



THE KING'S SCHOOL
CHESTER

Health & Safety Policy and Manual

Policy Owner	Bursar
Last reviewed by Date	Bursar December 2021
Last approved by Date	Full Board Lent 2022
Next policy review by owner (annual)	December 2022
Next policy approval by governors (annual)	Risk & Compliance Committee Lent 2023 Full Board Lent 2023
Circulation	All staff and governors, school website
Related policies	Health Policy Minibus Policy Swimming Pool Normal Operating Procedure Swimming Pool Emergency Action Plan

Contents

1. Policy Statement, Organisation and Responsibilities	4
1.1 Health and Safety Policy Statement	4
1.2 Organisation and Responsibilities	5
2. Arrangements for Health and Safety	7
2.1 Monitoring Health and Safety	7
2.2 Consultation on Health and Safety	7
2.3 Health and Safety Committee	8
2.4 Competence and Training	8
2.5 Risk Assessment	9
2.6 Accident and Incident Reporting	10
2.7 Vulnerable Persons	11
Children or Young People at Work	11
Disabled Workers	11
Long Term Medical Conditions	12
New and Expectant Mothers	12
Visitors and Members of the Public	12
Lone Workers	13
2.8 Exposure to Violence or Aggression	13
2.9 Stress Management	14
2.10 Welfare Arrangements	14
2.11 Smoking in the Workplace	15
2.12 First Aid & Medical Requirements	15
2.13 Infection Control	17
2.14 Food Safety and Allergies	18
2.15 Play Areas and Sports Equipment	19
2.16 Swimming Pool	21
2.17 Educational Visits	21
2.18 Work Experience Placements	23
2.19 Fire Safety	24
2.20 Building Maintenance	25
2.21 Control of Contractors	25
2.22 Slips, Trips and Falls	26
2.23 Winter Conditions	27
2.24 Management of Asbestos	27

Contents (cont)

2.25	Electrical Safety	29
2.26	Gas Safety	29
2.27	Pressure Systems and Pressure Vessels	30
2.28	Legionella	30
2.29	Safe Hot Water and Hot Surfaces	30
2.30	Transport and Vehicle Movements	31
2.31	Driving and Minibuses	31
2.32	Display Screen Equipment	32
2.33	Hazardous Substances	33
2.34	Manual Handling	33
2.35	Lifting Equipment	34
2.36	Work Equipment and Machinery	34
2.37	Noise and Vibration Exposure	35
2.38	Personal Protective Equipment	36
2.39	Work at Height	37
3.	Health and Safety Procedures and Guidance	38
3.1	Competence and Training	38
3.2	Educational Visits	38
3.3	School Security	40
3.4	Fire Safety (including Gas Safety)	41
3.5	Minibuses and Driving	43
3.6	Manual Handling	44
3.7	Work Equipment/Workshop Safety	45

1. Policy Statement, Organisation and Responsibilities

1.1 Health and Safety Policy Statement

Introduction

The Governors of The King's School recognise that under the Health & Safety at Work etc. Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.

Policy Statement

The Governors of The King's School acknowledge and accept their duties and responsibilities for securing the health, safety and welfare of all its employees, of pupils, of contractors working on premises over which it has control and of members of the public. The Governors will promote standards of health, safety and welfare that comply fully with the terms and requirements of the Health & Safety at Work etc. Act 1974, Regulations made under that Act and Approved Codes of Practice and with due regard to DCSF guidance 'Health & Safety: Responsibilities and Powers'. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School. The Governors will take all such steps as are reasonably practicable and extend these in particular to the following matters:

- The provision and maintenance of systems of work and equipment that are safe and, where practicable, without risk to health;
- The arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances;
- Provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of all its employees and pupils;
- The maintenance of premises in a condition that is clean, safe and, where practicable, without risk to health and the maintenance of means of access to and exit from the premises that are safe and without such risks;
- The provision and maintenance of a working environment for employees which is safe, where practicable, without risks to health and adequate as regards facilities and arrangements for their welfare at work.
- The provision of information to contractors and visitors on the procedures and rules in place to ensure their safety whilst on the site.

The Governors of The King's School also consider that it is the individual responsibility of all employees to ensure strict adherence to safety regulations and policies, and to fulfil their obligations under the Health and Safety at Work etc. Act 1974 in the following respects:

- To take reasonable care of his/her own health and safety and of other persons (including pupils) who may be affected by his/her acts or omissions at work.
- To co-operate with management as regards any duty or requirement imposed on management or any other person by the Act, so far as it is necessary to enable that duty or requirement to be performed.
- Not to interfere intentionally or recklessly with, or misuse, anything provided in the interests of health, safety or welfare in pursuance of the requirements of the Act.
- To report any defects or hazards without delay to their immediate superior and/or colleagues.
- This policy statement will apply to all persons working within the establishment controlled by the School, whether or not they are contractually employed by the School.

This Health and Safety Policy will be revised as and when necessary or appropriate, to keep it up to date. A copy will be issued to all employees and be available for consultation, within the Staff Handbook.

1.2 Organisation and Responsibilities

Responsibilities and Duties of Individuals

All staff have a duty to:

- Work safely, for themselves and others.
- Follow authorised health and safety procedures, codes of practice and instructions.
- Co-operate with the Governors and the School's officers to enable them to carry out their responsibilities and duties.
- Report all accidents, "near misses" and apparent hazards.
- Wear protective clothing and use safety equipment or devices, where these are provided.
- Fulfil the requirement under the Health and Safety at Work Act 1974 that "no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions".
- In the event of a hazard, take appropriate preventative or other action in accordance with any Codes of Practice.

The Governors are ultimately responsible for compliance with all necessary health and safety, and associated, legislation and to this end endorse this policy and have ensured that competent persons have been appointed to ensure the implementation of this policy and associated procedures.

The Headmaster is ultimately responsible for oversight of the application of the Governors' policy, and for day-to-day health and safety matters, the Headmaster delegates this responsibility to: **The Bursar** and **Head of Estates** who are responsible for the health, safety and welfare of all persons, buildings, equipment and facilities; including all staff, pupils and any visitors or contractors invited onto our site. The Bursar and Head of Estates also oversee the implementation of the fire safety strategy within the school.

The Deputy Head Operations in consultation with the **Head of Willow Lodge & Junior School** and the **Head of Estates** is responsible for establishment of appropriate emergency procedures and their application by staff and pupils. The Deputy Head Operations will ensure that a fire drill is carried out at least once in each term.

The Head of Willow Lodge & Junior School has particular responsibility for health and safety within their respective Schools and for any unique health and safety issues that are only applicable to the Early Years Foundation Stage (EYFS). They should also ensure regular liaison with the Deputy Head Operations), and others, over matters which could affect their Schools adversely.

Heads of Departments (including holders of posts of special responsibility and heads of non-teaching departments and sections) have a general responsibility to the Headmaster for the application (within their own department) of the safety policy as it applies to all employees, pupils, attached personnel and others.

All teaching staff have responsibility for the health and safety of pupils while in their charge and for encouraging health and safety awareness by them. In particular, teachers should ensure that:

- The environment of pupils in their care is as safe and healthy as is reasonably practicable, and any obvious hazards have been made safe and/or reported.
- Appropriate safety equipment and protective clothing is provided, maintained and used correctly.
- Any special safety measures applicable to their teaching area are observed.
- Pupils are instructed in safety procedures, evacuation routes and first aid arrangements.
- Pupils (and staff) refrain from any behaviour or "horseplay" which could involve danger to themselves or others.
- Actual or potential hazards or possible improvements are reported to their head of department or other responsible person, (i.e. Head of Estates, Bursar or any member of the Health and Safety Committee).

All pupils are expected to:

- Exercise personal responsibility for the safety of themselves and fellow pupils.
- To use and not wilfully misuse, or interfere with, any equipment provided for their own or general safety.
- Not bring to school any item or substance which could endanger their own health and safety or that of others.
- Observe the safety rules of the School and in particular the instructions of teaching staff, given in an emergency.

Wilful disregard for health and safety matters could result in disciplinary action against the pupil. The Head of School (who will be an *ex officio* member of the Health and Safety Committee) will raise health and safety issues at meetings of the Sixth Form Committee and should communicate with the Chairman of the Health and Safety Committee before each meeting of that committee.

Visitors and other users of the premises (e.g. maintenance contractors, regular delivery-men, members of outside clubs, parents helping at school functions), should be made aware of, and expected to observe, school safety rules and procedures, through the **Head of Estates** and/or by any member of staff directly concerned at a particular time.

Health and Safety Committee Members receiving a report of a possible hazard, having satisfied him or herself personally that a cause for concern does exist, should report the facts without delay to the Head of Estates or in his/her absence, the Bursar. The Head of Estates/Bursar will arrange appropriate further action.

In addition to the general responsibilities outlined above, there are specific responsibilities that are detailed under the relevant headings within the arrangements section of this policy, which begins on the next page.



George Hartley
Headmaster
10/01/2022



David Rowlands
Chair of Governors
10/01/2022

2. Arrangements for Health and Safety

2.1 Monitoring Health and Safety

Health and safety performance needs to be measured or monitored to find out if the school is being successful and if we are achieving our aims. Most monitoring of health and safety performance falls into two broad categories: ACTIVE and REACTIVE. Active Monitoring aims to be preventive and looks to identify issues prior to them becoming a problem, whereas Reactive Monitoring looks at evidence of poor health and safety practice to try and learn lessons from it, via investigation of accidents, incidents and near misses.

Active Monitoring

Managers and supervisors with health and safety responsibilities must monitor in detail the areas for which they have day to day control (for example, ensuring staff training remains in date, observing and supervising safe practices, looking for hazards or defects within their own work area). Much of this checking will be informal and not recorded, but formalised structured checks are also in place for items of work and play equipment, to ensure they remain in safe condition and to demonstrate compliance with both legislative requirements and internal standards.

In addition, we have an annual health and safety audit undertaken by external consultants: Hettle Andrews & Associates Ltd, along with other inspections and audits from regulatory and industry bodies. These all serve to highlight areas of improvement, which we can tackle proactively.

Reactive Monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health, non-injury accidents (or near misses), provides an opportunity to check performance and learn from mistakes and/or improve the control measures that are in place. Trends and common features arising from accident and incident investigations can identify where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.

Analysis and review of accidents or incidents are discussed at the Health and Safety committee meetings in an effort to highlight common or recurring issues, and whether there are specific locations, areas, items of equipment or people that feature in accident data. The aim being to identify the cause and seek to make adjustments to prevent a recurrence.

2.2 Consultation on Health and Safety

Staff consultation on health and safety matters will be a standing item on the agenda at staff meetings and any points raised will be duly documented, reported to the H&S Working Group and/or H&S Committee, and actioned accordingly. In addition, the School shall arrange that representatives of employee and student safety be elected; the School shall consult with such representatives over health and safety matters including the introduction of any measures which may have an impact on health and safety, training and the provision of information relating to health and safety.

Communications on matters of health and safety, will follow the lines of communication set out below:

- From pupils – through the form-teacher or, if urgent, any other teacher or member of support staff.
- From employees – through Head of Department, Head of Estates and/or Health and Safety Working Group.

2.3 Health and Safety Committee

The (Governor's) Health and Safety Committee will meet termly, and will have the strategic oversight function for setting policy and direction with the school, as well as monitoring compliance with; policies, relevant legislation or guidance.

Representatives will include: the H&S Governor, the Bursar, the Head of Estates, and the Headmaster.

The committee will monitor H&S compliance through ongoing review of internal/external auditing or inspections undertaken, such as: H&S audits, fire risk assessments, ISI inspections, or any regulatory visits (e.g. from HSE or the Fire Service), and they will ensure development of, implementation, and compliance with any action plans that result from such activities.

Health and Safety Working Group

The Health and Safety Working Group will also meet at least termly, and will have a more operational focus to ensure implementation of policy and strategy. The working group have the following objectives and responsibilities:

- To advise and make recommendations to Governors on all matters affecting health and safety in the School, in fulfilment of the policy and legal responsibilities.
- To report on any matters requiring attention, to ensure a safe and healthy working environment.
- To investigate any serious accidents or potential hazards and make recommendations for their prevention.
- To review regularly safety procedures, accident records, and the implications for safety of changes in buildings, equipment or curriculum.
- To assist the Headmaster and Governors in promoting a practical, positive and committed attitude to health and safety by all employees, pupils and visitors.

The Working Group shall include:

- Bursar (Chairman)
- Head of Estates
- Deputy Head Operations
(*deputising for the Headmaster*)
- School Nurse
- Head of Willow Lodge & Junior School
(*or the Deputy of Junior School / Willow Lodge*)
- Representative of the Science departments
- Representative of the PE department
- Representative of the Design Technology department
- Representative for employee safety
- Educational Visits Co-ordinator
- Head of School (*ex-officio*)

Other members may be co-opted at the discretion of the Chairman when appropriate. Minutes will be taken and these will be reported to the Governors H&S Committee and any action points raised by the Bursar at the Finance and General Purposes Committee.

2.4 Competence and Training

On joining the school, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them. All staff must complete the induction training checklist.

All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate. Training will be conducted during working hours.

Risk Assessment

Annual inspections and risk assessments of all potential hazardous substances and work activities will be made by managers responsible for health and safety and will take into account all the relevant regulations and codes of practice. Specialist advice will be obtained if necessary. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary, and this information will be shared with all relevant staff members.

Temporary Staff, Contractors and Visitors

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the school's premises. They will EITHER be accompanied by a responsible permanent employee at all times OR will be issued with the relevant rules, procedures and specific hazard information [e.g. on back of security badge or on a card to carry with them].

Employer Liability and Public Liability Insurance

The School holds cover as required. Policies are reviewed each year. Copies of certificates can be obtained from the Finance Office on request.

Training and Development Policy

Structured training and development at all levels within the school is essential to the efficient and effective operation of the school's services and the development of the individual.

The school aims to ensure that all employees have the knowledge, skills and experience to meet satisfactorily the required standards of job performance. In order to meet its requirements, the school will provide opportunities for personal development and advancement to those employees with the requisite ability, aspirations and characteristics.

The objectives of training and development are to:

- Provide an effective induction programme for each individual ensuring an understanding of the school, department and the individual's duties and responsibilities and this will include training/instruction on health and safety and any legal requirements, such as may arise through the charitable status of the school, associated with his or her job.
- Provide introductory and "on the job" training to enable new employees to reach the required performance standard.
- Identify current and future training needs of individuals, matching them to cost-effective training solutions.
- Provide training to ensure improvements in skills, knowledge and attitude.
- Encourage and support employees to undertake further studies in the areas which are of benefit to themselves and their role in the school.

2.5 Risk Assessment

The Governors of The King's School recognise that under the Management of Health and Safety at Work Regulations 1999 that they have a legal requirement to undertake risk assessments, and implement appropriate precautions and control measures to ensure, so far as is reasonably possible, the health, safety and welfare of all employees, and other persons (including pupils and members of the public) who use the school premises or who take part in school activities. This will ensure that we meet our legal duties, as laid out in the Health & Safety at Work etc. Act 1974 and associated regulations and guidance.

We will ensure that suitable risk assessments are completed for all potentially hazardous areas (and every department are expected to complete these annually for their own areas), as well as any hazardous activities, equipment or substances used within the school, as well as for any activities undertaken away from the school site, such as educational visits or sports fixtures.

Educational (and pastoral) risk assessments will include areas such as:

- Science (supported by CLEAPSS)
- Art, Design and Technology
- Sports and PE activities
- Access by pupils to high-risk areas (e.g. pool, labs, workshops, plant rooms)
- CCF (Combined Cadet Force)
- Medical and first aid requirements
- Drama
- Music

Risk assessments for support staff and departments will include the following areas and all associated items of work equipment, hazardous substances stored/used, or exposure to e.g. asbestos-containing materials. Potentially hazardous working practices, such as: manual handling, work at height or lone working will also be covered by risk assessment, as well as premises-related issues such as fire safety, security, slips and trips, and concerns over external parties such as visitors, contractors or hirers of the school premises.

- Catering
- Cleaning
- Caretaking (and security)
- Maintenance
- Grounds
- Office Staff

Conducting Risk Assessments

The Head of Estates will conduct a risk assessment of each departmental area and/or activity, with input from the staff within that area, and will arrange a briefing for each Head of Department, who will feed this information to members of their department (and pupils, if appropriate), seeking written confirmation in response to confirm acknowledgement from all staff in that area as to the findings of the risk assessments.

As required, the Head of Estates will arrange for specialist consultants to undertake risk assessment for the wider site, e.g. for Legionella or Asbestos.

Review of Risk Assessments

All risk assessments are reviewed on a regular basis by the Bursar and Head of Estates, and a file is maintained for reference and to track completion, update and review of these assessments. Risk assessments are also recorded and reviewed when major structural works are planned, or in the event of an accident.

2.6 Accident and Incident Reporting

It is the responsibility of all employees to report accidents or near misses, however minor, on the Accident/Near Miss Sheets. In the event of a major accident or dangerous occurrence which is covered by the appropriate regulations, the Deputy Head Operations, Head of Willow Lodge & King's Juniors (or their Deputy), and the Headmaster, and Bursar must be informed immediately.

Procedure in the event of an accident:

- All accidents/near-misses, however minor must be reported on an Accident/Near-Miss form. (This form is available from the Staffshare: *All Staff/Stationery/Finance Stationery/ Health & Safety/Pupil Accident Form*).
- Completed forms should be submitted to the School Nurse in the first instance, who will subsequently forward onto the Bursar and Head of Estates.
- Serious accidents must be reported immediately to the Bursar, Head of Estates, Deputy Head Operations, Head of Junior School/Willow Lodge.
- It is the responsibility of individual employees to report/record accident involving personal injury.
- Any accident or near miss where no injury has occurred (but the incident had the potential to lead to injury or fatality) should be reported immediately to your Head of Department.
- All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

All members of staff are responsible for reporting any risks or defect to the Bursar/Head of Estates.

The Head of Estates is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). All accidents and near misses are reviewed by the school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

2.7 Vulnerable Persons

We appreciate that there may be certain individuals or groups of people who are placed at a greater degree of risk than other pupils or staff members attending the school, either temporarily or on a more permanent basis, and as such we ensure that there are arrangements in place to safeguard them, making adjustments where necessary to ensure their safety and welfare.

Children or Young People at Work

Where young people (i.e. under the age of 18) are employed, or we have present children or young people involved in work experience, we ensure that we comply with applicable employment and working hours legislation including additional rest breaks and the length of working days.

We undertake a specific risk assessment of the tasks, which the young person/child is due to be undertaking, taking into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment, and a supervisor is assigned to coordinate, control and assess the work carried out. There are also certain tasks which we do not allow young workers to carry out: e.g. work involving exposure to hazardous substances or the use of dangerous machinery/tools and work involving exposure to noise or vibration.

When employing/ providing work experience to children or young people, we ensure that the key findings of risk assessments and details of the preventative and protective control measures introduced, are shared with the parent or guardian, who must sign the risk assessment form and return it, to acknowledge this information. Work experience placement holders will be inducted by the School on commencement of the placement, much in the way as a new employee would be. The School will brief on:

- Realistic expectations for their placement.
- Supervision arrangements and health and safety responsibilities.
- Safeguarding arrangements (DBS checks are completed before work experience commences).
- Arrangements for debriefing, assessment and recording.
- How the school will make suitable arrangements to monitor placement holders.

Disabled Workers

Where we employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.

We ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations. We also develop a personal emergency evacuation plan (PEEP) to cover fire or other emergency evacuation scenarios, where disability could inhibit escape from the premises.

Relevant risk assessments [and the PEEP] will be reviewed at frequencies which take account of any change in the person's health condition.

Long Term Medical Conditions

The school should be notified of any long-term medical conditions affecting either pupils or staff. Written medical advice for treating each condition should be provided by parents of pupils and by the member of staff who is affected. This applies in the case of Asthma, Epilepsy, Diabetes, Anaphylactic Shock etc. The staff must be informed of such cases in the school and parents need to provide written instructions and consent to our First Aiders for treatment to be given. Epi-pens and inhalers must be deposited with the school for emergency use. The 'School Nursing Team' provide advice and assistance whenever called upon.

New and Expectant Mothers

The school recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers, and there may be occasions when different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers, the school will ensure that:

- Employees are instructed at induction to inform their manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times.
- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained.
- New and expectant mothers are not allowed to work with chemicals of a mutagenic/teratogenic classification.
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- New and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them.
- Any adverse incidents are immediately reported and investigated.
- Appropriate training etc. is provided where suitable alternative work is offered and accepted.
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.
- Where relevant, a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.
- Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with full pay.

Visitors and Members of the Public

Visitors to our premises include the Governors, parents/guardians/carers, peripatetic staff, couriers, contractors, friends or family of employees, and (less frequently) members of the emergency services, or people from regulatory or inspection bodies.

Visitors are all asked to sign in and out of our buildings (other than peripatetic staff), at which point they are issued with fire instructions and a safeguarding leaflet, and they will be issued with an identify badge to wear during their time on site. Normally, visitors will be under the supervision of one of our members of staff. The entry to the school is protected by entry panels on each external door, and the whole site fenced with an entry gate that is locked when the school is closed to prevent unauthorised visitors walking onto site. Contractors undertaking work within the premises will be subject to our contractor control arrangements (also described within this policy).

It is the responsibility of all visitors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger, however they will be led by our staff members in the event of an emergency (e.g. fire) and if they were to be involved in an accident or suffer injury.

Lone Workers

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.' In our school we have identified lone working situations and made efforts to manage them out, so as to avoid the requirement for lone working.

These efforts include the doubling up staff on shift in Facilities roles, and these staff also carry radios to keep in contact when they may be isolated for short periods of time. The first and last person in/out of the school each day would, strictly speaking, be alone for a period of time, however this would be short term in the morning and there is a requirement to notify Facilities staff when working late so as not to get locked in the building; a full sweep of the premises is also completed at the end of the day, during lock up, so any such persons will be located.

In view of these working practices being in place, no risk assessments have been undertaken, as no significant risk has been identified. If and when there are changes as to the possibility for lone working activities, this area would be re-assessed, and appropriate risk control measures put in place.

2.8 Potential for exposure to violence or aggression

Violence at work is defined by the Health and Safety Executive as 'Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment'.

We believe that this area of risk is minimal in view of the absence of any previous issues, and do not see this as an area of significant risk moving forward. With regards to interactions between staff members, and between staff and pupils, there are behavioural policies and codes of conduct in place which are publicised with the school community.

Should the nature of this risk change, either as a result of individuals or through greater interaction with members of the public, this will be reassessed. In any case we would robustly investigate any reported incidents of violence to our staff, and provide all possible support to them following such incidents, including management and occupational health support. It is also our policy to involve the Police and seek a conviction of any person who assaults our staff.

2.9 Stress Management

The Health and Safety Executive has defined stress as: “the reaction people have to excessive pressures or other types of demands placed upon them”. Some levels of pressure, even when high, can be motivating and provide a challenge. However, pressures at a level which the individual is unable to cope with, could result in stress.

The school has a legal duty to ensure the health and welfare of staff whilst at work, and the School recognises that stress must be taken seriously, and commit to take reasonably practicable steps to avoid and reduce unnecessary workplace stress, through:

- Identifying causes of stress.
- Risk assessing and taking action to reduce stressors.
- Managing the working environment.

This policy is primarily concerned with stress arising from or affecting the individual in the working environment. It does, however recognise that causes of stress may be external to the workplace or be combined with causes within the workplace, and regardless of the causes we will encourage employees to seek help and support, from their line manager, colleagues, the mental health ambassador at the school, a member of the King's Leadership Team (KLT), or via our Employee Assistance Programme (EAP) which includes the opportunity for confidential counselling support and/or occupational health referral.

Guidance and training for managers, staff surveys, appraisals and return to work (and indeed exit) interviews are all used as a means of gathering information and ensuring good practice when it comes to staff welfare, and regular wellbeing activities (e.g. exercise classes or talking therapy) are arranged within the school for the benefit of staff.

This policy should be read in conjunction with other relevant policies and procedures, where necessary, including the staff handbook and wider HR policies.

2.10 Welfare Arrangements

We have evaluated the welfare facilities required for our school, in order to comply with the Workplace (Health, Safety and Welfare) Regulations, as well as the School Premises Regulations, and Education (Independent School Standards) (England) Regulations, and have confirmed that the existing facilities meet or exceed the minimum requirements outlined.

Well-equipped sanitary and washing/changing facilities are provided in sufficient numbers for the staff and pupils using them. Facilities are also provided for drinking water, hot drinks, and all staff and pupils are catered for with hot meals provided at school. Facilities are also provided for rest and for eating meals, as required.

All areas benefit from suitable heating, lighting and ventilation, and welfare facilities are designed so as to be easily cleaned, the Facilities Supervisor ensures they remain in a clean, tidy and hygienic condition.

The Head of Estates ensures that there are sufficient welfare facilities available at all times, and maintains records of this provision across the school site. . This includes calculations on the minimum requirements, and how the school performs against these.

2.11 Smoking in the Workplace

The King's School Chester regards itself as a health-promoting organisation. It recognises that its staff act as role models for pupils in all aspects of school life, including health promotion. In light of the evidence that smoking and second-hand smoke causes damage to health, this policy has been implemented to fulfil the government's 'smoke free' legislation, and protect the staff, boys and visitors from the effects of tobacco smoke.

To this end, all of the buildings owned or operated by the School, as well as the whole of the King's School site and all vehicles are a 'NO SMOKING' area. Staff will be informed of the 'No Smoking Policy' at recruitment and clearly worded signs around site to inform staff and visitors that the premises are 'No Smoking'.

Staff members will inform visitors of the policy when necessary, and information will be included in the school Handbook and in relevant documentation to inform prospective parents and carers of the 'No Smoking Policy'.

Smoking on the premises is against the code of conduct and any offender will be subject to disciplinary procedures. Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

We recognise that smoking is an addictive behaviour, and anyone within school who wishes to give up should contact the School Nurse who will arrange for appropriate support and advice, in conjunction with approved medical health professionals.

2.12 First Aid & Medical Requirements

The School Nurse and Medical Assistant are available for pupils during term time 9.30am – 4.00pm. Where the nurse is not available a nominated first aider from the teaching or support staff is on call. The School believes that best practice is to ensure staff have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident) at all times. Details of these trained staff will be displayed on your local notice board or from your Head of Department and you should familiarise yourself with names and contact details.

First Aid boxes are available at key locations around the school, and will be taken on all educational and/or sports visits away from the school. These can be collected from the School Nurse who is responsible for stocking, checking and restocking all first aid kits.

We recognise that pupils will, at times, need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and during extra-curricular activities, including residential visits. This medication and appropriate consent forms and instructions will also be prepared by the School Nurse ahead of any such trip and will be provided with the first aid kit, where required.

School staff have no legal nor contractual duty to administer medicines to pupils, or to supervise them taking medication. It is possible that some staff will take on this responsibility as part of their contract however, though preferably a school nurse or trained welfare assistant will undertake this role. It is also possible for staff to volunteer to give medication, or supervise the taking of medicines (e.g. PE and games staff, staff taking educational visits). In both the above cases staff should have received appropriate training and guidance before doing so.

Staff caring for children (including teachers, other school staff and support staff) have a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are healthy and safe, and in some circumstances the duty of care could extend to administering medicine and /or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips.

The Governing Body takes responsibility for the administration of medicines during school time in accordance with the Government's and LA's policies and guidelines. The King's School, Chester and Governing Body indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service, and following Governing Body guidelines. The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made; The King's School, Chester and Governing Body will meet any claims in these circumstances.

Circular 14/96 'Supporting Pupils with Medical Needs in School' recommends schools have policies and procedures for supporting pupils with medical needs, particularly in respect of medication. The medication arrangements should ideally form part of an overall health care plan for pupils, where their medical condition could limit their access to education. This should be drawn up by the school in co-operation with the medical carers and parents.

To this end, on admission of the pupil to the school, and annually thereafter, all parents will be required to provide information giving full details of:

- medical conditions or allergies;
- regular medication;
- emergency contact numbers;
- name of family doctor/consultants;
- special requirements (e.g. dietary).

The school expects that normally parents will administer medication to their children before school, at lunchtime or after school. Any requests for medicine to be administered by staff must come from a parent in writing on the school's 'Request to Administer Medication Form', and each request will be considered on an individual basis.

The Form will end with the following consent statement and it will be signed and dated by a parent or someone with parental control:

"The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the school to administer the medication in accordance with the school policy. I will inform the school in writing of any changes to the above information".

A separate form must be completed for each medicine to be administered.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the Headmaster and the School Nurse what can be done in the school, before the Headmaster makes a decision (see the government guidance 'Supporting Pupils with Medical Needs' and the School Health Policy).

The Headmaster (or person authorised by the Headmaster) will decide whether any medication will be administered in school, and by whom (usually the school nurse). In appropriate cases the Headmaster and parents in consultation with the school nurse (and anyone else the Headmaster deems necessary) will draw up a healthcare plan.

The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the child's name and instructions for administration printed clearly on the label.

The school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

If the pupil is required and able to administer his own medicine (e.g. inhaler for asthma) the parent must ensure that the pupil fully understands what has to be done.

Normally medication will be kept under the control of the school unless other arrangements are made with the parent.

Normally the administration of medication will only be done in school at the following times:

- immediately before school;
- breaks and lunchtime;
- exceptionally, immediately after the end of the school day.

The administration of non-prescription medicines will be allowed in the following circumstances for the relief of, e.g.; hay fever, migraine, headaches, brace fittings, sports injury, minor aches and pains; provided that the parents have completed the appropriate request form and followed the procedures laid out above.

Intimate or Invasive Treatment

The school will not normally allow these to take place in school, except in an emergency situation or following an accident, should it be necessary.

Long-Term Medical Needs

The Governing Body and Headmaster will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The Governing Body also reserves the right to discuss the matter with the School's Occupational Health Consultant.

Records

The school form 'Administration of Medication Record' must be completed in every instance. It will be kept in the school office. The form will record:

- name of the pupil;
- date and time of the administration;
- who supervised the administration;
- which medication;
- how much was given;
- A note of any side-effects.

The School (Deputy Head (Pastoral) and School Nurse) will ensure that the medical record form is filled in and checked regularly.

2.13 Infection Control

School staff and pupils are from time to time at risk of infection or of spreading infection. The School aims to minimise the risk of the spread of infection and will:

- ensure the School Doctor provides employees and pupils with information on potential infections and symptoms, and measures to assist with early identification and prompt implementation of control measures;
- inform and take advice from the School Doctor, local Consultant in Local Disease Control (CCDC) and the Environmental Health Department of the Local Authority if an increase in illness is noted in school, or if they have any concerns about infectious disease issues;
- maintain up-to-date emergency contact numbers for all pupils, not only so that parents can be contacted if children are ill and need to be taken home, but also to assist in the investigation of any outbreaks;
- ensure that as part of their induction, all staff members complete a medical assessment form;
- maintain high standards of hygiene throughout the school including the promotion of good hand washing;
- provide warm water, liquid soap and disposable towels in all toilets and cloakrooms.
- undertake risk assessments to include the infection control risk and identify control measures associated with farm or other similar visits;
- ensure spillages of bodily fluids are dealt with immediately, using PPE, and that adequate facilities are provided to provide protection to people involved;

- organise for the safe cleaning of equipment and where appropriate disinfection and thorough cleaning of the premises; and
- arrange for safe disposal of any infected materials.

Further Information

Public Health England (PHE) provides details on recommended exclusion periods for the more common communicable diseases in Guidance on Infection Control in Schools. Factsheets on infectious diseases are available from the Public Health England: <https://www.gov.uk/topic/health-protection/infectious-diseases>

2.14 Food Safety and Allergies

Catering Facilities

We have selected a competent catering contractor (Sodexo) to operate our on-site food provision at the school, and have satisfied ourselves that they have in place procedures for hazard analysis, staff training, temperature control, cleaning and preventing contamination. Inspection by the local Environmental Health Office has also demonstrated that their procedures and controls are satisfactory.

The Head of Estates liaises with the catering contractors to ensure that the facilities provided are suitable for their requirements and remain in efficient working order, which includes, amongst other things:

- Gas safety checks on all gas-fired kitchen appliances.
- Deep cleaning of the kitchen itself and all appliances at least annually.
- Inspection and (where required) cleaning/degreasing of the extraction ductwork at least annually.
- Inspection and servicing of all kitchen equipment, including PAT testing where relevant.
- Adequate provision of firefighting equipment, such as extinguishers and fire blankets.

Food Safety & Allergies

The King's School also recognises, as part of our food provision, that a number of community members (pupils, parents, visitors and staff) may suffer from potentially life-threatening allergies or intolerances to certain food types, and we work with pupils/parents and our catering contractors, in coordination with the school nurse, to ensure we have suitable arrangements in place to mitigate these risks. This may include individual care plans for the highest risk allergies, which will be shared with the relevant staff and catering contractors. This medical information will be on the iSAMS system for staff to download during trips and activities. Posters with affected pupils' pictures, names and Houses are also on display in the necessary places.

The School's position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure by hazard identification, instruction and information. This will encourage self-responsibility to all those with known allergens to make informed decisions on food choices. It is also important that the School has robust plans for an effective response to possible emergencies, and we ensure that first aid training provided to staff includes anaphylaxis management, including awareness of triggers and procedures to be followed in the event of an emergency. The Medical Team are responsible for supplying the relevant pupil medication (adrenaline device), and keeping these up to date. Spare devices can also be found in the Medical Room in secure medical boxes.

We will ensure that, at all times, there is a comprehensive management plan for menu planning, food labelling, and customer awareness of food produced on site. Provision of a staff awareness programme on food allergies/intolerances, possible symptoms (anaphylaxis), recognition and treatment will also be implemented.

During bookings for external events, it is important that guests are informed of the requirements for any known person with food allergies/intolerances. This should be undertaken during the booking process. This information should then be passed to the Catering teams to allow them to plan appropriate menus and selections of food. The Catering Department will also hold information folders during each service outlining the contents of all dishes at the service. This can be referred to upon request by any guests.

The King's School often has pop-up tea rooms. It is important that all of the requirements are met to inform customers of the ingredient's products contain. Before any items are sold at such events, staff must check the

procedures with the Catering Department, or the supplier of food to ensure that they follow the School's procedures outlined in this document.

Educational Visits, House Events (e.g. packed lunches/BBQs etc)

All academic staff must check the requirements of all pupils they are taking off site. This is part of the offsite risk assessment. All pupils' information is on the iSAMS system. Where food intolerance has been identified, this must be relayed to the Catering Department if they are ordering packed lunches/refreshments/food. This also includes the request for any BBQ foods.

All staff undertaking an offsite trip must have attended the school's Medication and Anaphylaxis training. This is part of the risk assessment. Staff must also:

- Check that pupils have their medication before leaving site.
- Ensure all food collected from the Catering Department is clearly labelled and they are aware of foods that should not be given to pupils (also foods that pupils may purchase outside of School, during the trip).

Charity Events

If the School hosts any 'staff coffee mornings' or 'bake days' for charity it is important that no food poses a risk, however, this is difficult for the Catering Department to monitor. Where products are not made on site, but sold by the School, appropriate signage should be in place. This will state the following:

'This item was not produced at King's School, Chester; therefore, we cannot guarantee that it does not contain nuts or any other allergen'.

All products should be plated separately, and stored as such (wrapped where possible) to prevent cross contamination to other items for sale. It should be left to the discretion of the person buying the food that they accept the risk that allergens may be present.

The Sixth Form Café and Terrace Café produces and procures many items available for sale, and items that are individually wrapped will carry their own labels on branded packaging. Any items produced/made on site will have relevant labels (similar to those in the Catering Department, so that they are easy to follow) and staff will have access to a folder with further information of the ingredients used to make the items on sale. If additional flavours or new lines are added this information must be updated.

Where possible during storage and display items that are known to contain nuts (although they are individually wrapped and sealed during the manufacturing process) should be stored separately to other food items. This is to try to limit cross contamination to sufferers.

2.15 Play Areas & Sports Equipment

Risk Assessment

The School has created and maintains a risk assessment for each PE work area and sport, and within the relevant areas of the school risk assessments have also been completed for play areas.

The Director of Sport is responsible for completing an Association for Physical Education (AfPE) PE risk assessment for each PE event where significant health and safety hazards are reasonably foreseeable, and for bringing risk assessments to the attention of relevant staff.

Supervision

Teachers with responsibility for the planning and delivery of PE programmes have completed appropriate initial and/or in-service training which cover all those aspects of activity required to be taught, as recognised by the Department of Education. Where there are specific National Governing Body Certificates available for certain sport or activities, teachers planning or supervising these activities should be certificated as appropriate.

Only in exceptional circumstances and with great care should teachers of other subjects who have no specialist training in physical education be time-tabled to teach in the PE Department. Those teaching staff should not take full responsibility for any aspect of physical activity where there are elements of hazard and attendant risk. This will include swimming, gymnastics, athletics and throwing events.

Adults other than teachers are used to support the delivery of physical education, and in the extended curriculum to:

- support and work alongside teachers in the delivery of the curriculum;
- work alongside and support teachers in the development of school clubs and teams on the school site;
- deliver off-site activities.

The school governors continue to have a duty of care that operates for any activity in which pupils are engaged. Teachers cannot transfer this duty and therefore adults other than teachers must work alongside teachers, with supervision.

The school ensures that stringent checks, including Disclosure and Barring Service (DBS) checks, are made before allowing any unsupervised access to children. Refer to: 'Guidelines for Local Education Authorities, Schools and Colleges' in the use of 'Adults other than Teachers in Physical Education and Sport Programmes', BAALPE.

In determining the size of teaching groups in physical education, account is taken of:

- the nature of the activity;
- the age, experience and developmental stage of pupils/students;
- the requirements of the National Curriculum.

Supervision of pupils is maintained during all times when play equipment and sports equipment is in use, and in the case of sports, a qualified specialist teacher should closely supervise classes; it is not acceptable for non-teaching staff to supervise a practical class on their own.

Staff supervising sports shall also ensure that footwear appropriate to the activity will be worn at all times, specific for games, athletics, cross-country running and indoor activities.

Users of Multigym

If any staff members or sixth form pupils wish to use the multigym outside of normal classroom times (e.g. before/after school or during lunch/free periods) they must have completed an induction with the personal trainer and have been signed off as authorised to use it; this will be subject to a strict policy on times when the room is available for use and no lone training will be allowed, someone else must always be present.

All such rules will be explained as part of the induction, to be recorded and signed off by both parties, and which will also include medical consideration, fitness to exercise, and instruction/operation of the equipment within the gym.

Safety of Equipment and Facilities

All indoor PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and associated equipment are inspected termly by staff within the department, and records are kept by them. Basic maintenance and cleaning tasks are also undertaken in the multigym, by the personal trainer who manages this area. An annual surface roughness test is also completed for all playing surfaces.

Pre-use visual checks of all sports equipment, including games posts, are carried out daily (when in use) to identify obvious defects. With regards to play areas, again, pre-use visual checks are undertaken by the staff in that area each day, as well as an external annual inspection by a competent firm.

Wherever hazards or defects are found with sports or play equipment, it is the responsibility of the staff in that area to immediately ensure that it is taken out of use, pending repair, or disposal and replacement. Notices should also be affixed to confirm that the item cannot be used. All such defects should be reported to maintenance operatives via the 'Every' system, or direct to the installers where a maintenance or service agreement is in place to respond to these concerns.

Manual handling and storage of sports equipment is, where possible, avoided or minimised by the use of handling aids (e.g. trolleys), and the layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised. It is an integral part of the subject to involve pupils in apparatus handling, particularly in gymnastics, however this must be carried out in such a way as to reduce risk to pupils, so far as is reasonably practicable. The school will make arrangements to enable pupils to learn how to handle equipment safely according to their age and strength.

Emergency procedures

The Head of Department is responsible for preparing written emergency procedures for activities where there is a risk of serious and imminent danger to employees and/or pupils. Where employees are allocated specific tasks to perform in an emergency their role will be detailed and they will be suitably trained.

Any accidents or incidents will be reported in line with the school's standard procedures.

2.16 Swimming Pool

The School has separate policy and procedures in place for the operation and use of the swimming pool. Please refer to the: 'Normal Operating Procedure' and 'Emergency Action Plan' documents which outline considerations with regards to this facility.

All supplementary rules and procedures governing the use of the pool are also outlined in these two documents, and set out school's policy with regards to both the safe use of the pool (e.g. capacity, supervision, no lone swimming) and the maintenance of the pool (e.g. daily checks, handling chemicals, operating plant).

2.17 Educational Visits

The school believes that learning outside the classroom is an essential component of the curriculum; it gives pupils unique opportunities to develop their resourcefulness and initiative, and to spend time together in an informal environment. We regularly take pupils on day trips to: historic sites, museums, galleries, natural features, farms, Roman sites and activity venues, to support the curriculum. We take sports teams to matches in a variety of locations. Parents are fully informed of all trips in advance – on the website, by newsletter, calendar and specific letter.

The school ensures that the safety of pupils, employees and others is managed to minimise risk as far as practicable and in developing its procedures for educational visits has been guided by the guidance issued by the Department for Education and the Outdoor Education Advisers Panel Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom.

The **Governing Body** is responsible for the safety of pupils who take part in school trips, however for the purposes of implementation the **Deputy Head Operations** and **Educational Visits Coordinator** are delegated the responsibility for overseeing the process of planning, approving and assessing trips that are proposed, a responsibility which extends to include:

- Satisfying themselves that safety arrangements, to include risk assessments, pre-visit checks, competence and insurance of external agencies are in place;
- Consideration of the Group Leader's experience, competence and ability to maintain discipline and undertake on-going risk assessments on the visit;
- Ensure that all staff and other persons involved are competent and appropriate to be on the trip;
- Ensure that staffing ratios are appropriate for the age and stage of the pupils;
- Ensure suitable first aid coverage is in place for the staff attending the trip;
- Ensure that appropriate DBS disclosures are in place for volunteers, where necessary;
- Ensure that parents are fully informed and have provided their consent and contact information for the duration of the trip;
- Ensure emergency procedures are in place in case of a major incident/accident;
- Receive reports of each trip and review practice and systems if necessary.

The **Group Leader** for each trip will be responsible:

- To ensure that the visit has a specific objective which is appropriate to the age/abilities of the group;
- To ensure that the visits are accessible and inclusive for all pupils as far as is reasonably possible.
- To ensure that guidance is available to inform the school's policy, practices and procedures relating to health and safety of pupils on visits out of school;
- To ensure that visits are well planned in advance and risk assessments are in place;
- Discuss the possible staffing with the Headmaster, after which he will authorise suitable persons to accompany the trip (including a Deputy Leader for all trips;);
- Hold a valid First Aid Certificate or ensure that one of the accompanying teachers hold one for all visits (with the exception of the very shortest visits, such as to our local library or church);
- To be satisfied that the necessary assurances have been obtained from external contractors about lines of responsibility, risk assessment and insurance cover;
- To maintain an administrative file in which to keep all paperwork and liaise with the Bursary regarding the collection of money and any payments required;
- Ensure pupils are fully briefed about the visit and of the standards of behaviour and cooperation required;
- Ensure all staff involved in the trip are briefed as to the findings of the risk assessment, their individual and collective responsibilities whilst on the trip;
- Inform the parents; invite parents to a meeting if the trip is residential in order to discuss the visit, insurance cover and safety measures, costs etc;
- Obtain parents' written consent – otherwise the pupils cannot participate;
- Ensure that any non-contracted adult on the trip has the approval of the Headmaster and has undergone an enhanced DBS check;
- Obtain medical information on the pupils involved in the visit – discuss concerns with the School Nurse and, if necessary, parents to ascertain the suitability of the visit to particular medical conditions;
- Provide, at the end of the trip, a written report to the Headmaster and Governing Body, including; reports of any accidents/incidents (and action taken), plus recommendations for changes to procedures or practice.

Travel Insurance

Annual travel cover for school is held. This covers all organised school activities in the UK and abroad, including skiing. A summary of the cover is available from the Finance Department. Cover is recharged to pupils at £1.50 per day for any trip or visit greater than 24 hours.

Details should be discussed with the Finance Office before any trip takes place. Please note that in the majority of cases the school cover is cheaper than that offered by commercial travel companies.

The Group Leader must ensure that he/she takes a copy of the school's travel insurance or the Travel Company's insurance with him/her on all residential visits.

When travelling in Europe, all pupils must have European Health Insurance Cards (EHIC cards).

In the event of a loss or a theft, a police report must be obtained to support the claim. In the event of a major accident, the travel company must be contacted directly. For minor accidents, any costs incurred can be claimed on return though please retain any receipts. Claim forms are available from the Finance Office.

2.18 Work Experience Placements

This policy relates to all work experience placements that are undertaken by pupils of King's School Chester, in which we support the arrangements. The majority of our work experience placements are undertaken by pupils in Sixth Form and are typically of two weeks in duration.

Our priority is to ensure that those on work experience are kept safe, and we recognise our responsibilities to the pupils, as well as those of the work experience placement provider, or employer, providing the work experience. To this end, we complete pre-placement checks on all prospective employers which include the considerations outlined below.

Confirmation Employers Liability Insurance cover is sought, together with evidence (e.g. a copy of the certificate), as the pupil will be treated as if they were an employee for the duration of the placement. We also ensure that a suitable and sufficient risk assessment has been completed in cooperation with the placement provider/employer, to ensure that adequate arrangements are in place to safeguard the pupil during the placement. A copy of the risk assessment will be provided to the parents too. We would also look to ensure that the type of work being carried out by the pupil is not one of the prohibited activities, which includes:

- Activities **beyond** their physical or psychological capacity;
- Activities involving harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way;
- Activities that involve **harmful** exposure to radiation;
- Activities that involve the risk of accidents **that cannot reasonably be recognised or avoided** by young people, due to their insufficient attention to safety or lack of experience or training; and
- Activities that have a risk to health from **extreme** cold, heat, noise or vibration.

In some situations, it may be allowable for a young person to complete such work, if, for example, it is necessary for training purposes; they are supervised by a competent person at all times during the work; and the risks are reduced to the lowest level, as far as reasonably practicable. This is not typically a concern for the work placements we arrange, however we would always ensure that there are adequate arrangements for the training and supervision of pupils as part of their work placements.

Confirmation will also be sought to confirm that young workers rights under the Working Time Regulations will be adhered to, (i.e.; limited to 8 hours a day and 40 hours a week, no working between either 10pm-6am or 11pm-7am, minimum 12 hours' rest between each working day, 2 days' weekly rest, 30-minute in-work rest break when working longer than four and a half hours).

Pupils undertaking work experience placements will also have it explained to them that they hold responsibility under the Health and Safety at Work etc. Act 1974; to take care for the health and safety of themselves and others, to co-operate with their employer, and not to interfere with, or misuse, anything provided in the interests of health, safety, or welfare.

During the work placement, the Head of Enrichment will also carry out a site visit to each placement student, at the employer's premises, or as a minimum will make contact via telephone to discuss progress with both the pupil and the supervisor at the employer organisation.

Requests for any new work experience placement providers will usually be assessed and approved by the Head of Enrichment. If the proposed work experience placement is acceptable, then a someone will be assigned to complete the necessary checks and carry out a site visit ahead of the placement.

2.19 Fire Safety

The Governors of The King's School recognise and accept their responsibilities as employers to comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO) and to:

- Assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities;
- Eliminate those risks, as far as is reasonably practicable, or otherwise reduce those risks to a tolerable level;
- Develop emergency procedures for the safe evacuation of all persons in the event of a fire; and
- To brief and train staff/pupils in the emergency evacuation procedures via training and unannounced drills, as well as advising on fire prevention measures and other precautions they can take.

On a day to day basis, the responsibility for ensuring that these duties are undertaken will be delegated to the Deputy Head Operations and Head of Estates, who will also take a lead role in the event of a fire incident in managing the evacuation and liaising with emergency services, as required. Maintenance of all fire safety measures and systems will also be overseen by the Head of Estates.

Fire Risk Assessment

A formal written Fire Risk Assessment will be completed annually by the Head of Estates and/or commissioned to be undertaken by external consultants, in order to identify the following:

- Sources of ignition/fuel and how the fire might develop.
- Those who are at risk from fire.
- Existing control measures, and assess whether these adequately reduce the level of risk.
- To determine what additional measures are required, particularly in respect of:
 - Means of detection and warning of fire.
 - Means of containing a fire and protecting escape routes.
 - Evacuation routes, final exits, lighting, signage and notices.
 - Means of fighting the fire
 - Planning, training and maintenance considerations

Enforcement

Governors, in exercising their responsibilities, are empowered to ban any activity or process that is a significant threat to fire safety. This power is also delegated to the Headmaster, Bursar, Deputy Head Operations, and Head of Estates.

Likewise, the Chief Fire Officer and the Health and Safety Executive also have the formal power to issue Improvement and Prohibition Notices and to bring prosecutions under the FSO. Chief Fire Officers may also be called upon to give goodwill advice.

2.20 Building Maintenance

When planning maintenance work and minor alterations we schedule the work so far as possible to avoid risks to staff and others who would normally be present in the area. Where an area includes hazardous equipment or activities, either on a permanent or temporary basis, we ensure that physical barriers are utilised including locks and signage where necessary, to prevent access by unauthorised persons.

If work is likely to compromise an occupied building's fire escape routes or fire protection facilities, and it has been determined that it is safe to continue, we put in place temporary arrangements and provide additional instruction as required to ensure that building users can still use the building safely. Where work is carried out which involves breaking through walls, floors or ceilings, we check whether the work is likely to compromise fire compartments and make repairs with suitable materials to return the structure to the designed level of fire resistance.

We recognise the requirements of the Construction (Design and Management) Regulations and the Head of Estates takes the lead in ensuring that we are compliant. This includes identifying when projects are likely to exceed 30 working days or more than 500-person days of construction work, and therefore fall within the additional requirements described in Part 3 of the regulations.

A planned preventative maintenance programme has been devised to identify all of the routine maintenance and inspection activities required to maintain our premises and equipment in good order. Records are kept of inspections, maintenance, repairs and servicing activities. We also undertake risk assessments of in-house maintenance activities and devise safe systems of work as a result.

2.21 Control of Contractors

At all sites where contractors operate within premises owned or administered by the School, the division of responsibilities for maintaining a safe place of work (for employees and pupils) shall be set out in the contract documents held by the School. Contractors must therefore be able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy. Contractors are also required to provide copies of any relevant insurance policies to the School prior to the commencement of any works.

Assessment

We select contractors based on technical competence, experience, and suitability for the work to be done. In particular our assessment process involves a review of information requested from the contractor, including:

- Details of experience in similar contracts or references from previous clients;
- Membership of trade bodies, approved schemes or legally required registrations (e.g. Gas Safe Register);
- Health and safety policies and risk assessments/ method statements;
- Qualifications, training and skills of their staff;
- Selection/ supervision procedures for sub-contractors (if relevant);

We also review the HSE's notices and prosecution database (www.hse.gov.uk/enforce/index.htm) to determine if the potential contractor has been subject to any formal legal sanction.

Induction

At request during the tender or quotation process, or at the latest before the start of the scheduled works, we also provide essential health and safety information to contractors, and general information on site facilities and access, such as:

- Areas of increased risk, or any specific hazards they may come into contact with (e.g. asbestos);
- Particular restrictions for higher risk works, e.g. at height or on/in roof spaces, electrical/gas supply systems, underground services, asbestos or other hazardous materials;
- Specific works that require a permit to work to be issued (e.g. at height, asbestos, hot works etc.), in advance of the work from the Head of Estates;

- Restrictions on the time or location in which the work is done, and areas for storage of materials and/or waste;
- Access, parking and road traffic rules (including appropriate delivery times and locations);
- Requirement not to block escape routes and fire exits or to disable any emergency systems (e.g. fire alarm) without first consulting and getting sign off from the Head of Estates;
- Smoking restrictions on site at the school;
- Location of welfare facilities and access to first aid/ accident reporting facilities and the fire assembly point;
- Security clearance/safeguarding arrangements.

Supervision

All work by contractors is either supervised or directly monitored by facilities staff, or will be subject to periodic checks, in order to review progress, and to keep a check on the quality of workmanship, the personnel present having completed induction, check that work is not creating additional risks by spreading beyond the agreed area, ensuring that no unauthorised work is taking place and that method statements/ risk assessments are being followed, and contractors are working in a safe manner.

The degree of supervision and monitoring depends on the type of work involved, and where poor standards are detected, this is addressed with the contracting company concerned and, if necessary, work is stopped whilst a solution is found.

All contractors whether they have a DBS certificate or not, will be escorted and supervised at all times.

Completion

On completion of works the Head of Estates ensures that we receive required certification, operating instructions, product guarantees and other necessary health and safety information; and also ensures ongoing inspection and maintenance requirements are identified and scheduled.

2.22 Slips, Trips and Falls

We have reviewed our premises for slip, trip and fall hazards and taken action to resolve the issues identified and recorded these in our risk assessments. Housekeeping standards and the condition of floors are reviewed informally on a daily basis, as facilities staff move around the site and particularly during the locking up of site in the evening.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed, to store equipment in designated locations and keep walkways free from obstructions and trailing cables etc. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

Steps and stairs are equipped with handrails and step edges are kept in good condition and highlighted, including with the installation of textured/non-slip noses, where necessary. External step edges are also painted where necessary, for visibility.

When specifying hard flooring, we ensure that it meets the surface roughness requirements suitable for the activities taking place and, as part of our risk assessment process we undertake assessments of the slipping risk from hard floors.

Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted. Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Cleaning staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas.

2.23 Winter Conditions

Whilst we make every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, staff should utilise portable heaters where possible and put on additional clothing as a temporary measure whilst a solution is sought. Where the temperature in the work areas falls below 16 degrees Celsius for a prolonged period, managers may authorise staff to work from home if possible, and a decision may be taken to close the school if it is unlikely that this can be resolved in a reasonable space of time.

For outdoor workers (such as the grounds team) additional measures have been taken, such as: the provision of thermal clothing, warm jackets, gloves and hats, non-slip footwear etc., as well as a heated break room, hot drinks facilities and a means of obtaining hot meals at lunchtime. Changes to working patterns, such as switching to indoor tasks, additional rest breaks etc. are also authorised by the Head of Estates where felt necessary.

In the event of snowfall within the commuting routes of employees, managers will monitor weather conditions and release staff early if necessary to avoid them being trapped at work. Managers will also contact staff if the workplace is to be closed and/or they not expected to come to work e.g. during a period of prolonged freezing conditions. Unless directed by management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded.

Procedures are also in place (as referenced under slips, trips and falls) to control additional slipping hazards presented by the weather, e.g. frost, ice, snow, leaves; and as a minimum, external walkways, entrances/exits and steps will be cleared and gritted to reduce the risk to people. Employees will be encouraged to wear suitable footwear too.

2.24 Management of Asbestos

This sets out the policy for managing asbestos on the school site. The presence of asbestos containing materials (ACMs) does not itself necessarily constitute an active danger. Persons may be exposed to significant risk however if activities which give rise to airborne dust – for example: breaking, sawing, cutting, drilling or machining – are carried out and good management techniques are not applied.

As far as is reasonably practicable, it is the Governors' policy that no persons should be exposed to risks to their health due to the exposure of any ACM that may be present within the premises. This includes pupils, teachers, staff, parents, visitors and contractors. Staff whose duties may bring them into contact with existing ACMs (such as maintenance staff) will be trained to recognize asbestos products within known locations and work safely within these areas.

Policy Statement

The Governors of The King's School are committed to providing a safe and healthy workplace. This asbestos management policy conforms to the Health and Safety at Work etc. Act 1974 and the Control of Asbestos at Work Regulations 2006. The policy and procedures will apply to all school buildings and individuals therein without exception.

The Governors' policy on asbestos and ACM is:

- To ensure the prevention of exposure to hazards associated with ACM to pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.
- To ensure that all buildings are surveyed to identify any ACM that may be present therein, and to prepare and maintain an Asbestos Register for all buildings (including regular reviews and to update records of any treatment and/or removal works undertaken).
- All buildings will be assumed to contain ACM unless there is evidence to prove otherwise
- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register and to implement an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection and working with or removal of the material can be undertaken. *Reference: Asbestos Management Plan*
- To promote awareness of the risks from ACM and the school's Management Plan/Procedures and induction of relevant staff.
- To ensure that all contractors and subcontractors engaged to carry out work on any of the school's buildings are provided with a summary listing all locations that contain, or are strongly suspected of containing ACM to ensure that the appropriate procedures and precautions are followed.
- To ensure that any ACM that may be present in any of the buildings is maintained in a condition so as to prevent the possibility of any harm to health occurring. In line with Government policy, there is an overriding policy for the safe management of ACM within the school rather than removal – unless advised by registered asbestos contractors.
- To ensure that there is a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.
- To ensure that only licensed contractors and/or sub-contractors, in accordance with HSE recommendations, carry out all work to ACM, irrespective of the length of time any job is to take or of the type of asbestos to be worked on.
- To monitor and review this policy annually or earlier (if circumstances deem it necessary).

Responsibilities

The Governors have overall responsibility for all risk management and health and safety policies.

The Headmaster is ultimately responsible for the oversight of the application of the Governors' policy, and for day to day health and safety of teaching staff and pupils.

The Bursar and Head of Estates are responsible for health and safety matters affecting: all support staff and their work; buildings, equipment and facilities, contractors and visitors. This includes:

- Responsibility for the overall management strategy for ACM.
- Ensuring contractors are appointed to carry out any ongoing checks/inspections on asbestos or ACM.
- Ensuring that staff who may come into contact with ACM have suitable and sufficient training.
- Ensuring the asbestos management is included on the agenda at all pre-contract meetings.

On a day to day basis, the Head of Estates is responsible for:

- Directing asbestos policy at operational level.
- Ensuring that all contractors work in accordance with this policy and procedure.
- Ensuring that all contractors are given access to the asbestos register and management plan.

School Staff and Pupils have the following responsibility:

- Not to disturb or commission others to disturb any part of the fabric of a building without consultation with the Head of Estates e.g. by drilling or fixing nails, screws or drawing pins – unless into materials which could not contain ACM i.e. solid wood/solid brick.
- To report immediately any materials in their work area which they think may be ACM, especially if the said ACM appears to be disturbed or damaged.

Asbestos Removal Contractors are responsible for:

- Complying with current legislation and guidance.
- Attending site to assess and prepare quotations for ACM work.
- Providing method statements for all ACM work.
- Attending pre-contract meetings (if required) and agreeing methods before commencement of work.
- Providing statutory notice to the notifying authority before work commences or applying for a waiver if requested by the school.
- Carrying out works to the highest standards, including transportation and disposal, and providing all documentation required by current legislation.
- Providing copies of notification, consignment notes and other documentation.

2.25 Electrical Safety

All work on electrical equipment and installations is carried out by our electrical contractors, who have demonstrated their competence via membership of multiple third party accredited approved contractor schemes, as well as being an NICEIC Approved Contractor, demonstrating that they hold the necessary competence and work in line with the required standards such as; the Electricity at Work Regulations and the standards in the IEE Regulations for Electrical Installations, and current Building Regulations.

Our electrical installation (for all buildings) will be tested and inspected at least every five years however in practice this process, and completion of any required remedial actions, is undertaken by our electrical contractors over the course of the five years, with around 20% being inspected and upgraded each calendar year.

Our arrangements for the electrical safety of portable electrical equipment, are also mentioned within the section of this policy on Work Equipment, however in practice most items are inspected and tested each summer, by our electrical contractors. Some staff members are also trained to complete additional ad-hoc testing as and when required in between these 'bulk' inspections.

2.26 Gas Safety

The risks associated with the storage and use of gas systems and appliances include fire, explosion and poisoning by the by-products of combustion, including carbon monoxide. The school will ensure that all work carried out on gas systems and appliances and their use are in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998 as amended, and related Approved Code of Practice.

Our gas appliances include domestic/commercial boilers for heating and hot water requirements, as well as gas-fired appliances in support departments, and (in academic settings) there are gas taps within science laboratories, and welding equipment in the DT workshop.

It is the responsibility of the Head of Estates to ensure that a maintenance schedule is in place for all gas appliances and that they are safety checked annually as a minimum, and serviced in accordance with the manufacturer's recommendations. All work on gas appliances is carried out by a Gas Safe Registered engineer, and we retain records of all servicing, maintenance and repairs.

We ensure that carbon monoxide detection is installed in relevant areas of our building(s) where there is a risk of a build-up being present; i.e. near to combustion appliances.

No person shall interfere with any gas appliance, gas fitting or pipework unless qualified and competent to do so.

2.27 Pressure Systems and Pressure Vessels

The school has identified that the only pressure systems/vessels we have would be the compressor within the grounds department, and central heating boilers. Any maintenance or testing work carried out on these appliances are undertaken by qualified and competent (Gas Safe registered) engineers, who are contracted by the school to undertake the work on our behalf.

Records are retained of all inspections, testing, examinations and maintenance which takes place, and of any other correspondence or report relating to the systems. Our maintenance staff would also record any abnormal operating conditions or faults, and these records are made available to the competent person during the next examination.

2.28 Legionella

The school has implemented arrangements to prevent the growth of legionella bacteria in water systems, in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'; these arrangements include:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent external contractor.
- Appointment of the Head of Estates as the 'responsible person' with authority and responsibility for day to day implementation of the precautions and testing specified in the risk assessment. In practice, the execution of these responsibilities is also contracted to an external firm, who implement all of the measures in the management plan.
- The records of all applicable maintenance and testing are held by the Head of Estates, together with a copy of the risk assessment and details of the competent person who conducted it.
- Monitoring is undertaken by the Head of Estates, to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the contractors would report this immediately to the Head of Estates and, in cooperation with their expert advices, additional measures would be taken, as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

2.29 Safe Hot Water and Hot Surfaces

We ensure that temperatures at hot water outlets accessed by more vulnerable persons (i.e. the younger pupils in the school population), are thermostatically controlled to prevent scalding. We also ensure that taps delivering water at unregulated temperatures are clearly marked, 'warning, very hot water' and are not located in areas accessible to pupils.

Heating appliances within the same areas, are also designed, where possible, in such a way as to prevent accidental burns, including e.g. low surface temperature radiators, insulation, enclosure of pipes and radiators, under-floor heating, thus ensuring that surfaces do not exceed 43°C.

A testing regime is undertaken by the facilities team/EYFS staff monthly to check the temperatures of both water outlets and radiators are within the safe range. Records are kept of the tests and any appropriate remedial action taken.

2.30 Transport and Vehicle Movements

Our premises include areas where both vehicles and pedestrians are likely to be present at the same time, and whilst vehicles are likely to be moving, such as the school gates, driveways and car parking areas. Mobile grounds machinery will also move through the site at times, potentially presenting a risk to pedestrians, whether they be staff, pupils or visitors to the site.

We have undertaken a risk assessment to cover these activities and areas, identifying appropriate risk control measures to ensure the segregation of pedestrians and vehicles, as far as is reasonably practicable, including; separate pathways for pedestrians, zebra crossings, one-way system through the car park, supervision of vehicle movement areas by staff at busy times, pavements, barriers and fencing (where possible), speed limit signs, and, where possible arranging for delivery or grounds vehicles to move during lessons when numbers are lower. Grounds vehicles are also stored at the perimeter of the site, away from buildings and pedestrian routes and in an area that is out of bounds to pupils.

Any mobile plant or grounds machinery is only operated by persons that have had suitable and sufficient information and training on their safe operation and use. Operators are also formally authorised to use the equipment and keys are removed when the equipment is left unattended. All drivers of these vehicles will also be subject to the driver checks outlined in the 'Driving' section of this policy to ensure that all driver licensing and fitness requirements are met.

All company vehicles (including plant items) are subject to a maintenance programme and vehicles for use on the highway are licensed, insured and MOT'd, where applicable. All maintenance records are kept by the Head of Estates. Pre-use inspections are also carried out by drivers/ operators, and the results recorded. Defective vehicles are taken out of service whilst awaiting repair or replacement.

2.31 Driving and Minibuses

The King's School recognises that it has a responsibility not only for the safety of staff engaged in driving at work but also to passengers in our vehicles and other road users and members of the public. The school therefore comply with all driving-related legislation and endeavour to adopt best practice for those driving on school related business.

The main objectives of this policy are to ensure:

- the safety of staff and pupils whilst driving on school business (or being carried in school vehicles);
- that the safety of other road users and members of the public are not compromised by those driving on school business;
- that all drivers are appropriately qualified, trained, and medically fit to drive;
- the suitability and condition of vehicles for use;
- that duties and responsibilities relating to driving and vehicles are clearly defined and communicated;
- that all statutory requirements applicable to the use of vehicles at work are met;
- compliance with national regulations on mobile communication devices and drug/alcohol use.

The responsibilities and organisational arrangements for Driving at Work lie with a variety of personnel in the school, and are detailed further below:

The Bursar is responsible for:

- ensuring that all staff who are likely to drive on school business (whether in a school vehicle or their own vehicle) have seen a copy of this policy and the associated guidance in the handbook, and have read and understood how it applies to them;
- ensuring that staff driving licences are checked at least annually (via the online DVLA licence check system) to ensure that they hold a valid licence for the class of vehicle they will be driving, and to review any convictions they may have on their licence;
- sourcing appropriate minibuses awareness training and ensuring staff have the relevant D1 licence (if required for the vehicle they will be using) for those wishing to drive a minibus on school business;
- ensuring all minibus drivers are over the age of 21, have been driving for at least two years, and have 6 or less penalty points on their licence;
- ensuring that the Facilities Operators check hired vehicles have had the prerequisite maintenance check and that the Facilities Operators provide a small bus permit on each occasion that a minibus is driven (the emergency procedures for hired minibuses are printed on the reverse of the small bus permit);
- ensuring that occasional business use insurance is maintained to cover emergency situations, or where staff are more regularly using their own vehicles on school business, ensure they hold business use insurance of their own, and that their vehicle has a valid MOT, road tax and is serviced/maintained appropriately;

Any Driver (any staff likely to drive on school business) must comply with all of the rules and procedures outlined in the handbook section of this policy.

Accident Procedures

In the event of an accident involving injuries or damage to others, the driver must contact the emergency services, the police, and the School as soon as possible. Any damage to the vehicle must be reported to the Duty Facilities Maintenance Operator, Facilities Supervisor or the PA to the Finance & Operations Team. If possible, without putting yourself in danger, photographs of any damage and third-party vehicles involved should also be obtained.

2.32 Display Screen Equipment

Suitable furniture is provided for office-based staff, including adjustable chairs at workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk, where necessary. Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds are also provided, where necessary, to assist in the control of these hazards.

Our working environment has been designed for the comfort of display screen users, taking into account the need to control nuisance noise, temperature, humidity and lighting. Opportunities are also provided for regular breaks away from screen work, as required by the individual. Staff who use mobile devices including laptops, tablets, smart phones etc. are encouraged to work as ergonomically as possible, and made aware that intense and prolonged screen work is best carried out at a permanent workstation.

Workstation assessments are initially conducted via a self-assessment process by users, following an on-line instruction/training session, to assist in identifying any improvements required to individual workstations. These are implemented with support from the IT, Estates and HR teams, where required.

Workstation assessments are completed for new staff and reviewed at any time there are changes to the workstation, computer equipment, furniture etc. as well as by request on the individual user, or when a DSE user moves offices/desks, for example.

Records of workstation assessments are retained for at least five years by the Head of Estates. As display screen assessments may contain health information, they are filed confidentially.

Eye and eyesight examinations are provided by the school on request and the cost of a basic pair of spectacles is also reimbursed, where needed solely for the use of the equipment.

2.33 Hazardous Substances

All reasonable steps are taken to ensure all exposure of employees and pupils to substances hazardous to health is prevented, or at least controlled to within statutory limits. The School has implemented the following controls:

- maintain an inventory (by department) of all hazardous substances to be used on site and retain copies of relevant safety data sheets;
- competent persons are appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control;
- all activities which involve, or may involve, exposure to substances hazardous to health are assessed and appropriate control measures are taken, if elimination or substitution of the substance is not possible;
- personal protective equipment (PPE) is provided and maintained as determined by risk assessment;
- assessments are reviewed periodically or if there are changes to any hazardous substances used;
- all employees, and where necessary pupils, are provided with understandable information and appropriate training on the nature of the hazardous substances they work with;
- new substances are not introduced into the school without prior assessment.

Substances hazardous to health as defined by the COSHH regulations are:

- Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning labels and carry pictograms.
- Biological agents directly connected with work including micro-organisms.
- Dust of any kind when present as a substantial concentration in the air.
- Substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission document EH40.
- Any other substance not specified above which may create a comparable hazard to a person's health.

The school is required to arrange for the regular testing of local exhaust ventilation equipment (dust extraction and fume extraction) at least every 14 months. The Head of Department has the responsibility of seeing that this happens, and records are kept on file, to satisfy our duties under the Control of Substances Hazardous to Health (COSHH) Regulations.

Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE where this is identified as required. Information and training is provided on use and maintenance of PPE, and all PPE is kept clean, in good repair and stored correctly to prevent contamination.

The person responsible for identifying hazardous substances, obtaining Safety Data Sheets and completing the COSHH assessments in each area of the school, is the Head of Department within that area.

2.34 Manual Handling

The transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling is classified as manual handling. A load can include a person or animal as well as inanimate objects but not an implement, tool or equipment while in use for its intended purpose.

Primarily, employees who work in the maintenance, grounds, cleaning/housekeeping, IT departments will need to undertake manual handling activities, however other employees may also need to, on occasion, and the Heads of these Departments are responsible for ensuring they complete suitable and sufficient risk assessments for the tasks to be completed.

To reduce the risk of injury, staff in relevant roles are trained in manual handling, and lifting/carrying, via an annual DVD training resource, supplemented by practical questions and assessment. Advice is given on safe methods when carrying out manual handling in both the training and with the handbook element of this policy manual.

No employee is required to lift any item that they do not feel confident of doing without risking personal injury, and adequate guidance, information and training is provided to persons carrying out manual handling activities.

2.35 Lifting Equipment

The school's activities do not generally involve the use of lifting equipment, and the only powered lifting equipment in use is an engine hoist/ tallelescope in the drama and theatre area. Other equipment, such as trolleys/trucks are not powered and are dealt with under manual handling risk assessments.

Arrangements exist for the maintenance/servicing of the engine hoist, and statutorily required (under the Lifting Operations and Lifting Equipment Regulations – LOLER) thorough inspection and testing of this equipment on an annual basis, in addition to staff pre-use visual inspections, which are undertaken informally. Suitable storage is provided for lifting equipment to prevent accidental damage or corrosion.

This equipment is clearly marked with its 'safe working load' (SWL) and staff are instructed on the importance of not exceeding this. Any hazards/defects identified or equipment that is not working will be removed from service whilst awaiting repair or replacement.

Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use, and any precautions or safeguards required. Operators must also be formally authorised to use the equipment, and this is restricted to staff; third party hirers of the premises are not authorised to use this equipment. Records of training and authorisation for the use of lifting equipment are held within the drama department.

Passenger Lifts

Passenger lifts are present in two areas of the school site (sports centre and pastoral centre) and these are both subject to statutory inspection every six months, in line with the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER).

In the event of a breakdown and people becoming trapped in the lifts, there is a telephone within the lift car for emergency communications and a risk assessment and procedure is in place to lower the lift car and retrieve the occupants safely. This task is only performed by authorised and trained personnel, and should they not be available on site, the lift engineer or emergency services would be called to attend site and assist.

2.36 Work Equipment and Machinery

New equipment will be purchased that is safe and suitable for the intended purpose, preferably procured from specialist educational suppliers who have specifically designed it for use in a teaching environment, where possible. Where we purchase machinery or equipment from outside of the EU, we recognise that we may become the importer and are responsible for ensuring equipment meets conformity requirements set out under Regulation 10 of the Provision and Use of Work Equipment Regulations and relevant CE Marking and EC Directive requirements. Any equipment, especially gifts, are to be treated with caution and carefully risk assessed prior to use.

It is our policy that staff are not permitted to use their own tools for work purposes, as this could make it very difficult for us to ensure that the equipment is suitable and properly maintained.

No untrained or unauthorised employee is allowed to operate any dangerous machinery and no employee under 18 years of age may clean or operate dangerous machinery. Pupils are generally prohibited from operating any

machinery, except where it is required for their education and they are working under strict supervision by a trained adult, and in line with the relevant risk assessments for that area. Each workroom or item of equipment must have a set of safety rules and procedures displayed clearly. Cautionary notices and signs must be displayed, where appropriate.

All equipment and machinery must be maintained in a safe condition, and to achieve this the school has put in place arrangements to ensure equipment will be regularly maintained, inspected and tested. There are three levels of inspection, maintenance and testing carried out:

- **Level 1:** visual check by staff prior to use of equipment or on a daily basis.
- **Level 2:** formal visual inspection carried out termly by staff using a checklist to record results/defects.
- **Level 3:** formal maintenance/inspection checks by specialist contractors.
(Level 3 checks are normally undertaken annually, and includes PAT testing of electrical equipment).

When maintenance of equipment is carried out all machines must be isolated from the power supply and the fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be affixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

As part of the Level 1 pre-use inspections referenced above, all staff in the department must ensure all guards and safety devices on machines in in place and active at all times. Under no circumstances should any guard or other safety device be removed, or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place, must not be done.

All Level 2 and 3 inspections of equipment should be recorded and an up to date record of inspections will be maintained by the technicians in the relevant department(s), of all internal and external checks and maintenance undertaken. If any faults or further maintenance requirements are identified, they must be reported to the Head of Department, and if the equipment unsafe, it must not be used and must be electrically isolated. An appropriate label must be clearly displayed on the equipment. Level 2 and 3 inspections would also include testing and/or inspection of portable electrical appliances as required for any electrical work equipment.

If the school hires any equipment, we ensure that the maintenance and repair responsibilities are clearly agreed between ourselves and the hire company ahead of the period of hire.

2.37 Noise and Vibration Exposure

There is a separate policy for Noise and Vibration at Work which contains full guidance, working practices and the risk assessments.

Some work activities carried out within the school includes potential for exposure to harmful levels of either noise or vibration (both hand-arm and whole-body vibration). This is primarily relevant to the grounds team (i.e. where they use leaf blowers, mowers, hedge trimmers, tractors/ride-on plant, strimmers etc.) however shorter duration exposure is also experienced by the maintenance/facilities officers employed, as well as teaching staff and technicians in some areas, such as DT where a number of noisy machines are present and vibrating hand tools are used. Music teachers also have exposure to high levels of noise at times.

Across the year, the requirement for these types of work varies as it is seasonal, and in most cases, this is not a regular daily exposure and is more task-based and ad-hoc throughout the working week. This makes it difficult to assess the level of exposure, however manufacturers information and spot checks on noise, have provided a good guide as to the noise/vibration levels emitted, and this data has been used to assess the risk and establish suitable control measures.

The machine, plant and equipment in use have been risk assessed for both the noise and vibration they emit, and risk control measures have been introduced to reduce the potentially hazardous exposure to as low a level as is reasonably practicable. These control measures include:

- if feasible, replacing tools with lower noise/vibration models, and insisting on tighter purchasing controls to ensure that the safest tools are purchased as and when new equipment is needed;
- regular preventative maintenance and tool changes, to ensure equipment remains in efficient order;
- time limits on certain tasks or use of certain equipment, and job rotation to be used beyond these limits;
- use of suspension systems to reduce the grip strength needed to hold a tool (e.g. shoulder straps to take the weight of the item);
- personal protective equipment (PPE) and suitable workwear (e.g. ear defenders for noise, and warm clothing/gloves to assist with vibration impact);
- where possible, sound insulation/enclosure has also been implemented;
- signage is displayed on/adjacent to relevant machinery, or in machinery stores, to highlight PPE requirements;
- instruction and training is provided to relevant employees, as outlined below.

We have ensured that employees are aware of the hazards associated with the use of noise/vibration, including; the method by which harm can be sustained, the long-term health hazards, symptoms to look out for, and ways to minimise the effects including the findings of our risk assessments, control measures to implement in order to protect themselves. Advice is also given on protective equipment and its correct use.

Ultimately, it is felt that the ear defenders which are routinely worn when operating noisy machinery are effective in limiting the exposure to harmful levels of noise, and the ad-hoc/non-routine and sometimes seasonal nature of work ensures that both noise and vibration exposure are maintained at safe levels. This will be reviewed where there are changes in the equipment used or working patterns of our staff. All risk assessments are also reviewed for accuracy, relevance and applicability on an annual basis.

We do not currently provide any routine health surveillance to affected employees, as they are not deemed to be at significant risk, however we would refer individuals to an Occupational Health Nurse/Doctor if it was felt necessary, and would act in line with their advice about any changes to be made to an individual's job, which we would then act upon.

The noise/vibration risk assessments will be reviewed at least annually, and in any case when there are changes in the equipment used or working patterns.

2.38 Personal Protective Equipment

The School provides PPE when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and/or safety hazards have been identified that require the use of PPE, and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the School will:

- ensure PPE requirements are identified when carrying out risk assessments;
- use the most effective means of controlling risks without the need for PPE whenever possible, and only provide PPE where it is necessary;
- carry out an assessment to identify suitable PPE, especially where two (or more) items of PPE are used simultaneously, to ensure they are compatible (and remain effective);
- ensure PPE is available to all staff and pupils who need it;
- record who has been assigned PPE, if it is for their own personal use;
- provide for the correct storage of PPE, and a suitable means of maintaining/cleaning or replacing PPE;
- inform staff of the risks their work involves, why PPE is required, the safe and correct use of PPE;
- review assessments and reassess the need for PPE and its suitability annually or when there are significant changes.

When PPE is required, it will be provided to staff free of charge, or where purchased directly by staff, will be reimbursed at the full cost of the equipment. Records of PPE purchased and issued to staff are maintained within the department by the relevant manager.

2.39 Work at Height

The school will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities. The school ensures that:

- all work activities that involves work at height are identified and risk assessed;
- the need to undertake work at height is eliminated whenever it is reasonably practicable to do so;
- all work at height is properly planned and organised;
- suitable training is provided as to the access equipment used, including general work at height training, specific guidance for ladders and stepladders, and the tallescope in the drama/theatre area;
- all employees are competent to use the access equipment required and are familiar with the need to carry out pre-use safety checks;
- a register of access equipment is maintained, and equipment is inspected prior to use by staff and periodically by a competent person (external contractor);
- any contractors on school property comply with this policy;
- all access equipment is securely stored to prevent unauthorised use.

A risk assessment is conducted and the findings recorded for all activities involving work at height. The assessment considers both the work to be done and the most appropriate access equipment to be used to achieve a safe system of work, and control measures are determined. The detail of the assessment will depend on the level of risk involved. Generally, we will only use ladders/stepladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout.

Higher hazard work at height requiring the need for e.g. cherry pickers, cranes, or working on roofs, will generally be subcontracted to a specialist firm who are experienced in this area and who have the required machinery/access equipment to complete the work safely. This type of work will also be completed under a permit to work.

3. Health and Safety Procedures and Guidance

The Staff Health and Safety Handbook, which includes Procedures and Guidance can be found on the staff section of Firefly.

3.1 Competence and Training

The PDP process involves Heads of Departments in reviewing the attributes of their staff with a view to matching them with the school's requirements. The development of individuals is a two-way process; Heads of Departments will discuss the performance of the individual and provide information on available opportunities, whilst employees will have the responsibility of informing their Heads of Departments of their aspirations and co-operating with actions designed to maintain and improve their abilities. This process supplements the informal observation and contact between the Head of Department and the employee.

Personal Development Plan (PDP)

The School has a Personal Development Plan process. The aims and purposes of the Scheme are:

- To help employees to understand how and where they fit in with the wider picture.
- To develop the skills, knowledge, values and behaviours that employees need to do their current jobs well.
- To help employees to make effective arrangements to identify developmental and training needs and to discuss career direction.
- PDP documentation is available from the relevant Head of Department.

3.2 Educational Visits

Authority is delegated to the Group Leader to stop pupils from participating in activities during the trip should they be incapable or irresponsible.

- The Group Leader must explain the responsibilities clearly to all staff and supervisors prior to the visit;
- The supervisory staff must be assigned a group of pupils for whom they are responsible throughout the visit. Pupils must be made aware of these arrangements.
- Pupils must not be allowed to wander on their own, groups will keep close to their supervising member of staff, who will call a register/ take a head count when pupils re-assemble or leave a venue;
- Parents may only accompany visits if the Headmaster gives permission and, where necessary, an enhanced DBS disclosure has been obtained;
- On residential visits, each pupil must have a card giving the name, address and telephone number of the school and details of the name, address and telephone number of the group's accommodation and the name of the Group Leader.
- The Fire procedures at residential centres should be checked as far as possible before the visit. A fire evacuation should be carried out as soon as practicable after arrival.

Safety

We expect parents to support the school in stressing that pupils listen to and follow the instructions given either by a member of staff, or by a qualified instructor, and use the proper equipment. We reserve the right to ask parents to collect any pupil early if he/she declines to follow reasonable instructions given for their own safety, (or does not follow the school's behaviour code, which applies on all school visits).

Where teachers have specific qualifications, for example First Aid, Minibus Driving, it is up to them to ensure that these qualifications are up to date in order to carry out their respective roles relating to educational visits. Where external agencies are used, the Group Leader will establish the competence of their staff in advance. Where the activity is an adventure activity as defined in the Adventure Activities Licensing Regulations, the Group Leader will check that the agency holds a current licence.

Group Leaders should be familiar with the nature of local conditions likely to be encountered and ensure that pupils and other staff have the correct clothing, equipment and information (published prior to the trip commencing).

Staff must take a school mobile phone that must be charged and switched on at all times. Use of personal devices is not permitted unless prior permission is given by the Headmaster. Parents are not permitted to bring or use mobile devices.

Where a trip is to a foreign location, an appropriate foreign language phrase-book should be taken and at least one member of staff should be fluent in the local language. On such trips, a pre-visit may be necessary to evaluate the site from an educational and safety point of view.

Pupils

The group of participating pupils should:

- be briefed by the Group Leader and supporting staff at a meeting prior to the start of the visit.
- be informed of the details of the location, the hotel/hostel to be used, if applicable, the means of transport and the expected timings.
- be informed of the activities planned and of any special clothing/equipment required.
- be given clear instructions about the standards of behaviour, cooperation and safety measures required and the ground rules for the trip.
- be given the opportunity to ask questions,

Each pupil should:

- know who their particular supervisor is.
- know that he/she should never wander off or be on his/her own at any time.
- comply with the expected standards of behaviour.
- be sensible and responsible.

The law places the Group Leader *"in loco parentis"*. The DfE 'Advice on Legal Duties and Powers for Local Authorities, Headmaster, Teachers, Staff and Governing Bodies' should be read by all Group Leaders. It explains that their responsibility is to *"act as any reasonable parent would do in the same circumstances"*. Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that King's School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines and policy.

Emergency Procedures

- Group leaders must ensure that a First Aid Kit is taken on every school outing.
- Group Leaders must ensure that pupils know what to do in case of emergency or difficulty and must know where they can find the Group Leader and the accompanying staff.
- All adults should have a list of students, their parents' emergency contact numbers and medical information.
- The Headmaster and parents must be informed at the earliest opportunity if an emergency occurs.
- In the event of an accident or illness, the Headmaster and parents must be informed as quickly as possible. If there is an injury then an accident report must be made with eyewitness accounts in accordance with Health and Safety.
- A point of contact must be established at the school in order to transmit information to parents, for example late returns. On residential trips a contact must be designated by the Group Leader and his/her telephone number given to parents in advance of the visit.
- Adults are encouraged to take mobile phones – the school mobile will be taken by the Group Leader who must be contactable at all times.
- The Headmaster will organise contingency plans with the Group Leader for early returns of injured pupils/poorly pupils and parents will be informed of these before departure.

- The Headmaster will be available for contact by the Group Leader in an emergency.
- The Headmaster will meet with all staff taking residential visits to go through the procedures for dealing with a major disaster/incident.

The school operates an Equal Opportunities Policy. All pupils are entitled to take part in educational visits and will not be prevented from doing so because of equal opportunities issues.

The school has a Complaints Procedure. It is available if anyone is unhappy with any aspect of an educational visit, although the Headmaster would be the first point of contact.

3.3 School Security

In the interests of security, employees must carry their identity card whilst in School and produce it on request. You must not remove any School documents from the site nor take any photographs without due permission. The School reserves the right to search the outer clothing, bags, lockers and vehicles etc. of employees whilst on site. The employee may ask for a colleague to be in attendance on such (rare) occasions.

The school is open at the times listed below. Staff are requested strictly to observe these times and practices, as entry into the School premises during curfew time, without prior arrangement with the Facilities Operator, will set off the intruder alarm. It is most important that we avoid creating false alarms and your assistance in achieving this will be much appreciated. False alarms lead to reduced police priority in attending to our needs.

	School Open	School Closed
TERM TIME		
Monday to Friday	7:00am	10:30pm
Saturday	7:00am*	10:30pm**
Sunday	7:00am*	10:30pm**
HOLIDAY PERIODS***		
Monday to Friday	7:30am	7:30pm
Saturday	7:30am	7:30pm**
Sunday	7:30am	7:30pm**

* *The Head of Estates is to be advised in good time of any early morning departures that may require access to the premises.*

** *These times are subject to School events during the afternoon and evening, arranged in advance, and notified to the Facilities Operator in the normal way.*

*** *Curfew extends through all Public/Bank Holidays from 0001 to 2359 hrs.*

Please note that locking up normally commences at 6.00 pm and you may require appropriate keys and a swipe card to gain entry/make your exit after that time.

Contact Numbers

Mr Mark Jones (Head of Estates)	07583 174314 570 – Head of Estates Office
Mr Kyle Brick (Facilities Supervisor)	07908 749149 508 – Facilities Office
Mr Chris Bullock (Facilities Operator) Mr Alan Gartry (Facilities Operator) Mr Paul Hopper (Facilities Operator) Mr Martin Walsh (Facilities Operator)	Duty FMO: 07837 337477 558 – Facilities Office

For general queries and requests please email facilities@kingschester.co.uk

3.4 Fire Safety

Policy Statement

The King's School recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as is reasonably practicable, of its employees and anyone else potentially affected by its undertaking, against fire and dangerous substances which could give rise to fire, and the effects of fire.

Policy Objectives

The objectives of this policy are to ensure, so far as is reasonably practicable, that:

- Roles, responsibilities and accountabilities are clearly defined and understood, to ensure fire safety and compliance with relevant legislation.
- One or more competent persons is appointed to provide safety advice;
- Hazards (sources of fuel and ignition) which could lead to a fire, are assessed and control measures commensurate with the general principles of control described in the FSO are implemented to eliminate or reduce risk to a tolerable level;
- Measures are devised and implemented to ensure satisfactory procedures are in place to reduce risks to persons in the event of a fire, and to ensure all persons are able to reach a place of safety;
- School premises and equipment provided in connection with assuring fire safety is maintained, by a competent person, in efficient working order;
- All members of the school community, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures to prevent fires;
- **ANNUAL FIRE TRAINING PROVIDED TO ALL STAFF (ONLINE)**
- **FIRE MARSHAL TRAINING COMPLETED IN HOUSE (GENERAL DVD + WALK THROUGH/DISCUSSION)**
- School buildings are designed in accordance with relevant standards;
- Employees are properly consulted about policy, procedures and arrangements for ensuring fire safety;
- Employees are provided with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at the school;
- The school co-operates and co-ordinates, as necessary, with any responsible persons as defined by the FSO;
- The school will liaise with relevant statutory authorities as required by the FSO, and any other relevant statutory provisions.

Other Staff and Students

All staff and students have a general responsibility to comply with the Fire Safety Policy, including the fire precautions and code of conduct outlined below:

- Observing all instructions, information and training intended to secure fire safety;
- Co-operating with the school on matters of fire safety;
- Not interfering with any building fabric or equipment provided in connection with assuring fire safety;
- Report any obvious defects in the school fire safety arrangements or procedures.

Fire Precautions / Code of Conduct

- Memorise the evacuation procedure, the location of emergency exits, and the fire assembly point.
- Ensure you are familiar with your role and responsibilities in the event of a fire, and take part in all drills and training as required by the school.
- Familiarise yourself with the position and type of firefighting equipment in place, and the correct method of operation. Never interfere with or misuse, the firefighting equipment.
- Keep fire exits, routes and access to firefighting equipment clear of any obstructions
- Do not prop or block fire doors open, unless you are within the room, and ALWAYS close fire doors if leaving a room unoccupied.
- Keep your working area free of waste as far as possible and keep all combustible materials away from sources of heat/ignition (e.g. electrical equipment, sockets, heating appliances), especially in areas that are difficult to see or access (e.g. under desks, behind furniture).
- There is to be NO SMOKING on the premises.

- If you see an uncontrolled fire hazard that you feel could lead to a fire, correct the situation yourself, if easy and safe to do so, or report it immediately to the Facilities team for further action.
- Electrical equipment should be positioned correctly (i.e. away from wet areas/moisture etc.), regularly checked to ensure no damage, and it should be removed from use immediately if concerns are raised. Repairs should never be attempted by staff.

The priority in the event of fire is always the safe and rapid evacuation of all pupils, staff and visitors from the premises.

Action to take on discovery of a fire:

- If you discover a fire or see signs of a fire, **sound the alarm immediately**.
- If safe to do so, **attempt to extinguish the fire** using an appropriate appliance (if you are unsure, or do not feel it is safe, evacuate immediately). Never put yourself undue at risk.

Upon hearing the fire alarm, all persons should:

- NEVER assume the evacuation is a drill or fire alarm test.
- Turn off any machinery you are operating and **isolate services (i.e. gas/electrics)** as you evacuate the premises.
- If safe to do so, and it does not cause undue delay, **close windows and doors** as you evacuate the premises.
- (If doors feel warm, or there are signs of smoke emanating from them, do not open them).
- **Leave the building** by the nearest available exit, ensuring any pupils/visitors in your company also evacuate in an orderly fashion. Do not run. Do not collect personal belongings.
- Make your way to your **evacuation assembly point** and report to the fire warden.
- Do not hinder roadways and access routes, that may be used by emergency vehicles.
- Do not return to the building, until the all clear has been given by the fire service or until instructed by fire wardens.

If you are cut off by a fire:

- Close the door to the room and use clothing etc. to block gaps around the door.
- Go to the window and attract attention as best you can.
- If the room becomes smoky, stay low – it is easier to breathe.
- If the window will not open, break it using whatever hard/sharp implement is available.
- Remove sharp/jagged glass (especially from the lower sill) and cover it using clothing etc.
- If appropriate get out feet first and (if not on the ground floor and safe to do so) lower yourself to the full length of your arms before dropping to the ground below.

Gas Safety

We also ensure that flammable gas and oxygen cylinders are not stored together and are adequately segregated. All gas cylinders are stored in locked, ventilated, external compounds when not in use, with access limited to authorised persons [e.g. Estates team, science technicians etc.]. Where Liquefied Petroleum Gas (LPG) Cylinders are stored and used, the following precautions are taken:

- cylinders will be stored in well-ventilated areas;
- spare or empty cylinders should be stored outside in a lockable area;
- cylinders should not be stored below ground level or near drains, cellars or basements;
- warning notices are displayed (e.g. Highly flammable - LPG, no smoking etc.);
- smoking or naked flames are not permitted in or near cylinder storage areas;
- combustible materials are not stored near cylinders;
- cylinders are kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials;
- regular checks should be made to ensure that all hosing and connections are in good order and that there are no leaks;

- no valves on any cylinder should be left open and they should not be dropped or roughly handled;
- accommodation in which gas is used must be adequately ventilated; and
- portable LPG gas heaters should only be used for emergency purposes and following a thorough risk assessment.

Employees are instructed to report any suspected defects to gas systems/appliances as soon as possible to the facilities team and the appliance should be taken out of use immediately. All gas shut-off points are highlighted, and the relevant staff are instructed in their use. In the event of a suspected gas leak staff should:

- In the first instance, contact the facilities team, who are available 24 hours a day, and they will decide whether further action is needed;
- Call the 24-hour gas emergency service on 0800 111 999;
- Evacuate the building and move the occupants to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency qualified engineer;
- If it is safe to do so; put out naked flames / open doors and windows / turn off the gas supply.
- Do not re-enter the area / building until either [e.g. Head of Estates] or gas supply engineer has confirmed it is safe to do so.
- **DO NOT TURN ELECTRICAL SWITCHES ON OR OFF.**

3.5 Minibuses and Driving

Please see the Minibus Policy for full information but the main points are:

Anyone driving must:

- ensure they hold a valid licence for the class of vehicle that they are driving, and that they comply with the school's checking procedures;
- declare any new driving convictions incurred, or any changing medical conditions/ medication that may impact on their ability to drive;
- never drive when they have been, or currently feel, unwell, drowsy or tired;
- comply with the undertaking of minibus awareness training or D1 licencing requirements, if applicable;
- ensure that the vehicle they are driving is in safe mechanical condition, as far as is possible via the pre-use visual inspection and checklist for the vehicle, each time they drive a vehicle;
- all staff will hold a valid CPC qualification if they drive school minibuses which are for fees, i.e. North Wales Minibus Service for pupils.
- ensure that all safety belts are fitted to the vehicles that they drive, that they are not damaged, frayed etc. and are worn by all passengers;
- ensure that gangways/doorways on minibuses are kept clear at all times – bags should be kept on laps or stored under seats securely;
- if using their own vehicle, produce the necessary evidence, including a valid MOT certificate (for cars greater than 3 years old), and service record, upon request by the school and at least annually;
- ensure food and drink are not consumed on the vehicle, and that no rubbish is left on the vehicle and no damage has been sustained inside or outside of the vehicle;
- at the end of the journey, return the vehicle and park it in the designated parking area on the 8-acre field, lock the vehicle and return the keys to the Duty Facilities Operator or reception;
- obey all traffic legislation, signage and speed limits, and generally operate the vehicle in a safe and courteous manner, at all times whilst driving on school business;
- comply with driving legislation relating to; safe driving practices, not speeding, never taking alcohol or drugs prior to driving, not using a mobile telephone or similar device, not driving whilst disqualified. Any such examples will be treated as gross misconduct and subject to disciplinary action;

- be aware that speed limits for the minibuses are as follows:
 - 30 mph (not 40 mph) on urban carriageways
 - 50 mph (not 60 mph) on 'National Speed Limit' single carriageways
 - 60 mph (not 70 mph) on dual carriageways (other than motorways)
 - 70 mph on motorways;
- comply with EU restrictions on hours of driving, typically within the school this will require the following:
 - Not driving for more than 9 hours in any 24-hour period;
 - Take a rest period of at least 45 minutes for each 4.5 hours of driving, or
 - Take a minimum of a 15-minute break during the 4.5 hours driving, and a minimum 30-minute break at the end of 4.5 hours driving.

Trailers

No one may tow a trailer unless qualified or having experience of towing a trailer and has been briefed on trailers by a suitably qualified person.

'Out of pocket' expenses

A driver may only be reimbursed for out of pocket expenses, namely: fuel costs, parking fees, toll fees, or similar expenses incurred as part of a trip. Drivers will not receive any other payments for driving the minibus, including any parking fines, speeding fines etc., incurred due to the carelessness or recklessness of the driver.

Mobile Telephone

A mobile phone should be carried by at least one member of staff in case of emergency. A pool phone can be arranged if required. As with all journeys, the driver should refrain from using mobile phones whilst driving. If it is necessary to make a call, drivers must pull over to the side of the road when and where it is safe to do so.

Re-fuelling of minibus

Wherever practical, hire minibuses should be refuelled before return. The School has a BE Fuels Card account and employees can use this account on production of school identification. Alternatively, the School will reimburse staff for fuel purchased from other service stations.

Keys

Keys are kept in the locked key store on the Senior School Reception. BE fuel card, booking out sheets and permit discs are also collected from there.

Booking of the minibuses

To book a minibus for senior school activities please contact: transport@kingschester.co.uk

When the booking is placed, the requestor will receive a cc e-mail with details of the order number, dates etc. This needs to be checked and any errors advised ASAP to the Reception Manager.

Junior and Infant bookings are to be made via their respective receptionists.

3.6 Manual Handling

The school implements the following techniques:

- mechanical assistance to avoid the need for manual handling;
- redesigning the task to reduce the amount of handling required;
- improvements in the work environment to remove other hazards (e.g. high/low shelves, slip/trip hazards);
- reducing risk factors arising from the load (e.g. the size/weight, hot/cold surface, sharp edges, slippery surface/lack of handles);
- exercising employee selection and assessing individual's capacity for manual handling.

3.7 Work Equipment / Workshop Safety

With regards to workshop areas, both for support departments and academic areas, we ensure that:

- The area itself is kept well organised and tidy;
- All practical rooms are locked when not in use and unsupervised students are not allowed in hazardous rooms;
- Gas and electrical supplies are locked off when not in use, and can only be reactivated by authorised staff;
- Large items are not stored high and stepladders are available for reaching high shelves;
- All hazardous substances are clearly labelled with their hazards, and are stored in accordance with the COSHH Regulations and risk assessments in place;
- Access to hazardous substances, materials or tools are restricted to authorised staff only (technicians);
- Where students are allowed to use utensils, tools, or other equipment; they are taught how to use them correctly/safely, and care is given to the distribution and collection of tools/equipment, with the number and condition of them checked at the beginning/end of an activity or lesson;
- When starting a practical lesson, staff check that:
 - all thoroughfares and exits are free from obstruction;
 - floors are dry and in a safe condition;
 - the lighting is adequate for the work being undertaken;
- Pupils and staff cannot eat or drink in a room/workshop - including break and lunch times;
- A specialist room may only be used by other curriculum activities if the person supervising understands the hazards in the room and how to prevent accidents (supply/cover teachers are given information on the room hazards and the location/operation of main services);
- Clearance and disposal of large volumes of shavings, sawdust and plastic cuttings takes place on a regular basis, rather than at the end of the day;
- Excessive dust from machining operations and 'walked in' dirt is removed by vacuuming on a regular basis, rather than by sweeping;
- All D&T areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.