Bowbrook School

BOWBROOK HOUSE SCHOOL

HEALTH AND SAFETY POLICY AND PROCEDURES

Approved by the Headmaster Sep 2026

Active from: Sep 2026

Amended:

Next Review Date: Sep 2027

This policy applies to all areas of school activity including EYFS.

General Statement of Health & Safety Policy

The Headmaster/Proprietor of Bowbrook House School ensures that relevant Health and Safety laws are complied with and is committed to ensuring, so far as reasonably practicable, the Health and Safety of all staff, pupils, visitors and other persons who are authorised, from time to time, to be on the premises, or acting on our behalf. The school will strive to comply with our legal responsibilities, which we will treat as a minimum standard to achieve. An independent Health and Safety Adviser, who will periodically review performance within the school, has been appointed. The HSA will formally review H&S performance with the Bowbrook House School Bursar on an annual basis.

As the policy maker of the school the Headmaster/Proprietor is committed to endeavouring to ensure, so far as reasonably practicable, that:

- All staff understand the contribution they must make towards controlling risk.
- Safe places of work, premises, plant and equipment are provided and appropriately maintained.
- Safe systems of work are identified and implemented.
- Suitable and sufficient information, instruction and supervision are provided so that staff are competent to do their duties.
- Appropriate arrangements are set in place to ensure that there is effective communication of health and safety matters.
- Access to sources of health and safety advice are maintained.
- To be prepared for all emergencies such as fire and medical emergencies and investigate all incidents of injury or ill health.
- To ensure that all vehicles and work equipment are suitable for purpose and properly maintained.
- Pupil safety is a priority, and that they too understand their role in maintaining safety standards in the school
- Provide a safe environment for all visitors to the school.

This policy will be subject to annual review. The Health and Safety management systems will continue to be developed, as necessary.

C.D.Allen
Headmaster/Proprietor
September 2026

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RESPONSIBILITIES

Headmaster/Proprietor:

The proprietor ensures that relevant health and safety laws are complied with.

Will ensure that there is an effective policy for Health and Safety within the Schools and will be responsible for ensuring the establishment and effectiveness of that programme.

Will periodically discuss the effectiveness of the policy with the Heads of the Schools and ensure that any necessary changes are made.

Will ensure that adequate staff, funds and materials are provided to meet the requirements of the Health and Safety at Work etc. Act 1974 and subsequent health and safety legislation.

RESPONSIBILITIES

Headmaster/Proprietor/SLT:

Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for the establishment and effectiveness of that programme.

Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.

Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

Will ensure that responsibilities are properly assigned and accepted at all levels.

Will take direct interest in the Health and Safety Programme and support all persons carrying it out.

Will ensure that all areas of the school are inspected, from a Health and Safety point of view, each term.

Will review the Health and Safety Officer's reports and take action where appropriate.

Will ensure that all Teaching and Support staff have adequate training for the tasks that they are required to perform.

Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

Will ensure staff receive information and training about health and safety, including how to assess risks specific for their job and how to meet their role and responsibilities identified within this policy.

RESPONSIBILITIES

Bursar:

Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

Will draw up safe methods and procedures, written where appropriate, for operations under her control.

Will ensure that staff working under her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.

Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.

Will ensure, in conjunction with the Headmaster/Proprietor that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.

Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.

Will be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy and have the relevant insurances etc. in place.

Will, in conjunction with the Headmaster/Proprietor, ensure that all areas of the school are inspected, from a Health and Safety point of view, regularly.

Will, in conjunction with the Headmaster/Proprietor, review the Health and Safety Officer's reports and take action where appropriate.

RESPONSIBILITIES

External Health and Safety Adviser:

Will supervise the School Health and Safety Programme.

Will inspect plant and equipment, when carrying out an audit of the school, to ensure that it is safe and being operated correctly.

Will monitor the effectiveness of the implementation of the Health and Safety Policy.

Will report to the Headmaster/Proprietor and Bursar concerning Health and Safety matters, making recommendation necessary.

Will, in conjunction with the Headmaster/Proprietor, ensure that there is sufficient material and publicity for the Health and Safety Programme.

Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.

Will inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the school, in conjunction with the Headmaster/Proprietor/Bursar.

Will ensure that all areas of the school are inspected from a Health and Safety point of view regularly.

Will undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Management of Health and Safety at Work Regulations 1999 and other regulations as appropriate, calling in experts in specific fields as necessary.

RESPONSIBILITIES
Head of EYFS:

Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

Is committed to endeavouring to ensure, so far as reasonably practicable, that all classrooms/work areas are safe and secure for all pupils.

Is committed to endeavouring to ensure, so far as reasonably practicable, that all equipment is safe before it is issued by any person.

Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar without delay.

Will ensure that all Nursery/Reception Staff have read and understood the Health and Safety Policy in its entirety or the sections relevant to them.

Is committed to endeavouring to ensure, so far as reasonably practicable, the Health, Safety and Welfare for all persons within her control.

RESPONSIBILITIES
CTL s (Curriculum Team Leaders)

Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

Will draw up Safe Methods and Procedures, written where appropriate, for operations within their department with Risk Assessments as required.

Is committed to endeavouring to ensure, so far as reasonably practicable, that all classroom/work areas are safe before they are used by any person.

Is committed to endeavouring to ensure, so far as reasonably practicable, that all equipment is safe before it is used by any person.

Will ensure that Protective Equipment, where appropriate, is used at all times.

Will ensure that any hazardous or dangerous conditions or situations are reported to the Headmaster/Proprietor or Bursar without delay.

Is committed to endeavouring to ensure, so far as reasonably practicable, the Health, Safety and Welfare for all persons within their control.

RESPONSIBILITIES
Teaching Staff:

Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

Will ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.

Will ensure that all classroom/work areas are safe before they are used by any person.

Will ensure that all equipment is safe before it is used by any person.

Will ensure that Protective Equipment, where appropriate, is used at all times.

Will ensure that any hazardous or dangerous conditions or situation are reported to the Headmaster or Bursar without delay.

Is committed to endeavouring to ensure, so far as reasonably practicable, the Health, Safety and Welfare for all persons within their control.

RESPONSIBILITIES
All Other Staff:

Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.

Will observe Health and Safety Rules at all times and will conform to all advice given by the Health and Safety Adviser and instructions of others with a responsibility for Health and Safety.

Will report all accident, damage, hazardous or dangerous conditions or situations to their CTL, Headmaster or Bursar without delay.

Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.

Will ensure that working areas are kept clean and safe.

Will inspect all equipment and plant before use to establish that it is safe to use.

Will familiarise themselves with First Aid and Fire Procedures.

Will look after all Health and Safety equipment properly and report any defects immediately.

RESPONSIBILITIES

All Other Persons on The School Property:

Will observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.

Will not work on the premises until the relevant rules are read, understood and accepted.

Will not work on the premises until covered by insurance against risk.

METHODS and PROCEDURES

Risk assessments and safe practice:

Heads of Department have devised systems for safer working practices, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems will have taken into account the following principles as far as reasonably practicable: -

- The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- Analysis of the tasks involved, including safety analysis and the provision of clear instructions.
- Where appropriate, details of the correct sequence of operations involved.
- Identification of safe procedures, both routine and emergency.
- Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

Risk Assessments will be reviewed annually and immediately following:

- Accidents or near misses.
- Significant changes to premises.
- Changes to working practices.
- Introduction to new activities or equipment.
- Safeguarding incidents where risk factors are identified.

AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:

Art &Technology	-	use of equipment
	-	room rules
Science Laboratory	-	safety procedures
Kitchen	-	use of hazardous equipment
	-	safety procedures
School Grounds	-	use of hazardous equipment

METHODS and PROCEDURES
Training

Teaching Staff engaged have all received teacher training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document.

All staff receive Induction Training in line with the School's Induction Programme. Support Staff etc. will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them.

METHODS and PROCEDURES
Playground Safety

The School Staff have a Duty Rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

Playground areas are as enclosed as is practicable which ensures relative safety is ensured. If Duty Staff identify an area of the School Grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

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

SPORT - General

Sport in the Schools is co-ordinated and organised by the Co-coordinator of PE and Games who has devised full policies for sport activities complete with Risk Assessment as required. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the school ensures that staff are competent to supervise the sport that they are controlling.

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

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

Where sport is undertaken off site, full assessments are in place to cover the venue and the activities.

SPORT - Injuries

There is a full procedure in place for injury in sport activities. Sport Staff are First Aid trained and will handle the situation provided that it is within their sphere of competence. Where appropriate, the First Aider/ staff member at the site will be involved and if it is deemed appropriate then an Ambulance will be summoned as appropriate. Staff are required to assess the situation and make a reasoned judgements as to whether an Ambulance is required and, in such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

SWIMMING

Swimming is carried out at Pershore Leisure Centre. Staff are appropriately trained for swimming tuition and full Risk Assessment has been carried out for activities.

The school pool is open between April – October (subject to weather conditions). It is used part of the PE/Games lesson or at a lunchtime club and is supervised at all times. Members of staff supervising the session are responsible unlocking and locking again after the session. Please see separate risk assessment held in the PE office.

METHODS and PROCEDURES
FIRE

The school is regularly reviewed for fire safety compliance in line with the Regulatory Reform (Fire Safety) Order 2005 by the external Health and Safety Adviser, Glenn Webb Ltd, and by Newcross International – Chris Rowling, Fire Risk Assessor, with liaison with Hereford & Worcester Fire and Rescue Service where appropriate.

GENERAL

Fire Procedures for each classroom are posted prominently and call points with specific instructions as to the route to be followed in the event of fire.

Details of assembly points are included in Fire Procedure instructions.

At the beginning of each term all pupils are instructed in the action to be taken in the event of fire.

Personal Emergency Evacuation Plans (PEEPs) will be developed where required for pupils, staff or visitors who may require assistance in an emergency evacuation.

FIRE DRILLS/LOCKDOWN

Both Fire and Lockdown practices are carried out each term and these practices are recorded in the relevant logs.

MARTYN'S LAW (Terrorism (Protection of Premises) Act 2025)

The school will keep its arrangements for protecting pupils, staff, visitors and other persons from terrorist threats under review in line with Martyn's Law and associated Government guidance. Appropriate measures will include staff awareness, emergency and lockdown procedures, visitor management, communication arrangements and liaison with relevant agencies where required. The Headmaster/Proprietor and Bursar will periodically review the school's preparedness arrangements and ensure staff receive appropriate awareness training.

METHODS and PROCEDURES
OFF SITE ACTIVITIES - Field Trips, Visits etc

All educational visits will be planned and managed in accordance with OEAP National Guidance and the School's Educational Visits Policy, which include:

a) Careful planning of trip with prior visit made by organiser if necessary and all trips checked with the EVC.
b) Adequate evaluation of all Health and Safety factors involved.

c) Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

Supervision:

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

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

For any external activities staff must check that the organisation holds the appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom awards the (LOtC) Quality Badge to organisations which meet nationally recognised standards.

If an organisation does not hold this badge, staff must check they are an appropriate organisation to use and check all the necessary insurance, legal requirements and safety measures are in place.

a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
b) The expertise of Staff accompanying the trip.
c) Accident and Emergency procedures.
d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.
e) Risk Assessment of any hazards that are likely to be encountered
f) Any specific medical/dietary needs of all pupils/staff on the trip.

Where activity centres are used by the School, the School will check that the provider holds any required adventure activities licence and appropriate safety accreditation, insurance and risk management arrangements for the activities being undertaken.

Post visit assessment/evaluations will be carried out and records kept of incidents, accidents and near misses.

METHODS and PROCEDURES
HEALTH & PREVENTION OF SPREAD OF INFECTION

We will make efforts to prevent and control the spread of infection by

- Ensuring all eligible groups are supported to take up the offer of national vaccination programmes including Covid19 and Flu
- Ensuring occupied spaces are well-ventilated and let fresh air in
- Reinforcing good hygiene practices such as hand washing and cleaning

We will ensure risk assessments are undertaken and reviewed regularly to identify the risks, as far as reasonably practicable, from public health incidents. Where risks are identified we will consider the following possible steps in order to adopt control measures:

ELIMINATION: stop an activity that is not considered essential if there are risks attached.

SUBSTITUTION: replace the activity with another that reduces risk.

CONTROLS: design measures that help control or mitigate risk AND identify and implement procedures to improve safety (e.g., signage)

PPE: provide personal protective equipment in line with UK Health Security Agency guidance.

METHODS and PROCEDURES
FIRST AID and MEDICINE CONTROL (also see the First Aid and Allergy Policy)

In line with the Health and Safety (First-Aid) Regulations 1981 and current HSE and Department for Education guidance, the school has trained First Aiders who cater for both staff and pupil need.

Name(s) of trained First Aiders are posted in appropriate locations – Please refer to our First Aid Policy.

First Aid and Medicines are under the control of the Appointed Person.

First Aid Boxes are always kept topped and checked each half term by the Appointed Person.

The school maintains an Automated External Defibrillator (AED) located in the Reception Area (near the school office). Designated staff receive appropriate training and the device is maintained in accordance manufacturer requirements.

Pupils who are on medication are required to hand their medicine to the person in charge of First Aid for it to be administered as appropriate.

The exceptions to this are pupils who are asthma sufferers who are permitted to administer their own medication as instructed by their doctor, diabetics who monitor insulin levels and administer insulin via automated pumps and those with EpiPens® (auto injectors) for severe allergies where parents specify, they should remain with the pupil.

The following items are also controlled by the person in charge of First Aid:

1) The Accident Book - filled in for any injury, however minor, requiring treatment.

2) Pupil's Medicines - kept in a locked cabinet and administered as directed.
   Where substances classified under the Dangerous Drugs Act, a separate locked cabinet in the front office is to be used.

3) Careplans - Regularly monitor and update if necessary. A copy is kept in the school office.

4) Recording of all medication administered daily, Headmaster bump letters given out etc.

Allergy Safety in Schools / Benedict's Law (please see the Allergy Policy)

1) From September 2026, all staff will be given annual allergy and anaphylaxis awareness training, including the use of Adrenaline Auto-Injectors held on site. Staff will also be made aware of the School Allergy Policy and of pupils with serious medical conditions, including allergies.

2) Careplans for pupils with known allergies and other medical conditions are reviewed regularly and signed by parents and medical professionals where appropriate.

3) The school will review AAI stock held in school and any belonging to pupils and half termly checks will be carried out and recorded.

4) Spare AAI stock will be maintained in accordance with statutory guidance and school procedures.

5) Ensure catering staff are made aware allergies and intolerances at the start of each term and when any new pupil starts.

METHODS and PROCEDURES
Catering

The school undertakes its own catering arrangements at each site and the activities in the Kitchens are under the control of the Bursar.

In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out.

1) Cleaning schedules are established and details recorded.
2) Equipment temperature checks are carried out daily and the results recorded.
3) Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
4) Equipment is maintained by a competent person on both a planned and *ad hoc* basis.
5) Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands except for a wedding band is not permitted.
6) General hygiene inspections are carried out on a regular basis.
7) Full Risk Assessments of activities and safe systems of work are in place.
8) Recommendations, following visits by the Environmental Health Officer, are instigated without delay.
9) All staff are kept fully informed of pupil allergies and dietary requirements
10) All catering staff are trained in line with statutory requirements.

CLEANING

Cleaning is under the control of the Bursar who ensures that all areas of the site are cleaned in an appropriate manner in line with an established schedule.

1) Cleaning Schedules are in place and site specific.
2) Equipment is maintained by a competent person on both a planned and *ad hoc* basis.
3) A full Management System for Control of Substances Hazardous to Health has been implemented.
4) Induction training for new personnel is carried out to ensure there is a full and safe understanding of COSHH, the safe use of equipment, Manual Handling and Risk Assessment.

METHODS and PROCEDURES
MINIBUSES

Only drivers who hold a full D1 licence and who have passed the Worcestershire Mini Bus Drivers Assessment are permitted to drive a school minibus carrying pupils.

BEFORE COMMENCING A JOURNEY, THE FOLLOWING PROCEDURE WILL BE ADOPTED:

a) The Member of Staff driving (the Driver) will satisfy him or herself that the vehicle is in good order and ready for the road.

b) The Driver will ensure that any load carried inside or outside is secured correctly.

c) The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

IN THE EVENT OF BREAKDOWN, THE FOLLOWING PROCEDURE WILL BE ADOPTED:

The Driver will summon help by using a mobile telephone which is always taken on journeys and will remain with the minibus but in a place of safety until assistance arrives.

METHODS and PROCEDURES
CONTROL OF VEHICLES

Control of vehicles is of paramount importance within the school's site. Speed limits are employed to control the speed of vehicles in the grounds.

The configuration of the site is such that vehicles and pedestrians cannot be separated.

In all cases, the following rules must be observed at all times:

a) Speed must be kept to a minimum. (5mph)
b) Care to be exercised always as there may be pedestrians crossing roadways.
c) Parking only to be carried out in designated areas.

In consideration of pupil's safety when leaving school, we do not encourage pupils to leave the site unaccompanied. By arrangement senior pupils may do so but only once written permission from parents is received

METHODS and PROCEDURES
SECURITY OF SITE

Visitors are required to report to reception on arrival to check in and receive a Visitor Badge.

Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the school premises.

10 CCTV cameras are installed on site.

METHODS and PROCEDURES
MACHINERY and PLANT

Maintenance on all School work equipment is carried out on a regular basis to meet the school's obligations under the Health and Safety at Work etc. Act 1974 and, where applicable, the Provision and Use of Work Equipment Regulations 1998 (PUWER). The inspections and checks are carried out as follows:

1) Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff, Catering Staff, Cleaning Staff, Teaching Staff and Classroom Ancillary Staff before use.
2) Servicing of Fire Alarm System. (Termly)
3) Annual Service of Heating Equipment. (Air to Air Units and Gas Boilers)
4) Annual service of Fire Extinguishers
5) Annual Servicing of all Catering Equipment.
6) Servicing of Cleaning Equipment as required.
7) Regular checks on Portable Electrical Equipment.
8) Five yearly checks on fixed wiring installations.

METHODS and PROCEDURES
ENVIRONMENTAL CONTROL

Classroom and General Areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The school is committed to endeavouring to ensure, so far as reasonably practicable, that all areas are in line with the most up to date requirements in the Educational Sector.

Art Room and Science Laboratory

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances controlled under the Control of Substances Hazardous to Health Regulations 2002, as amended.

METHODS and PROCEDURES
WASTE DISPOSAL

General Waste

The disposal of this waste is carried out in the usual manner by Wychavon District Council.

Recyclable Waste

Recyclable waste such as cans, glass, paper and plastics is collected regularly by the local authority.

Sanitary Waste

Sanitary waste disposal bins are provided and serviced on a regular basis by an appropriately licensed and registered contractor (Elite Cleaning) and located in all adult toilets designated for female use, all disabled toilets and some toilets for female pupil use.

Confidential Waste

We have 4 confidential Waste bins on the school site. They are emptied securely and regularly by We Shred It Ltd.

Chemical Waste Disposal

Where there is a requirement to dispose of chemicals or other hazardous waste, the school will comply with the Environmental Protection Act 1990, the waste duty of care requirements and applicable hazardous waste requirements and will use appropriately licensed specialist contractors.

METHODS and PROCEDURES
REPORTING PROCEDURES - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), as follows:

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

1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
2) Major Injury (as listed in the Regulations) to Staff, Pupils or Any Other People in an accident on the premises.
3) Dangerous Occurrences, including notifiable diseases, listed in the Regulations.

b) Reporting

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

Note: when considering reportable accidents to pupils, the school will refer to current HSE education-sector RIDDOR guidance to establish whether the accident is reportable, as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved

electronic reporting arrangements.

d) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME: DATE: PLACE: PEOPLE INVOLVED: DESCRIPTION OF EVENT

METHODS and PROCEDURE
HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under the Control of Substances Hazardous to Health Regulations 2002, as amended, the procedures are as follows:

a) Listing of Substances being used to establish whether they come under COSHH Regulations.

b) Carry out COSHH Assessment having regard to the following points:

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

Use of the substances, their handling, storage and disposal

Emergency Procedures
Methods of Control
Use of Personal Protective Equipment

c) Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

METHODS and PROCEDURES
Personal Protective Equipment

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992, as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022), the following procedure will apply:

a) Provide suitable PPE
b) Assess present PPE
c) Maintain PPE
d) Provide accommodation for PPE
e) Ensure PPE is compatible
f) Replace PPE where lost or damaged
g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

a) Use the PPE correctly
b) Always wear PPE
c) Report any loss or defect

METHODS and PROCEDURES
Lone Working

The school recognises risks associated with lone working. Appropriate risk assessments, communication arrangements and emergency procedures will be implemented where lone working cannot be reasonably avoided.

METHODS and PROCEDURES
Display Screen Equipment

The school, in line with the Health and Safety (Display Screen Equipment) Regulations 1992, as amended, carries out the following procedures where equipment is used that comes under the regulations:

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

METHODS and PROCEDURES
RISK ASSESSMENT

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of the Management of Health and Safety at Work Regulations 1999, as amended.

The Assessment will establish the following:

a) The Hazards associated with a particular activity.
b) The Potential Frequency and Severity of an accident.
c) The Control Measures being employed to minimise the risk of an accident occurring.
d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Adviser or School Staff as appropriate.

METHODS and PROCEDURES
MANUAL HANDLING

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

a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.

b) Where activities involving risk cannot be avoided, they will be subject to an assessment.

c) The risk of injury will be reduced as far as reasonably possible:
- Ground staff undertake Manual Handling Training
- assistance from other personnel
- use of sack barrows or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

METHODS and PROCEDURES
NOISE

The school regards Noise as a very important issue and takes the following action in order to minimise its effect.

1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.

2) Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.

3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate.

If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

VIBRATION

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

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

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

METHODS and PROCEDURES

CONTROL of CONTRACTORS

The school is aware of its obligations under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and, where applicable, the Construction (Design and Management) Regulations 2015 in so far as they apply to contractors on the school premises. In order to meet these obligations, the school exercises control over contractors in the following way:

1) Will use contractors of the preferred list - The following items will be taken into account:

   a) Adequacy of Health and Safety Policy

   b) Control Structure

   c) Safe Systems of Work in Operation

   d) Training Standards

   IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

   The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

   a) Special Hazards applicable - e.g., Asbestos

   b) Safe Access to/egress from the site

   c) Confined Space Entry

   d) Chemical Storage

   e) Occupational Health Risks including Noise

3) APPOINTMENT OF CONTRACTOR

   Based upon the best quote taking into account all factors

4) CONTROL OF CONTRACTOR ON SITE

- The Site Manager to co-ordinate all Health and Safety aspects
- Pre-commencement meeting to establish Contractor Liaison Person
- Arrangement of regular progress meetings
- Regular inspection of Contractor's operations

- Provision by Contractor of Written Method Statements in advance -
- Notification by Contractor of all accidents etc.
- All machinery on site to have documentary evidence of Statutory
- Inspections and Driver/Operator Training - where applicable
- Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015.

METHODS and PROCEDURES

SAFETY COMMITTEE. CDA. RH, MH and External H&S advisor.

The school has a Safety Committee which meets on a regular basis and its purpose is to carry out the following: -

a) To promote Health and safety throughout the school

b) To receive reports from the Health and Safety Consultant on the effectiveness of the implementation of the Health and Safety Policy

c) To consider and introduce additional Safety Rules that may be required from time to time

d) To ensure that current Health and Safety legislation is being complied with

e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence

f) To carry out any inspection of the school that may be required

g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School

h) To investigate any special hazards and to recommend action to be taken

i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

CONSULTATION WITH EMPLOYEES

The school is aware of its obligations under the Health and Safety (Consultation with Employees) Regulations 1996 and, where applicable, the Safety Representatives and Safety Committees Regulations 1977, and consults employees on the following areas:

a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.

b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.

c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.

d) The planning of Health and Safety training.

e) The Health and Safety consequences of introducing new technology.

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

METHODS and PROCEDURES
ASBESTOS

A separate policy for Asbestos is in place for the school.

In line with the requirements of the Control of Asbestos Regulations 2012, the school is required to manage asbestos-containing materials by maintaining an asbestos register, assessing their condition, preventing disturbance and ensuring appropriate action is taken to remove, repair, seal or manage asbestos where required.

Survey

A Management Survey has been carried out for the premises and various amounts of Asbestos have been removed.

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

Management

The Headmaster/Proprietor is the School's Asbestos Manager (Aided by RH, MH and External H&S advisor) and in order to manage the situation in an appropriate way, the Headmaster/Proprietor carries out the following:

- Keep and maintain an up-to-date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintain asbestos containing materials in a good state of repair;
- Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material;
- Review the plan at regular intervals.

METHODS and PROCEDURES
HEALTH AND SAFETY EMERGENCIES

Critical Incidents

The school has anticipated the possibility of a Critical Incident occurring, requiring a recovery from a disaster and has devised a Critical Incident Management Plan (Critical Incident Policy).

The Plan covers the constitution of a Critical Incident Committee which allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the school would take.

Under Disaster Recovery, we list:

- The actions to be taken in order for the school to return to normal operations and
- The action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

Concerns relating to pupil welfare or safeguarding identified through Health and Safety systems will be reported in accordance with the School's Safeguarding Policy and recorded through the school's safeguarding recording system.

METHODS and PROCEDURES
OCCUPATIONAL HEALTH & STRESS

Occupation Health

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

Laboratory Hazards

Workshop Hazards

Fieldwork and Site Work

Clinical Activities

Allergies associated with substances or animals

Pupil involvement at the school with the above activities is extremely low and the substances used by pupils are generally benign.

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

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

MENTAL HEALTH AND EMOTIONAL WELLBEING

The school recognises the importance of promoting positive mental health and emotional wellbeing. Risks relating to pupil wellbeing will be identified and managed through pastoral, safeguarding and SEND systems where appropriate.

- The school is aware of the potential for Stress with its employees.
- The school adopts a proactive approach to this issue.
- Staff are fully trained, and sufficiently skilled to safely and efficiently carry out their allotted tasks.
- Staff are encouraged where possible to develop new skills, which will enable them to take on more satisfying work.
- Staff are encouraged to use their skill and initiative to do their work.
- The workload placed upon them is achievable in the agreed hours of work.
- Staff will have some input into their work pattern, including scheduled breaks.
- The job is within both their physical and mental capabilities to carry out.
- Tools and equipment provided for carrying out any task, are suitable for the work to be undertaken, and comply with the requirements of PUWER.
- Environmental factors which can cause physical discomfort and which may result in short or even long-term illness or disability are safely controlled and monitored. (Noise, dust, temperature, etc.)
- Staff are encouraged to bring matters causing them concern to the attention of senior staff.

- There is a clearly defined means of communication, which enables staff to confidentially express concerns related to their employment.

Pregnant and Nursing Mothers

Once notified in writing of the pregnancy, the school will take all necessary steps to accommodate the needs of pregnant/nursing mothers: -

- Risk Assessment of the overall working arrangements
- By agreement, make changes to work pattern.
- Recognition of the need for increasing periods of rest.

METHODS and PROCEDURES
SLIPS and TRIPS

The school is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

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

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

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

METHODS and PROCEDURES
VIOLENCE

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

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

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

METHODS and PROCEDURES
MONITORING POLICY

The Health and Safety Policy will be regularly reviewed by our appointed Health and Safety Adviser. Checks of all safety systems and procedures by the HSA will be carried out four times per annum

This policy will additionally be reviewed:

- Following any serious incident.
- Following any legislative change.
- Following recommendation from the School's HAS.
- Following ISA inspection findings where relevant.

Others Policies referred to:

First Aid Policy
School's Educational Visits Policy
Safeguarding Policy
Asbestos Policy
Critical Incident Policy
Fire Policy and Procedures
Allergy Policy