



# ALDRO

## Health and Safety Policy Parts 1, 2 and 3

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<b>Last update:</b>	February 2023
<b>Governor Lead:</b>	Financial and General Purposes Committee (James Geffen)
<b>Governor Review:</b>	May 2022

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## **PART 1. HEALTH AND SAFETY POLICY STATEMENT**

The Board of Governors of Aldro attach great importance to the health, safety and welfare of all those who form part of the School community, whether they be members of staff, pupils, visitors or contractors. The Board of Governors are committed to reducing accidents, incidents and ill-health and looks for ways to improve continuously.

All staff at Aldro are aware they have health and safety responsibilities, and all are expected to play an active part in ensuring the highest health and safety standards for School pupils, employees, visitors, customers and contractors are established and maintained. All those engaged to work at the School are expected to comply with the requirements detailed in this Policy.

The Policy highlights the need for all staff to be alert to risks and hazards and to seek to minimize these by planning work carefully and responsibly. The development of a safe mind set amongst those who work and study here is at the heart of the School's commitment to ensure that the highest standards of health and safety are met at all times.

All employees of the School are further expected to be constantly aware of the risks inherent in the management, care and education of children and to take all reasonable steps to identify, minimize and manage those risks. Those who are entrusted with positions of supervision, whether on School property or during trips and activities, should ensure pupils conduct themselves in accordance with all health and safety requirements and encourage them to approach their life at the School responsibly, being alert to risks and hazards.

This Health and Safety Policy is based on the requirements laid down in the Health and Safety at Work Act 1974 (HSAW), regulations made under this Act, Approved Codes of Practice and Guidance.

All who work at the School should make themselves familiar with the content of all School Policies, paying particular attention to their own areas of responsibility and operation.

They are also expected to apply the Policy conscientiously and thoroughly; where the meaning or expectation of any part of this material is unclear to an employee, it is expected that he or she will seek clarification of that material. Should any member of staff identify an area where improvement could be made, they should without delay contact their Line Manager, the Headmaster or the Bursar, who holds responsibility for the coordination and management of health and safety.

Chris Carlier  
Headmaster

Mr. Tim Johns  
Chair of Governors

## **PART 2. ORGANISATION AND RESPONSIBILITIES**

### **INTRODUCTION**

This document confirms the responsibilities for the implementation of the Health and Safety Policy of Aldro. The Board of Governors of Aldro have collective responsibility for health and safety. The Governor with specific responsibility for reporting on health and safety matters is the Vice Chair of Governors, James Geffen.

Whilst the overall responsibility for health and safety rests with Senior Leadership Team (SLT), it is the responsibility of every employee to play their part in providing and maintaining a safe place of work.

### **MANAGEMENT OF HEALTH AND SAFETY**

The School has developed a Health and Safety Policy to ensure high health and safety standards are achieved whilst also meeting the educational, community and commercial needs of the School. Details of the organisation and responsibilities are contained within this section and cover the following:

- The responsibilities of all staff
- The responsibilities of School bodies or committees, including the Board of Governors, the SLT and the Health and Safety Committee
- The responsibility of individuals, including various levels of management

By assessing each item of the Health and Safety Policy on a regular basis and acknowledging the status of each item, the School will ensure momentum is maintained and continuous improvement sought.

### **ONGOING HEALTH AND SAFETY IMPROVEMENTS**

The School is committed to ongoing improvement and seeks to implement all items raised from annual audits and specific departmental inspections. It also includes the actions arising from key risk assessments, incident investigations and changes to operating procedures.

This policy identifies:

- The recommendations with priorities
- The proposed action and the person assigned to implement the action
- Proposed completion dates

The policy is updated when recommendations are implemented. It is reviewed regularly by the Health and Safety Committee to ensure that recommendations are progressed and to amend the actions and timescales where appropriate.

## **ORGANISATION**

The organisational arrangements for managing health and safety in the School are described in the following pages of this document. A flow diagram showing responsibility for health and safety management follows this section.

### **RESPONSIBILITIES OF ALL STAFF**

All School employees have a legal duty to look after their own health and safety and that of others who may be affected by their acts or omissions. They also have legal duties to co-operate with the School to enable the School to comply with any imposed duties and to properly use anything provided in the interests of health, safety and welfare.

All employees have the following specific duties:

- To read and understand the Aldro Health and Safety Policy and comply with the prescribed arrangements and objectives
- To take reasonable care of their own safety and the safety of students, visitors and others
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- To co-operate with School management to ensure compliance with health and safety legislation and best practice
- To use any machinery, equipment, substances, vehicles or safety devices in accordance with any training in the use of the equipment and instructions
- To report all accidents and incidents, hazards, dangerous occurrences and damage to plant, equipment etc., which they consider to be a serious and immediate danger to health and safety to the Headmaster or the Bursar
- To use the necessary protective clothing and equipment
- To observe and follow all safe working practices
- To be actively involved in the employee consultation process
- To carry out risk assessments for their departments and/or any activities or trips they run

### **DUTIES OF THE BOARD OF GOVERNORS**

The Board of Governors have collective responsibility for the oversight of health and safety within the School. They will monitor the effectiveness of the implementation of the Health and Safety Policy and any associated procedures and will direct that it should be revised as and when necessary. The Board of Governors will also provide strong health and safety leadership and will ensure all decisions reflect the commitment to provide a safe environment for all and will seek the active participation of employees and pupils in improving health and safety.

The aims of the Board of Governors are to:

- Prevent accidents and ill-health arising from the School's activities, so far as is reasonably practicable
- Ensure compliance with all relevant health and safety legislation
- Ensure a safe environment is provided for all users of the School
- Actively promote and be fully involved in continuously improving health and safety.

In particular, the Board of Governors will ensure, so far as is reasonably practicable that:

- Sufficient and appropriate financial and other necessary resources are made available to meet health, safety and welfare requirements
- The effectiveness of the School's risk management is assessed regularly
- Health and safety is duly considered at each Board of Governors meeting and when making senior leadership appointments
- A Governor is appointed with specific responsibility for reporting to them on health and safety
- Health and safety receives as much attention and strategic importance as any other aspect of the School's management
- The Senior Leadership Team are aware of their role and responsibilities in the effective management of health and safety and in providing leadership throughout the School
- Arrangements are in place to ensure employees are given adequate information, instruction, training and supervision to allow them to carry out their tasks safely.

## **HEALTH & SAFETY COMMITTEE**

The Committee will meet at least termly; the duties of the Committee include:

- Overseeing the implementation of the Health and Safety Policy in controlling risks so far as is reasonably practicable
- Assessing and leading the development of the 'Safety Culture' of the organisation, encouraging in particular an understanding of the importance of health and safety and personal responsibility
- Agreeing priorities, plus responsibilities, timescales and resources required for the development of Policies and Procedures in order to comply with legislation and the promotion of best practice throughout the organisation
- Considering and discussing "near misses" and accident reports to look for trends or future issues
- Directing and co-ordinating developments and revisions to Policies and Procedures
- Identifying matters that should be discussed at Board of Governors meetings.

## **HEALTH AND SAFETY WITHIN EACH DEPARTMENT OR CLASSROOM**

Each Member of Staff has responsibility for ensuring that high health and safety standards exist within each classroom and department and should ensure measures appropriate for the department, discipline or activity are consistently implemented. In the event of any cause for concern, members of Staff should contact the Headmaster or the Bursar.

## **INDIVIDUAL RESPONSIBILITIES**

### **GOVERNOR RESPONSIBLE FOR REPORTING ON HEALTH AND SAFETY**

The Appointed Governor responsible for reporting directly to the Board of Governors of Aldro on health and safety is the Deputy Chair, James Geffen. Responsibilities include, so far as is reasonably practicable, the following:

- Seeking to ensure that health and safety is given priority and importance by the Board of Governors in its deliberations
- Consulting with the Headmaster and Bursar and Health and Safety Adviser
- Attending the Health and Safety Committee and seeking to ensure the Committee is working effectively to fulfil its responsibilities
- Receiving copies of all RIDDOR and major incident and accident reports and monitoring that appropriate action has been taken by the School
- Monitoring the School's Policies and Procedures to ensure they operate effectively.

## **BURSAR**

The Bursar has been assigned executive responsibility to oversee health and safety management on a day to day basis, reporting directly to the Governor Responsible for Reporting on Health and Safety to the Board of Governors.

The Bursar's responsibilities include so far as is reasonably practicable:

- To be responsible for the School's Health and Safety Policy and to ensure compliance with the prescribed arrangements
- Working closely with the Headmaster to seek to ensure risk reduction is promoted in all areas and disciplines of the School
- Chairing the Health and Safety Committee
- Supervising the operation of health and safety practices in key areas, including seeking to ensure that managers understand and accept their responsibilities
- Monitoring the effectiveness of the management system as regards estates and administrative work
- Ensuring risks are properly managed in order to minimise the liabilities to Aldro
- Seeking to ensure that health and safety responsibilities are clearly defined and allocated to the appropriate staff members
- Seeking to ensure in conjunction with the Health and Safety Adviser that the Health and Safety Policy is reviewed and updated on a regular basis, and that the document is available to employees
- Seeking to ensure all employees are adequately trained and experienced to carry out their Health and Safety responsibilities
- Ensuring liabilities are adequately covered by both Public and Employers Liability Insurance.
- Reporting under RIDDOR requirements and ensuring that the Headmaster and Governors are made aware as soon as practicably possible

## **HEADMASTER**

The Headmaster is appointed by the Board of Governors as having oversight for health and safety in all academic and co-curricular elements of the School and will work closely with the Bursar to seek to ensure the successful day to day management of health and safety.

The Headmaster's responsibilities include so far as is reasonably practicable:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Promoting a proactive and continuing interest in health and safety matters throughout the School
- Providing positive and visible leadership to establish a strong health and safety culture throughout the organisation
- Regularly consulting with the Designated Safeguarding Lead
- Seeking to ensure the co-operation of all staff at all levels as regards working to this Policy
- Seeking to ensure that any changes in curriculum and also changes in systems of work on the pastoral side are considered for health and safety implications.

## **HEADS OF DEPARTMENTS**

The Heads of Departments are responsible to the Headmaster for the implementation of the School's Health and Safety Policy relating to academic activities, which includes:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Monitoring the effectiveness of the Health and Safety Policy in relation to academic, pastoral and co-curricular activities and reporting to the Headmaster as appropriate
- Consulting with the Bursar
- Seeking to ensure the co-operation of all academic and pastoral staff at all levels as regards working to the management system
- Seeking to ensure that all teaching staff understand their responsibilities and are given both the time and the encouragement to implement them
- Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.

## **HOUSEMASTER/HOUSEMISTRESS**

The Housemaster and Housemistress have responsibility for the health and safety arrangements within the Boarding Houses, reporting directly to the Headmaster. Their duties include:

- To read and understand the Health and Safety Policy and comply with the prescribed arrangements
- Ensuring that House risk assessments are regularly reviewed to ensure they are suitable and sufficient, and that they are available to all house staff
- Actively promoting hazard awareness and safe working practices amongst pupils and house staff
- Leading regular discussions amongst the house staff regarding potential health and safety issues and reporting matters as appropriate
- Carrying out all necessary precautions and control measures regarding fire safety e.g. instructing pupils and house staff about alarm systems and evacuation procedures, having evacuation practices at the agreed frequency, checking that fire doors are kept closed at night and that escape routes are unobstructed at all times
- Assisting in investigating and reporting accidents and incidents.

## **DESIGNATED SAFEGUARDING LEAD**

The Designated Safeguarding Lead is responsible to the Headmaster for monitoring and evaluating implementation of the School's compliance with the Independent Schools Statutory Regulations (and associated Government Guidance) and with Data Protection law. The role includes:

- Reading and understand the School's Health and Safety Policy and checking compliance with the prescribed arrangements
- Being a member of the Health and Safety Committee
- Monitoring the quality of documented procedures in relation to Safeguarding (ISSRs Parts 3&4) and Health, Safety and Security (ISSRs Parts 3&5), to ensure procedures and practices reflect legal compliance as a minimum
- Consultation with the Bursar, Headmaster and Heads of Departments
- Ensuring that procedural changes in academic, pastoral and co-curricular activities are considered for their health, safety and child protection implications.

## **ESTATES MANAGER**

The health and safety responsibilities of the Estates Manager role include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements.
- Actively promoting hazard awareness and safe working practices
- Undertaking and reviewing risk assessments (e.g. safe systems of work) for all work activities, including areas such as: use of machines and work equipment, COSHH, Noise, Hand Arm Vibration, Manual Handling, Working at Height
- Leading regular discussion within the Bursar regarding potential health and safety issues and resolving or reporting matters as appropriate.

## **OTHER FUNCTIONAL MANAGERS**

This section refers to the managers of functions not specified above.

Their health and safety responsibilities include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices within their Departments and teams
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. Safe Systems of Work) for all work activities
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety
- Supervising the activities of staff seeking to ensure they are complying with School policies and safe working practices and monitoring the operation of control measures within the department
- Leading regular discussion amongst their team regarding potential health and safety issues and resolving or reporting matters as appropriate.

## **TEACHING STAFF**

Teaching Staff are responsible for ensuring that all agreed and necessary health and safety measures are observed and applied.

In addition to their normal supervisory role they will have specific duties to:

- Read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Inform, instruct and train pupils as necessary in the identification and avoidance of hazards and the safe performance of their work
- Seek to ensure that health and safety rules and procedures are, where appropriate, observed e.g.: use of guards and other safety equipment, wearing of protective clothing, safe handling of hazardous substances including observing COSHH Assessments
- Seek to ensure that any unsafe practices are identified and appropriate remedial action is taken
- Recommend any necessary improvements or changes to seek to eliminate hazards and to seek to identify and eliminate potential accidents



- Continually stimulate a knowledge, interest and awareness of health and safety by discussions with colleagues and pupils.

### **SCHOOL MEDICAL STAFF**

The School Medical Staff will ensure occupational health matters, such as policies, procedures and facilities required to maintain a healthy working environment, plus responses to major medical situations e.g. epidemics.

Health and safety responsibilities include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Ensuring all medicines are correctly stored and administered and access to anything harmful is restricted
- Maintaining accurate records of all accidents and illness
- Reporting serious injuries and illness to the Headmaster when appropriate.

### **EXTERNAL HEALTH & SAFETY ADVISER**

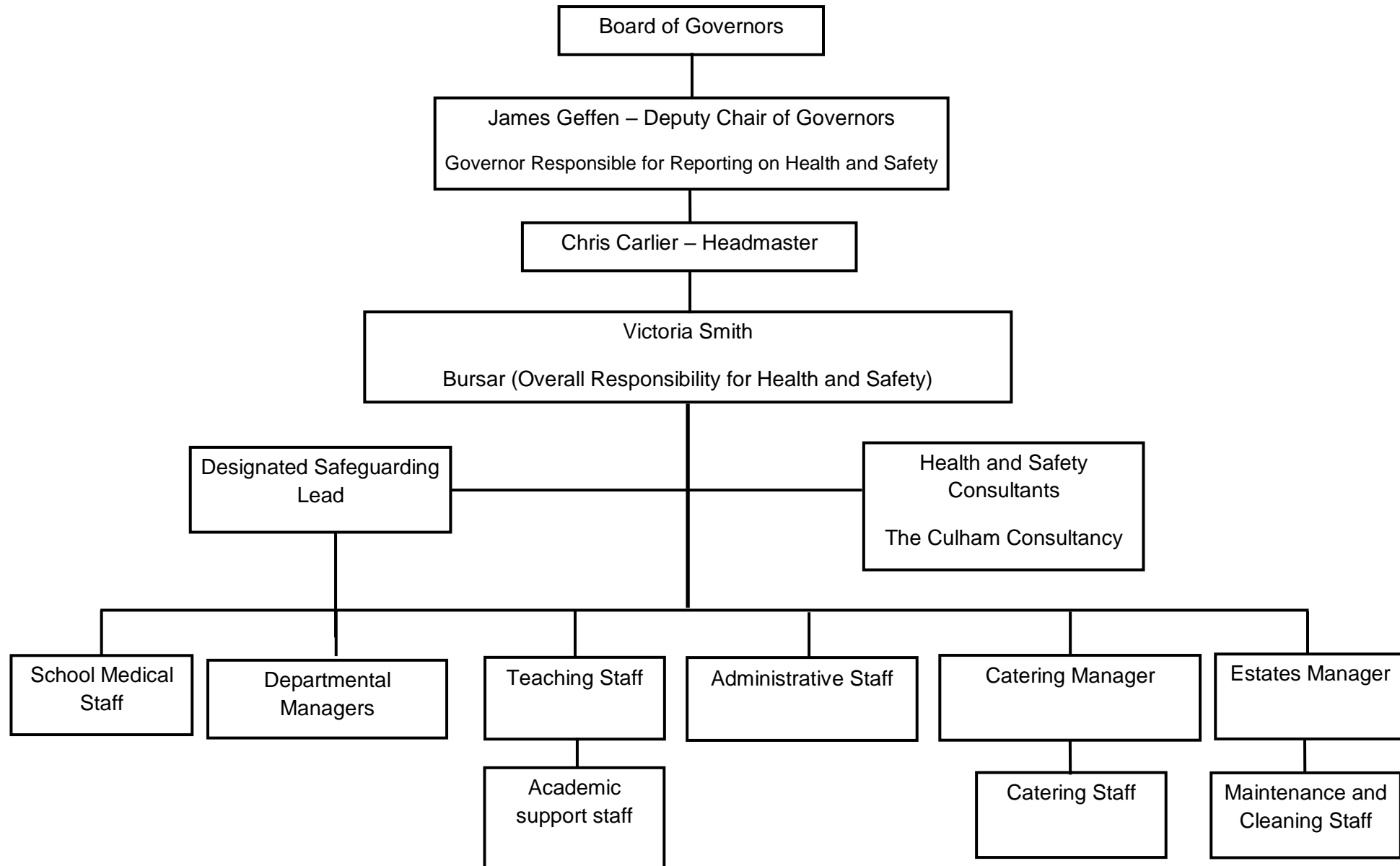
Health and safety advisers act in a purely advisory capacity, communicating directly with the Bursar. Responsibilities include the following:

- Carrying out a detailed Annual Health and Safety Audit, reporting the results to the Bursar who will present to the Board of Governors Meeting
- Providing competent health and safety advice where requested
- Ensuring Aldro is updated with any changes in health and safety legislation
- Investigating incidents when requested.

## **STATUTORY REQUIREMENTS**

### **Visits by Enforcing Authorities**

The Health and Safety at Work Act is enforced by inspectors appointed by the Health and Safety Executive (HSE) who have the discretion to visit the School at any time to confirm that the regulations are being properly applied. It is School policy that all members of staff co-operate fully with Enforcing Authority Inspectors, affording them such information as is necessary for them to carry out their duties.



## Part 3 – Arrangements for Managing Health and Safety

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## INTRODUCTION

This part of the Health and Safety Policy confirms the general arrangements for the management of health and safety on a day-to-day basis. It also provides guidance to those responsible for formulating specific instructions in Classrooms, Departments or other areas of the School. The following sections provide the information required to enable all staff to successfully implement the required health and safety standards in their respective workplace.

## INFORMATION AND INSTRUCTION

Information relating to health and safety matters is provided and includes:

- Health and Safety Policy Statement
- Health and Safety Law Poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Any other safety instructions relevant to that workplace.

Where a specific issue needs to be raised to all or certain members of staff, a Policy, Procedure or other written instruction will be prepared to confirm the School's position on a matter as well as to highlight clearly any action required by those affected.

## TRAINING AND COMPETENCE

All members of staff receive appropriate health and safety training to allow them to carry out their responsibilities safely and without risk. Well-trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury.

Training will include the following:

Induction Training	Each new member of staff has induction training which includes the key risks associated with School operations and the need to work in a safe manner as well as general arrangements for dealing with emergencies, fire and security.
Refresher Training	<p>Additional refresher training will be given to all staff on at least an annual basis, which will reiterate the health and safety standards required and update as necessary.</p> <p>This type of training also includes updates due to employees who may be exposed to new or increased risks or through changes in responsibilities, the introduction of new equipment or new work methods.</p>
Task / Operation	Where specific training is required in a certain task or operation, this

Specific Training	will be arranged by the Bursar. Training of this nature can be brief, in the form of a briefing on a given subject, or more in depth where hazards are more complex.
Statutory Training	In certain disciplines, the School must comply with legislative requirements for training, including safeguarding and first aid. This will often involve members of staff attending external courses to obtain initial, refresher or other specialist training.

## **SUPERVISION**

Whilst information, instruction and training are essential to ensure staff are able to deal with the risks they face in their working environment, management and supervisory staff must primarily ensure that all employees under their control have the appropriate training and experience levels to undertake their allocated tasks.

## **CONSULTATION WITH EMPLOYEES**

The School is committed to involving all employees in risk management.

In particular, the School will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work or the introduction of new technology
- the arrangements for competent advice on health and safety matters
- the information to be given to employees about risks to health and safety and preventative measures
- the planning and organising of health and safety training

The School consults directly with staff on health and safety matters. All members of staff can raise issues through the Estates Team and all matters raised are dealt with as required.

## **MONITORING OF HEALTH AND SAFETY STANDARDS**

The School acknowledges the need to ensure standards of health and safety are monitored in order to assess current levels of performance and to provide accurate levels of measurement compared to various requirement levels, including regulation, best practice, industry expectations and the need to provide a safe working environment for the pupils, staff and visitors who access the school.

All staff are required to monitor the workplace on an ongoing basis by means of visual inspections. These will include daily assessments of such issues as clear access, housekeeping, changes in conditions around the school, etc. Any items identified as requiring attention are prioritized and further action required identified in order to ensure the risks are reduced, so far as is reasonably practicable.

Formal health and safety inspections are also carried out by the external health and safety consultant. Formal inspection of certain elements of the school are required by regulation,

including emergency lighting, fire extinguishers, lifting appliances and equipment, electrical systems and equipment and ventilation systems.

Health and Safety matters are reported to the Senior Leadership Team and to Governors on a regular basis with urgent matters being reported immediately.

## **ASBESTOS**

### **RESPONSIBILITIES**

The School acknowledges its responsibilities to ensure the location, type, quantity and condition of all asbestos containing materials (ACMs) are known in order to ensure safe management within all buildings.

### **PROCEDURES**

The School buildings have areas that were constructed or refurbished during the periods when ACMs were used commonly. All School buildings have been subject to an external Asbestos Survey and the records of surveys retained in the School's Asbestos Management Plan.

Where work is to be undertaken where disturbance of ACMs may be possible which have not been inspected as part of a survey due to being previously concealed, the School will ensure that the materials are examined and where materials are suspected of containing asbestos, or are of unknown construction, samples will be collected and tested by a UKAS accredited surveyor. Before any refurbishment or demolition work is undertaken a refurbishment or demolition survey will be undertaken to detect any potentially inaccessible asbestos before such works take place.

The condition of all asbestos-containing materials is reviewed through ongoing vigilance of the Maintenance team. The asbestos management plan is reviewed at least annually and updated when there are changes in the matters to which they relate.

Any person whose work may disturb the ACMs, is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity.

Work on ACMs is only carried out by licensed contractors. The School's internal Maintenance Staff and regular contractors have received annual asbestos awareness training and specific familiarisation with the ACMs in School buildings.

### **EMERGENCIES**

In the event that asbestos materials are discovered or accidentally disturbed, work in the area will cease immediately and arrangements made to make the area safe, before additional surveying, sampling and cleaning works are carried out.

### **TRAINING**

All operatives who could reasonably be affected by ACMs as part of their daily activities will receive annual refresher training to ensure familiarity with correct procedures. All training records are retained by the Bursar.

## **CONTROL OF CONTRACTORS**

### **RESPONSIBILITIES**

The School recognises that when contractors are engaged to work on School premises, there is a clear obligation to plan, monitor and control work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is School policy to work together with contractors to ensure that the workplace remains safe and without risk to health.

Some contract work will fall within the definition of 'construction work' (as defined under the Construction (Design and Management) Regulations 2015 (CDM)) and as a client the School recognises the responsibilities under these regulations for:

- verifying the competence of all external contractors
- ensuring suitable management arrangements for the project including the provision of welfare facilities for use by contractors / staff
- allowing sufficient time and resources for all stages of the project
- providing pre-construction information to designers and contractors.

### **PROCEDURES**

When planning work to be undertaken by contractors, a single person is appointed to take overall responsibility for planning and coordinating the work. This individual is normally the Bursar or a member of the Estates Team who will undertake a thorough evaluation of the work required. All work carried out by contractors is monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

### **COMPETENCE ASSESSMENT**

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

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- legally required registrations (e.g. Gas Safe Register)
- training and skills of their staff and manager
- selection procedures for sub-contractors
- example safety method statements and risk assessments for similar work
- supervision arrangements
- references from previous clients.
- Details of all contractors are retained, along with an approved list to ensure all staff are aware of those who are suitable to be appointed.

## **DISABILITIES AND IMPAIRMENTS**

### **INTRODUCTION**

The School welcomes pupils and staff from all sectors of society and endeavours to accommodate the needs of each individual, so far as is reasonably practicable. The law requires that responsible bodies anticipate the requirements of staff, visitors or pupils with disabilities and to make reasonable adjustments to the workplace and to management arrangements to ensure their well-being.

An assessment is made in each individual case to establish whether reasonable adjustments and working practices can be made to accommodate safe and practical use of the facilities.

This Policy sets out the School's commitment to disabled pupils, staff and visitors and provides a framework to ensure the School offers a supportive environment for all members of the School community.

This Policy should be read in conjunction with the Aldro Accessibility Plan which details the schools' policy and practice.

## **DISPLAY SCREEN EQUIPMENT**

### **RESPONSIBILITIES**

The School acknowledges its responsibilities to ensure all workers have sufficient space and a workstation that is not detrimental to health, as well as a generally safe environment.

### **PROCEDURES**

Suitable furniture is provided for our office staff including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.



Office environments have been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting and taking into account the age and nature of the buildings.

All DSE users are able to take regular breaks away from desks.

All staff undertake basic DSE training and risk assessment of workstations in an annual review.

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

Employees who are designated users are provided with training in the hazards of display screen use. This training is provided on a regular basis and employees are encouraged to promptly report any problems including health concerns to ensure a reassessment of the workstation is carried out and any corrective action identified. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

### **EDUCATIONAL VISITS** (further details in 14a Aldro SCHOOL JOURNEYS POLICY)

#### **SCHOOL RESPONSIBILITIES**

The School as an employer will ensure that appropriate safety measures are in place and that all staff involved in the preparation and management of an educational visit are competent to do so.

The Trip Coordinator (the Bursar) will ensure that they are spread through the different age groups, and the school year. The Coordinator also assists staff involved with planning tours, with checking parental consent forms and keeps records of all previous visits. Information required for planning school visits is included as part of their induction training for all new staff.

### **ELECTRICAL SAFETY**

#### **SCHOOL RESPONSIBILITIES**

The School acknowledges its' responsibilities to ensure risks from electrical work, both in fixed and portable equipment are assessed and reduced to the lowest practicable level.

#### **PROCEDURES**

The School undertakes risk assessments of all work activities, where required, and adopts safe systems of work based on regulatory compliance and best practice. All work on electrical equipment and installations is carried out by qualified electricians. Other staff are clearly instructed that they are not permitted to undertake any electrical repairs.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations and the current Building Regulations).

The School's installations, including all educational and domestic premises, are tested and inspected at least every five years by a competent electrician and improvements implemented as necessary for safety.

## **ELECTRICAL WORK**

Any electrical works requiring wiring or the changing of light fittings and plug sockets must be overseen and signed off by a competent person.

No electrical alterations to any property can be made without authorisation from the Estates Team and in order to protect staff from injury from electricity, all high-risk contract work is subject to the Estates Manager issuing a permit to work.

## **PORTABLE ELECTRICAL APPLIANCES AND APPARATUS**

All items in the School are subject to regular checks as arranged by a member of the Estates Team.

Items found to require repair or disposal must be handed-over to the Estates team so that the necessary action can be taken.

Portable Appliance Testing is carried out annually or more frequently if deemed necessary.

## **TESTING OF RESIDUAL CURRENT DETECTORS (RCDs)**

The Estate Manager is responsible for maintaining all RCDs fitted to School installations and for instigating regular tests. Any remedial actions necessary following the quarterly tests should be completed as a matter of urgency by a competent person as previously described.

## **FIRE SAFETY**

### **SCHOOL RESPONSIBILITIES**

The School takes the risk of fire very seriously. It is School policy to comply with all the latest regulatory requirements and other associated guidance.

Please read the Aldro Fire Procedures Policy and Fire Risk Assessment Policy for full details of the school's policy and procedures.

## **HAZARDOUS SUBSTANCES**

### **RESPONSIBILITIES**

The School acknowledges its responsibilities under statutory requirements to ensure all substances that could potentially cause harm are suitably assessed, controlled or eliminated. School activities involve the use of some potentially hazardous and dangerous substances including cleaning substances, paints, lubricants, glues, sealants and chemicals, for maintenance purposes and occasionally in educational capacities.

## **PROCEDURES**

All products in use which contain hazardous or dangerous substances are listed on an inventory and stored with a current safety data sheet, as provided by the supplier. Heads of Department undertake risk assessments of the use of each substance and exposure to any hazardous by-products and are responsible for applying the recommended risk control measures.

When storing hazardous and dangerous substances only compatible substances are stored together. Where required, substances are stored in fully labeled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire-resistant flammables store.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

Substances that become surplus to requirements are disposed of via licensed waste contractors. Spillage and emergency procedures are determined as part of the risk assessment process.

Records of risk assessments for hazardous and dangerous substances and records of training are held by the Bursar.

## **TRAINING**

All members of staff who are regularly exposed to substances with the potential to cause harm will receive training to ensure they are familiar with the safe systems of work for these substances.

## **INCIDENT REPORTING AND INVESTIGATION**

All employees, contractors and visitors are required to report accidents resulting in injury to any person to the Bursar. Near miss incidents, where an incident had the potential to cause harm, injury or damage should also be reported. The goal of all incident management is to allow investigation into the circumstances which may result in measures being taken to prevent a recurrence.

The following incidents must be recorded:

- All accidents involving injuries
- All incidents which, although not involving injury, could have resulted in injury
- All near-misses

All reportable incidents are investigated by the Bursar (or a duly appointed independent Health and Safety Adviser if this is deemed more appropriate). The purpose of the investigation will be to ensure that protective and preventive measures are reviewed and procedures amended or improved as required.

The school is required to report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Bursar will ensure all necessary accident notifications are made when required. If the follow-up indicates that actions are necessary to prevent a re-occurrence, then immediate arrangements will be made to initiate the necessary corrective action. This may be a physical change to buildings or facilities, or it could be a change of procedures.

The Chair of the Health and Safety Committee will review accident reports, statistics and investigations at each meeting, drawing the Committee's attention to any specific issues requiring action or discussion.

## **INSPECTION AND AUDIT**

All areas and departments of the School are subject to regular inspection to ensure hazards are detected and recorded and to confirm that compliance levels are acceptable.

Outstanding actions from recent inspections are discussed at the Health and Safety Committee Meetings (held at least termly). The analysis of any trends that may be apparent are also discussed in order for progress to be monitored and any future policy changes discussed and agreed.

An external health and Safety Adviser will also undertake a compliance review of the School on a regular basis and will report progress directly to the Bursar.

## **LEGIONELLA (WATER SAFETY)**

### **RESPONSIBILITIES**

The School acknowledges its responsibilities to ensure water systems are managed suitably so as to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'.

### **PROCEDURES**

The arrangements for managing the risks associated with Legionella bacteria include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of the Bursar as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment.
- the maintenance of records of all applicable maintenance and testing together with a copy of the risk assessment and details of the competent person who conducted it.

Trained plumbers carry out all plumbing alterations in order to ensure compliance with water regulations and byelaws.

## **LONE WORKING**

### **RESPONSIBILITIES**

The School acknowledges its responsibilities to ensure the health, safety and welfare of all those who need to work alone as part of their activities.

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.'

### **PROCEDURES**

The School has a no lone working policy and has put in place risk control measures including:

- Staff are informed half termly that lone working is not permitted and if staff wish to come in during holiday periods they must inform a member of the SLT on their arrival and departure.
- Use of Radios
- Working in teams / pairs

The School will continue to inform staff that lone working is not permitted.

Should any member of staff feel uncomfortable about a situation they find themselves in, they must immediately leave and return to a place of safety and / or raise the alarm. Such action has the support of management.

## **MANAGEMENT OF MAJOR INCIDENTS**

The School has prepared a detailed Major Incident Plan for dealing with major incidents and emergencies. There are several events or incidents that may require the School to instigate the procedures, as these may generate a large number of casualties or may place a significant burden on the School's ability to deliver normal day to day services. In the event of a major incident being suspected, the Head (or other appointed Deputy) will take responsibility for initiating the Major Incident Management procedures.

Examples of major incidents that could initiate these procedures include:

- Fire on School premises
- Serious accident, illness or medical incident to staff or pupil(s)
- Power outage
- Flooding
- Serious adverse weather
- Missing Pupil(s)
- Road traffic accident (near the School)
- Road Traffic accident on a trip or school excursion
- Public allegations of abuse or malpractice

Flexible plans are in place to deal with a range of situations which are likely to vary in magnitude, duration or complexity, Specialist assistance can also be sought in the event of an unusual incident, e.g. chemical spill, environmental incident, etc.

The Major Incident Plan involve a number of key members of staff who are reminded regularly of their roles, to ensure ongoing familiarity in dealing with an emergency situation.

## **MANAGEMENT OF COMMUNICABLE DISEASES**

### **RESPONSIBILITIES**

The School has a responsibility to act in accordance with the government, local health authorities and known medical advice in the event of an infectious disease, virus (including but not limited to Covid-19) or illness affecting any member of the school community.

The School acknowledges these responsibilities to ensure the health, safety and welfare of all those who may be affected by such conditions and illnesses.

The purpose of this policy is to protect employees and students from exposure to communicable illnesses and diseases. The School is committed to ensuring no member of the school community is subject to harassment, intimidation, retaliation, or otherwise discrimination in the event that they should contract a communicable disease or illness.

### **GENERAL ILLNESS**

In the event of an employee (or pupil) falling ill with a condition that is not a communicable disease or illness, (for example, sickness and diarrhoea) but that could still impact on the well-being of others, there is a strict school policy for the employee (or pupil) to stay away from school. This must be for 48 hours from the last symptoms, whether it be vomiting or diarrhoea, to avoid the unnecessary spread of the illness to other staff and students.

In all cases, the employee should endeavor to attend work unless they are medically unable to do so or are advised not to do so by a medical practitioner. Where an employee is off

work for a period of time, a Fit-to-Work letter may be required to confirm suitability to return.

## **COMMUNICABLE DISEASES AND COMMUNICABLE ILLNESSES**

For the purposes of this policy, communicable diseases and communicable illnesses include, but are not limited to, Covid-19 and all subsequent variants, tuberculosis, contagious herpes simplex virus-related diseases such as chicken pox, shingles, infectious mononucleosis, hepatitis B, severe acute respiratory syndrome (SARS), monkeypox, West Nile virus, and pandemic flu.

Each case of communicable illness and communicable disease exposure is different and will, therefore, be treated according to the individual facts and circumstances on a case-by-case basis. Some diseases, such as HIV and AIDS, are generally not communicable through work-related activities and are not addressed in this policy.

## **MANAGEMENT OF CORONAVIRUS (COVID-19)**

The SLT will ensure the school stays compliant with all necessary arrangements for managing Covid-19 by maintaining regular contact with various authorities, including the Government, Public Health England, the NHS and the Local Authority.

Individual Safety Plans will be prepared to detail the arrangements for the school in general. Arrangements are communicated to all staff and plans are posted on the school website. Regular training and briefings are held to ensure a clear understanding of the precautions in each location.

Where significant changes are made, such as a return to school after a lockdown period, training is carried out to ensure awareness of the new arrangements.

The SLT are responsible for the implementation of the plans in each workplace.

## **RESPONSIBILITIES**

In all cases of health-related absence due to a communicable disease or communicable illness, or its potential, the affected employee must notify the School immediately of their condition as this could seriously endanger the health of others in the workplace.

## **REASONABLE ACCOMMODATION AND LEAVE**

If the School receives notice that an employee has a communicable disease or illness, the management team will assess the situation and make appropriate decisions on a case-by-case basis based on the health and physical conditions of the employee, and the health and safety of other persons with whom the employee will interact.

An employee with a communicable disease or a communicable illness will be permitted to retain his or her position to the extent allowed under School policies and, in accordance with applicable law. An employee may return to the workplace when there is no substantial risk of transmission of the communicable illness or communicable disease to others and provided the employee is able to continue to perform their role with or without a reasonable accommodation.

Leave must be taken (i) when public health officials quarantine an employee or (ii) when public health officials believe that the employee should be absent from work. If either of the above conditions (i) or (ii) occur, the employee may be advised not to report to work for a specified period of time.

## **CONFIDENTIALITY**

Except for legally required reporting, the confidentiality of all medical conditions shall be maintained in accordance with applicable law. The number of persons who will be informed of the employee's condition shall be kept at the minimum not only to comply with legally required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase.

## **PROCEDURES**

To ensure the school does not contribute to the spread of a communicable illness or disease, the Senior Leadership Team will quickly appoint staff to investigate and collate information relating to the incident in order to ensure all current, known information is assessed and considered.

The consideration of this information as well as the ongoing advice from governmental authorities will allow for assessment of the potential affects of the outbreak both within the school and the wider community. Advice will also be sought from peers and specialists wherever required.

Written risk assessments and plans will be prepared to ensure the specific risks associated are duly considered, including the following as a minimum:

- Site layout and logistics
- Age groups
- Specific health issues
- Ability to understand instructions
- Likely ability to administer testing
- PPE requirements

Where it is felt that school activities cannot continue in person, blended learning provisions will be made available so far as is reasonably practicable.



Communication of all risks and precautions will be made with parents on a frequent basis to ensure a clear understanding of the situation, what needs to be done to improve and the precautions needed.

## **TRAINING**

All staff will receive training and instruction, as required, regarding the precautions taken and will be given ample opportunity to question and challenge arrangements to ensure they are as effective as is possible.

## **MANUAL HANDLING**

### **RESPONSIBILITIES**

The School will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health caused by manual handling.

### **PROCEDURES**

Equipment is provided where possible to minimise or simplify handling of heavier objects and the Estate Manager will ensure that two persons are available where the risk assessment identifies the need.

Safety footwear and suitable gloves are supplied to all staff who require them.

## **TRAINING**

Where required staff receive annual training on manual handling AND staff are trained in the safe system of work. Records of training are retained by the Bursar.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories has duties, which would ordinarily involve manual handling, the Bursar is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear that they are not permitted to undertake these types of activities.

## **MINIBUSES AND OTHER SCHOOL VEHICLES**

### **SCHOOL RESPONSIBILITIES**

The School recognises the risks associated where employees undertake driving activities.

Please see the school Minibus Policy.

## **SERVICING AND MAINTENANCE**

The School is responsible for arranging weekly inspections to the vehicles and for ensuring routine servicing and other maintenance is carried out, in accordance with the manufacturer's schedule.

## **SAFEGUARDING AND CHILD PROTECTION**

### **SCHOOL RESPONSIBILITIES**

All adults working at Aldro should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physically and emotionally, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to promote the satisfactory development and growth of the individual. All staff are made aware of the requirements of the School's Safeguarding Policy, which are in line with the requirements of Keeping Children Safe in Education (2022).

The School's Safeguarding policy can be found on the Website.

### **THE CHILDREN ACT 1989**

The Designated Safeguarding Lead is the appointed person for the purposes of this act.

The purpose of this Act is to ensure the health, happiness and proper physical, intellectual, emotional, social and behavioural development of the child as well as protecting the child against the risk of suffering significant harm or neglect. Children living away from their own home need to experience care which substitutes for the loss of attention and security they should otherwise receive through the direct care of their parents or guardians.

The Designated Safeguarding Lead will ensure that all staff receive formal induction into Child Protection Procedures when they take up their appointment. New teaching staff will receive additional advice and assistance from the Senior Leadership Team concerning the conduct of their classes and the management of co-curricular activities.

All members of the teaching staff are expected to be vigilant in ensuring that instances of bullying are dealt with as soon as they are witnessed (and that a written record of each incident is made). While there may be little or no physical bullying, staff should be aware that verbal intimidation, on-line behaviour, ostracism, sexist or racist conduct are equally distressing to the victim. Normally, it is for the member of staff witnessing such behaviour to deal with it directly by explaining why it is unacceptable and appealing to reason and good sense. In all cases, such incidents must be reported by teaching staff to the Designated Safeguarding Lead.

It is important that child abuse is taken seriously as a possibility, and that suspicions are acknowledged and investigated immediately. If a physical injury is reported the child must

be seen by the Medical Staff as soon as possible and at least within 24 hours. The investigation of child sexual abuse will follow the procedure as agreed by Local Safeguarding Children's Board; the Designated Safeguarding Lead will advise as necessary.

All employees of the School receive annual updates on child protection issues; a register of all such training is retained by Bursar.

## **NOISE AND VIBRATION**

### **RESPONSIBILITIES**

The School acknowledges the duties placed upon it to reduce the exposure to noise and vibration to their employees.

The School will to make a suitable and sufficient risk assessment and introduce control measures to, in the first instance, eliminate noise and vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

### **PROCEDURES**

The School will ensure where practicable that noise and vibration levels are maintained below the Lower Exposure Action / Daily Exposure Limits will undertake a suitable and sufficient risk assessment for all activities where there is a risk of employees being exposed above these levels.

The School will ensure all employees, contractors and visitors obey any instructions and warning notices with regard to wearing of hearing protection in designated areas and will ensure plant and equipment is selected and maintained to minimise noise and vibration levels. All employees will be instructed in the use of all equipment that may produce noise and vibration to excessive levels.

Suitable PPE will be provided where this will reduce exposure but only as a last resort.

## **OCCUPATIONAL HEALTH AND WELLBEING**

### **RESPONSIBILITIES**

The School acknowledges its responsibilities under statutory requirements to ensure the occupational health and wellbeing of staff is regularly assessed and monitored. It is appreciated that the workplace can be the cause of stress, anxiety, physical injury and the goal of the School is to minimise the likelihood and impact of such instances.

### **PROCEDURES**

All Staff are able to regularly consult with the Bursar to discuss any health and wellbeing concerns that may be apparent. Where any health concerns are identified that may have a

short or long term impact on the way an individual works, this will be investigated in order to identify the control measures needed to minimise risk to health and wellbeing.

## **TRAINING**

All members of staff who are regularly exposed to substances with the potential to cause harm will receive training to ensure they are familiar with the safe systems of work for these substances. The school will make provisions for consulting and assessing wellbeing issues raised in order to ensure adequate measures are taken to improve the situation wherever possible.

Additional resources may be recommended or sought by the school in order to provide specialist assistance and care where it is felt this is required and in conjunction with the member of staff.

## **PERSONAL PROTECTIVE EQUIPMENT**

### **RESPONSIBILITIES**

The School acknowledges its responsibilities to provide personal protective equipment (PPE) without charge to its' employees. The School also recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly.

### **PROCEDURES**

School employees are supplied, without charge, any PPE identified as a required risk control measure within risk assessments. An assessment is made to ensure PPE is suitable, i.e. it reduces the identified risk as intended, is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, and that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements. Training records are retained by the Bursar.

Employees are expected to comply with the requirements to wear PPE and to ensure it is used as designed and not misused in any way.

## **RISK ASSESSMENT AND CONTROL**

Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety to ensure hazards are eliminated

or reduced so far as is reasonably practicable, by implementing appropriate control measures and safe systems of work.

All those required to undertake risk assessments will be suitably trained and competent.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work. A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. School Management will ensure those undertaking the activity understand what they have to do and the control measures to be implemented.

Various types of risk assessment are undertaken on a regular basis, including:

- General Workplace Assessments
- Fire Risk Assessments – carried out by external specialists
- Trip and Excursion Risk Assessments – carried out by Trip Activity Leaders detailing the risks associated with each trip of excursion
- Safeguarding Risk Assessments – carried out by the Designated Safeguarding Lead
- Work Placement and Experience Assessments
- Medical Health Risk Assessments and Care Plans

Risk controls are undertaken using the hierarchy of controls, namely:

- Elimination of risks altogether
- Substitution of hazardous equipment or tasks
- Engineering Controls to reduce potential exposure to hazards
- Providing Warnings, Signage and Barriers to prevent access to hazards
- Personal Protective Equipment to reduce the risk of injury, as a last resort.

All risk assessments are monitored and reviewed at least annually but will be specifically reviewed after an incident, when working practices or equipment change or when best practice or legislative requirements are amended.

## **SAFETY SIGNS**

### **RESPONSIBILITIES**

The School acknowledges its responsibilities to assess areas where signage is required and to install signage that benefits users of the area and complies with all statutory requirements.

### **PROCEDURES**

Statutory health and safety notices are displayed around the School including Health and Safety Law posters and the current Employers Liability Compulsory Insurance certificate.

Signage is displayed to indicate fire escape routes, fire procedures, fire extinguisher locations and first aid details. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions and communicate mandatory safety rules.

Signs comply with the colour and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Audible signals including fire alarms and intruder alarms are tested regularly to ensure that they are clearly audible in relevant areas and that staff are familiar with the sound.

## **VISITORS**

### **SCHOOL RESPONSIBILITIES**

The School has a responsibility to ensure the health, safety and welfare of all visitors to the School and to provide key information on the risks that may be present during their visit.

### **GENERAL VISITORS**

For safety and security reasons, all visitors, other than pupils, staff and parents from visiting schools, are required to pre-arrange their visit with the representative from the School whom they are visiting wherever possible. All visitors are required to report to Reception to sign in and to be issued with a visitor's badge.

Visitors are also issued with leaflet detailing the safeguarding arrangements and are verbally briefed about planned fire drills and procedures in the event of an emergency.

### **VISITING CONTRACTORS**

Contractors are required to sign in at Reception where they will be issued with a visitor's badge and given any relevant health and safety instructions. Contractors must be accompanied at all times unless the relevant Disclosure and Barring Service (DBS) checks have been undertaken.

In the event of an emergency, any visitors will be led to the Emergency Point by their escort and accounted for by checking off details against the visitor records held by Reception.

All staff are advised to challenge persons who do not appear to be familiar with the site, especially if no visitors badge is visible. The Estates Team, Bursar or Head should be contacted immediately if any concerns are raised about a person's presence or authority to be on site.

## **WELFARE AND HYGIENE**

### **RESPONSIBILITIES**

The School acknowledges its responsibilities to ensure all staff are provided with a workplace and associated facilities in order to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

### **PROCEDURES**

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff and pupils. Facilities are provided for staff to obtain drinking water and hot drinks are available in the dining room. Meals are available in the dining room during the timetabled meal times in normal school operating hours.

The School has also considered the needs of new and expectant mothers and will ensure rest rooms and other facilities deemed necessary will be provided when required.

All facilities are inspected on a regular basis to ensure they remain sanitary and in good working order.

All welfare facilities are ventilated, well-lit and designed so as to be easily cleaned. All welfare facilities are cleaned daily.

## **WORK AT HEIGHT**

### **RESPONSIBILITIES**

The School acknowledges its responsibilities defined under various statutory requirements to manage work at height as this remains a key hazard in the workplace. Whilst the School aims to avoid work at height, there are many features within the buildings where work at height remains necessary, due in part to the historic nature of the buildings.

### **PROCEDURES**

Where work at height is required, a risk assessment is carried out in order to identify the risk control measures needed to minimise the risks, so far as reasonably practicable. The risk assessment process takes into consideration the hierarchy of controls as set out within the Work at Height Regulations, the effects of weather conditions and covers the risk of falling objects in addition to the risks of falling. Where applicable, risk control measures include arrangements for rescue.

The hierarchy of controls applied to all work at height are as follows:

1. avoid work at height where it is reasonably practicable to do so;
2. where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;

3. minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The School will endeavour to:

- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.

## **EQUIPMENT**

Ladders and step ladders are permitted for work at height where the risk is low, the work is of short duration and the nature of the work also enables three points of contact to be maintained throughout.

Where work involves difficult access or work at height where work cannot be carried out safely from ladders or steps, special access arrangements will be made which may include the use of access equipment or mobile scaffold towers.

All ladders and stepladders used by School employees meet the required British Standards and all work at height equipment including kick stools, step ladders and ladders, are subject to regular inspections in addition to pre-use inspection by the employee.

## **TRAINING**

All operatives who are regularly involved in work at height will receive appropriate training to ensure they remain aware of the hazards associated with work at height and the precautions required. Where specialized equipment is used, training may be carried out by an external, suitably accredited body.

## **WORKING EQUIPMENT**

### **RESPONSIBILITIES**

It is the intention of Aldro that all machinery, whether static or mobile, academic or maintenance, is operated, maintained, guarded according to the relevant assessed risks, in accordance with current legislation.

### **PROCEDURES**

All reasonable steps are taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.

## **EQUIPMENT**



All plant, machinery and equipment provided for use in the workplace is subject to a system of inspection, service and maintenance as recommended by the manufacturer or competent engineer.

Records of the inspections, service and maintenance including statutory inspections are maintained in accordance with current legislation. Where deficiencies have been identified, the user is responsible for ensuring that remedial actions are reported and repairs completed within reasonable timescales according to the level of risk.

Isolation measures are made clear on all machinery and equipment and are the subject of a specific briefing before use of new equipment. Key control is of particular importance in isolating machinery, especially where harm could be sustained through unsupervised use.

## **TRAINING**

Training is given to staff who use equipment where risks are present to ensure familiarity with the required safe systems of work. Records of training are retained by the Bursar.