

HEALTH & SAFETY POLICY

RESPONSIBILITIES

1. The overall and final responsibility for Health and Safety lies with the Trustees who are Governors of Wykeham House School Trust (The Employer).
2. Day-to-day responsibility for ensuring the School's Health and Safety Policy is put into practice is delegated by the Trustees to: -
 - The Health and Safety Officer (Bursar), who formulates, implements and monitors school policies and procedures and;
 - The Headmistress who is responsible for the general welfare and pastoral care of the pupils.
3. To ensure health and safety standards are maintained or improved, the following Trustees and co-opted employees make up the Trustees Health and Safety Sub-Committee,

Mr G Wheeler	Chair
Mr D Lockett	
Mr P D Jones	
Dr F Baber	
Headmistress	
Deputy Head	
Bursar	(Nominated Health & Safety Officer)
4. All employees have a legal responsibility to take care of the Health and Safety of themselves and others, and to co-operate with the employer to ensure compliance with legislation. All employees must:
 - Co-operate with supervisors and managers on Health and Safety matters
 - Not interfere with anything provided to safeguard their Health and Safety
 - Take reasonable care of their own Health and Safety
 - Report all urgent or significant Health and Safety concerns, requiring immediate action, to the Health and Safety Officer and the Headmistress and other less serious concerns to the Health and Safety Officer.
 - Nominated employees and staff to undertake a Risk Assessment for their area(s) of responsibility at the intervals laid down in paragraph 4 of Risks Arising from Work Activities.

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HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES

1. Risk Assessments will be undertaken by the relevant Head of Department, Subject Head, Teacher and Support Staff Manager, and reviewed by the Health and Safety Officer and Deputy Headmistress. Action required to remove or control risks will be approved by the Health and Safety Officer. A copy of each risk assessment will be maintained in a composite Health & Safety file (held in the Bursar's office). Overall school risk assessments will be undertaken by the Health and Safety Officer or Deputy Head. The Deputy Head will also hold a file of all risk assessments for off site activities which are to be consulted by staff when planning off site visits/trips/activities.
2. Where a risk assessment highlights a high risk in undertaking an event or activity (Significant Findings) these findings must be drawn to the immediate attention of the Health and Safety Officer and the action to control or remove the risks must be approved and implemented before the activity or event can proceed. The Health and Safety Officer will be responsible for ensuring the implemented actions remove or reduce the risks.
3. The significant findings of risk assessments, and action taken, will be reported to the school Health and Safety Committee.
4. Risk Assessments are to be reviewed annually, when there is a change of staff or when the work activity changes, whichever is the sooner.

CONSULTATION WITH EMPLOYEES

1. Consultation with employees is provided through the school Health and Safety Committee, which meets once a term or more often as required and where concerns of employee/staff can be formally raised. Additionally the Health & Safety officer and a representative of the school health & safety committee will attend each weekly staff meeting.
2. On a day-to-day basis all employees/staff can raise any health and safety issue with the Health and Safety Officer or any member of the school Health and Safety Committee.

STAFF TRAINING

Teaching Staff. Specific training i.e. First Aid will be discussed with individual teaching staff prior to joining in order to meet the school's requirement. Statutory training i.e. Fire Awareness will be planned into INSET on an opportunity basis.

Non-teaching staff. Specific job related training i.e. First Aid, Food Hygiene, Minibus driving will be listed in individual job descriptions and programmed as required.

SAFE PLANT AND EQUIPMENT

1. The relevant Head of Department, Subject Head or Support Staff Manager is responsible for identifying all equipment or plant requiring maintenance within their area of responsibility.
2. Any problems found with equipment or plant, or repairs needed, must be reported to the Site Manager for action.
3. The Site Manager together with the Health and Safety Officer will be responsible for ensuring effective routine maintenance procedures are identified and that all necessary maintenance is undertaken.
4. All members of staff are responsible for advising the Site Manager of **ALL** equipment or plant which is to be purchased on behalf of the school, or brought into the school by staff or pupils, so that appropriate safety checks can be planned and undertaken **BEFORE** the equipment is used.
5. The Site Manager/Health and Safety Officer will ensure that new plant and equipment meets health and safety standards (including Fire Regulations) before purchase.
6. All Heads of Departments, Subject Heads and Support Staff Managers are responsible for ensuring that: -
 - a. Equipment in their area is used in compliance with current regulations and manufacturers' instructions and appropriate notices are displayed adjacent to specific hazards; and
 - b. Appropriate instructions and guidelines, safety precautions and procedures, relating to activities within their area of responsibility, are issued to the staff and appropriate training given.
7. Each member of staff, including support staff, will be responsible for: -
 - a. Visually inspecting equipment before use. (Procedures are outlined in the Staff Handbook).
 - b. Ensuring the correct use of safety equipment and protective clothing by pupils.
 - c. Ensuring pupils are instructed in safe operating procedures and/or processes, involving known hazards.

8. Where a member of staff requires the use of a specialist room for an activity, the specialist teacher must ensure an appropriate risk assessment has been drawn up for the activity being undertaken by the teacher. The teacher understands the safety precautions and procedures relevant to the activity undertaken and is given the appropriate level of training required for the task.
9. The Health and Safety Officer will ensure all categories of plant and equipment on site are included in routine maintenance schedules in accordance with safety regulations including: -
 - a. Electrical testing of portable equipment.
 - b. Maintenance of boilers and gas appliances.
 - c. Electrical testing of installations and fixed electrical equipment.
 - d. Testing of fume cupboards, industrial extractors, air conditioning units, and gymnasium equipment.
 - e. Testing of fire detection systems and emergency lighting.
 - f. Regulations for speed and roadworthiness of the school minibus.
 - g. Maintenance of Intruder Alarm Systems
10. The Health and Safety Officer will ensure external surveys and risk assessments, required by legislation and any remedial works found to be necessary have been undertaken including: -
 - a. Fire safety
 - b. Asbestos
 - c. Glass
 - d. Legionella
 - e. Disabled Access (SENCO & DDA)

SAFE HANDLING AND USE OF SUBSTANCES

1. The relevant Heads of Department, including the Heads of Science and Technology, and the Site Manager will be responsible for identifying all substances requiring a COSHH assessment and for undertaking any such

assessment. Significant findings will be reported to the Health and Safety Sub-Committee.

2. The school Health and Safety Committee will be responsible for ensuring all actions identified in the COSHH assessments are implemented and that all employees are aware of the contents of COSHH assessments.
3. Department Heads and the Site Manager are to check that new substances can be used safely before they are purchased and that the relevant Safety Data Sheet is obtained.
4. COSHH assessments are to be reviewed annually, or when there are changes to the work activity, whichever is the sooner.
5. A file of COSHH assessments is to be kept in the Health and Safety Officers office.

INFORMATION, INSTRUCTION AND SUPERVISION

1. The Health and Safety Officer will ensure that latest Health and Safety Law posters are displayed in prominent positions throughout the school (Health & Safety notice board, staff room and laboratory prep room).
2. Health and Safety advice is available from the Health and Safety Officer who will take advice from external health and safety sources should the need arise.
3. Supervision of young workers or trainees will be arranged / undertaken / monitored by Heads of Department and Support Staff Line Managers in conjunction with the Headmistress or the Health and Safety Officer. Specific risk assessments must be completed for young persons taking into account their inexperience, lack of awareness of risk and immaturity.
4. Risks associated with pregnancy are covered on an individual basis with the member of staff concerned. A risk assessment will be carried out for any pregnant worker or nursing mother where it is considered their work activities could present a risk to them or their unborn child.

COMPETENCY FOR TASKS AND TRAINING

1. School Policy is to encourage and provide all necessary relevant Health and Safety training for staff.

2. Induction training on basic Health and Safety issues (including First Aid and Fire Training) will be provided for all employees by the relevant Head of Department, Subject Head/Manager and where appropriate, outside trainers.
3. Similarly, job specific training will be provided for all employees by the Heads of Department, Subject Heads and Managers or, where necessary, by outside trainers.
4. Training for specific school employments is identified below: -
 - VDUs and office practices.
 - Manual Handling
 - Working at Height
 - Fire awareness and warden training
 - Minibus driver training
 - First aid training
 - Food hygiene training
 - Hazardous substances
 - Slips, trips and falls
 - Specific machinery and equipment.
5. All training records are kept by the Health and Safety Officer.
6. Training will be identified, arranged and monitored by the Health and Safety Officer, together with the Trustees Health and Safety Sub-Committee.

ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH

1. The appointed person for first aid is the school administrator. In her absence other trained first aiders will be responsible for administering first aid.
2. First Aid boxes are located in the following rooms: After School Care, Main Kitchen, Nursery Kitchen, Art Studio, Design Technology/Textiles, Science Prep Room and all Laboratories, School Hall (changing room), Minibus (behind passenger seat in rack) and Sick Bay. Boxes are to be checked/replenished regularly by the person responsible for the room in which they are located.
3. The Health and Safety Officer and the Headmistress **MUST BE** informed immediately of all serious accidents / incidents. The main accident book is kept in the school office. Each department will maintain records for minor injuries. Records for serious injuries, accidents and incidents will be forwarded to the school office for action.
4. The Trustees Health and Safety Sub-Committee will review all accidents and incidents at regular periodic meetings.

5. The Health and Safety Officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority under RIDDOR.

HEALTH AND SAFETY MONITORING

1. To check the school's working conditions, and ensure that safe working practices are being adhered to, the following will apply.
 - All staff will review annually the risk assessments, procedures and activities within their area of responsibility.
 - Routine inspections and ad hoc checks of the buildings and equipment for safety will be made by the Trustees responsible for Health and Safety and the Health and Safety Officer. The Site Manager and his assistant will undertake regular reviews of the condition of the premises and equipment as part of their routine daily duties.
 - The school Health and Safety Committee will meet at least termly and review work practices and conditions in each location and area of operation and will report its findings to the Trustees Health and Safety Sub-Committee.
2. The Health and Safety Officer is responsible for investigating accidents and work related causes of sickness absences.
3. The school has a separate policy, "Stress in the Work Place", (Appendix 2) which outlines the school's approach to monitoring and dealing with unacceptable and unnecessary levels of stress.
4. The Health and Safety Officer is responsible for acting on investigation findings to prevent a recurrence of an accident or incident.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

1. The Health and Safety Officer, is responsible for ensuring a Fire Risk Assessment is undertaken and any significant findings are addressed and brought to the attention of all staff. Fire precautions will be kept under regular review.
2. Escape routes are to be monitored by staff and Site Manager/Assistant Site Manager during the school day to prevent routes becoming blocked. The Site Manager and his assistant, as part of the daily locking up and opening

procedures, check the routes and ensure that fire safety signage is not obstructed and doors are operational.

3. Fire extinguishers are maintained and checked visually by the site maintenance staff as part of their daily routine and inspected and tested by outside contractors annually who issue a certificate of worthiness.
4. Fire alarms and fire detection equipment are tested weekly by the Site Manager and his assistant, and six monthly by an external contractor. Emergency lighting is tested monthly by on site staff and six monthly by external contractor. Certificates are issued following external contractor testing.
5. Emergency evacuation is practiced/tested on a termly basis. More frequent testing will occur if circumstances require.
6. The full Fire Safety Policy is at Appendix 4.

SCHOOL TRIPS

1. The school has separate guidelines for the safe running of school trips. Any member of staff organizing a school trip should refer to this document, a copy of which will be passed to each Head of Department. This procedure will be reviewed frequently. A risk assessment is to be undertaken as part of the planning process prior to any school trip.

SCIENCE POLICY

1. The School Science Policy document is held by the Head of Science. The following notes supplement the policy document:

2. Experimental Safety

The method of conducting all experiments in the curriculum will be according to the standards laid out in Croner's Heads of Science Manual, CLEAPPS Laboratory Handbook and CLEAPS Hazards. Copies are held in the laboratory prep room.

Any chemicals used will be in accordance with the recommended restrictions in the above publications.

3. Eye Protection

Safety glasses/safety goggles as appropriate for the task being undertaken is provided for all pupils.

4 Fume Cupboards

The School fume cupboards are tested annually in September. The findings are recorded in a test log held in the laboratory prep room. This procedure conforms to the 14-month requirement for the examination of engineering controls under the COSHH regulations (minimum standard required by the Department of Education and Science is a flow rate of 0.3M/sec with the sash fully opened).

5 Chemical Storage

It is the policy of the School that chemical storage will be along the general lines of that laid out in Croner's Heads of Science Manual and CLEAPS Laboratory Handbook/Hazards. Should specific guidance on the extent to which this is interpreted be necessary an external consultant will be contacted.

6 Microbiology

It is the policy of the School that all microbiological experiments will be assessed and categorized in accordance with the publications referred to in paragraphs 2 and 5. Furthermore the school will ensure that techniques will be adopted as stated in the above publications.

The treatment of contaminated equipment, spillages and disinfection procedures will also be in accordance with the above publications.

SECURITY

1. It is not possible to maintain the perimeter security of the Wykeham House School site because of the open nature of the grounds and the public right of way which runs adjacent to the school playground and the unrestricted pedestrian and vehicular access from East Street.
2. The physical security of school buildings is however maintained by the following measures:
 - a. A daily laid down 'locking up' procedure for the duty caretaker.
 - b. A maintained intruder alarm system in both the main school building and school hall with connectivity to a remote Alarm Receiving Centre (ARC). On receipt of an alarm signal (not generated by key entry) a nominated member of staff will be called together with the local constabulary.
 - c. A maintained CCTV and recording system.

- d. Main access points into the school buildings (foyer, pond, playground nursery garden and (rear) door into infant classroom) are protected by individual numerical code locks. The main entrance to the school hall is similarly fitted. Codes for these locks are periodically changed. The foyer code is known to staff and peripatetics only.
- e. Pupils are briefed on the importance of maintaining the integrity of the codes for all access doors.

USE OF SCHOOL FACILITIES BY MEMBERS OF THE PUBLIC

Members of the public using school facilities will be given sufficient information in order to allow them to avoid any risks to their Health and Safety. In so far as use of the School Hall is concerned, this information will relate to means of escape in the event of an emergency.

The agreement form used by the school as a contract with their hirer is attached. This will carry a specific clause stating that the hirer will ensure adequate supervision and take responsibility for the Health and Safety of persons using the facilities.

CONTROL OF LEGIONELLOSIS

1. A water risk assessment has been undertaken and the school will review its procedures with regard to Legionellosis sampling and maintain an adequate programme of maintenance and testing.
2. The cold water system (storage tank) will be cleaned and disinfected on an annual basis or, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak or suspected outbreak of Legionellosis.
3. All hot water and cold-water outlet temperatures will be checked and recorded on a monthly basis each month by the Site Manager/Assistant Site Manager and the.
4. Point of Use water heaters will be tested and temperatures recorded every six months.
5. The blended outlet in the school kitchen will be disinfected and descaled every three months. Regular flushing regimes are in operation in areas where the use of the facilities is infrequent.
6. Records for all of the above checks are to be kept by the Site Manager.

7. The nominated individual with responsibility for ensuring this policy is implemented is the Health and Safety Officer.

ASBESTOS

1. The School will endeavour to comply with the requirements of the Control of Asbestos at Work Regulations 2002.
2. The school acknowledges the existence of Asbestos Containing Materials (ACMs) on the school site. A Type 2 Asbestos Survey has been carried out and all ACMs identified. Furthermore a programme is in place to monitor, encapsulate or remove ACMs as recommended in the asbestos report. An asbestos register is in place and the log is to be completed when work is carried out on or near areas identified as containing ACMs. The asbestos register is kept in the Health & Safety Officers office.
3. All staff who are likely to come into contact with ACMs will be instructed what to do in the event of disturbing asbestos.
4. The removal of ACM's from site will be carried out only with the express authority of the Health & Safety Officer and under special conditions, using registered contractors.
5. The Site Manager is responsible for informing contractors working on the site if there are ACMs in the area in which they are working and issuing a permit to work in certain areas.

CONTRACTORS

1. The school's requirements for contractors on site is laid down in the Instructions for School Contractors, which forms an agreement between the School and the Contractor. This agreement will be kept in the School's Policy and Procedures Manual. See Appendix 1.

NOISE AT WORK REGULATIONS 1989

1. The above Regulations are designed to protect the hearing of people at work from damage caused by noise.
2. The School is aware of its obligations under the above Regulations. Where employees or pupils are exposed to noise levels equal to or above the 1st Action level, appropriate hearing protection is provided and worn.

- Action level 1 - 85 decibels – 90 decibels
- Action level 2 - 90 decibels or above

(Information on noise levels can be found in copies of Noise at Work Regulations produced by the Health and Safety Executive).

3. The above control measures are necessary in the following operations within the School:
 - a) Grass cutting/strimming
 - b) Use of chain saws
 - c) Use of woodworking machinery
 - d) Additional equipment hired in line with the hirer's safety instructions.
4. Where necessary, a noise assessment will be carried out and a record kept in the school's central copy of risk assessments.

LONE WORKING

1. Under normal circumstances the requirement to work alone will be restricted to school maintenance staff, however, there may be occasions when other staff are alone in school.
2. In these circumstances the Lone Working Risk Assessment is to be consulted.
3. In so far as site maintenance staff are concerned, whenever planned or unplanned maintenance is taking place and the duty caretaker is alone on site a referral to the Lone Working Risk Assessment is to be made to ensure any proposed work does not constitute a risk above that assessed in the risk assessment.

DISPLAY SCREEN EQUIPMENT

1. It is the policy of the school to comply with the Health and Safety (Display Screen Equipment) Regulations 1992
2. A suitable analysis of all workstations is to be conducted to identify the suitability for use and compliance with current Health & Safety legislation which requires employers to minimise the risks in VDU work by ensuring workplaces/stations are well designed.
3. The school will plan the activities of 'users' to allow periodic breaks or changes of activity.

4. The school will arrange for appropriate eye and eyesight tests to be carried out on 'users' by a Competent Person, on request, and at appropriate regular intervals as recommended by the Competent Person.
5. All 'users' will be informed of appropriate work station analysis assessments, the arrangements for work interruption, where necessary and be trained in the use of their work station.

MANUAL HANDLING

1. It is the policy of the school to comply with the Manual Handling Operations Regulations 1992.
2. In particular the school will:
 - a. Avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation, which may involve a risk of injury.
 - b. Where the manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out taking into account:
 - i. The task
 - ii. The individual
 - iii. The load
 - iv. The environment
 - c. Take the appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable.
 - d. Ensure that any employee engaged in manual handling operations has received sufficient information, instruction and training to carry out the task as safely as possible.

PERSONAL PROTECTIVE EQUIPMENT

1. It is the policy of the school to comply with Personal Protective Equipment at Work Regulations 1992.
2. The school recognizes that Personal Protective Equipment is a last resort and that wherever possible risks should be controlled by other means. Where the risks should be controlled by other methods or it is assessed there is a residual risk, then suitable Personal Protective Equipment will be provided to employees.

3. Where it is determined that Personal Protective Equipment is required, then an assessment will be made of the risks, to define the characteristics required of the equipment, and to compare these with characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.
4. All Personal Protective Equipment will be maintained and storage provided for it when it is not in use.
5. Employees will be informed, instructed and trained on the risks which Personal Protective Equipment will avoid, or limit the purpose and manner in which the equipment is to be used and action they need to take to ensure it remains in good repair and efficient working order.
6. A record will be kept of all Personal Protective Equipment, which is issued.
7. The person nominated to co ordinate the above on behalf of the school is the Site Manager.

SCHOOL MINIBUS

1. Maintenance

A weekly inspection is to be carried out by the duty mini bus driver and is to include the following:

- a. Oil coolant levels and fuel
- b. Battery
- c. Tyres (including spare)
- d. Steering
- e. Brakes
- f. Lights
- g. Indicators
- h. Fire extinguisher and first aid kit
- i. Breakdown checklist

In addition, the vehicle manufacturer's maintenance schedule is to be adhered to including the recommended servicing interval.

2. Driver Training

Anyone who wishes to drive the minibus must first be assessed to a satisfactory standard by a qualified PSV examiner. This training, and the school's policy, covers the requirements for daily inspections of the vehicle before use by the person who has

signed for the vehicle. The school's minibus policy is kept in the Staff Policy and Procedures Manual.

3. Passenger Safety

The vehicle is not to be driven until all passengers are in their seats with the safety belts in the locked position and all doors closed but unlocked. Fasten safety belt signs are displayed in the vehicle.

A complete copy of the Minibus Policy is available in the Policies and Procedures Handbook.

WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

1. The above regulations contain safety provisions dealing with route ways, windows floors and stairs. They also contain a number of provisions dealing with the working environment, including temperature and ventilation, lighting, emergency lighting, room dimensions and space, workstations and seating and also general cleanliness and disposal of waste. The regulations also cover facilities such as toilets, washing and changing, clothing storage, drinking water and rest areas including facilities for pregnant women and nursing mothers.
2. The school is aware of its obligations under the regulations and takes all necessary steps to ensure that it complies with the guidelines recommended covering all of the above provisions.
3. The Health and Safety Officer will hold a copy of the up to date regulations.

WORK EXPERIENCE

1. The Education (Work Experience) Act 1973 enables pupils of school age to undertake work experience under the Trident Scheme, in school hours during the final stages of their compulsory education. The Health and Safety (Training for Employment) Regulations 1990 affords these pupils the same health and safety protection as employees. The Health and Safety (Young Persons) Regulations 1997 cover all children at work.
2. Wykeham House pupils engage in work experience during the summer term of Year 10. The School uses an independent organisation (Portsmouth & South East Hampshire Education Business Partnership Ltd (P & SE H EBP Ltd)) to arrange placements for pupils which are of a suitable nature and which take place at a suitable workplace. Important matters relating to the health and safety of the pupil are confirmed in writing between P & SE H EBP Ltd and the employer who acknowledge the requirements of the Regulations and take all

necessary steps to ensure that the pupil has been placed in a safe working environment.

P & SE H EBP Ltd will ensure that where necessary the employer has carried out a suitable risk assessment taking into account the following:

- a) Inexperience, lack of awareness of risks and immaturity of young people
 - b) The fitting out and the layout of any workstation to be used.
 - c) The nature, degree and duration of exposure to physical, biological and chemical agents
 - d) The form, range and use of work equipment and the way it is handled
 - e) The organization of processes and activities
 - f) The extent of health and safety training provided or to be provided to young persons
3. Once the placement has started the employer is responsible for the health, safety and welfare of the pupil whilst carrying out their duties.
 4. A young person is defined as a person under the age of 18

INSTRUCTIONS FOR SCHOOL CONTRACTORS

The School Liaison Officer for Contractors is the Bursar or in his absence the Site Manager.

The Site Manager must be contacted before any work commences. The school requires contractors to book in and out of site daily and to display visitor badges issued by the Site Manager/School Office.

Contractors will be expected to produce satisfactory evidence of Public and Employer's Liability insurance cover in respect of their legal liabilities to the school, third parties and their own employees. It is a condition of contract that any main contractor assumes the legal liabilities to the school and third parties which may be occasioned through the actions of any sub contractor or other body employed or engaged by the Prime Contractor.

Unless specifically agreed between the Site Agent and the Contractor, orders are placed on the basis that the Contractor shall provide all equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of School equipment such as lifting equipment, electrical supplies, tools, and access equipment is prohibited unless specifically authorized by the Bursar.

A Method Statements

Before any works are commenced, contractors (including self employed tradesmen) will be required to send to the school a method statement detailing the work to be undertaken, the risks involved and control measures to ensure safe practices of work are put in place. Where the firm is large enough (greater than five employees) a Health and Safety policy and generic risk assessments should be available to the School.

B Asbestos

The regulations for Asbestos require the contractor to inspect the school's log of assets which are suspected of containing asbestos and for the school to issue the contractor a permit to work in a particular area or areas of the school. The contractor must not work in any other area without prior authorization by the Site Manager and a new permit.

C Hot Works

For any hot works carried out on the premises the Site Manager will issue a Permit to Work to the Contractor. The Contractor will sign the Permit of Work to confirm that they agree with its conditions.

The school site includes areas of high fire risk, e.g. boiler houses, rooms containing electric switching gear and laboratories. The ban on smoking and naked lights in these areas is to be rigidly adhered to by contractors. The school has a non-smoking policy and contractors and employees are requested to observe this whilst on site.

Any accidents that occur on site must be reported to the Site Manager/Bursar and, if serious, the Headmistress and must be recorded in the School's accident book. The school expects the co-operation of contractors in the investigation of any accidents, which may occur. A school trained First Aider will not necessarily be on hand during school holidays therefore, the contractor must ensure that provision for first aid is included in their Method Statement.

D Substances on site

Contractors shall also inform the School of health hazards of any substances that they will bring on to the site, the likely exposure risks to employees or pupils, and any precautions that need to be followed. COSHH assessments to be included with the Method Statement

Any queries or problems on site should be referred to the Site Manager/Bursar. In their absence a nominated deputy should be contacted who will assist the contractor in his endeavour to ensure safety on school premises.

E Fire

The Contractor's employees must be aware of specific fire precautions in each area of the school in which they are working: -

- The instructions on the nearest Fire Action signs
- The nearest fire break glass box
- The nearest fire extinguisher
- The nearest fire exit

Where a fire has arisen, the Contractor's employee should endeavour to sound the fire alarm on leaving the building, unless the fire prevents the employee from doing so. Alternatively, on hearing the fire alarm the employee will also leave the building immediately and report to the nearest playground.

Contractors are reminded that, under the Electricity at Work Regulations 1989, Regulation 14, no work activity should be carried out on, or near, any 'live' conductor unless it is unreasonable, having regard to all relevant factors, for the equipment to be 'dead' while work proceeds; and that it is reasonable for the work to be carried out on or near it while it is 'live'; and suitable precautions are taken to prevent injury.

When portable electrical equipment is brought on to the site, this is expected to be of 110-volt centre-tapped supply or under, unless otherwise specifically authorised. All

cables and extension leads are to be in good condition, properly maintained and terminated.

Contractors are not permitted to engage the assistance of school personnel in their duties without specific authorization from the Bursar.

When a Contractor uses scaffolding or other access equipment on site he must ensure that it complies with the Construction Regulations. Scaffolding inspections, in accordance with the Construction (Workplace) Regulations 1966, are the responsibility of the Contractor.

The Contractor is responsible for seeing that any sump, pit or other excavation caused or worked on is securely fenced as required by the Construction Regulations.

The Contractor shall ensure, by proper boarding, shuttering or other means, the protection from damage of any property of the School or other person's property adjoining the site. They shall ensure that any boarding provides adequate segregation from pupils, employees and other users of the premises.

No Contractor's employee is allowed to interfere with or operate any gas, water or electricity mains tap, valve, switch or plant control without first obtaining permission from the Site Agent.

Contractors are expected to comply with the current CDM Regulations when there are more than five workmen on site at any one time. It is their responsibility to notify the HSE on Form 10 if the project is to last for more than 30 days or to involve more than 500 man days.

For all contracts and projects that require compliance with the conditions of the Construction Design and Management Regulations the School will appoint a qualified Planning Supervisor as soon as possible.

I acknowledge receipt of a copy of these Instructions for Contractors and agree to be bound by the conditions outlined above.

Signed:..... (Contractor) Date:.....

STRESS IN THE WORKPLACE

1. The Trustees are aware that staff lead full and busy working lives and that their well-being is critical to the overall welfare of the School. For this purpose it is necessary to distinguish between a full and busy working life which is satisfying and one, which is causing unnecessary and unreasonable levels of stress.

In managing this issue The Trustees and School Senior Management will address the issue of stress by adopting the HSE Management Standards Approach for Work-related Stress.

2. Likely causes of stress are as follows:
 - unreasonable hours of work, especially unreasonable hours of 'contact time'
 - unhealthy and dangerous working conditions
 - unacceptably low pay
 - feeling undervalued
 - insufficient breaks
 - consistently boring work
 - constant criticism
 - fear of unemployment
 - poor relationships with colleagues at work
 - bullying
 - discrimination
 - harassment
 - fear of violence
 - impersonal treatment

In making efforts to remove or reduce any of these likely causes of stress. However, it is not always possible to be certain that this has been achieved, therefore it is important that each employee recognizes his/her right to inform the Headmistress or Deputy Headmistress if he/she feels that any of these possible causes of stress are present.

3. It is hoped that the support offered by the appraisal process and by members of the Senior Leadership Team and colleagues will prevent undue levels of stress but where a member of staff starts to feel that he/she is suffering from unacceptable levels of stress, he/she should tell the Headmistress or Deputy Headmistress immediately. The concerns raised will be investigated and appropriate action taken.
4. If a member of staff has concerns about levels of stress in a colleague, he/she is urged to alert the Headmistress or the Deputy Headmistress without delay.

5. Support out of school is available from the various Teacher Associations and there is also a 24-hour counselling, support and advice service available for teachers on 0800 1562 561.
6. HSE has a work related stress website which contains a range of helpful advice. Further details can be found at: **www.hse.gov.uk/stress/index**

SMOKE FREE POLICY

INTRODUCTION

Medical and scientific evidence shows that exposure to second-hand cigarette and similar smoke increases the risk of serious medical conditions such as lung cancer, heart and respiratory disease. The Health Act 2006 introduces new measures to protect employees and the public from the harmful effects of second-hand smoke.

The Health Act 2006 came into effect on 1 July 2007. As a result, the scope of the existing 'no smoking' policy at Wykeham House School has been extended to take account of the new requirements under the Act and to clearly record the terms of the policy so that they are understood by all staff and other visitors to the school.

POLICY

It is the policy of Wykeham House School that the school, its grounds and vehicles are smoke free. Smoking is prohibited within the school, its grounds and in vehicles owned or used by the school. Appropriate 'no smoking' signs complying with government regulations will inform staff and visitors to the school of the smoke free status of the school and its vehicles.

AREAS WHERE SMOKING IS NOT PERMITTED

Smoking is not allowed on the school premises including (but not limited to) class rooms, school halls, corridors, stairways, staff rooms, dining rooms, meeting rooms, toilets, reception areas, offices, workshops, entrances/exits from the building, car parks, the school grounds and any other areas being used by the school (such as outside sports fields or facilities).

Smoking is not permitted in these areas at all times and the prohibition on smoking is not limited to official school hours or term time. When attending meetings or other events in an official capacity on behalf of the school at venues at which smoking is permitted, staff should not smoke at these meetings or events.

VEHICLES

Smoking is not allowed in any vehicle owned or used by the school. Appropriate 'no smoking' signs are fitted in all such vehicles. Vehicles that are used primarily for private purposes (including the cars of members of staff) are not required to be smoke free but the smoke free policy must be observed on arrival at school premises or if transporting other staff or pupils.

IMPLEMENTATION

Overall responsibility for the implementation and periodic review of the smoke free policy rests with the Head Teacher. All staff are required to adhere to and support the implementation of the policy. The Head Teacher shall ensure that all staff are aware of the smoke free policy for the school, its' grounds and vehicles and their role in the implementation and monitoring of the policy.

COMMUNICATION

A copy of this policy will be supplied to all members of staff. New staff (including temporary or locum staff) will be supplied with a copy of the policy on induction. Visitors to the school or others affected by the policy should be aware of the policy as a result of the "no smoking" signs but should be further advised of the policy as appropriate and in particular if there is any breach of the policy by them.

APPLICATION OF THE POLICY

In the event of any breach of the policy by staff employed by Wykeham House School, the school will seek to manage breaches in a fair but effective manner and with the intention of ensuring future compliance rather than disciplinary action. However, serious and/or repeated failures to comply with the policy despite warnings could result in disciplinary action.

In the event of any breach of the policy by non-staff visitors to the school, the individuals concerned should be reminded of the policy, requested to stop smoking and if necessary, to leave the school premises or vehicles. Any such steps should be taken in a polite but firm manner and if not complied with, the matter should be reported to the Head Teacher or Deputy Head Teacher.

HELP FOR THOSE WHO SMOKE

Wykeham House School recognises the right of an individual to choose to smoke if they wish but is concerned with where they smoke and the effect that this has on non-smoking colleagues. The school will support all staff who wish to give up smoking – guidance and assistance can be obtained from a GP or from various advice services including the NHS Smoking Helpline on 0800 1690 169.

FIRE SAFETY POLICY

INTRODUCTION

As a responsible employer the trustees take fire safety responsibilities seriously and for this reason have formulated a policy to assist in compliance with the legal obligations to pupils, staff and visitors under the Regulatory Reform Fire Safety Order 2005. These include the provision of a safe place of work where fire safety risks are minimised. This policy is a constituent part of the overall School Health & Safety Policy.

RESPONSIBILITIES

All employees have a legal responsibility to take reasonable steps to ensure they do not place themselves or others in their care at risk of harm and to co-operate with the employer to ensure compliance with legislation. In order to achieve this you should:

1. Understand and comply with the fire safety policy.
2. Know what action to take on discovering a fire or hearing the fire alarm.
3. Know the evacuation procedure and assembly point location.
4. Be familiar with the different types of fire extinguisher located in school and how to use them.
5. Keep fire doors closed to prevent the spread of fire, heat and smoke.
6. Report any instances of increased risk to the Health & Safety Officer (Bursar).

COMMUNICATION

Staff & visitors will be kept informed of any changes made to the fire safety procedures and fire risk assessment. Visitors will be briefed, by their host/sponsor on the evacuation procedure and location of the fire assembly point and should not be left alone unless they are aware of and familiar with all available escape routes.

MANAGEMENT OF FIRE SAFETY

In order to maintain high standards of fire safety the following have/will be undertaken:

1. A Fire Risk Assessment. This will be reviewed periodically (18 months) or more frequently if there are changes that impact on its effectiveness i.e. alterations to the premises or new work processes.
2. Practice fire evacuation procedures on a termly basis.
3. Appropriate training to any staff with additional fire safety responsibilities.
4. Staff will periodically be provided with fire extinguisher familiarisation training.
5. All new members of staff will be provided with induction training on the installed fire alarm system, how to raise the alarm, the available escape routes and the location of the fire assembly point.

6. All escape routes will be clearly marked with the appropriate signage and kept free from obstructions at all times.
7. Each classroom to contain Action on Hearing Fire Alarm notice.
8. The installed fire alarm system will be regularly serviced and maintained as will other safety systems i.e. emergency lighting to ensure correct operation. Records will be kept of all such servicing.
9. Alarm systems will also be tested at the intervals recommended in current legislation. Records will also be kept of all such testing.
10. Staff should report missing or defective equipment or occurrences of increased risk to the Health & Safety Officer (Bursar).

EVACUATION PROCEDURE IN THE EVENT OF A FIRE

ON DISCOVERING A FIRE

1. Report to the nearest member of staff who will raise the alarm.
2. Bursar, or in his absence school office staff, contact the Fire & Rescue Service.
3. Office staff proceed to Assembly Point with registers, staff and visitors books.

ON HEARING THE FIRE ALARM

1. Teaching staff to evacuate classrooms closing windows and doors if time allows.
2. Do not stop to collect personal belongings.
3. Leave the building by the nearest exit.
4. Do not re-enter the building until authorised to do so.
5. Proceed to Assembly Point for roll call.

FIRE WARDENS

1. Encourage pupils/staff/visitors to evacuate and proceed to the Assembly Point.
2. Confirm location of fire (from fire panel).
3. Check classrooms for stragglers.
4. Report to Evacuation Co-ordinator

EVACUATION CO-ORDINATOR

1. Gather all information regarding the evacuation (from Head & Deputy Head).
2. Establish if fire is genuine or false alarm,
3. Ensure Fire & Rescue Service is called.
4. Confirm roll call with office staff and Deputy Head
5. Liaise with FRS on arrival. Provide FRS with reception pack.

FIRE ASSEMBLY

The Fire Assembly Point is the school playground. In the event of the fire alarm sounding all occupants are to proceed to the Fire Assembly Point.