



King's College

TAUNTON

Health and Safety Policy

(This policy is applicable to all pupils including those in EYFS (Early Years Foundation Stage))

*This policy applies to
King's College Prep School and King's College Taunton*

Responsibility

Individual: Heads
(Assisted by Director of Finance and Operations,
Operations Manager and Health and Safety Officer)

Council Committee: Council

Review

Last review date: December 2022

Next review date: Review by Health and Safety Committee Michaelmas Term 2023
(to include annual confirmation of Committee membership)
Policy to be reviewed by Council December 2023

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PART 1: STATEMENT OF INTENT

The School Council of King's Schools Taunton comprising King's College Prep School (KCP) and King's College Taunton (KCT) recognise and accept that under the Health and Safety at Work Act 1974, they have a legal responsibility to provide, as far as is reasonably practicable, for the health, safety, and welfare of all employees of the schools, and have certain duties towards pupils, the public and people who from time to time visit or use the premises of the schools.

The schools have a duty to:

1. Provide and maintain safe and healthy places of work and systems and methods of work with adequate facilities for the welfare of all employees and pupils and to protect all employees, pupils, visitors, and members of the public as far as they come into contact with foreseeable work hazards.
2. Provide all employees and pupils with the information, instruction, training, and supervision that they require to work safely and efficiently.
3. Develop safety awareness amongst all employees and pupils.
4. Provide a safe environment for all visitors to either School, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the school facilities.
5. Encourage full and effective two-way consultation on health and safety matters through the senior teaching and administrative and domestic staff in each School and their Health and Safety Committees.
6. Ensure that this policy is used as a practical working document and that its contents are fully publicised.
7. Keep details of this policy under constant review and in line with changing safety practices and current legislation. Information about specific aspects of Health and Safety contained in circulars and other documents from time to time should be brought to the attention of the individual School's Health and Safety Committee and through that committee, or directly as appropriate, to the attention of all relevant employees.

Employee Duties

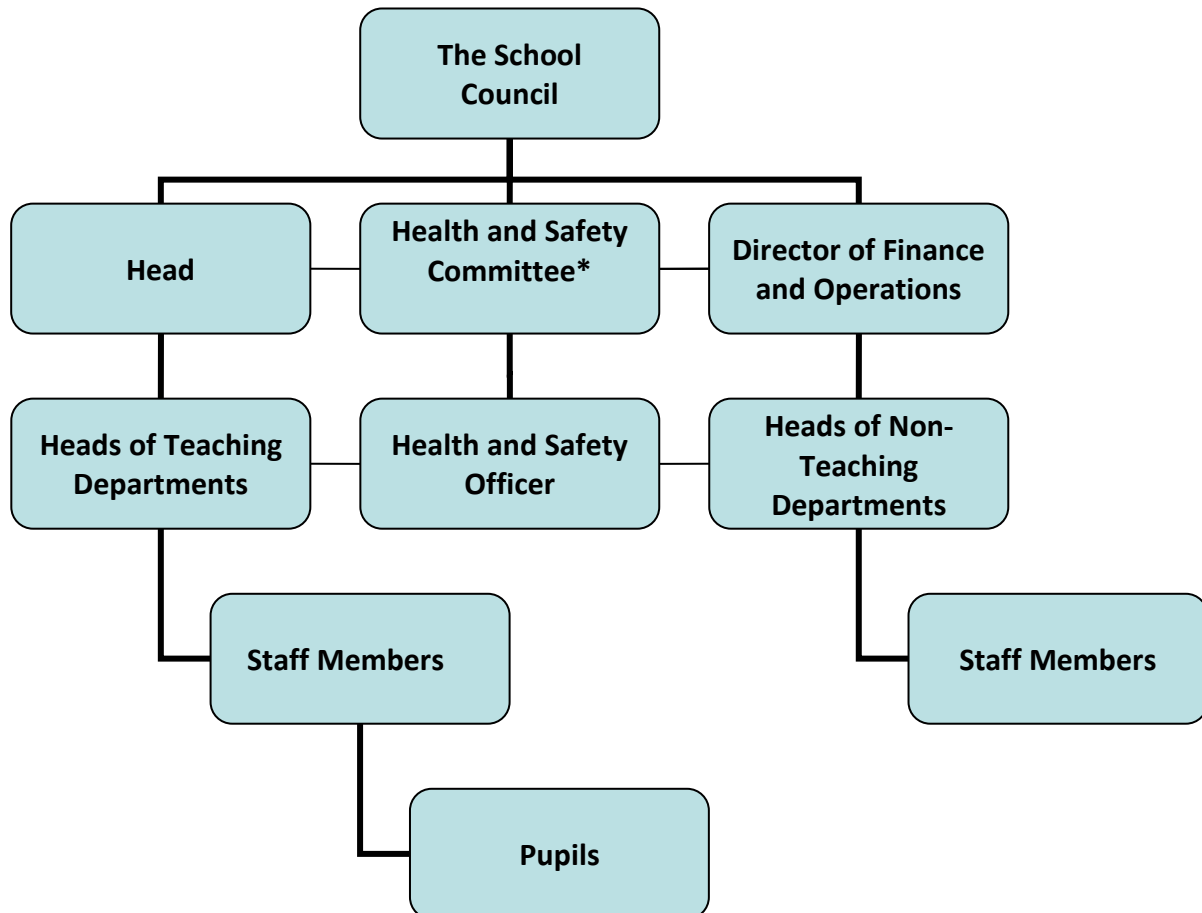
The School Council wish to remind employees that under section 7 of the act:

"It shall be the duty of every employee while at work –

- (a) To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- (b) As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate as far as it is necessary to enable that duty or requirement to be complied with."

The content and directives included in the Joint Policy apply to both Schools unless specifically stated otherwise.

ORGANISATION CHART FOR HEALTH and SAFETY – IN EACH SCHOOL



***The Health and Safety Committee Membership includes:**

- Operations Manager – Chair
 - Health and Safety Officer
 - HoDs – or relevant representatives including:
 - Science
 - DT
 - Grounds
 - Maintenance
 - Sport
 - CCF
 - Safeguarding Rep (as directed by DSL (Designated Safeguarding Lead))
 - Health and Safety Governor (to attend at least one meeting per year)
 - Deputy Head Academic (KCP)
 - Deputy Head Pastoral (KCP)
 - Deputy Head Academic (KCT)
 - Deputy Head Pastoral (KCT)
- (Minimum attendance of one Deputy Head per School at every meeting)*

PART 2: ORGANISATION FOR HEALTH AND SAFETY

1. Premises

The premises covered by this policy are all the school buildings and all other premises owned or leased by the schools.

2. Organisation in each School

2.1. The Head

The Head is responsible to the School Council for the Health and Safety of the employees, pupils, visitors and members of the public in relation to the running of the School, the School premises and the activities carried on there. The Head will be assisted in this by the Director of Finance and Operations, the Operations Manager, the Health and Safety Officer and the School's professional advisers, all or any of whom may from time to time visit the school.

Taking this assistance into account the Head will monitor the effectiveness of this policy and its implementations at all levels. Where they think significant modifications are necessary, they will bring these to the attention of the Director of Finance and Operations. To achieve this the Head must have the co-operation of staff at all levels.

2.2. The Director of Finance and Operations

There is to be a standing Health and Safety Committee of which the Operations Manager is Chair. The Committee shall meet at least once a term with a brief to consider all matters relating to Health and Safety in the School. The school's professional advisers or their representatives may be invited to attend meetings of the School's Health and Safety Committee:

Health and Safety Committee terms of reference:

The main aim of the committee is to promote the health and safety and welfare of staff, pupils and visitors

The purpose of the committee is to:

- be responsible for the annual review of the school's Health and Safety Policy and agree such changes to the policy and related procedures and practices as are considered appropriate
- provide a forum for a two-way, non-adversarial discussion on health and safety matters
- enable managers and staff to develop ideas for the improvement of health and safety standards
- contribute to the development of policies and procedures for health and safety
- assist in the resolution of disputes on health and safety matters
- review accidents and incident reports and analyse trends for the purpose of preventing recurrences
- monitor the effectiveness of health and safety training
- promote health and safety throughout King's Schools.

The Director of Finance and Operations, assisted by the Operations Manager and the Health and Safety Officer, is responsible to the School Council for matters relating to the maintenance of grounds and buildings owned by the school, provision of means of escape and prevention of the spread of fire in existing buildings, access generally and all equipment, plant and machinery operated by the school.

The Director of Finance and Operations is responsible for ensuring that the planning and design of all new structural Projects takes into account health and safety aspects of current building regulations, recommendations of relevant government departments and regulations and approved codes of practice under the Health and Safety at Work Act.

The Director of Finance and Operations is responsible to the School Council for ensuring that all non-teaching staff are aware of the aspects of this policy that affect them. They are responsible for regularly monitoring the maintenance of means of escape, effectiveness of alarm systems and the positioning of appropriate fire extinguishers. They will task the Operations Manager when repair and maintenance work is required. It is their responsibility, in consultation with the Head of Boarding and the Houseparents (HSPs) and other staff responsible for escape procedures, to ensure that action is taken in respect of house decisions made by the health and safety committee which relate to premises and fire.

The Director of Finance and Operations, through the Health and Safety Committees, is responsible for reminding staff of the need to complete and review risk assessments. It is accepted that risk assessments are not an end in themselves but should result in action if indicated. The purpose of a risk assessment is to produce safe systems of work and study. Risk assessments and safe systems of work will be audited as part of the annual audit programme arranged by the Director of Finance and Operations. Risk Assessments for pupil trips are covered by separate policies and operate differently in each school.

2.3. Heads of Administrative Departments

The Head of each department is responsible to the Director of Finance and Operations for ensuring:

- That the department is run according to the standards of this policy and that staff working in that department are aware of the contents of relevant circulars, guidance, and other information.
- That each member of staff working in the department understands the practical application of this policy and the extent to which it applies within the department and in relation to other duties arising out of their employment at the school.
- That each member of staff in the department is aware of the importance of achieving standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.

2.4. Heads of Academic Departments

The head of each academic department is responsible to the Deputy Head (Academic) for ensuring:

- That the department is run according to the standards of this policy and that the teachers and technicians working in the department are aware of the contents of relevant circulars, guidance, and other information.
- That each teacher or technician working in the department understands the practical application of this policy and the extent to which it applies within the department in relation to other duties arising out of their employment at the school.
- That each teacher or technician in the department is aware of the importance of achieving high standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.

Heads of Department should make themselves aware of the health and safety aspects of the various sciences, and/or practical work related to their subjects, taking into account current practices and requirements of the enforcing authorities. They should be aware of current recommendations on uses and controls of equipment and chemicals, and of their storage.

2.5. Laboratory Technicians

Laboratory technicians are responsible to the head of their science department (Head of Science in KCP) for the security of all materials used in the science departments and for ensuring that all stores are kept securely locked except when the materials are actually being used.

2.6. Houseparents (HSPs)/Head of Boarding (KCP)

HSPs are responsible to the Head, through the Deputy Head (Academic), for ensuring the health and safety of all pupils in their house. This role is undertaken by the Head of Boarding in KCP. All have a particular responsibility for the security of means of escape in the case of fire at night and this responsibility must take precedence over all others. In KCT all houses and boarding areas have doors that are alarmed and each HSP has a control box which adds to the security of the boarding house. In KCT and KCP access to houses is controlled by means of electronic access systems whereas in KCP access is controlled by means of mechanical codes.

2.7. The Health and Safety Officer

The Health and Safety Officer is responsible to the Director of Finance and Operations for ensuring:

- Any accident is investigated, a formal report lodged and recommendations made and HSE are informed if any accident should be reported under RIDDOR
- Appropriate advice is given to staff on matters of health and safety as required
- Assistance with training is provided when required.

2.8. Operations Manager

The Operations Manager is responsible to the Director of Finance and Operations for ensuring:

- Visual checks are made on the general condition of the buildings and grounds
- Periodic checks are carried out on electrical equipment and the electrical infrastructure.

2.9. All employees of the school have a duty:

- To notify the Operations Manager if they consider the condition of buildings, grounds, furniture, or equipment to be unsafe.
- To notify the Health and Safety Officer of any accident in which they are involved and which occurs on School premises.
- To ensure that anyone injured on School premises receives first aid or, if relevant, is immediately taken to hospital.
- To make themselves familiar on a continuing basis with means of escape, fire alarm and evacuation procedures and other associated matters. Certain employees will have specific duties during fire practices and actual fire/bomb evacuations.
- To treat all other employees, management and pupils with dignity and respect.

PART 3: SPECIFIC PROVISIONS

The following specific aspects of this policy are drawn to the attention of all employees:

1. FIRE AND EMERGENCY PROCEDURES

These procedures should be read in conjunction with the Fire Safety and Prevention Policy.

Fire is probably the most serious hazard in a School and all members of staff must be aware of the dangers and fully aware of escape routes and evacuation procedures.

Within most buildings, there are automatic sensing and warning devices, which are linked to an addressable system that automatically reports faults. Fire alarms are tested once a week during term time and once during each academic break. Any false alarms or fire incidents are recorded in each school's fire log and reported to the Health and Safety Officer.

There is a full range of fire extinguishers at numerous points around each School with powder or CO2 extinguishers in areas where there may be a danger of electrical fires. These extinguishers are checked annually under contract and inspection certificates are held by the Health and Safety Officer. In order that small fires are tackled at the early stages, all staff will receive fire extinguisher training as appropriate. The schools hold only fire extinguishers which comply with European standard EN3 (BS7863). Such extinguishers all have red bodies with a zone of appropriate colour to indicate contents,

Black (CO2) Blue (Powder) Cream (Foam) Red (Water) Yellow (Wet Chemical)

In KCP, day time, whole school fire drills are held each term and in KCT each building is drilled on an annual basis - staff must join in with the pupils in evacuating buildings in a safe and controlled manner.

1.1. Boarding House Areas

In KCT, it is the responsibility of each Houseparent (HSP) to ensure that housekeeping within their house is such as to minimise the risk of fire and to minimise the hazard should a fire occur. HSPs should pay particular attention to curtains and other forms of wall decoration near lamps or hot surfaces. Attention should be given to ensuring that fire doors with automatic closure devices are in good repair and not to be held open and that such doorways are not obstructed by furniture. Particular attention should also be given to electrical devices and extension leads. In KCP, this responsibility falls to the Head of Boarding (HoB)

A fire risk assessment is completed for all areas in each school, including boarding, and reviewed annually or when there is a significant change.

In accordance with each school's fire protection policy, it is the responsibility of each HSP in KCT and HoB in KCP to carry out night time fire evacuation drills within the first two weeks of each term and to notify the Health and Safety Officer when these have taken place. This report must include any comments or observations on the procedure or any faults with the fire alarm panel or detection units. The Health and Safety Officer will maintain a record of all drills and will arrange, through the Maintenance Manager, to have any defects rectified.

In the event of a fire alarm sounding or the report of a genuine fire there is a set protocol. Please see appendix (1) page 32.

A record of all incidents when the alarms have sounded is kept by the Health and Safety Officer in KCT and KCP.

1.2. Emergency Plans

Based on the outcome of a risk assessment of fire and other conceivable emergencies which require the evacuation of buildings, including specific arrangements for visitors who may be attending a function or meeting in each School, individual emergency plans have been prepared.

The aim of these plans is to ensure that buildings can be safely evacuated, any information can be available to the emergency services and that those with specific duties can be quickly and easily identified. The emergency plans include a site plan with key areas and risks highlighted. The emergency plans are kept by the Health and Safety Officer and are reviewed annually.

An outline of the procedures for the evacuation of the premises will be made available to all contractors and visitors to each School. Visitors attending a function or meeting will be briefed prior to the commencement of activity.

See appendices 1 and 2

2. FIRST AID and MEDICAL PROVISIONS

These provisions should be read in conjunction with the King's Schools First Aid Policy.

The service provided in each school ensures that the requirements of the Health and Safety (First Aid) Regulations 1981 and various revised codes issued by the HSE are conformed to.

KCT maintains full medical services for 24 hours a day during term time with first aid services during working hours during School Academic Breaks. During term times there is always a Nurse/Sister (RGN) in attendance.

KCP maintains medical cover by a trained Nurse (RGN) in attendance in the school Health Centre from 0800 to 1730 daily Monday to Friday during term time.

The Health Centres in the schools are the immediate centres for medical and first aid treatment during term time.

When the Health Centres are closed, registered First Aiders (First Aid at Work) are available in both schools. Details are held in each school's First Aid Policy. Each First Aider has immediate access to a medical kit.

Each school has immediate access to Defibrillators – in KCT one is in the Health Centre and another near Reception. There is also a public access defibrillator in a cabinet on the outside wall of the Swimming Pool. In KCP, a unit is held in the Staff Common Room, there is also a public access defibrillator in a cabinet on the outside wall of the Pelican Nursery. Trained staff are detailed in each school's First Aid Policy.

3. INCIDENT RECORDING AND REPORTING

In KCT an Accident Report Book is held in the Finance Office. All staff related accidents, injuries and near misses must be reported to the Head of Department who must enter the accident or injury into the accident book within 24 hours. The Finance Office staff will forward the report to the Health and Safety Officer for action. All incident reports are logged into a database.

In KCP the Accident Book is held in the Health Centre during term time and by the Head Porter during Academic Breaks. All incidents are reported by the Health Centre/Head Porter to the Health and Safety Officer.

If any member of staff has been treated at the KCT Health Centre, the incident is recorded in their day log and staff are told to complete the injury details in the Accident Book located in the Finance Office.

For all accidents or injuries that occur out of term time a first aider must be called. If the accident or injury is serious, help must be requested of the ambulance service immediately - Dial **999**.

For incidents that occur in academic areas, sports or external hirings, there is an Incident Report Form that needs to be filled out and then sent to the Health and Safety Officer who will then record the details. See form below.

Incident/Accident Report			
Name of Person Involved			Date and Time
Nature of Incident/Accident & Location			
Details of any first aid given			
Treatment given by Health Centre or sent to A&E			
Action to be taken to avoid similar incident			
Name		Date Copy sent to H&S Officer:	
Signature			
Date		Date Filed & Report Number.	

Procedure

1. Complete the form as required
2. Person filling out form sign & date
3. Send copy to Health and Safety Office

3.1. NEAR-MISS REPORTING FORM

A Near-Miss Form has been created. This will help you highlight some of the less obvious hazards in the workplace, or identify areas where a problem is developing. It can be difficult to get staff to report near-misses or minor slips trips and falls, as they are often seen as funny or embarrassing occurrences (until someone is hurt). It is important to create a culture which encourages reporting of these incidents.

Near-Miss Report Form			
Location:	Time:	Date:	
Tick Appropriate Box			
RED Stop Work and Report <input type="checkbox"/>	AMBER Use Caution and Report <input type="checkbox"/>	GREEN Continue and Report <input type="checkbox"/>	
Type of Concern			
Unsafe Act <input type="checkbox"/> Unsafe Condition of Area <input type="checkbox"/> Unsafe Condition of Equipment <input type="checkbox"/> Unsafe Use of Equipment <input type="checkbox"/> Other <input type="checkbox"/>			
Description of Near-Miss			
Reported By			
Name		Date Copy sent to H&S Officer:	
Job Role			
Date		Date Filed:	

Please send all completed forms to the Health and Safety Officer

The Near-Miss Report form and the Incident Report form can be found using the following link. <T:\Health and Safety\INCIDENTS & ACCIDENTS\Incident and Near-Miss Forms\>.

4. GUIDELINES FOR REPORTING INCIDENTS TO RIDDOR (RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Act 2013)

Heads of Department must monitor and report the following criteria to the Health and Safety Officer:

- Fatality
- Major Injury / Condition
- Employee / Self Employed person off work for more than 7 days
All reports to Health and Safety Executive within 10 days
- Injury to a member of the public, who has left the site to attend hospital for treatment
Report to HSE within 15 days.

The report must include how the incident occurred, time, date, and if the person attended hospital and was sent home after treatment.

Once one of the above has happened, a report must be forwarded to the Health and Safety Officer who will complete a RIDDOR form and send it to the HSE within the time limits noted above.

4.1 LIVING SAFELY WITH ILLNESSES LIKE COVID

Coronavirus disease (COVID-19) is an infectious disease caused by the SARS-CoV-2 virus. Most people infected with the virus will experience mild to moderate respiratory illness and recover without requiring special treatment. However, some will become seriously ill and require medical attention. Older people and those with underlying medical conditions like cardiovascular disease, diabetes, chronic respiratory disease, or cancer are more likely to develop serious illness. Anyone can get sick with COVID-19 and become seriously ill or die at any age.

The best way to prevent and slow down transmission is to be well informed about the disease and how the virus spreads.

Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently. Get vaccinated and follow local guidance.

Viruses can spread from an infected person's mouth or nose in small liquid particles when they cough, sneeze, speak, sing, or breathe. These particles range from larger respiratory droplets to smaller aerosols. It is important to practice respiratory etiquette, for example by coughing into a flexed elbow, and to stay home and self-isolate until you recover if you feel unwell.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1083515/20220608_Easy_Read_Living_Safely_with_Respiratory_Illnesses.pdf

5. WORKPLACE STRESS

Workplace stress is recognised by the management of each School as a legitimate problem which may affect staff and one which needs careful and sympathetic management. It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well-being of staff and consequently to the efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with members of staff and discussion groups

is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

It is accepted that major changes in working practices or management structures within any organisation can be stressful and therefore it is the policy of King's Schools that, where appropriate, members of staff will be kept informed of any major changes as far as their own activities in the workplace may be affected. Additional training is made available, as necessary.

Members of staff shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress; such consultations will be treated without prejudice and in the strictest confidence.

6. VIOLENCE TO STAFF

The management of each School will not tolerate violent, abusive, or threatening behaviour, whether physical, verbal or otherwise, towards any employee from whatever source. Violence, or the risk of violence to any employee, is considered a very serious matter and management will give all support necessary to any member of staff who reports any such incident, actual or perceived, whatever the circumstances.

All reports of violent or abusive conduct will be fully investigated and the necessary disciplinary action taken.

Any employee who has been the subject of violent or abusive behaviour during the course of their employment will be offered legal advice and representation, and counselling as appropriate.

Any injury sustained because of a violent attack will be reported in accordance with the incident reporting procedures.

7. RISK ASSESSMENT AND SAFETY AUDITS

The Director of Finance and Operations is responsible for ensuring that risk assessments are undertaken in all departments throughout the schools. Risk assessments for Boarding areas are the responsibility of each HSP within the overall guidance of the Head of Boarding in KCT and the Head of Boarding in KCP. Such risk assessments will be monitored by the Health and Safety Officer on a regular basis and reviewed annually for audit purposes.

All Heads of Department and Boarding Staff are expected to complete workplace risk assessments together with safe systems of work where applicable. A copy of the assessments must be sent to the Health and Safety Officer for filing. The Health and Safety Officer will advise and assist where possible.

Health and Safety checks will be carried out once a year and more frequently if there have been any significant changes to buildings, machinery, equipment, work practices or personnel. The latest risk assessment forms will act as reference points for the checks.

When completing such risk assessments, the following five steps should be followed:

1. Look for the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
4. Record your findings
5. Review your assessment and revise it if necessary.

See appendix 4 – Risk Assessment Flowchart

Once the risk assessment has been completed a copy must be sent to the Health and Safety Officer.

8. SAFETY AUDITS

The safety audit is an in-depth appraisal of both safety management systems and practical arrangements. To obtain the greatest value audits will be conducted, whenever possible, by somebody independent of the department that is being audited. Such audits will be arranged by the Health and Safety Officer in consultation with the Director of Finance and Operations and/or Operations Manager. Boarding House safety audits are conducted by the Operations Manager, Head of Boarding and Health and Safety Officer. They are arranged by the Head of Boarding in consultation with the Houseparent.

9. NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out on the work done by pregnant women directly a School is made aware of their condition. These risk assessments will be regularly updated as the pregnancy progresses and action taken to ensure that those involved are not placed at unnecessary risk. If necessary, and available, staff will be found alternative work for the remaining period of the pregnancy.

The areas of high risk to pregnant women are recognised as manual handling, vibration, slips, trips or falls and exposure to chemicals and infectious diseases. COSHH assessments are carried out on all work with chemicals.

Risk Assessments are also carried out by the Health and Safety Officer in conjunction with the Head of Department and member of staff in order to facilitate an easy return to work regime for new mothers.

10. ELECTRICAL SAFETY (WORK REGS 1989)

All electrical work, including items such as the fitting of a 13 Amp mains plug, must be done by trained and competent people. Every electrical system must be inspected and tested at intervals determined by risk assessment. All electrical equipment must be regularly examined to make sure it is safe - even desktop computers should be regularly checked. Poorly maintained or damaged electrical equipment such as desk lamps, photocopiers or kettles used in office environments can be dangerous.

All electrical equipment should be subject to routine periodic visual inspection to identify whether the appliance has been subject to physical damage, overheating or failure of the plug cord grip.

Where an item of electrical equipment or electrical flex or cable displays damage, and / or demonstrates a fault such as intermittent stopping etc, it should be withdrawn from use and either disposed of or repaired by a competent person.

All electrical equipment must be suitable for the purpose for which it is intended and the environment in which it will be used. In particular, special precautions will be required in damp conditions.

The Maintenance Manager will arrange for portable and moveable electrical equipment to be tested when necessary. Although no regulation exists that stipulates the frequency of testing, a risk assessed rolling programme will be in place to test school equipment and items the boarders bring in. Any electrical item considered to be dangerous will be removed.

11. THE WORKING AT HEIGHT REGULATIONS 2005

The regulations become valid and in force where, if measures required by the Regulations were not taken, a person could fall a distance liable to cause personal injury. This applies to any place while at work, including at or below ground level, except by a staircase in a permanent workplace.

Work at height includes:

- The use of ladders or step-ladders,
- The use of scaffolding,
- Scaffold Towers.

Risk assessment should focus on:

- The people (fitness e.g., injuries which could affect ability to climb, scared of heights, susceptible to epileptic fits or other special circumstances)
- The task and activity involved
- The equipment to be used (e.g., ladders, scaffolds) including erection and dismantling
- The location (e.g., near or over water, proximity to roads, overhead power lines, confined spaces, process vessels, steam vents, explosion vents and other vents)
- The environment, poor conditions, and slippery surfaces (e.g., weather temperature both hot and cold, wind)
- Application of safe procedures
- The effect on pedestrian access, rights of way, falling objects.

11.1 Emergency arrangements and rescue plan

All ladders and stepladders must be:

- Stored and handled with care to prevent damage and deterioration
- Subject to a programme of regular inspection (there should be a marking, coding, or tagging system to confirm that the inspection has taken place)
- Checked by the user before use
- Taken out of use if damaged and destroyed or repaired.

Any person using ladders or stepladders must be competent and follow current safety rules.

Ladders are best only used as a means of access to a workplace. They should only be used at a place of work for low-risk tasks of short duration.

Low risk means that it is not more than 6 metres high, a secure handhold is available all the time, the work involved is of light/minor nature which does not produce significant sideways or outward (for leaning ladders) forces on the equipment.

Ladders should not be used if it is reasonably practicable to use a safer alternative (scaffold, MEWP, tower scaffold or in permanent cases a staircase).

When using a ladder make sure that:

- The ladder is angled to minimise the risk of slipping outwards. As a rule of thumb, the ladder needs to be 'one metre out for every four metres up.' (Note: rungs are about a 1/3 metre apart).
- The top of the ladder rests against a solid surface. Ladders should not rest on fragile or other insecure materials such as cement sheet, or plastic guttering. If necessary, use a stay or standoff resting on a firm surface nearby.
- Both feet of the ladder are on a firm, level footing (not house bricks or similar) with rungs horizontal and non-slip.
- All ladders should be secured from falling. This will usually be by fixing at the top, or sometimes the base.

- If the ladder cannot be fixed, a second person foots the ladder while it is being used (this also applies while the ladder is being fixed).
- The ladder extends a sufficient height (about 1m) above any landing place where people will get on and off - unless some other adequate handhold is available.
- Where ladders are used in a run measuring a vertical distance of more than 9m, suitable landing areas or platforms are provided.
- Users always face the ladder whilst climbing or descending and keep their body centred between the stiles.
- Users always maintain '3 point contact' i.e., two hands, one foot or two feet one hand when ascending or descending.
- Only one person at a time to climb or work from a ladder.
- It is kept away from overhead cables and similar hazards.

11.2 Stepladders

Stepladders provide a free-standing means of access, but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Avoid over-reaching. People have been killed getting down from workplaces such as loft spaces when they have stepped onto the top stop of a stepladder that has then overturned. The top step of a stepladder should not be worked from unless it has been designed for this purpose.

The small platform fitted at the top of many stepladders is designed to support tools, paint pots etc., and should not be used as a working place. However, some stepladders have been designed with larger lower platforms specially designed for standing on with adequate handrails.

Where practical, steel, or aluminium stepladders fitted with secure full-length handrails and a top platform with handrails on three sides should be used. These are usually fitted with locking wheels to move them easily and then secure in position when in use.

When using a stepladder make sure that:

- It is on a secure surface and with due regard to always ensuring stability.
- It is long enough for the work in question
- There is enough space to open them out fully.
- They are kept away from overhead cables and similar hazards.

11.3 Tower scaffold and scaffolding

Tower scaffolds must only be erected by people who are trained and competent to do so. The Maintenance Manager is responsible for ensuring maintenance staff are properly trained.

As with scaffolding, ideally, Platforms should be fully boarded out and fitted with edge protection (guardrails, intermediate rails, and toe boards). There must be a safe means of access to the working platform and the scaffold inspected before use.

Tower scaffolds are often made of lightweight materials and care is needed to ensure that the scaffold remains stable while in use.

Manufacturer's instructions must be followed for erection, use and dismantling. A copy of the instruction manual will be available for reference as needed – if the scaffold has been hired, the hirer must provide this information.

12 PRESSURISED GAS CYLINDERS

Only trained and properly authorised staff are allowed to move and work with pressurised gas cylinders.

All cylinders must be correctly labelled in conformity with UK legislation and British Standards. Any cylinder with inappropriate labelling must be returned to the supplier.

Cylinders should be transported on a suitable trolley to which they have been properly secured. Valves should be shut before moving and cylinders should never be rolled. Cylinders should be stored in an upright position on a firm, level, well drained surface, and if stored outside they should be stored under cover. The cylinders should be secured to prevent falling and the room should be well ventilated and, even though the schools are designated as No Smoking sites, clearly marked "**NO SMOKING.**"

Cylinders containing oxygen or oxidising gases must be separated from cylinders containing flammable gases by at least 3 metres or by a fire-resistant partition. LPG (Propane or Butane) cylinders must be stored at least 3 metres away from any other type of gas cylinder. Toxic or corrosive gas cylinders (such as chlorine) must be stored separately from all other gas cylinders.

Care must be taken to ensure that any system being connected to a pressurised cylinder is designed to take the gas pressure. A check should be made for leaks as soon as the system is brought into use and after the valves have been closed.

Eye protection and other appropriate protective clothing should be worn when working with pressurised gases.

13 MACHINERY

Machinery and specialised equipment should be used only by those trained in its use.

Heads of Department are responsible for ensuring that their staff are properly trained in the use of equipment and a record of training must be kept on file.

Heads of Department are responsible for checking the equipment in their department on a regular basis (at least monthly). Any faults detected by a member of staff must be reported immediately to the Head of Department. It is the responsibility of the Head of Department to take equipment out of commission if there is any doubt about its safety, particularly in respect of guarding, emergency stops or run-down times.

14 NOISE AT WORK REGULATIONS 1989

The Noise at Work Regulations places duties on employers and modifies the duties, under section 6 of the Health and Safety at Work Act 1974, on manufacturers, designers, and suppliers of equipment, in respect of exposure of workers to noise at work.

14.1 Action Levels

The regulations are brought into effect when a series of action levels are reached or exceeded. These action levels are expressed in dB (A) and Pascals, which are different ways of measuring sound pressure.

- The First Action Level is a daily personal noise exposure of 85 dB(A)
- The Second Action Level is a daily personal noise exposure of 90 dB(A)
- The Peak Action Level is set at 200 Pascals.

Ear defenders should be worn at all times when working in a noisy environment. Heads of Department must risk assess noise within their department and supply ear defenders to any worker who asks for them.

15 PERSONAL PROTECTIVE EQUIPMENT (PPE) REGULATIONS 1992

The main requirement of the PPE at Work Regulations 1992 is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

The Regulations also require that PPE:

- Is properly assessed before use to ensure it is suitable
- Is maintained and stored properly
- Is provided with instructions on how to use it safely; and
- Is used correctly by employees.

15.1 The hazards and types of PPE

15.1.1 Eyes

Hazards: chemical or metal splash, dust, projectiles, gas and vapour, radiation.

Options: safety spectacles, goggles, face-shields, visors.

15.1.2 Head

Hazards: impact from falling or flying objects, risk of head bumping, hair entanglement.

Options: a range of helmets and bump caps.

15.1.3 Breathing

Hazards: dust, vapour, gas, oxygen-deficient atmospheres.

Options: disposable filtering face-piece or respirator, half-face or full-face respirators, air-fed helmets, breathing apparatus.

15.1.4 Protecting the body

Hazards: temperature extremes, adverse weather, chemical or metal splash, spray from pressure leaks or spray guns, impact or penetration, contaminated dust, excessive wear, or entanglement of own clothing.

Options: conventional or disposable overalls, boiler suits, specialist protective clothing, e.g., chain-mail aprons, high-visibility clothing.

15.1.5 Hands and arms

Hazards: abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease, or contamination.

Options: gloves, gauntlets, mitts, wrist-cuffs, armllets.

15.1.6 Feet and legs

Hazards: wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion.

Options: safety boots and shoes with protective toe caps and penetration-resistant mid-sole, gaiters, leggings.

15.2 Training

Heads of Department must make sure anyone using PPE is aware of why it is needed, when it is to be used, repaired, or replaced and its limitations.

Train and instruct people how to use it properly and make sure they are doing this.

Because PPE is the last resort after other methods of protection have been considered, it is important that users wear it all the time they are exposed to the risk. Never allow exemptions for those jobs which take 'just a few minutes.

Check regularly that PPE is being used and investigate fully any reasons why it is not. Safety signs can be useful reminders to wear PPE.

15.3 Maintenance

Equipment must be well looked after and properly stored when it is not being used, for example in a dry, clean cupboard, or in the case of smaller items, such as eye protection, in a box or case; kept clean and in good repair - follow the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives).

Simple maintenance can be carried out by the trained wearer, but more intricate repairs should only be done by specialists.

Make sure suitable replacement PPE is always readily available

16 FOOD SAFETY

The Catering Contractor (Sodexo) maintain detailed procedures for the control and monitoring of Health and Safety in the kitchen areas and all catering staff are made aware of the requirements laid down in the Food Safety Act 1990 and Safety (General Food Hygiene) Regulations 1995. The main points of the catering procedures are:

All staff working in the kitchen areas are made aware of the following:

- Knowledge of the ways and conditions that bacteria grow and multiply
- Knowledge of the ways of preventing food poisoning and contamination
- Knowledge of cleaning methods
- Knowledge of the effect of food poisoning
- Knowledge of pest control
- Knowledge of food handlers' legal responsibilities
- Knowledge of Allergens and the system in place for managing these.

All staff engaged in the preparation or serving of food are trained to the level of competence required and will hold documentary evidence of such training.

Delivery vehicles must be checked regularly to ensure that they comply with the requirements of the 1995 Act. If considered necessary, conditions at the supplier's premises are also checked.

Freezers and cold storage areas must be maintained at the recommended temperatures and warning devices must be in place to alert staff should the recommended temperature be exceeded. The temperature of food, both in storage and serving, is monitored regularly and records kept.

Appropriate procedures are followed for the washing of tools, implements and utensils used in the distribution and handling of food. Water temperature is monitored and there are regular visual checks on the effectiveness of the washing procedures.

Detailed procedures for healthy and safe food storage and production are maintained within each Catering Department.

17 COSHH REGULATIONS 2002 (Control of Substances Hazardous to Health)

The basic principle of these regulations is to safeguard the health of all of us who have to work with substances that can be hazardous to health. A substance can be a liquid, solid or gas and include micro-organisms and dust. These regulations apply to all places of work.

The main requirements of the regulations are for your employer to: -

- Assess the risk to health arising from the work and what precautions are needed.
- Introduce appropriate measures to prevent or control the risk - use alternative safer substances if possible.
- Ensure by good supervision that control measures are used and that equipment is properly maintained and procedures observed.
- Where necessary, monitor the exposure of the workers and carry out an appropriate form of surveillance of their health.
- Inform, instruct, and train employees about the risks and the precautions to be taken. Make sure you are given a COSHH assessment for your work activities.

You must co-operate with your employer and wear protective equipment, when instructed to do so.

The equipment you are given must be in good condition and your employer cannot charge you for the cost of personal protective equipment provided to comply with the requirements of any Risk Assessment.

Heads of Department must maintain records of any dangerous substances in their care. Such records must identify the substance and the risk and must record all issues and receipts of the substance.

See Appendix 5 – COSHH SHEET EXAMPLE, RISK and COSHH ASSESSMENT FORM

18 ASBESTOS REGULATIONS 2012

These Regulations bring together the three previous sets of Regulations covering the prohibition of asbestos, the control of asbestos at work and asbestos licensing.

The Regulations prohibit the importation, supply, and use of all forms of asbestos. They continue the ban introduced for blue and brown asbestos 1985 and for white asbestos in 1999. They also continue the ban on second-hand use of asbestos products such as asbestos cement sheets and asbestos boards and tiles; including panels which have been covered with paint or textured plaster containing asbestos.

The Regulations require mandatory training for anyone liable to be exposed to asbestos fibres at work. This includes maintenance workers and others who may come into contact with or who may disturb asbestos (e.g., cable installers) as well as those involved in asbestos removal work.

When work with asbestos, or which may disturb asbestos, is being carried out, the Asbestos Regulations require employers and the self-employed to prevent exposure to asbestos fibres. Where this is not reasonably practicable, they must make sure that exposure is kept as low as reasonably practicable by measures other than the use of respiratory protective equipment. The spread of asbestos must be prevented. The Regulations specify the work methods and controls that should be used to prevent exposure and spread.

A Register of the whereabouts of asbestos is held by the Operations Manager at both Schools. All staff, especially in the Maintenance Dept., are made aware of the locations of asbestos and contractors employed in either school are given access to the Register to check locations before commencing works.

19 HOUSEKEEPING AND WASTE DISPOSAL

Many accidents occur because of poor housekeeping and the schools are aware of their responsibilities to maintain safe and clean learning and work places.

The Domestic Services Manager is responsible for the cleanliness of each site, including the disposal of waste. All rooms, including toilet areas, are cleaned on a daily basis. Waste and refuse are removed to central collection points on a daily basis. Appropriate PPE will be worn during cleaning and collection. Collection from these points is made by contractors on a regular basis in each school. More frequent collections are arranged if required.

All Boarding Houses, departments, staff, and pupils are encouraged to get involved in recycling. Bins and containers have been provided and recycling is collected on a regular basis. The Head of the King's Sustainability Strategy leads this and other initiatives to improve our overall awareness on energy consumption and recycling in general.

Heads of Department must accept responsibility for the tidiness of their own departments. Heads of Department are expected to maintain clean and tidy work areas and any difficulties encountered must be reported immediately to the Domestic Services Manager.

The Domestic Services Manager will ensure that all waste produced will be disposed of in accordance with the requirements of the Environmental Protection Act, and the Special Waste Regulations, to a licensed waste disposal site via a registered carrier. Waste storage areas will be subject to a full risk assessment.

All sharp instruments, broken glass and other sharp waste materials shall be deposited in special sharps containers and labelled appropriately prior to disposal. All laboratory waste will be disposed of in the approved manner and no chemicals shall be allowed to enter the drains. Any waste which contains biological hazards will be kept separate from other waste.

20 LIFTING AND MANUAL HANDLING

The Manual Handling Operations Regulations 1992 (as amended) set no specific requirements such as weight limits for lifting or moving.

King's Schools have set the weight for an adult as 20Kg when that weight is held close to the body. If the load is held at arm's length, then this limit is reduced to 10Kg. If the weight involves twisting then the limit will be reduced by 20%. Loads lifted above the shoulder or below knee level will be reduced by 50%. However, each case is analysed on an individual basis in our schools and where appropriate a risk assessment is carried out to determine overall safety limitations.

The Regulations establish the following clear hierarchy of control measures:

- Avoid hazardous manual handling operations as far as is reasonably practicable, for example by redesigning the task to avoid moving the load or by automating or mechanising the process.
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations as far as is reasonably practicable. Where possible, you should provide mechanical assistance, for example a sack trolley or hoist. Where this is not reasonably practicable, look at ways of changing the task, the load and working environment.

Modern medical and scientific opinion accepts the scale of the problem and stresses the importance of an ergonomic approach to remove or reduce the risk of manual handling injury. Ergonomics is sometimes described as 'fitting the job to the person, rather than the person to the job'. The ergonomic approach looks at manual handling as a whole. It takes into account a range of relevant factors, including the nature of the task, the load, the working environment, and individual capability and requires worker participation.

When a more detailed assessment is necessary it should follow the broad structure set out in Schedule 1 to the Regulations. The Schedule lists a number of questions in five categories:

- the task
- the load
- the working environment
- individual capability (this category is discussed in more detail under regulation 4(3) and its guidance); and
- other factors, for example use of protective clothing.

Each of these categories may influence the others and none of them can be considered on their own. However, to carry out an assessment in a structured way it is often helpful to begin by breaking the operations down into separate, more manageable items.

Heads of Department must fill out a risk assessment form and send a copy to the Health and Safety Officer.

See Appendix 6 - MANUAL HANDLING EXAMPLE RISK ASSESSMENT

21 DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 seek to protect the health of workers by reducing risks from work with Display Screen Equipment (DSE), including standard office VDU's (visual display units).

See separate King's Schools Policy - "Display Screen Equipment"

22 LEGIONELLA PREVENTION

Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease. The illness occurs more frequently in men than women and usually affects the middle-aged or elderly and more commonly affects smokers or people with other chest problems. Legionnaires' disease is uncommon in younger people and is very uncommon under the age of 20.

About half the cases of legionnaire's disease are caught abroad. The other half are the result of infections acquired in the UK.

See separate King's Schools Policy - "Legionella Policy"

23 TRAINING

The Health and Safety Officer, in conjunction with the Operations Manager and Heads of Department maintains a training strategy to ensure that staff receive appropriate and adequate training to enable them to acquire the skills and knowledge to make them competent in the health and safety aspects of their work, whatever their position in the organisation.

Line managers must ensure that all reasonable efforts are made to release staff to attend health and safety training.

23.1 Induction training

All new employees must attend induction sessions organised by the HR Manager and Health and Safety Officer to ensure that they receive adequate information on the school arrangements for health and safety, including fire precautions.

23.2 First day induction

In conjunction with the HR Manager, Line managers must ensure that new employees, work experience trainees, agency staff and other temporary staff are immediately made aware of this Health and Safety Policy and any departmental specific health and safety procedures.

23.3 Other health and safety training

Other training on specific topics such as display screen equipment (DSE), manual handling, control of substances hazardous to health (COSHH) etc. will be provided as required. Risk assessments and analysis of accidents will be used to identify training needs and target resources.

Where appropriate, job and task analysis will be used to identify the needs for individual work activities.

23.4 Records

The Health and Safety Officer maintains a separate KCT/KCP database of training provided.

Details, including attendance lists and course programmes of any health and safety training organised by individual departments or services, must be forwarded to the Health and Safety Officer.

24 LONE WORKING

Lone workers are those people who work by themselves without close or direct supervision. This policy applies to **all** staff and pupils, in all locations on each site. The lone working policy exists to protect the individual from hazards that may have greater implications due to the absence of other staff in the work area.

Due to the varied nature of work carried out on the sites, not every situation can be cited in this policy. It should therefore be treated as a guide and if there is any doubt as to whether the policy should apply to you, or your working procedures, then you should seek advice from the Health and Safety Officer or Operations Manager.

Many working procedures will need a risk assessment to be carried out to determine a safe protocol with respect to the lone working policy. When risk assessment shows that it is not possible for work to be carried out safely by a lone worker, arrangements for help or backup should be implemented. The work must be carried out with the knowledge of, and within a protocol agreed by the Head of Department and the Health and Safety Officer.

Principal Investigators should identify situations where there are lone workers and consider extra risk-control measures, particularly for:

- Young workers (work experience/students)
- New staff (limited experience/new techniques)
- Pregnant staff, staff with special health considerations e.g., Allergies.

Lone workers should be:

- Aware of, and understand, the risks associated with their work
- Recognise, and utilise, the relevant safety precautions
 - Protection, First Aid facilities
 - Nearest source of supervisory contact
 - Relevant incident procedures.

Members of staff working on their own **must be able to contact the Security Dept. or the emergency services** in the event of an emergency or incident.

25 SMOKING POLICY

King's College and King's College Prep School are, in accordance with current legal requirements, non-smoking sites.

25.1 Work Areas

Smoking is not permitted in any work area. Anyone needing to smoke must obtain permission from their line manager and, if allowed, must go outside the school premises or to an area that has been designated and approved.

25.2 Vehicles

Smoking is not permitted in any King's vehicle or in any vehicle on hire.

25.3 Visitors and Temporary Staff

The Health and Safety Officer will ensure that, where deemed necessary, adequate signage is clearly visible and that the Main Receptionist/Person greeting will inform all visitors of the No Smoking Policy. Staff organising courses/visits are responsible for making sure that their visitors understand and abide by the no smoking policies.

25.4 Recruitment Procedures

On appointment, all new staff members will be briefed about this policy.

25.5 Help for those who Smoke

Advice to help smokers to quit is available from the Taunton Deane Stop Smoking Service contacted via **01823 323808**

25.6 Enforcement of the Policy

Breaches of this policy will be subject to normal Disciplinary Procedures. Responsibility for Implementing, Monitoring and Reviewing Responsibility of this policy rests with all senior managers.

25.7 Changes to the Policy

Twelve weeks' notice will be given of any changes made to the policy. Health and Safety Representatives will be consulted in good time about any proposed changes.

26 DOG POLICY

King's College has a separate policy covering the ownership by resident staff and the exercise of dogs on School grounds.

In general resident staff are permitted to own a dog and keep the animal in School residential property. Dogs may be exercised around the outer areas of the grounds in accordance with the guidelines contained in the Policy but must not, under any circumstances, be exercised on any games pitch.

Dogs are not permitted in teaching areas.

King's College Prep School does not permit dogs to be exercised on site. Where a senior resident member of staff has been given extraordinary permission to keep a dog in that residence, exercising the dog is restricted to the wooded area to the south of the main car-park and the lane to the east of the South Field.

PART 4: PROVISIONS INVOLVING THIRD PARTIES AND TRANSPORT

1. VISITORS AND SECURITY

Visitors and contractors when visiting either school become our legal responsibility. We must ensure their welfare and Health and Safety, and ensure they conduct themselves in a professional manner and adhere to extant rules and standards.

1.1 What do we mean by Visitor and Contractor?

Some examples:

- External maintenance engineers: Contractor.
- Sales representatives: Visitor
- Agency Staff: Contractor
- Delivery Personnel: Contractor
- Personnel not directly employed by King's Schools: Visitor
- Personnel attending King's Schools courses: Visitor
- Parents and Potential Parents: Visitor.

1.2 Procedure:

- Determine the nature of the visit so appropriate procedures may be followed.
- Check that they are clean, tidy, and presentable. Clothing appropriate to the environment in which they will be visiting/working.
- Brief them on the area evacuation and emergency procedures.
- Brief them on the alarm sound.
- Brief them on the evacuation route and assembly point.
- Appoint them a nominated person to ensure their conduct and welfare while on site.
- If working/visiting an area where there are pupils they must be supervised or hold a King's Schools Debarring Service certificate. Parents are permitted on the sites but must report to Reception if visiting teaching or administration areas.
- Ensure the nominated person is aware of their duties.

SECURITY

In King's College and King's College Prep, employees must wear their identity card in the lanyard supplied whilst in School. Staff must not remove any School documents from the site or take any photographs without due permission. The schools reserve the right to search the outer clothing, bags, lockers, and vehicles etc of employees whilst on site. The employee may have a colleague in attendance on such rare occasions. Failure to give such permission may result in disciplinary action.

1.3 Intruders / Suspicious Behaviour of Visitors

Under no circumstances should force be used to evict unwelcome visitors / intruders.

- If a stranger is sighted acting suspiciously, the matter should be reported to Reception immediately or in King's College contact the on-duty caretaker / security officers and in King's College Prep School contact the Head Porter.
- Challenge the visitor by asking for their reason for being on the premises and request identification if appropriate. Ask them to report to Main Reception.
- The Receptionist will phone the appropriate member of staff for assistance.

Do not take any risks if you are threatened leave the situation and call for help as soon as possible. In King's College there is an evening duty Security officer until 2330 who can be contacted via telephone 8141. Entrance gates are locked at 2300

In King's College Prep School resident senior staff should be contacted in an emergency. Daily lock-up of all buildings and gates is carried out at 1900 by the Security team from King's College.

See Appendix 3 - Emergency Contacts

2. TRANSPORT ON SCHOOL PROPERTY

Throughout the school day a number of vehicles will be entering or leaving our schools, these may include the following:

- Coaches / buses
- Staff cars / Parents' cars / Pupil vehicles (KCT only)
- Visitor and Contractors Vehicles
- Delivery / Collection Vehicles
- Emergency Vehicles when requested.

All the above will be subject to the following guidelines:

- All visiting drivers must report to the Main Reception to sign in (see Visitors and Security Section of the policy) or report to the catering, maintenance or grounds departments.
- The speed limit within each School grounds is walking pace. All vehicles must be driven in a safe manner taking into account the nature of the pedestrian population especially around the Pre-Prep area within King's College Prep School.
- Parking is only permitted in designated areas unless specific instructions have been issued.
- In King's College all vehicles wishing to be parked on the site must be registered with the Health and Safety Officer and when parked on site must display a valid parking permit.
- In King's College, sixth form pupils who are legal drivers, and who wish to use their vehicles on the premises, must apply to the Deputy Head (Pastoral) for, and be issued with, a current permit. The log of all issued permits is retained by the Health and Safety Officer.
- It is recommended that staff responsible for delivery/collections request that vehicles be fitted with an audible warning reversing system.

3. TRANSPORT - MINI-BUSES

Only approved members of staff will be asked to drive a mini-bus. Every driver must:

- Be at least 21 years of age and medically fit to drive.
- In King's College, be a holder of a current full category D1 driving licence and to have informed the Health and Safety Officer of any endorsements received in the last three years. King's College Prep School operates three (of four) lightweight mini-buses which may be driven by staff holding a standard driver's licence without the D1 category.
- Have been assessed by a member of staff trained and appointed for the purpose.

Before using any vehicle to transport pupils, a member of staff or a designated person must perform the following checks:

- Does the driver hold a current and appropriate driver's licence?
- Is the driver formally approved and authorised to drive the vehicle?
- Is the vehicle roadworthy?

If the driver discovers any defect with the vehicle during the journey details must be recorded in the log book.

The responsible person will undertake a daily visual check of each vehicle covering the following points:

- Seat belts, all mirrors, horn, and indicators
- Lights, side, and main beam
- Hazard, brake, and fog lights
- Screen wipers and washers

- Tyre pressures and driving controls
- First aid kits, fire extinguishers and emergency exits if applicable.

Defects, faults, or damage must be logged and reported to the Transport Manager. Each vehicle will be subjected to a garage check.

During any journey involving the use of a mini-bus the following rules apply:

- Plan your journey, a list of persons being transported must be taken
- Seat belts will be worn at all times
- Gangways must not be blocked with luggage
- No portable tank containing fuel will be carried
- Mobile phones will not be used whilst driving
- Frequent driver breaks will be taken. No driver will be behind the wheel for a period in excess of 4 hours without a suitable and sufficient break. Drivers who are to travel in excess of 100 miles at the end of the school day will be provided with sufficient time to ensure they are properly rested before commencing the journey.

4. WORK EXPERIENCE

Please refer to the separate "Work Experience Policy" document for information on this topic.

5. RECREATIONAL AREAS

5.1. Basic Requirements

All facilities will be properly maintained and kept in good condition. All apparatus and equipment will be inspected on a regular basis. A log of such inspections will be kept by the Maintenance Manager or appropriate Head of Department.

5.2. Procedures

A risk assessment on the use and supervision of each piece of apparatus/equipment will be drawn up. The control procedures for said equipment will be adhered to at all times.

Pupils must be reminded that while using the facility they should respect the needs of others.

Pupils must be alerted to the need to recognise faulty equipment and to report it immediately.

In King's College, the climbing wall must be used only by pupils who have been assessed and approved for its use. When climbing is taking place, at least one person of instructor level must be in attendance at all times and no one may climb on the wall unaccompanied.

Skate boards, roller blades and similar equipment may be used only with House Staff approval and only if approved protective clothing is worn.

6. PERFORMANCES AND EVENTS

For certain events and activities involving members of the public the organisers must ensure that visitors are briefed on relevant emergency procedures prior to the commencement of the event. Organisers must also establish whether any specific health and safety requirements exist relating to the said activity or event. In such circumstances organisers must:

- Act upon any appropriate recommendations in the light of the above
- Where appropriate an Event Entertainment Licence must be obtained
- For any activity requiring such arrangements a suitable and sufficient risk assessment will be carried out. The Health and Safety Officer will advise on this requirement.

6.1 HIRE OF FACILITIES BY EXTERNAL ORGANISATIONS

Both schools encourage the use of facilities by external organisations and employ a Sports Lettings Co-ordinator for KCT sports lettings and an events manager for all other lettings in KCT and for all lettings in KCP.

All organisations hiring facilities in either school are required to agree and sign a “contract of hire” which contains full Terms and Conditions and to provide a Risk Assessment relating to the hiring.

7. CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015

King's Schools recognise that the CDM regulations will apply to building, civil engineering and construction work on the school sites where multiple trades are employed together on one project.

The Director of Finance and Operations and the Operations Manager hold the responsibility for ensuring that contractors notify the HSE in the standard way of all instances involving construction work which is expected to last longer than 30 days or involve more than 500 person days. This requirement also applies for all instances involving significant demolition.

For all work to which the CDM regulations apply, King's Schools through its agent or the Director of Finance and Operations will ensure that a supervisor is appointed and will be satisfied that all designers and contractors are competent and that sufficient resources, including time, have been or will be allocated to enable the project to be carried out in compliance with all relevant health and safety legislation.

King's Schools recognise their duty as clients under CDM for notifiable work and construction:

- Appoint the supervisor
- Arrange for a competent designer to prepare a design
- Provide the supervisor with any relevant information about the school
- Appoint a principal contractor
- Comply with health and safety legislation where the school's activities overlap with the construction work. Receive the health and safety file, making information contained in the health and safety file available, in the future, to any contractor involved in maintenance, renovation or demolition.

King's Schools recognise their duty as clients under CDM for non-notifiable work and construction:

- Ensure that when arranging for any designer to prepare a design, that they are competent and have made adequate provision for health and safety
- Provide the designer with any relevant information about the school
- Ensure that adequate regard has been made to avoiding foreseeable risks to health and safety of persons carrying out construction or cleaning work
- Comply with health and safety legislation
- Add all planning and design information to School health and safety file, making information contained in the health and safety file available, in the future, to any contractor involved in maintenance, renovation or demolition.

The Operations Manager is responsible for ensuring that these regulations are followed and holds the HSE publication “A short guide for clients on the CDM Regulations 2015” which must be consulted before any applicable works commence.

PART 5: INFORMATION REGARDING HEALTH and SAFETY

All information regarding Health and Safety can be found on the Health and Safety Executive Web Site (www.hse.gov.uk) – the address for our local branch is:

HSE, 2 Rivergate, Bristol, BS1 6EW

1. ARRANGEMENTS FOR MONITORING and REVIEWING (THE HEALTH and SAFETY POLICY STATEMENT)

The Director of Finance and Operations together with the Operations Manager and Health and Safety Officer will review this Health and Safety Policy and the arrangements for Health and Safety on an annual basis or more frequently should the need arise.

The form of this review will be by means of a Health and Safety Inspection of records and procedures and regular safety tours covering all areas and activities on the entire site.

Particular attention will be given to:

- The Policy Statement
- Changes to Health and Safety laws, guidance, and best practice
- Organisation
- Training and Competency
- Safe Systems of Work
- Safe Place to Work
- School trips and Transport
- Internal Communications
- Emergency Procedures, fire, flood, gas leaks, bomb alerts etc.
- Medical Facilities and Welfare
- Records and Monitoring of the Workplace
- Any other as deemed necessary in the light of changing conditions and legislation.

Following review by the Director of Finance and Operations, Operations Manager and the Health and Safety Officer, this policy will be ratified by full Council annually in December.

Approved by the Council

Signature:	
Date:	

PART 6 APPENDICES

1. EVACUATION PROCEDURES

Each building has specific evacuation procedures clearly displayed but in general they are:

- On hearing the fire alarm, evacuate the premises.
- The Senior or Designated Responsible Person present will decide whether to call the Fire Service using 999. The Health and Safety Officer, Caretakers/Security or Operations Manager will assist in this assessment if present.
- The Senior Person must take a roll call.
- If a false alarm has occurred and the Fire Service have been called then the person in charge must re-dial **999**, state that a false alarm has been reported and state the cause.
- If there is a Fire situation the Senior Person must assist the Fire Service on arrival.
- On completion of a false alarm or actual fire the fire alarm system must be silenced and reset. Enter details on fire alarm activation sheet.

2. BOMB THREATS

May occur in two ways:

- Telephone call advising a School of a bomb planted on site, or
- Location of an unidentified package.

Action

- Inform the Head, Director of Finance and Operations or Operations Manager and the Health and Safety Officer and commence the evacuation of the premises concerned by operating the fire alarm system.
- Telephone 999 and summon the help of the emergency services.
- Move Staff and Pupils away from the building involved, to a safe area and distance.

3. EMERGENCY CONTACT NUMBERS

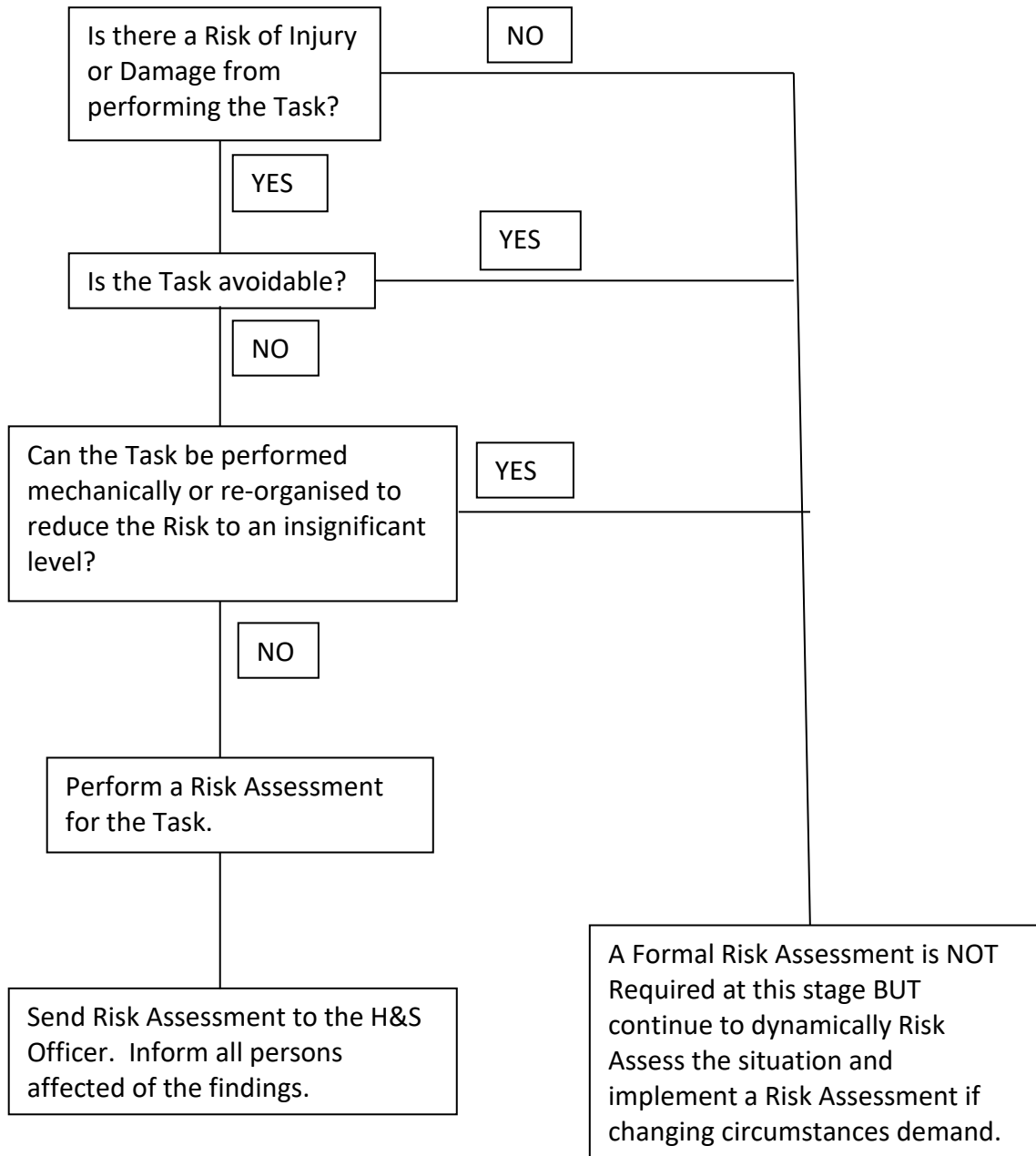
NAME	TELEPHONE NUMBER	MOBILE NUMBER
Justin Chippendale, HM KCP	01823 285921	
Michael Sloan, HM KCT	01823 328210	
Simon Worthy, Director of Finance and Operations	01823 328100	
Darren Potter, Operations Manager	01823 328146	07970 687139
Phil Musgrove, Healthy and Safety Officer	01823 328240	07813 153116
Tim O'Shea Maintenance Manager	01823 328110	07526 178335

CONTACT NUMBERS – KING'S COLLEGE PREP	TELEPHONE NUMBER	MOBILE NUMBER
Steve Cridge, Head Porter	01823 285945	07808 773401
Anna Hardy, Head of Boarding	01823 285920	07549 026448
Claire Luckhurst, Head of Pre-Prep	01823 285932	07715 035568
Steve Watson, Deputy Head	01823 285931	07715 035369

ASSISTANT CARETAKERS / SECURITY – KING'S COLLEGE	TELEPHONE NUMBER	MOBILE NUMBER
Nigel Reed	01823 328141	07927 586349
Colin Everley	01823 328141	07809 711133
Chris Rhodes	01823 328141	07809 711141
Nick Goldsmith	01823 328141	07813 153118

OTHER NUMBERS	TELEPHONE NUMBER	MOBILE NUMBER
Emergency Services	(9) 999	n/a
Police Station	(9) 337911	n/a
Fire Station	(9) 273033	n/a
Hospital	(9) 333444	n/a

4. RISK ASSESSMENT FLOW CHART



5. COSHH SHEET EXAMPLE - RISK AND COSHH ASSESSMENT FORM

Department/Unit	Location	Date

Process being assessed

Chemical/Biological material/Equipment	Hazard or Risk	Approximate quantities

Who might be affected?

--

Protective measures to be adopted

--

Action to be taken in case of spillages or emergency

--

Methods of disposal of waste and discards

--

Notes and additional comments

--

Assessor(s) and date:

--

Supervisor and date:

--

Review

--

6. MANUAL HANDLING EXAMPLE RISK ASSESSMENT

Location:
Section:
Project leader:
Task assessed:
Staff involved:
Assessment carried out by:
Date:
Signed:

PART A: THE WORKPLACE AND WORK ENVIRONMENT

Delete as applicable

- Is the space sufficient to allow safe lifting techniques? Yes / No
- Are there slipping or tripping hazards present in the workplace? Yes / No
- Is the lighting adequate to allow good visibility for work carried out? Yes / No

PART B: THE TASK

Description of task:

Is lifting:

- On a flat plane? Yes / No
- From trunk to head? Yes / No
- Above the head? Yes / No
- In seated position? Yes / No
- Combination of movements? Yes / No
- Repetitive? Yes / No

Does it involve:

- Change of grip? Yes / No
- Twisting of the trunk? Yes / No
- Stooping? Yes / No
- Jerking or sudden movement? Yes / No

Frequent or sudden movement?	Yes / No
Prolonged effort?	Yes / No
Reaching away from the trunk?	Yes / No

PART C: MOVEMENT

Frequency of movement (number of times per minute)? Please specify:

Does handling involve carrying?	Yes / No
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If yes what is the carrying distance in metres?

Does the handling involve:

Pushing?	Yes / No
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Welding?	Yes / No
----------	----------

Is the workplace dictated by process or another controlling factor?	Yes / No
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Are rest allowances a feature of the work pattern?	Yes / No
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PART D: THE LOAD

Maximum weight of load handled (kg):

Size of load: x x (mm)

Can load be easily controlled whilst being handled?	Yes / No
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Is visibility impaired by the load?	Yes / No
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Is the load stable?	Yes / No
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Are contents liable to shift whilst being handled?	Yes / No
--	----------

Are there any sharp edges?	Yes / No
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If load is dropped, will any other hazard be created e.g., chemical, dust etc.?	Yes / No
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If yes please describe:

PART E: THE OPERATORS

Groups at risk (employees and others):

Special risk groups (young persons, disabled etc.)

Does the work involve team work?	Yes / No
----------------------------------	----------

If yes, what is the size of the team?

Does the work:

Require unusual strength?	Yes / No
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Create hazards for those with health problems?	Yes / No
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Require special training?	Yes / No
---------------------------	----------

Involve the use of protective clothing?	Yes / No
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Create the potential for injury to others?	Yes / No
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PART F: MECHANICAL OR OTHER HANDLING AIDS

List any aids provided to assist workers with the task:

Other existing precautions:

PART G: RISK EVALUATION

Risk assessed as:

- High
- Medium
- Low

PART H: ACTION PROGRAMME

Major risk factors identified:

Additional precautions required and other recommendations:

Actions required:

Who informed:

Date of next assessment: