

## Forres Sandle Manor (Non-Academic) Policy

<b>Policy Title</b>	<b>Health &amp; Safety</b>
<b>Policy Lead (Appointment (&amp; Initials))</b>	<b>Bursar (CI-J)</b>
<b>Date of Last Review</b>	<b>September 2019</b>
<b>Date of Next Review</b>	<b>September 2020</b>

### HEALTH & SAFETY

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1 September 2019

## **HEALTH & SAFETY POLICY STATEMENT** **ACADEMIC YEAR 2019/2020**

- The Governors and I are fully aware of our responsibilities under *The Health & Safety and Safety at Work Act 1974* and other Health & Safety legislation relevant to the FSM's operation. In order to meet these responsibilities, Health & Safety is to be regarded of paramount importance and given the highest priority.
- The objective of the Health & Safety Policy is to minimise risks to Health & Safety of the Staff and others affected by FSM's activities, by identifying and then controlling hazards.
- As Headmaster, assisted by the Bursar (as the currently nominated FSM Health & Safety Officer), I shall provide a positive lead in organising Health & Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- Accident prevention is essential for the smooth and efficient running of FSM requiring full co-operation between all concerned.
- All members of FSM staff are under a legal obligation to co-operate fully in Health & Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the *Health & Safety Rules, Regulations and Requirements* and report any hazardous conditions to the Bursar or directly to me.

Jody Wells  
Headmaster

## FSM - Health & Safety Responsibilities

### HEAD'S HEALTH & SAFETY RESPONSIBILITIES

- Will ensure an effective Policy for Health & Safety within FSM and be directly responsible for its establishment and effectiveness.
- Will periodically appraise effectiveness of Policy and ensure that any necessary changes are made.
- Will ensure that adequate staff, funds and material are provided to meet requirements of *Health & Safety at Work Act 1974* and subsequent Health & Safety legislation.
- Will ensure that responsibilities are properly assigned and accepted at all levels.
- Will take a direct interest in Health & Safety programme and support all persons carrying it out.
- Will ensure that all areas of FSM are inspected, from a Health & Safety viewpoint, once every 6 months.
- Will review Health & Safety Consultant's audit reports and take action where appropriate.
- Will ensure that all teaching staff have adequate training for tasks that they are required to perform.
- Will ensure that all staff have read and understood Health & Safety Policy either in its entirety or sections relevant to them.

### DEPUTY HEAD (PASTORAL) HEALTH & SAFETY RESPONSIBILITIES

- Will be fully familiar with Health & Safety Policy and Statutory Instruments and regulations as routinely issued.
- Will ensure that Health & Safety responsibilities are properly assigned and accepted at all times.
- Will assist Head in ensuring that all areas of FSM are inspected, from a Health & Safety viewpoint, once every 6 months.
- Will assist Head in ensuring that all teaching staff have adequate training for the tasks that they are required to perform.
- Will assist Head in ensuring that all staff have read/understood Health & Safety Policy either in its entirety or sections relevant to them.

### BURSAR'S HEALTH & SAFETY RESPONSIBILITIES

- Will be fully familiar with Health & Safety Policy and Statutory Instruments and regulations as issued from time to time.
- Will draw up safe Health & Safety *Methods and Procedures (See Section 3 of this Policy)*, written where appropriate, for operations under Bursar's control.
- Will ensure that personnel working under his control have adequate training, have read/understood Health & Safety Policy and have received induction training where appropriate.
- Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with Health & Safety Consultant, as necessary.
- 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 Head, that any hazardous/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 it is fully repaired.

## FSM - Health & Safety Responsibilities

<ul style="list-style-type: none"><li>• Will be responsible for control of contractors within FSM grounds, and will ensure they are familiar with Health &amp; Safety Policy, and have relevant insurances and public liability arrangements in place before work commences.</li></ul>
<ul style="list-style-type: none"><li>• Will, in conjunction with Head, ensure that all areas of FSM are inspected, from Health &amp; Safety point of view, once every 6 months.</li></ul>
<ul style="list-style-type: none"><li>• Will liaise with, and host throughout, routine visits by FSM's Health &amp; Safety Consultant to ensure that overall Health &amp; Safety Policy, its direction and guidance, is entirely up-to-date in all respects, comprehensive and clear.</li></ul>
<ul style="list-style-type: none"><li>• Will, in conjunction with Head, review Health &amp; Safety Consultant's audit reports and take action where appropriate.</li></ul>
<ul style="list-style-type: none"><li>• <b>HEALTH &amp; SAFETY OFFICER'S RESPONSIBILITIES (CURRENTLY THE BURSAR)</b></li></ul>
<ul style="list-style-type: none"><li>• Will supervise FSM Health &amp; Safety Programme.</li></ul>
<ul style="list-style-type: none"><li>• Will regularly inspect plant and equipment to ensure its safe operation.</li></ul>
<ul style="list-style-type: none"><li>• Will monitor effectiveness of implementation of Health &amp; Safety Policy.</li></ul>
<ul style="list-style-type: none"><li>• Will report to Head and Bursar concerning Health &amp; Safety matters, making recommendations as necessary.</li></ul>
<ul style="list-style-type: none"><li>• Will, in conjunction with Head and Bursar, ensure sufficient material and publicity for Health &amp; Safety Programme.</li></ul>
<ul style="list-style-type: none"><li>• Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.</li></ul>
<ul style="list-style-type: none"><li>• Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with Head and Bursar.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure all areas of FSM are inspected from Health &amp; Safety point of view once every 6 months.</li></ul>
<ul style="list-style-type: none"><li>• Will undertake assessments under '<i>The Control of Substances Hazardous to Health Regulations 1999</i>', '<i>The Management of Health &amp; Safety at Work Regulations 1999</i>' and other Regulations appropriate, calling in experts in specific fields as necessary.</li></ul>
<ul style="list-style-type: none"><li>• <b>RESIDENT HOUSE PARENTS' HEALTH &amp; SAFETY RESPONSIBILITIES</b></li></ul>
<ul style="list-style-type: none"><li>• Will carry out responsibilities commensurate with their academic position within FSM.</li></ul>
<ul style="list-style-type: none"><li>• Will have responsibility for Boarders under direction of Head of Boarding.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that evacuation of Boarders at night in the case of Fire or Emergency is carried out effectively as designed by Head of Boarding.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that, under direction of Head of Boarding, welfare aspects of Boarders are adequately covered and requirements for compliance with '<i>The Children Act 1989</i>' where it applies to Boarding Schools are fully satisfied.</li></ul>
<ul style="list-style-type: none"><li>• <b>HEADS OF FACULTY HEALTH &amp; SAFETY RESPONSIBILITIES</b></li></ul>
<ul style="list-style-type: none"><li>• Will fully familiarise themselves with Health &amp; Safety Policy and Statutory Instruments and Regulations as issued from time to time.</li></ul>
<ul style="list-style-type: none"><li>• Will draw up safe methods and procedures, written where appropriate, for operations within their department or sphere of activities</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that all classroom/work areas are safe before used by any person.</li></ul>

## FSM - Health & Safety Responsibilities

- Will ensure that all equipment is safe before 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 Bursar or Head without delay.
- Will at all times endeavour to ensure Health, Safety and Welfare for all persons within their control.

### HEAD OF LOWER SCHOOL HEALTH & SAFETY RESPONSIBILITIES

- Will fully familiarise herself with Health & Safety Policy and Statutory Instruments and Regulations as issued from time to time.
- Will draw up safe procedures, written where appropriate, for Lower School.
- Will ensure that all classrooms/work areas are safe before used by any person.
- Will ensure that all equipment is safe before it is issued 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 Bursar or Head without delay.
- Will ensure that all Staff have read and understood the Health & Safety Policy either in its entirety or the sections relevant to them.
- Will ensure that the Department is safe and secure for all pupils.
- Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within her control.

### HEAD OF BOARDING HEALTH & SAFETY RESPONSIBILITIES

- Will have overall responsibility for welfare of Boarders.
- Will design, own, practice and refine the evacuation procedures of FSM in the case of Fire or Emergency, but in particular the evacuation of Boarders at night.
- Will ensure that, welfare aspects of the Boarders are adequately covered and the requirements for compliance with '*The Children Act /1989*' where it applies to Boarding Schools are fully satisfied.
- Will be fully familiar with Health & Safety Policy and Statutory Instruments and Regulations as issued from time to time.
- Will be responsible overall for the activities of the Head Matron and her staff, including laundry operations.
- Will ensure that all personnel under her control have adequate training, have read and understood the Health & Safety Policy, have received induction training where appropriate and are competent to carry out the tasks for which they are employed.

### HEAD MATRON'S HEALTH & SAFETY RESPONSIBILITIES

- Will be responsible for treating injuries and illness within FSM in so far as it is within her jurisdiction and training, using outside medical authorities as appropriate and necessary.
- Will ensure that the Accident Book and adequate First Aid Records are maintained.

## FSM - Health & Safety Responsibilities

<ul style="list-style-type: none"><li>• Will ensure that welfare aspects of the Boarders are adequately covered and the requirements for compliance with 'The Children Act 1989' where it applies to Boarding Schools are satisfied. Any shortfall to be reported to Head of Boarding.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that she is aware of the times FSM matches are taking place. During the Autumn Terms when home matches involving contact sports are taking place she, or one of her assistants, will be on a touchline or in close proximity. During Cricket Matches in Summer Term she will ensure that she is within the FSM grounds and available on call.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that stocks of medicines for general use are adequate at all times.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that all First Aid Boxes are fully equipped for use when needed, especially those in minibuses.</li></ul>
<ul style="list-style-type: none"><li>• Will administer Day Pupil's Medicines as directed.</li></ul>
<ul style="list-style-type: none"><li>• Will keep a Medicines Book detailing what has been given to whom and when.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that the medicine cupboards are always kept locked when nobody is in Surgery. Further, to ensure all medicines within Surgery are kept locked in a cabinet when not being dispensed.</li></ul>
<ul style="list-style-type: none"><li>• Will decide, in the absence of a parent's note, whether a pupil is fit to take part in sport activities.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that FSM's obligations under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR) are complied with.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that an account of Paracetamol, in the secure cupboard, is kept.</li></ul>
<b>HEAD GROUNDSMAN'S HEALTH &amp; SAFETY RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Will fully familiarise himself with Health &amp; Safety Policy and Statutory Instruments and regulations as issued from time to time.</li></ul>
<ul style="list-style-type: none"><li>• Will follow the written safe methods and procedures, where appropriate, for operations under his control.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that personnel working under his control have adequate training, have read and understood the Health &amp; Safety Policy and have received induction training where appropriate.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that all plant and equipment, both mechanical and electrical in use on the grounds, is maintained and/or tested regularly and that adequate records are kept.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that guards and safety devices are fitted to equipment, as appropriate, at all times.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that personnel working under his control wear appropriate Personal Protective Equipment (PPE), and that instruction, information and training for its use is satisfactory.</li></ul>
<ul style="list-style-type: none"><li>• Will ensure that equipment of a potentially hazardous nature is not left unattended.</li></ul>

## FSM - Health & Safety Responsibilities

### **ACADEMIC STAFFS' HEALTH & SAFETY RESPONSIBILITIES**

- Will fully familiarise themselves with Health & Safety Policy and 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 situations are reported to the Head of Department, Bursar or Head without delay.
- Will, at all times, endeavour to ensure Health, Safety and Welfare for all persons within their control.

### **• NON-ACADEMIC STAFFS' HEALTH & SAFETY RESPONSIBILITIES**

- Will make themselves familiar with Health & Safety Policy, especially the sections relevant to themselves.
- Will observe Health & Safety Rules at all times.
- Will conform to all advice given by Health & Safety Officer and instructions of others with a responsibility for Health & Safety.
- Will report all accidents, damage, hazardous or dangerous conditions or situations to their Head of Department, Bursar or Head 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 & Safety equipment properly and report any defects immediately.

### **ALL PERSONS ON SITE HEALTH & SAFETY RESPONSIBILITIES**

- Will observe Health & Safety Rules and the Instructions given by persons imposing Health & Safety Policy
- Will not work on FSM site until the relevant rules are read, understood and accepted.
- Will not work on FSM site until covered by (public) liability insurance against risk, provided by them.

### SAFE SYSTEMS

- Faculty Heads have devised safe systems, where appropriate, for their faculties. 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 instruction.
  - 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 for the following key areas:

DT Workshop	<ul style="list-style-type: none"> <li>• Machine use</li> </ul>
Science Laboratory	<ul style="list-style-type: none"> <li>• Procedures adopted for practical experiments</li> <li>• General laboratory procedure</li> </ul>
Cooking	<ul style="list-style-type: none"> <li>• Use of sharp implements</li> <li>• Care when handling heated food and using heated surfaces</li> </ul>
FSM Grounds	<ul style="list-style-type: none"> <li>• Use of hazardous machinery</li> </ul>
Art Department	<ul style="list-style-type: none"> <li>• Cutting</li> <li>• Spraying</li> <li>• Working with the Kiln</li> </ul>

### TRAINING

- **Academic Staff** have all received Teaching Training. On going academic training is coordinated by the Deputy Head (Academic). Additional training and guidance as to specific requirements will be given either by reference to this Health & Safety Policy Document or by other means as deemed appropriate.
- **Non Academic Staff** will be given 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.
- The Head Matron has experience which enables her to carry out her duties. She will ensure that any Deputies, employed as Assistants, have adequate training to enable them to carry out their duties adequately.
- Training as appropriate is also carried out by FSM's Health & Safety Consultant as part of regular monitoring visits to FSM.



### SLIPS AND TRIPS

- FSM is aware that *Slips and Trips* are the most common of workplace hazards and make up over a third of all major injuries.
- FSM 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, FSM 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 staff and pupils.
  - FSM premises have been designed or modified to ensure trip hazards are controlled.
  - Plant and the premises are maintained on an on-going basis.
  - Flooring is specified appropriately and renewed when necessary.
  - Housekeeping is maintained to a high level.
  - Risk Assessment is undertaken where extraordinary situations exist.

### PLAYGROUND SAFETY

- The FSM 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.
- If duty staff identify an area of FSM 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.
- Supervision for the Lower School is greater and reflects the need for a higher ratio of teaching staff to children, taking into account the age of the children in the Lower School.

### SPORT IN GENERAL

- FSM has a full *Games Policy* which is organised and coordinated by the Head of Sport and Outdoor Education. A wide range of sports is offered and takes account of the requirements of both boys and girls of all ages.
- Pupils are expected to take part in sport activities and day pupils who do not bring a note to FSM and hand it to the Matron stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in situations where injury or illness has occurred during the day where Matron has been involved and will confirm that the pupil is unfit.
- FSM employs coaches for some sports on a part time basis and always ensures that they are fully qualified in their particular discipline before engaging them.

## FSM - Health & Safety Methods & Procedures

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- There is a recommendation by the IAPS that all pupils wear gum shields while playing rugby and hockey and FSM requires that all pupils comply with this. For other sports the relevant protective equipment must be worn and the responsibility for ensuring that this is worn rests with the member of staff supervising the particular sport.

### SPORTS INJURIES/FIRST AID

- In the event of injury in sport activities, other than minor scrapes and bumps, the Duty Matron will be involved. If the pupil involved is mobile then he or she will be accompanied to the surgery. If the injury is more serious then the Duty Matron will be contacted and will attend the injured person where the injury has taken place. The location of Matron must be posted on Matron's room door at all times if her room is unoccupied.
- In the event of further action being needed the Duty Matron will contact the School Doctor or Ambulance as appropriate.
- During school matches involving contact sports in the winter terms, Matron will be on the touch line and therefore available if required. For cricket matches in the summer term, Matron will be within the FSM grounds should she be required urgently.

### DUDLEY HILL HALL (DHH) (SPORTS HALL)

- **The Dudley Hill Hall (DHH)** is, amongst other uses, used by FSM as a sports hall. It is occasionally let to others for the same sports purpose. FSM pupils are not permitted into the Hall without prior knowledge of a member of staff.
- **Equipment:** All equipment in the sports hall is checked regularly to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.
- **Shoes:** There is a strict rule concerning the wearing of non-marking shoes in the DHH. It is also most important that the shoes are clean and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with.
- **Injury Procedures:** In the event of injury, first aid will be administered by the member of staff present provided that the member of staff is qualified to do this. If necessary Matron will be contacted to assist as appropriate.
- **Use by Others:** When the DHH is used by others it is always by prior arrangement and the wellbeing of the DHH is their responsibility. Similarly, all Health & Safety aspects are their responsibility.

### SWIMMING POOL

- The Swimming Pool has been constructed in such a way to ensure maximum safety at all times.
- When the Pool is in use by FSM, it is always under the strict supervision of a qualified Swim teacher when lessons are taking place and one life guard (please see ratio's below). During free swim times the pool maybe operated by a qualified teacher and a

lifeguard. The Swimming Pool is operated under a **Normal Operating Procedure** and **Emergency Action Plan** as follows:

**NORMAL OPERATING PROCEDURE FOR THE SWIMMING POOL**

**Potential Risk Features of the Pool:**

Physical Hazards	<ul style="list-style-type: none"> <li>• There is a considerable amount of shallow water. Diving is prohibited in water of less than 1.5 metres depth.</li> <li>• On occasions there is some spectral glare from the water surface.</li> <li>• Staff must ensure they are in a position to see all of the pool.</li> <li>• Raised level side of pool may cause a hazard to bathers entering the pool.</li> <li>• The pool cover rollers situated at the shallow end of the pool provide a potential hazard. Staff must ensure they are stored neatly against the wall.</li> <li>• Staff should not allow running on poolside.</li> <li>• Staff should be aware that entrance to pool is adjacent to Lower School.</li> </ul>
People Hazards	<ul style="list-style-type: none"> <li>• People under the influence of alcohol/drugs.</li> <li>• The elderly.</li> <li>• The young.</li> <li>• People in poor health.</li> <li>• Nervous or timid bathers.</li> <li>• People in large groups (peer pressure).</li> </ul>
Activity Hazards	<ul style="list-style-type: none"> <li>• Swimming lessons - Nervous children.</li> <li>• Sponsored Swims - Swimmers may push themselves too hard.</li> <li>• Canoeing.</li> <li>• Sailing.</li> </ul>

**Maximum Capacity**

- The maximum bather load in the Pool at any one time is 25 with 2 supervisors plus a qualified lifeguard. A qualified swimming teacher may teach a maximum of 18 children at one time (provided an additional adult is present for children in Reception and below) but the maximum load when there is only one supervisor is 12 swimmers plus a qualified lifeguard. When 2 supervisors are present, one should be always on active patrol. Extreme vigilance is to be exercised.

**No Lone Swimmer Rule**

- FSM operates a strictly *No Lone Swimmer* rule.

**Life Guard Ratios**

- A qualified lifeguard is always to be poolside when the pool is in operation.
- Less than 13 bathers: 1 member of supervising staff plus a qualified lifeguard.

## FSM - Health & Safety Methods & Procedures

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- 25 bathers: 2 members of supervising staff (1 of whom must be patrolling the poolside).
- Gap students must always have a full time member of staff with them on the poolside, but where this is the case they may act as one of the 2 members of staff.
- Staff in the Pool cannot act as Lifeguards. Staff can be in the pool for teaching purposes - particularly with Year 2 and below. Staff should be fully aware of the potential risks of swimming in the pool with pupils.

### Staff Duties Poolside

- To unlock the pool prior to use and lock up at the end.
- To be on the poolside at all times during a supervised swim.
- To patrol and supervise pool.
- To keep pool and poolside clear of debris.
- To be responsible for making sure that the pool is cleared of debris and the poolside is tidy at the end of the session.
- To report any defects/damages to the Bursar.
- To be responsible for making sure that pool rules are obeyed.
- Be aware of all potential risks.
- Be alert and attentive at ALL TIMES.

### First Aid Provision

- Small First Aid kit at Poolside.
- First Aid - Matrons Room situated in the Boarding House.

### Alarm System

- Klaxon - situated on poolside notice board.
- Should an incident arise, the member of staff on duty must press the klaxon.
- Staff will proceed immediately to poolside once the klaxon has been activated.

### Training

- It is the responsibility of each individual to ensure they are fit (both physical and professional competence) to perform their duties.
- All staff involved in the supervision of swimming must have appropriate training.
- Gap Students will be formally trained as lifeguards at FSM's expense prior to the opening of the Pool in the Easter holidays.

### Chemicals

- Pool chemicals are controlled and applied by the Head Groundsman only or a member of his team under his direction.

### Lack of Water Clarity

- If the clarity of the water deteriorates such that the member of staff cannot see the bottom of the pool or swimmers below the surface, the pool must be cleared and a

report made to Bursary. If the Bursary is closed, the problem should be reported as soon as possible to the Headmaster.

### Sports Equipment

- All equipment should be set up and taken down as per the manufacturer's instructions.
- If staff are unable to lift a piece of equipment comfortably, assistance is to be sought.
- Equipment must be stored neatly and safely. Always leave the equipment as one would expect to find it.

### Emergency Equipment

- There are 4 rescue poles and one reach pole-hook.

### Emergency Services

- Activate klaxon if necessary.
- Administer First Aid; send 2 pupils to call an ambulance.
- If back injuries are suspected, leave casualty at the scene of the accident and await specialist help.

## EMERGENCY ACTION PLAN FOR THE SWIMMING POOL

### Scenario

Discovery of a casualty in the water or serious injury to a bather: The following procedure is to be carried out by the member of staff on duty:

- 3 blasts on the whistle. If the situation appears to be critical, use the klaxon.
- Clear pool immediately. Bathers to sit on the grass bank.
- Carry out rescue and administer First Aid Rescue procedure:
  - Talk
  - Reach
  - Throw
  - Wade
  - Swim with aid
  - Swim and tow
- Effect rescue from the nearest convenient point to the casualty. If a spinal injury is suspected, the rescuing teaching slides in and performs the Vice Grip Tow on the casualty to shallow water, where the teacher remains with the casualty until paramedic help arrives. Appropriate action should be taken to support and keep the casualty safe until the emergency services arrive.
- **Do not** leave the casualty unattended. **Do not** stop resuscitation until the emergency services arrive.
- On hearing the alarm all available staff should respond and assist to:
  - Help with rescue and first aid.
  - Call emergency services if necessary.

- Control and evacuate bathers.
- Ensure clear route and wait for the emergency services.

### **FIRE DRILLS**

#### **FIRE FIGHTING**

- Procedures are in place to ensure that pupils, staff and visitors are protected from fire risks when on the premises.
- Buildings are safe and FSM has taken appropriate steps to ensure safety from fire as far as reasonably practicable.
- FSM has minimised the possibility of fire and its effects by taking the following measures:
  - Construction of buildings is in line with current fire control practice.
  - Electrical equipment and wiring is tested and checked regularly.
  - Fire control measures are up to current standards and are checked regularly.
  - Fire alarm systems are appropriate for the use of buildings and are maintained and tested regularly.
  - Emergency escape lighting is fitted in buildings as required and formally tested monthly.
  - Fire extinguishers are sited as appropriate and maintained annually.
  - Fire exit routes are kept clear at all times and signed appropriately.
  - Emergency evacuation plans are in place.
  - Supervision and monitoring of visitors, including contractors is carried out.
  - Fire evacuation drills are carried out each term, during both day and night.
  - Resident staff are trained appropriately as fire marshals.
  - Housekeeping is maintained.
- In addition to the above, a Fire Risk Assessment, in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is in place and is reviewed annually.
- Records of staff training, induction, evacuation drills and fire alarm/emergency lighting tests are kept in the School Office and are up to date in the Fire Control Log Book. The Log Book is always available for inspection.
- Precautions and arrangements in respect of disabled people visiting the premises are in place and implemented.

#### **FIRE PROCEDURES**

- Fire Risk Assessments have been conducted and recorded for the whole site and these are reviewed and updated regularly in conjunction with the FSM's Health & Safety Consultant. Hard copies of the assessments are held by the Bursar.
- The Bursar is responsible for the effectiveness and efficiency of the FSM's fire detection & alarm system, firefighting equipment and signage throughout the site. He is also responsible for arranging the 6 monthly servicing of the fire detection/alarm system and emergency lighting, and the annual servicing of all firefighting equipment, principally fire extinguishers.

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- The Head of Boarding is designated as FSM's Fire Safety Officer (FSO). The Deputy Fire Safety Officer (DFSO) is designated as the Assistant Houseparent.
- The FSO is responsible for drawing up plans for and the testing of FSM's fire evacuation drills. In addition, the FSO is responsible for the delivery of fire awareness training for all members of staff.
- Fire drills are conducted each term both during the day for all pupils and at night for the boarders. The results of these drills are entered in the Fire Log which is maintained by the FSO.

### EVACUATION DRILLS

Evacuation procedures are displayed in all areas of FSM. The full emergency procedures, for day and night, are as follows:

### FIRE EVACUATION DRILL **DURING THE DAY** (0830- 1630 HOURS)

**In the event of the alarm sounding, all staff and children are to assume that there is a genuine emergency.**

- **Safe Assembly Area:** Croquet Lawn adjacent to the swimming pool.
- **Evacuation Drill (Day)**
  - All staff and children should leave building immediately by nearest exit and proceed by most direct route to safe assembly area.
  - FSO, Bursar and FSM Maintenance Team meet up at Fire Indication Panel by Main Door to check alarm status. Walkie Talkies issued by Bursary.
  - **Fire Search Team** (formed from FSM Maintenance Staff) move directly to source of alarm.
  - If appropriate, call Fire Brigade. The person who calls fire brigade will ascertain location of fire and meet emergency services outside front of School.
  - **Once assembled on Croquet Lawn:**
    - All children line up by class/form groups. SLT member coordinates pupil, staff and visitors roll call with check list provided by Bursar's Assistant. School secretary brings list of absentees and registers, staff off-site and visitors list.
    - Catering staff assemble and count made by senior caterer.
    - Domestic & laundry staff assemble and count made by Domestic Cleaning Supervisor or her Deputy.
    - Matron on duty ensures all sick children accounted for.
    - Peripatetic music staff assemble and count made by Head of Performing Arts.
    - Administrative, Grounds and Maintenance staff, and any contractors on site, assemble and count made by Bursar's Assistant.
    - Bursar's Assistant deploys with walkie talkie to Safe Assembly Area to provide link between Safe Assembly Area and Fire Search Team.
  - Missing Persons: In the event of missing persons:

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- Headmaster, Deputy Head or FSO informed of any missing persons. Follow-up search by staff (in pairs) to be considered if safe to do so.
- Fire Search Team advised by walkie talkie of any missing person during their search.
- Nobody to leave Safe Assembly Area without permission of either Headmaster, Deputy Head, FSO or a Senior Fire Brigade Officer.

### FIRE EMERGENCY DRILL **DURING THE NIGHT** (1630-0830 HOURS)

**In the event of the alarm sounding, all staff and children are to assume that there is a genuine emergency.**

#### Safe Assembly Area

- Croquet Lawn adjacent to swimming pool.

#### Evacuation Drill (Night)

- All children and staff to leave building immediately by nearest exit and proceed by most direct route to the Croquet Lawn.
- FSO (or duty houseparent) checks the fire alarm control panel and calls Fire Brigade if appropriate. The person who calls Fire Brigade will ascertain location of fire and meet emergency services outside front of FSM.
- Once assembled on lower croquet lawn all children to WAIT IN SILENCE.
- Fire sheets collected and then distributed to duty staff by Matrons.
- All boarders assemble by dormitories and roll call taken by designated staff.
- Duty Matron ensures all sick children accounted for or, in matron's absence, a resident member of staff (pre 9.00 pm only).
- Any day children still at FSM (for activities for example) to form a *day pupils'* line and a roll call taken by staff in accordance with the *Sign Out Book*.
- All catering staff and laundry staff present assemble and count made by duty senior chef.
- FSO or duty houseparent informed of any absentees.
- No one leaves lower croquet lawn without permission of the Houseparent in control (or member of staff in his/her absence) or Senior Fire Brigade Officer.
- If the fire alarm sounds after children have gone upstairs to bed, the following escape procedures to be followed:

#### EVACUATION TASKS FOR STAFF FOR FIRE EMERGENCY DRILL AT NIGHT

Head of Boarding (Fire Safety Officer (FSO)) (or Deputy Fire Officer in their absence)	<ul style="list-style-type: none"><li>• Ascertain nature of alarm, telephone emergency services and Head and Bursar (01722-338696).</li><li>• Proceed direct to Croquet Lawn to ensure correct congregation of children.</li><li>• Take control of evacuation procedure.</li><li>• Restore calm from potential crisis.</li></ul>
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	<ul style="list-style-type: none"> <li>• Ensure all children and staff are present.</li> </ul>
All Resident Staff	<ul style="list-style-type: none"> <li>• Go to allocated zone.</li> <li>• Check children are awake with:             <ul style="list-style-type: none"> <li>○ Duvets pulled right back to ensure nobody is in the any bed.</li> <li>○ Slippers and dressing gowns are being worn.</li> </ul> </li> <li>• All children lined up, ensuring all present.</li> <li>• Check that dorms and other areas in allocated zone are empty.</li> <li>• Direct children to walk quickly and silently down the appointed route. Stress that silence is maintained throughout.</li> <li>• Follow children out to Safe Assembly Area.</li> <li>• Once in Safe Assembly Area check again that all allocated zone children are present.</li> <li>• Wait for fresh instructions form Resident-in-Charge.</li> </ul>

### ZONES TASKS

Zone Number	Areas	Exit Route
<b>1</b>	Meakin Cornish Fields Cornish Gardens Pembroke <u>Also Check:</u> Boys WCs near Meakin Boys WCs near Pembroke Boys WCs near Dymock	<ul style="list-style-type: none"> <li>• Walk down main staircase adjacent to Playzone and exit out of terrace door.</li> </ul>
<b>2</b>	Dymock Deane Marjoribanks Buckle <u>Also Check:</u> Surgery Matrons' Workroom GBB Centre Stairwell Boys Changing Room	<ul style="list-style-type: none"> <li>• Descend centre staircase and exit at Bug House door.</li> </ul>
<b>3</b>	Fergusson Cunningham Hooley Rookery Perry <u>Also Check:</u> Telephone Kiosks (see over)	<ul style="list-style-type: none"> <li>• Descend North staircase and exit North double green doors.</li> <li>• Turn right and proceed between Main School building and Lower School Building.</li> </ul>

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<b>3</b>	Girls' Stairwell Girls Changing Rooms Girls WCs near Rookery	
<b>4</b>	Chadwick Barton	<ul style="list-style-type: none"> <li>• Break glass door lock if necessary to release door.</li> <li>• Proceed straight through Houseparent's Flat. Descend North staircase and exit North double green doors.</li> <li>• Turn right and proceed between Main School building and Lower School Building and descend down North staircase.</li> </ul>

### **ACTION IF STAFF OR CHILDREN BECOME TRAPPED**

- Prevent smoke from entering the room by using duvets or towels around the doors.
- Open windows and call loudly for help.
- Staff are only to re-enter building in pairs having first advised another member of staff of their intention to do so. They do so at their own risk.

### **FIRE BRIGADE WILL ASSUME CONTROL**

- Once the Fire Brigade arrive the Senior Fire Brigade Officer will assume control of the incident.
- No member of the FSM community should enter the building for any reason until it has been declared safe by the Senior Fire Brigade Officer.

## **MINIBUSES**

### **Overview**

- FSM currently possesses 5 diesel minibuses (4 with 17 seats including driver and one with 12 seats including driver).
- The buses are on contract hire and are generally replaced every 5 years.
- The functioning of the fleet is the Bursar's responsibility. Head Groundsman is the Fleet Manager for day-to-day operations. However, the tasking of the buses and their subsequent allocation rests chiefly with the School Office.

### **Principal Procedures**

- **Bookings:** All users should book vehicles in the Minibus Diary in the School Office, consulting with the school secretaries. It is important that timings are included & care taken not to overlap with other bookings.
- **Bus Keys:** These are kept in the School Office and are to be returned immediately after each trip.
- **Diesel Fuel:**

- Diesel can be obtained from the Garage on the Southampton Road out of Fordingbridge. Agency cards for fuel are kept in the minibuses. Refunds will be made to individuals with a receipt.
- Drivers are responsible for ensuring that buses are left with at least a quarter tank of fuel.
- **Roadworthiness:** All defects and incidents must be reported to the Bursar's Office at the earliest possible opportunity. Where a user considers a vehicle unroadworthy a clear notice should be left in the vehicle, in the minibus diary and the Bursar informed.

### Vehicle Checks

- Minibuses are to be checked at the beginning and end of each journey and the Bursar notified immediately of any fresh damage.
- Before driving users should undertake the following checks:
  - A brief inspection of the outside of the vehicle to check that tyres are not deflated and that there is no obvious damage to any part of the vehicle that is likely to effect driving.
  - All pupils are wearing seatbelts and that they are fitted correctly.
  - Booster seats are on hand and is use for the front seats if applicable.
  - Any luggage carried is stored securely and does not block aisles.
  - All mirrors are correctly adjusted.
  - Location of paperwork.
  - Location of First Aid Kit.
  - Fuel level.
- The vehicles are to be left tidy and drivers should check that all rubbish is removed at the end of a journey.

### Vehicle Contents

- Each minibus contains the following which should be checked before departure:
  - Log Book - users are to complete it as required.
  - First Aid Kit (notify Senior Matron should any item be used).
  - Fire Extinguisher.
  - Ford Roadside Assistance card for use in the event of a breakdown, but phone the School Office first if possible.
  - Agency Fuel Cards.
  - Copy of the insurance certificate.
  - Necessary paperwork including emergency procedure guidelines.

### Driving Licences

- All teaching staff with a Category D1 licence are permitted to drive the 17 seat minibuses provided that they declare in advance all driving offences and convictions. The 12 seater minibus can be driven by any normal car licence holder.

- Familiarity training is available to all members of staff and is to be exercised for all first time users.

### Fit to Drive

- Prior to starting a journey the driver should satisfy him/herself that he/she is in a fit condition to drive and not feeling unwell or overtired.
- If the driver has any doubts, the trip must be abandoned or a replacement driver identified.

### Safety

- All pupils must wear seat belts and these should be properly fastened and adjusted with the ISRI slides before departure.
- **Booster Seats.** Law requires that booster seats be used for pupils under 135cm tall (4ft 5in) or under 12 years old, whichever comes first. This only applies to the 2 front passenger seats. Booster seats are not necessary for any of the rear cabin seats.
- All luggage items of equipment should be stowed securely under seats or in overhead boxes. All gangways and exits must be kept clear by law.
- All doors must remain unlocked while the vehicle is moving.
- Roof Racks: If the roof rack is used, care should be taken to ensure that it is fitted correctly. Luggage is to be securely covered and secured from back to front and from side to side.

### Speed

- The safety of those on board is paramount. All drivers are to adhere strictly to all speed limits. A reminder of national speed limits is fitted in all cabs.

### Mobile Phones

- All staff leading groups of pupils on a minibus are to be equipped with a functioning mobile telephone.
- Under no circumstances are mobile phones to be used by drivers unless the minibus is safely parked. Moreover, it is against the law for drivers to operate a mobile phone whilst in control of a moving vehicle.

### Convoy Driving Caveats

- When 2 or more minibuses are travelling to the same venue, there will be a natural inclination for drivers to try and keep closely together. The danger is that a convoy of minibuses can often be interpreted as a slow moving road block which others road users may be tempted to gamble in attempts to overtake.
- Any accident that results from such a miscalculation has a high risk of involving our minibuses too.
- Hence, the following advice for drivers:  
**DO .....**
  - Make sure that all drivers know they are going. Each minibus has a road map.
  - Before departure, discuss the route and agree how best to get there.

- Assume that separation along the way is likely to occur at some stage. Before departure agree that the leading bus will keep an eye on the bus behind and adjust the speed accordingly. Similarly, in the case of a 3 bus group, the driver of the 2nd bus has a responsibility to keep the 3rd bus in view and regulate the speed appropriately.
- Leave enough space between buses (at least 10 vehicle lengths or more) for other road users to overtake the bus safely and with confidence.
- Keep calm if contact is lost with the leading minibus. So long as the convoy drills that you would have discussed before departure works then the bus ahead should be around the next corner.
- Recognise that the leading driver has a considerable responsibility to keep the convoy intact. If the leading bus has to stop to wait for others to catch up it should only be in a place capable of safely accommodating the **complete** convoy.

### Action in the Event of an **Accident**

If any accident occurs involving the minibus (or any trailer drawn by it) on the road, and this involves:

- Personal injury.
- Injury to a domestic animal (excluding a cat).
- Damage to another vehicle.
- Damage to property on or adjacent to the road.

...the driver must:

- **Stop.**
- Use hazard warning lights and any other safety equipment supplied.
- Do not move injured persons unless they are in immediate danger of further injury from other vehicles or from fire or explosion.
- If appropriate, call the emergency services immediately.
- Ensure that the pupils who are passengers are safe.
- Give the following to anyone reasonably requiring them:
  - Name.
  - Name & Address of FSM (Station Road, Fordingbridge, SP6 1NS).
  - Minibus Registration Number.
- Report the incident to the police as soon as possible and in any case within 24 hours.
- If there is any doubt that the vehicle is in a roadworthy condition, it should not be driven.
  
- A message should be telephoned through to FSM at the earliest possible opportunity.
- Where there is personal injury to a person other than the driver, the FSM certificate of insurance must be produced to any person having reasonable grounds for requiring it.

### Action in the Event of a **Breakdown**

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- As far as possible ensure the bus is not a hazard to other road users.
- Ensure that appropriate action is taken to ensure the continued safety of the pupils.
- FSM should be contacted to agree whatever procedures are appropriate.
- These will normally include:
  - Calling the appropriate breakdown service.
  - Ensuring that the pupils are not left unsupervised at the roadside.
  - As far as possible ensuring that parents are informed in the event of delay.

### Finally.....

- Never forget that our minibuses have the FSM details recorded on the outside on the vehicles and, as such, represent a powerful marketing tool.
- Equally, poor driving skills, particularly speeding and unhelpful flashes of road rage (whatever the external provocation) is likely to harm FSM's hard won reputation.

## FIRST AID & MEDICINE CONTROL

- First Aid and Medicines are under the direct control of the Head Matron.
- First Aid Boxes are always kept topped up from a supply kept in the Surgery.
- The following items are also controlled by the matrons:
  - The Accident Book - filled in for any injury, however minor, requiring treatment.
  - Day Pupil's Medicines - kept in a locked cabinet and administered as directed.
  - Medicines Book - detailing what has been given to whom, for the record.
  - A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

### Illness or Injury of FSM Staff

- In the event of illness or injury occurring whilst at FSM, the matron's help should be sought in the first instance. In an emergency, the duty matron will assess the situation, administer first aid and arrange transport for the casualty, either to take them to the Fordingbridge Surgery or Hospital for medical help, or to take them home.
- If an accident has occurred whilst at FSM, an Accident Report should be completed and passed to the Bursary for processing.
- If an employee is unwell, they should report to the School Office before leaving school. If sick leave is required the nature of the complaint should be reported to the Head, Deputy Head and Bursar, together with the likely amount of time off required.

### Fit Notes (formally Sick Notes)

- Staff who are off work for 7 days or less will be required to complete a *self-certification form* (obtained from the Bursary) and submit it to the Bursary on their return to work. *Note that the seven days includes weekends and bank holidays.*
- Staff who are off work for more than 7 days will require to obtain a fit note(s) from their GP for submission to the Bursary on their return to work, or delivered by a third party in the event of a longer period of illness.

### CATERING

- Provision for catering at FSM has been contracted out to Holroyd Howe (HH) who are responsible for all environmental health implications that arise from these arrangements.
- Liaison with the Environmental Health Officer is undertaken by HH as the caterer.

### SAFE PLACE OF WORK

- The schedules for keeping the premises in a clean and orderly condition during term time and for ensuring that laundering of boarders' clothing is conducted are as follows:
  - **Domestic Cleaning Tasks (week days only)**
    - Classrooms
    - Bathrooms
    - Toilets
    - Changing Rooms
    - General Areas
  - **Holiday Periods**
    - During the holiday periods, deep cleaning of areas is carried out on a rota basis.
  - **Laundry**
    - The schedules for laundering are organised by the Head Matron and ensure that boarders clothing etc are laundered regularly.

### CONTROL OF VEHICLES

- Control of vehicles is of paramount importance within FSM's site. Traffic calming procedures may, from time to time, be employed to control the speed of vehicles in the grounds.
- The following rules must be observed at all times:
  - Speed must be kept to a minimum.
  - Care to be exercised always as there are children crossing roadways at all times.
  - Parking only to be carried out in designated areas.

### SECURITY OF THE SITE

- FSM takes, and will in the future continue to enhance, all reasonable steps to prevent unauthorised entry to its premises.
- Whilst the grounds can be entered easily at any time, all buildings are locked at night when not in use. The responsibility for ensuring that the premises are secure rests with the Head of Boarding. During sleep-out weekends, Half Term breaks and other

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FSM holidays the overall responsibility for securing the FSM site is delegated by the Head to the Bursar.

### ENVIRONMENTAL CONTROL

#### Classrooms, Boarding Accommodation & 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 designed.
- FSM endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

#### CDT Workshop, Science Laboratory and Art Studio

- Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the *Control of Substances Hazardous to Health Regulations 1994*.
- All these areas use dilution ventilation but FSM is mindful of the potential requirement to have local exhaust ventilation and keeps this under review.

#### DHH Sports Hall

- Conditions are monitored carefully to ensure that the optimum combination of ambient temperature and humidity is maintained to prevent excessive condensation build up.

### WASTE DISPOSAL

#### General Waste Disposal

- The disposal of normal waste will be carried out in the usual manner by the Local Authority. Combustible waste is incinerated by the FSM Ground Staff.

#### Chemical Waste Disposal

- Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors employed.

#### Food Waste Disposal

- Disposal of food waste is carried out by a contractor engaged by FSM.

### MACHINERY & PLANT

- Maintenance on all the FSM equipment is carried out on a regular basis to ensure that FSM complies with its obligations under Section 2(2)(a) of the Health & Safety at Work Act 1974. The following Inspections and Checks are conducted:
  - Before every use, inspection of Guards and Mechanical Equipment by ground staff, maintenance Staff and teachers.



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- Monthly checks of Emergency Lighting.
- 6 monthly service of Fire Alarm System and Emergency Lighting.
- 6 monthly maintenance of Catering Equipment under contract.
- Annual tests on Portable Electrical Appliances. (not mandatory)
- Annual service of Fire Extinguishers.
- Quarterly testing of Water Systems for Legionella.
- Annual service of Gas Appliances.
- Annual servicing of Boiler Plant and Associated Equipment.
- Maintenance of Grounds Equipment as required.
- Five yearly checks on Fixed Wiring Installations (not mandatory)

### REPORTING PROCEDURES FOR ACCIDENTS & NEAR MISSES (RIDDOR)

- The procedures in use are in line with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)* as follows:
  - Immediate notification to the Health & Safety Executive (HSE) by telephone (Incident Contact Centre 0345-300-9923) if one of the following notifiable incidents occurs:
    - Fatal injury to staff, pupils or any other person in an accident on site.
    - Specified injury to staff, pupils or any other person in an accident on the premises (the determination of what is classified as a *major injury* is listed in the Regulations<sup>1</sup>)
    - Dangerous Occurrences are also listed in the Regulations<sup>1</sup>.

#### Reporting

- The Bursar will be responsible for dispatching written reports to HSE as follows:
  - A written report is to be sent to the HSE of any notifiable incident covered by the three bullets above.
  - A report is to be sent to the HSE for any other injury which results in staff being absent from, or unable to do their normal work for more than 7 days.
  - A report is to be sent to the HSE in the case of ill health listed in the Regulations<sup>1</sup>.
  - **Note:** *When reporting of accidents to pupils, HSE Guidance Education Sheet No 1 (Revise 3) (available on line) is to be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.*

#### Reporting Formats

- Reporting is to be carried out electronically through the HSE website: [www.hse.gov.uk](http://www.hse.gov.uk).

#### Record Keeping

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<sup>1</sup> HSE Regulations are available and held by the Bursar. They are also available on line [www.hse.gov.uk](http://www.hse.gov.uk).

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- A record is to be kept of any injury, occurrence or disease requiring the generation of a report using the following headings:

<i>Time</i>	<i>Date</i>	<i>Place</i>	<i>Those Involved</i>	<i>Description of Event</i>

### HAZARDOUS SUBSTANCES

- Where substances are used that may be controlled under specific regulations (for example Control of Substances Hazardous to Health (COSHH) the procedures are as follows:
  - Listing of Substances being used to establish whether they come under COSHH Regulations.
  - Carry out COSHH Assessment having regard to the following points:
    - Prevention or Control? Ideally prevention by substitution of a non-controlled substance, but if not possible, control.
    - Control Measures to be adopted.
    - Maintenance of the Control Measures.
    - Monitor the situation to establish that the measures are effective.
    - Undertake Health Surveillance where relevant.
    - 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.
  - Record all information on the relevant assessment form. This type of assessment would be carried out by the Health & Safety Officer with assistance from other staff as required.

### ASBESTOS

- In line with the requirements of the Control of Asbestos Regulations 2012, FSM has carried out a survey of the premises and established the location of all asbestos on site and has either removed it or fully controlled it.

#### Management

- The Bursar is FSM's Asbestos Manager and in order to fulfill this role he is to:
  - 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.

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- Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the The Control of Asbestos Regulations 2012.
- Review the plan at regular intervals.

### WORK AT HEIGHT

- The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Heights Regulations 2005.
- The regulations apply to all work at height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.
- They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.
- In order to ensure that the School complies with these regulations, the following will be taken into account:
  - Work at height will be properly planned and organised.
  - Those involved in work at height will be properly trained and competent.
  - A Risk Assessment will be carried out to establish the correct access equipment.
  - Equipment for work at height will be properly inspected and maintained.
- In addition, risks due to work on or near fragile surfaces will be properly controlled.
- The School will further comply with the Work at Height Regulations by taking account of the following:
  - Avoiding work at height if reasonable to do so.
  - Using work equipment or other measures to prevent falls where work at height cannot be avoided.
  - Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.
- Ladder Register. All ladders are regularly inspected and a ladder register maintained by the FSM Maintenance Team.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 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 the following procedures will apply to FSM:
  - Provide suitable PPE.
  - Assess present PPE.
  - Maintain PPE.
  - Provide storage for PPE.
  - Ensure PPE is compatible.
  - Replace PPE where lost or damaged.
  - Ensure PPE is used properly through instruction and training of staff.
- Under the same Regulations, staff will be mandated to:
  - Use the PPE correctly.

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- Always wear PPE.
- Report any loss or defect.

### DISPLAY SCREEN EQUIPMENT

- In line with The Display Screen Equipment Regulations 1992, FSM 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 & Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
  - Implement any requirements established in the bullet above.
  - 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 & Safety aspects concerned with the use of the Work Station.

### RISK ASSESSMENTS

- Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health & Safety at Work Regulations 1999.
- The Assessment will establish the following:
  - The Hazards associated with a particular activity.
  - The Potential Frequency and Severity of an accident.
  - The Control Measures being employed to minimise the risk of an accident occurring.
  - Any Further Action to be taken to adequately control the hazard.
- The Assessments will be generally be conducted by the Health & Safety Consultant in conjunction with the FSM's Health & Safety Officer.

### MANUAL HANDLING

- FSM is aware of its obligations under *The Manual Handling Operations Regulations 1992* and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:
  - Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
  - Where activities involving risk cannot be avoided they will be subject to an assessment.

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- The risk of injury will be reduced as far as reasonably possible by assistance from other personnel or use of sack barrows or other similar mechanical handling equipment.
- 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.

### OCCUPATIONAL HEALTH & STRESS

#### Occupational Health

- Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to pupils and students.
- However, in summary, these issues generally arise from the following areas:
  - Laboratory Hazards.
  - Workshop Hazards.
  - Fieldwork and Site Work.
  - Clinical Activities.
  - Allergies associated with substances or animals.
- Pupil involvement at FSM with the above activities is extremely low and the substances used by pupils are generally benign. Workshop activities are confined to Design and Technology (DT) where exposure to *noise* and *vibration* is minimal.
- 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.

#### Stress

- FSM is aware of the potential for stress with its employees.
- A full *Stress Policy* is in place and this covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress.
- FSM adopts a proactive approach to this issue, especially by addressing a sensible work/life balance for all staff.

### VIOLENCE

- FSM acknowledges that it has a legal duty of care towards those who work at and attend FSM, and a responsibility to ensure, as far as is reasonably possible, that FSM 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.

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- FSM has devised a *Violence Policy* which relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the FSM's Disciplinary Policy.
- In the case of violent or aggressive behaviour on the part of parents, the Head 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 FSM's premises and should compliance with the request not be forthcoming, assistance from the police may be sought.

### NOISE

- FSM regards noise as a very important issue and in order to minimise its effect takes the following action:
  - Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
  - Where it is not possible or practical to control by the methods above, hearing protectors will be used.
  - 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 & Safety Officer with assistance from other personnel as appropriate. If it is discovered that there is a particularly severe problem, noise specialists will be engaged to conduct a survey and propose remedies to counteract the problem.

### VIBRATION

- FSM 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:
  - Equipment is selected carefully to ensure that the vibration level is as low as possible.
  - Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
  - 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.

### HEALTH & SAFETY COMMITTEE

- The FSM Health & Safety Committee meets routinely at the beginning of every term or additionally as judged necessary by the Health & Safety Officer (Bursar). Its purpose is to carry out the following:
  - To promote *Health & Safety* throughout FSM.
  - To receive and review any reports from the Health & Safety Officer on the effectiveness of the implementation of the Health & Safety Policy.
  - To consider and introduce additional safety rules that may be required from time to time.
  - To ensure that current Health & Safety legislation is being complied with.
  - To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence.
  - To carry out any inspection of FSM that may be required.
  - To consider what material, publicity or training should be used in order to help promote Health & Safety through FSM.
  - To investigate any special hazards and to recommend action to be taken.
  - To consider any communication received from the Health & Safety Executive and recommend action to be taken as appropriate.

### LETTING OF PREMISES DURING HOLIDAY PERIODS

- In order to make the most efficient use of the facilities, FSM lets part of the premises and grounds for use during the FSM Holidays.
- When considering whether an organisation is suitable or not, the following factors are taken into account:
  - Suitability of the premises for the activities proposed.
  - Qualifications of the personnel who are to supervise the activities.
  - Health & Safety Policy of the organisation involved or their acceptance of FSM's Health & Safety Policy.
  - The insurances held by the organisation arranging activities or an indemnity to FSM for liability from the organisation when on premises.

### OFF SITE ACTIVITIES (FIELD TRIPS & VISITS)

- FSM has a full procedure for such activities (see *FSM Trips & Outings Policy*) and it incorporates the following:
  - Details of the activity.
  - Details of any hazardous pursuits.
  - Any specific Health & Safety considerations.
  - Any parental approval required.
  - Details of cost.
  - Itinerary and details of link person who can alert the authorities should an emergency occur.



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- Where activity centres are used by FSM, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 is to be taken into account.

### CONSTRUCTION (DESIGN & MANAGEMENT) (CDM))

- FSM is aware of its obligations under the Construction (Design & Management) (CDM) Regulations 2015. Where projects are such that they come under these regulations, FSM as the client, will carry out the following:
  - Select and appoint a **Principal Designer** who will be responsible for planning, managing, monitoring and coordinating health & safety in the pre-construction phase of the project. The Principal Designer will also liaise with the **Principal Contractor** to help in the planning, management and monitoring of the health and safety in the construction phase.
  - Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating health & safety in the construction phase of the project.
  - Ensure that, where there is more than one contractor, a Health & Safety File is prepared on completion of the project and is kept for those subsequently carrying out construction work.
- The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principal Contractor roles can be fulfilled by FSM as the client. In this case, FSM would be responsible for both roles.
- On projects where the CDM Regulations do not apply (viz there is only one contractor appointed) or where FSM fulfills the Principal Contractor role and appoints contractors under the CDM Regulations, FSM will exercise control as outlined below in *Control of Contractors*.
- The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers engaged simultaneously at any point or the projects exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

### CONTROL OF CONTRACTORS

- FSM is aware of its obligations under The Health & Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.
- In order to meet these obligations FSM exercises control over contractors in the following way:

#### Identification of Suitable Bidders

The following will be considered:

- Adequacy of Health & Safety Policy.
- Control Structure.



- Safe Systems of Work in Operation.
- 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:

- Special Hazards applicable (eg: Asbestos).
- Safe Access to/egress from the site.
- Confined Space Entry.
- Chemical Storage.
- Occupational Health Risks including Noise.

### **Appointment of Contractor**

- Based upon the best bid and taking into account all factors.

### **Acceptance by Contractor of School's Safety Rules for the Site**

- A full list of site rules will be passed to the contractor.

### **Control of Contractor on Site**

- Nomination of person to co-ordinate all Health & Safety aspects.
- Pre-commencement meeting to establish Contractor Liaison Person.
- Arrangement of regular progress meetings.
- Regular inspection of Contractor's operations.
- Participation in site Safety Committee - where applicable.
- Provision by Contractor of Written Method Statements in advance, particularly where they apply to special hazards.
- Notification by Contractor of all accidents.
- All machinery on site to have documentary evidence of statutory inspections and driver/operator training - where applicable.

## **CONSULTATION WITH EMPLOYEES**

- FSM is aware of its obligations under Health & Safety (Consultation with Employees) Regulations 1996 and consults its employees, as covered by the regulations, on:
  - Any changes which substantially affect their Health & Safety at work - changes in procedures, equipment or ways of working etc.
  - Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
  - Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
  - The planning of Health & Safety training.
  - The Health & Safety consequences of introducing new technology.

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- FSM adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but FSM makes use of the Health & Safety Committee where appropriate.

### HEALTH & SAFETY MONITORING POLICY

- The Health & Safety Policy will be monitored on an on-going basis by the Health & Safety Officer. Checks will be made each term with an inspection being made of all areas of FSM followed by a report.
- There will be a full review every 12 months to establish whether any major changes or additions need to be made to ensure that the policy document is fully up to date and correctly reflects the activities.

### HEALTH & SAFETY EMERGENCIES

#### Critical Incidents

- FSM has anticipated the possibility of an incident occurring and has devised an Incidence Response and Recovery Plan (IRRP).
- The Plan covers the constitution of an *Incident Control Team (ICT)*, allocates responsibilities to members of staff as appropriate and also considers a series of possible incidents and the action by way of responses that FSM would take.

#### Disaster Recovery

- The Incidence Response and Recovery Plan (IRRP) covers the actions to be taken in order for FSM 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.