may introduce new risks to our staff e.g. ground keeping equipment or cleaning chemicals, and we need to ensure that the contractors need to inform us about these risks so that effective and coordinated controls can be implemented.

Detailed Assessment of Risk

12. When considering a new activity, firstly consult your Head of Department, or Estates Manager. They may be able to help. Also look in the currently completed risk assessments to see if there are any areas already covered (see Shared Drive). A list of the major existing risk

assessments is on the Shared Drive. Where possible a detailed risk assessment should be undertaken using an existing format.

13. If one is not available then ask the School Consultant or School H&S Committee for guidance and follow the guidance for the area identified, completing an appropriate form and saving it to the shared area. Any standard form **must** be personalised to your own particular need.

14. In completing a risk assessment, you should:

- Identify the likely hazard – use the Consultant’s suggested ones plus any you can think of with your knowledge of the activity.
- Give a severity score should the hazard happen.
- Give a probable frequency score on the likelihood of the hazard happening.
- Work out the Risk Score by multiplying these scores
- If above 9, you must consult the Health and Safety Consultant or the School Business Manager to identify whether the activity should occur.
- Identify the control measures to minimize the risk. For most general risks this can be done by stating the controls in the “Comment” column.
- Produce Safe Systems of Work for specific hazardous activities, such as CDT or Rock Climbing.

15. All completed risk assessments should be placed on the Shared Drive under the appropriate folder in the Risk Assessment area. In addition, two hard copies should be printed off and signed; one should be retained by the individual undertaking the activity and one should go to the Head of Boarding/Estates Manager’s/ or the school office for filing.

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Review of Risk Assessments

16. Risk Assessments are not a once-and-for-all activity; they should be 'living documents' that are reviewed and amended if necessary:

- After an accident, incident or significant near miss
- After any significant changes have been made, e.g. change of staff, introduction of a new working method or piece of potentially hazardous equipment
- Annually

17. The review should be conducted by an appropriate senior member of staff and the Health and Safety Consultant or the Health and Safety Committee.

APPENDIX 10 – COMMON HAZARDS

Hazards. All members of staff are responsible for the identification of hazards and must report them to the Compliance Adviser/Estates Manager, so that the hazard can be assessed and the appropriate work can be carried out to ensure that there is no risk to safety.

Known Hazards and Locations:

- Hazard - Fertilizers and weed killers
Stored – Groundsman’s shed (Kept Locked).
Guidance - Manufacturer’s instructions to be followed.
Protective clothing to be worn if recommended.
Record of use to be kept
Used only during school holidays
Fire extinguisher to be kept in shed.

- Hazard - Cleaning materials
Stored - By cleaners in locked cupboards and in the cellar stores
Guidance - Manufacturer’s instructions to be followed
Protective clothing to be worn if recommended
Must not be put into other containers
Must be kept locked away when not in use.

Environment. All defects in heating, lighting, ventilation, etc. are to be reported to the School Business Manager who is responsible for progressing repairs.

Inspections. The Compliance Adviser and Estates Manager are to carry out inspections of the buildings and grounds each year. He will also test or have tested all electrical appliances that belong to the school once a year and any electrical appliances brought on to the premises by pupils at the beginning of each term.

It is the responsibility of staff (and boarders) to notify the Compliance Adviser/Estates Manager of any electrical appliances brought on to the premises. Staff should not allow any pupils to use their electrical appliances until they have received a TESTED sticker with the date for that beginning of term.

Any electrical equipment brought onto the premises by staff or students should be tested before use. **Information:** Staff can obtain information on health and safety from the Compliance Adviser/Estates Manager. Further information can be obtained from The Health and Safety Executive (HSE) Information Services at: <http://www.hse.gov.uk/contact>

SPORT - General

Sport in the School is co-ordinated and organised by the Head of PE who has devised a full policy for sport activities. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils will be excused sport.

For all sports, the School requires that the relevant protective equipment be worn.

SPORT - Injuries

Sport Staff who have First Aider training or the School Nurse will handle the situation provided that it is within their sphere of competence. If the injury is more serious, then an Ambulance will be summoned as appropriate. In such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

SPORTS HALL

The Hall is a multi-purpose area and when used for Sport pupils are not permitted in without supervision.

EQUIPMENT

All equipment is serviced annually where relevant and checked before use to ensure that it is safe. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

EMERGENCY PROCEDURES

In the event of injury, the appropriate action will be taken by Sports Staff or the School Nurse and if necessary an ambulance will be called.

HEALTH & SAFETY RULES

DESIGN AND TECHNOLOGY

- The DT Room should always be locked when not in use.
- The window blinds should be lowered during holidays.
- Children are only allowed in when a teacher or technician is present.
- Be sensible, don't play about or run.
- Keep the room clean and tidy.
- Always wear an apron.
- Don't fiddle with other children's work.
- Talk quietly.
- Ask before using sharp tools.
- Don't take tools out of the room.
- When using a glue gun, use a board and keep your fingers away from the hot glue.

Power Tools Safety Rules

- Always ask. A teacher / technician must supervise as you work.

- Know how to turn the machine OFF, before you start.
- Wear goggles if there is a notice telling you to do so.
- Use Guards.
- Tie back long hair, tuck in ties.
- If it doesn't work, don't fiddle, tell the teacher.
- Always stand behind the safety tape around the machinery.

THE LABORATORY SAFETY CODE

The laboratory should always be locked when not in use.

The Fume Cupboard shall be serviced annually, by Hoare & Co. The service record is kept by the School Business Manager.

Before the lesson starts you must:

- Never go into a science laboratory without permission.
- Always walk into the laboratory and never run or push anyone.

During the lesson you must:

- Always know exactly what you are doing. If not, ask.
- Always wear safety goggles/spectacles when told to do so.
- Always tie back long hair.
- Always put your bag under the table or where your teacher tells you.
- Always put your stool under the table if you leave your seat for any reason.
- Always stand when you are doing practical work and put your stool under the table.
- Always report an accident or breakage immediately. If you spill anything on yourself, immediately wash with water and call for your teacher's help.
- Never put anything in your mouth. Do not eat, drink or chew.
- Never interfere with equipment.
- Never make up your own experiments.
- Never put anything down the sink unless told to do so.
- Never sit on the tables or benches.

At the end of the lesson:

- Always wash your hands after an experiment.
- Always wipe the tables and sink areas if they are wet.
- Always leave the laboratory clean and tidy.

In addition to the above Safety Code pupils learn the correct names and location of apparatus within the laboratory.

APPENDIX 11 – CONTRACTORS POLICY

All contractors, delivery persons, inspectors and other trades people will be expected to comply with the requirements of the School's Health and Safety Policy and Rules while on the School's premises. In order to ensure that activities are to be undertaken in the correct manner, the School adopts the following procedures:

IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) Training Standards

CONTRACTORS WORKING UNSUPERVISED

Contractors will not be allowed to work unsupervised on the school site when the school children are present without having had an enhanced DBS check carried out by the school beforehand. If the contractor subscribes to the DBS update service, the school will need to check the contractor's DBS before he/she is allowed on site unsupervised.

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IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account.

Apart from normal site hazards the following will also be considered:

- a) Special Hazards applicable - e.g. Asbestos, Height
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise
- f) Activities for which a Permit to Work is required.

APPOINTMENT OF CONTRACTOR

Based upon all factors including all points addressed above.

ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors and detailed at the end of this appendix.

CONTROL OF CONTRACTOR ON SITE

- a) Nomination of person to co-ordinate all Health and Safety aspects.
- b) Pre-commencement meeting to establish Contractor Liaison Person.
- c) Arrangement of regular progress meetings.
- d) Regular inspection of Contractor's operations.
- e) Participation in site Safety Committee - where applicable.
- f) Provision by Contractor of Written Method Statements and Risk Assessments where applicable in advance.
- g) Notification by Contractor of all accidents etc.
- h) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable.

Construction (Design and Management) Regulations 2015 (CDM)

The School is aware of its obligations under the CDM Regulations and where small projects are carried out and come under these regulations the School, as client, will carry out the following:

Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase.

Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating health and safety in the construction phase of a project

Ensure that, where there is more than one contractor, a Health and Safety File is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principle Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.

The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

Contractor Rules

WORK IN AND AROUND OCCUPIED BUILDINGS

FIRE PRECAUTIONS

No smoking is permitted inside any School building by any contractor, sub-contractor or members of their staff.

Contractors must ensure that Fire Exits are kept clear at all times, that combustible materials are not left inside or adjacent to buildings and that sufficient fire extinguishers are provided by them for use in relation to their activities.

Contractors' staff and visitors must comply with regulations displayed in the School and evacuate school buildings when the Alarm sounds and muster at the Fire Assembly Point in front of the School.

STORAGE OF EQUIPMENT

Contractors are responsible for ensuring that plant, materials and equipment are stored safely and correctly on the School's premises. Plant, materials and equipment will be stored either within the contractor's own separate compound or shed or in a suitable area, provided by the School, which the contractor will ensure is safe.

SCAFFOLDING

The contractor is fully responsible for all aspects of the erection safety and dismantling of scaffolding, hoists, mobile scaffolding and long ladders. There must be adequate protection against risk to passers-by and the occupants of rooms below from falling objects, and to contractors' staff and authorised visitors from falls from such scaffolding.

ROOF WORK

The contractor must arrange adequate provision for the occupants of rooms beneath roof areas which are being worked upon. If this is not possible, the School authorities must be asked to evacuate these rooms for the duration of the work.

DANGER FROM VEHICLES

The contractor must take adequate precautions to reduce or eliminate danger to staff and pupils arising from the movement of contractor's or sub-contractor's vehicles. The School will advise on suitable routes and timings, and will, when warned in advance of a specific necessity, make available alternative routes for staff and pupils. Contractors' vehicles must be adequately secured or immobilised when left unattended on the premises.

LPG CYLINDERS AND BITUMEN BOILERS

The contractor is responsible for the correct storage and handling of LPG cylinders and bitumen boilers.

EXCAVATIONS

Excavations in open access areas must be protected by barriers, warning signs and at night by lamps. They must be covered when not in immediate use. Appropriate checks for underground services must be made before excavation work begins.

DANGEROUS OR NOXIOUS SUBSTANCES (including ASBESTOS)

The contractor must advise the School Business Manager if any potentially dangerous or noxious substances are to be used so that precautions to protect staff and pupils may be taken. If materials typically containing asbestos are encountered in the course of any contract, they must be left undisturbed and the School Business Manager informed immediately.

PAINT STRIPPING

Paint requiring to be stripped must be assumed to contain lead unless proved otherwise. No burning off is to take place inside buildings without prior arrangement. Rooms in which chemical stripping is taking place must be well ventilated and adequate PPE worn by workers. All rubbing down should be with wet abrasive. Debris should be kept damp and must be frequently removed and disposed of. Areas beneath which debris may fall must be fenced off from, or closed to pupils and staff.

ELECTRICAL SAFETY

Electrical equipment with leads passing through areas used by staff or pupils must be operated below 110 volts unless permission has been given otherwise. Hand held portable electrical equipment must not be left unattended, and larger electrical items must be isolated when left unattended. Tapping into fuse boxes is not permitted without the School Business Manager's authority.

GLAZING

All reasonable precautions to prevent glass falling into areas accessible to pupils or staff must be taken. Where a risk is foreseen, warning notices and access barriers must be positioned whilst work is in progress. Broken glass must be disposed of as soon as practicable.

STABILITY OF BUILDINGS

Contractors must take precautions to ensure that nothing is done to endanger the stability of buildings or works whether new, existing or adjoining. Contractors are responsible for providing shoring, strutting, needling or other necessary supports.

SKIPS AND SITE CLEARANCE

Waste, dust, dirt and other debris must be cleared regularly and placed in skips sited to cause minimum disruption to pupils and staff. Skips must be adequately fenced off. There must be no tipping or throwing of materials from upper storeys into skips unless enclosed chutes are used.

WARNING NOTICES AND LIGHTING

Notices warning of dangerous operations, plant, chemicals or freshly applied materials must be displayed. Safety signs must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996 and must be adequately lit at night if the operations obstruct normal pedestrian access.

NOISE AND DUST

Contractors must take all practicable measures to restrict noise at times when school lessons or exams are in progress and dust at all times when buildings or sites are occupied. Dust precautions considered must include sealing openings adjacent to works, damping down and provision of localised dust extraction.

The school authorities must be warned of operations likely to lead to extensive dust so that cleaning arrangements in adjoining areas can be arranged. Contractors' staff must wear appropriate PPE when working in a dusty or noisy environment.

INTERFERENCE WITH SERVICES

No diversion of existing services other than as shown on agreed drawings or plans included in the contract may be carried out without the agreement of the School Business Manager. Adequate warning of temporary disconnections must be given. Unobstructed access to dry and wet riser inlets, service cupboards, switch rooms etc. must be maintained.

ACCESS

Any part of a work area that must remain open to the pupils, staff or public must be provided with the necessary footways, guide rails, other protective measures and lighting to ensure safe passage.

CHANGING ROOMS, TOILETS ETC

Areas which are sensitive to being overlooked (eg toilets, showers changing rooms etc) must be screened before work begins.

SECURITY

Contractors are required to be conscious of the implications of their work on school security and must take appropriate security precautions themselves or in conjunction with the school authorities. Precautions may include arranging additional lighting, erecting physical barriers at the end of the working day, removing lower level access ladders and screening areas of high risk such as computer or television rooms. Contractors' staff must be meticulous in locking up behind them and returning keys wherever they have been given access. Contractors must maintain a record of their or their sub-contractor's employees who are on site at any given time, if only to be able to eliminate them from inquiries in the event of a problem.

PERSONAL PROTECTIVE EQUIPMENT

Contractors are responsible for ensuring that their work force and any visitors are provided with personal protective clothing and equipment adequate for the task in which they are engaged.

EMPLOYEES RESPONSIBILITY FOR THE SAFETY OF FELLOW WORKERS, PUPILS, SCHOOL STAFF AND THE PUBLIC

Contractors should remind their employees, and those of their sub-contractors, that Health and Safety is as much a matter in law for them individually as it is for their employers. Dangerous practices, whether related to the work in hand or observed in other areas should be reported to a

member of their own management or to a member of the school staff and the pursuit of greater safety is vital at all times.

WORK AT HEIGHT

Contractors will ensure that any work that is within the scope of the Work at Height Regulations 2005 is conducted in line with the Regulations and the necessary planning, risks assessments etc. are carried out and approved before any work commences.

CONTRACTOR FORM

NAME OF CONTRACTOR:

- 1) The School has a full Health and Safety Policy which is in operation throughout the premises and all people on the premises are required to comply with it.

- 2) Contractors on the School's premises are required to conduct their activities in line with the Health and Safety at Work Act 1974 and all subsequent legislation relevant to their activities. In addition to this, contractors are required to comply with any other legislation applying to the work that they are to perform and carry out the work in line with the accompanying guidelines.

- 3) Generally contractors are required to take all reasonable steps to prevent danger or ill health to anyone on the premises arising from actions by the contractor's employees or sub-contractors appointed by the contractor.

- 4) All contractors are required to have the relevant employer's liability insurance in place and any other insurance necessary to protect the School when work is carried out on the School's premises.

I confirm that the work undertaken will comply with the Contractor Policy and the above conditions.

Signed:.....

Dated:.....

APPENDIX 12 - NOISE AT WORK POLICY

General Statement of Policy

Moyles Court School will take all reasonable steps to reduce any excessive noise levels that may exist in the workplace under the Control of Noise at Work Regulations (CNWR) 2005, introduced on 6 April 2006.

New Staff. The Head is responsible for ensuring that new members of staff are issued with a copy of the Staff Handbook and receive a briefing on Health and Safety by the Compliance Adviser. Staff are invited to discuss the general policy and specific aspects of it with the Compliance Adviser.

Legal Position

The updated CNWR have reduced the levels at which action must be taken to control noise. The school is required to take action should the 'lower exposure action value' exceed 80dB and the 'upper exposure action value' exceed 85dB. The maximum noise level permitted in the workplace is now an average of 87dB over a day or week. It is the school's intention to assess the noise level over a weekly period, with checks being carried out by the Health & Safety Adviser.

Employer's Duties

Moyles Court School will undertake assessment of the risk to staff of excessive noise in the workplace, using control measures to reduce noise levels above 85dB.

If noise levels cannot be reduced below 80dB, staff will be provided with hearing protection as well as information, instruction and training in these Regulations.

Health surveillance will be provided to staff who are regularly exposed to noise levels above 85dB, or who are at risk of hearing damage. Hearing checks will be undertaken by the school nurse in the first instance.

Control Measures

Where possible we will look to eliminate excessive noise. In cases where this is not possible (e.g. music lessons) the school will look to reduce the amount of time exposure to noise occurs through adjustments to the timetable.

Other control measures may include:

- Identifying noisy machinery/equipment and considering replacement with quieter alternatives
- Building enclosures to help reduce emitted noise
- Considering dampening measures to help absorb excessive noise
- Issuing hearing protection as required.

Employee's Duties

All staff are expected to co-operate with the school in efforts to adhere to legal requirements.

Safe systems of work are to be followed.

Any failure by staff to comply with instructions on the wearing of hearing protection – without good cause – could result in disciplinary action being taken against the employee.

Instruction, Information and Training

The school will inform staff of measures it takes to reduce the risk of hearing damage. Instruction, information and training will be given, where necessary, on the control measures (e.g. staff will be trained in the correct use and storage of hearing protection).

APPENDIX 13 –MANUAL HANDLING POLICY

Manual Handling

This policy is a sub-policy of the main Moyles Court School Health and Safety Policy Statement.

Summary of Duties

Under the Manual Handling Operations Regulations 1992 (MHUR) manual handling is interpreted as the transporting, or supporting of any load (and includes lifting, lowering, pushing or pulling). The regulations require employers where reasonably practicable to avoid the need for hazardous manual handling activities. Where it is not possible to eliminate manual handling hazards an assessment must be undertaken to determine the extent of the risk. Suitable controls must then be introduced to reduce the risk of injury to the lowest extent possible.

This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying.

Risk Assessment

Prior to any manual handling each load will be assessed. Heads of Departments are required to ensure that a written risk assessment is carried out on all the tasks in their School or Service which involve manual handling. The assessment is to determine the following;

- The load - is it too large, heavy or both.
- Its shape - is it unwieldy, difficult or dangerous to grasp.
- Is it stable - can its contents shift or is it unstable.
- Can the appointed individual(s) manage the load or is it beyond them.
- Where is the load - is it easily accessible or will stooping, stretching or twisting be required.
- If the load is assessed that it cannot be safely handled staff will refer the problem to their immediate manager.

- Assessments should be reviewed when there is significant change in;
 - the activity or process
 - the working environment
 - the numbers' or abilities of persons
 - the nature of load(s) to be handled

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Where appropriate UEL is under a duty to provide employees with information on the weight of the load and centre of gravity where it is not positioned centrally. Records of assessment must be kept.

Information and Training

Written instructions and training will be provided for staff required to do manual handling and to those who use mechanical devices or aids when lifting. Such aids and devices must comply with Work Equipment Regulations 1992 and related legislation. Such aids must be maintained on a regular basis.

Suitable training, instruction and information will be provided for all staff.

The training will extend to training in safe methods of lifting and carrying for employees who undertake manual handling activities. Refresher training will also be provided at reasonable intervals. The training will include;

- use of mechanical devices and aids
- principles of good task design
- dangers of careless and unskilled handling methods
- how the body works and the effects on the body of physical stress
- handling techniques, general rules for safe lifting recommended lifts and how to deal with the unexpected.
- arrangements for Safe Working
- poor lifting

Managers, Supervisors and School/Service Safety Co-ordinators will be provided with proformas to facilitate completion of risk assessment and training and support will be provided.

Heads of Departments are responsible for ensuring that all staff follow safe work procedures and good practice as laid down in the school's Health and Safety Policy.

Safe System of Work

- Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions.
- Ensure that formalised systems of work which have been designed for the work activity are complied with.
- Make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment.
- Store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
- Use the legs and knees to bend and lift - do not stoop or bend the back.
- Avoid tasks which require stretching or twisting.
- Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
- Ensure that there are no sharp, hot or cold edges which could cause injury.
- Ensure that walkways are free from obstructions.
- Make full and proper use of personal protective equipment.
- Report any problems or concerns associated with manual handling operations to a responsible person without delay.

APPENDIX 14 - RELATED HEALTH & SAFETY POLICIES

These policies can be found in either the Staff handbook or the staff shared area.

 Anti-bullying Policy
 Asthma Policy
 Behaviour & Discipline
 Contractors Policy
 Control of Substances Hazardous to Health
 Crisis Management Plan
 Drugs Policy
 Fire Risk Prevention Policy
 First Aid Policy & Procedures
 Grounds & Site Risk Assessment
 Head Injury Policy
 Head Lice Policy
 Over the Counter Remedy Policy (OTC)
 Manual Handling Policy
 Minibus Policy
 Missing Pupil Procedure
 Mobile Phones & Digital Photography Policy – Social Media
 Off sites Visits Policy
 Pupils with Religious, Dietary, Language & Cultural Needs
 Risk Assessment Policy
 Safeguarding Children Policy
 Safer Recruitment Policy
 Site Access Arrangements
 Smoke Free Policy
 Staff taking Medication
 Staff Welfare (Managing Stress) Policy
 Uncollected Child Procedure

APPENDIX 15 – EMERGENCY CONTACT DETAILS

In the event of a burst water pipe:

- Evacuate building following fire procedures.
- Inform office who will contact:
- The Maintenance Staff
- The emergency stopcock can be found in the small office to the left of the entrance to main building.

In the event of an electricity failure

- Inform the office who will contact:
- The Maintenance Staff
- The Electricity Board's emergency number 0800 0727282

In the event of a breach in school security:

- Challenge any unknown people in school.
- If an intruder is present and safety compromised, try to inform another adult and let the office know who will ring 999.
- If this is not possible and it is possible to use phone, ring 999
- If you feel evacuation will keep the children safe, push the fire alarm to start an evacuation.

In the event of a bomb threat:

- Evacuate the school building using fire procedures
- Inform office who will ring 999 or ring 999 yourself

In the event of an animal (Forest pony, cow, pig, and donkey) being in the school grounds, keep the animal away from children.

- Inform the office who will contact:
- The Maintenance Staff
- New Forest National Park Verderers' Office (Mon-Fri 0900-1700) 02380282052 or the Forestry Commission 0300 0674600 (24 hours)

In the event of a broken window, remove children from area and if safe to do so, clear up loose glass. Restrict area; inform office who will contact the maintenance staff.