



FARLINGTON

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HEALTH AND SAFETY POLICY

The Health and Safety Policy applies to the whole School including the Early Years Foundation Stage.

The Governors of Farlington School place the greatest importance on health and safety matters and undertake to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public.

To this end, the School will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

Whilst Farlington and its line managers are responsible for the implementation of the Health and Safety policy, it cannot be effective without the full co-operation of all staff. They have a personal responsibility to ensure that their own health and safety, and that of others, is not affected adversely by anything they do or fail to do whilst at work. All staff are expected to co-operate and do all they can to minimize the risk of accidents. Failure to comply with the School's Health and Safety Policy could result in injury, disciplinary action or even criminal prosecution.

In recognising the requirements of the Health & Safety at Work Act 1974 as amended from time to time the Governors will take such steps as are necessary to:

- maintain safe and healthy working places and systems of work and to protect all employees, pupils and others, including the public insofar as they become involved in any aspects of the School's life and business.
- provide and maintain a safe and healthy teaching environment for all employees and pupils with appropriate procedures, adequate Maintenance and arrangements for their welfare.
- provide all employees and pupils with the information, instruction, training and supervision required to work safely and efficiently.
- develop safety awareness amongst all employees and pupils and, as a result, encourage individual responsibility for health and safety at all levels.
- provide a safe environment for all visitors to the School's premises bearing in mind that such visitors may not be attuned to or familiar with aspects of the School's activities or layout.

Reviewed June 2015

Revised 15th June 2016

Reviewed and revised September 2017

Reviewed and revised September 2018

- control effectively any activity of outside contractors when operating on the School's premises. It is the intention of the Governors that, apart from supervision and control of such contractors, an integral part of these measures will be achieved by requiring on all occasions sight of, and agreement with, contents of the contractors' Safety Policies and individual job risk assessments.
- ensure appropriate arrangements for the safe use, handling, storage and transportation of goods and materials and training for such activities.
- ensure that this policy is used as a practical working document and that it is fully publicised as broadly as possible.
- review regularly the details of this policy and ensure that it is kept in line with any changes in legislation.
- encourage full and effective two-way consultation on all health and safety matters by utilising the following management structure within the School.

To assist Governors fulfil their responsibilities, a Link Governor for Health and Safety will be appointed by the Governing Council. The Job Description for the Link Governor is at Appendix 1.

Management Structure and Responsibilities

Health and Safety will be managed in the School under the direction of the Health and Safety Committee. This Committee will be under the chairmanship of a member of SLT nominated by the Headmistress, currently the Director of Finance and Operations (DFO), and the membership will consist of: the Head of Maintenance; the Deputy Head of the Prep School; the Head of Science; the Director of Sport; the Boarding Housemistress; the Catering Manager and one of the two School nurses. This Committee will meet at least once per term and minutes will be taken to record the detail of the meeting. A report will be made to the following meeting of Council by the Link Governor to ensure that all Governors are aware of any issues which arise.

At each meeting of the Health and Safety Committee any Accident Reports arising since the previous meeting would be reviewed and confirmation that any necessary remedial action had been taken.

The Committee will ensure that the co-operation of staff at all levels applies to ensure the requirements of the Health & Safety Policy are fulfilled.

The Committee will ensure that any changes to curriculum and in systems of work will have taken account of any issues arising with respect to this policy.

Management and Supervision

All those with responsibility for the management or supervision of staff must promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their colleagues are performed with the utmost regard for the health and safety of all involved.

Those with a management or supervisory role will:

- ensure that on joining the School all new employees are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes
- provide adequate information, instruction, training and supervision to ensure the health and safety of employees and pupils
- ensure that all staff are familiar with the School's Health and Safety Policy
- co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections
- ensure the maintenance of good housekeeping standards
- review the safe operation of all work equipment
- within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances
- carry out Risk Assessments within their departments and maintain a record of their findings

All areas of the School are risk assessed by the members of staff responsible for each area or activity and original copies are held by the originator. File copies of all on-site risk assessments are kept centrally by the Head of Maintenance and placed in the Health and Safety area of the Staff Pool, and he arranges for them to be reviewed regularly by the appropriate staff and at least annually. The Head of Maintenance is responsible for flagging up where ongoing maintenance/building work affects existing risk assessments or requires new ones.

The Head of Maintenance oversees the Portable Appliance Testing for the Boarding House which is carried out on an annual basis by an internal, qualified person.

The Science Department has its own comprehensive Health and Safety Policy which is available on request.

Responsibilities of all Staff

These responsibilities refer to all members of staff and those employees of the Catering and Cleaning contractors retained to operate on the campus.

All staff are expected to:

- know the particular safety measures and arrangements to be adopted in their own working areas and to ensure they are embraced by all.
- be responsible for ensuring adequate supervision for pupils both within the School during normal teaching activities and also on outside trips.
- observe standards of dress consistent with safety and hygiene and to follow safe working procedures personally.
- know and apply the emergency procedures (including first-aid) on occasions of fire, bomb scares etc. This will include full knowledge of and observance of evacuation procedures.
- use, and not wilfully misuse, neglect or interfere with equipment or procedures provided for their own safety and the safety of others.
- report any hazards or defects through normal channels ensuring that members of the Senior Leadership Team are made aware if matters are not rectified within an urgent timescale.
- report all accidents, incidents and damage through laid down procedures.
- apply the following requirements to all pupils:-
 - the exercise of personal responsibility for the safety of themselves and their peers
 - the observation of standards of dress consistent with safety and hygiene which, inter alia, precludes the wearing of unsuitable footwear, jewellery and the possession of items which might be considered dangerous
 - the observation of all safety rules and in particular the instructions of teaching staff given in an emergency situation
 - the use, and the prevention of wilful misuse, neglect or interference with things provided for their safety

Smoking

Farlington is a non-smoking site

Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Smoking is not permitted anywhere on site except for the designated area, (at the end of the staff car park, out of sight, away from the Astroturf and storage area).

Smoking on the school premises, is against the code of conduct and therefore an offender will be subject to disciplinary procedures.

Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

In keeping with Farlington School's intent to provide a safe and healthy work environment, smoking is strictly prohibited throughout the School buildings and in School vehicles.

RISK ASSESSMENT

This section of the Policy has been updated to take account of the requirement of Paragraph 16 of the Independent Schools Standards for a written risk assessment policy. This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the National Minimum Standards for Boarding and Early Years Foundations Stage standards.

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 1998.

Risk Assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

The Risk Assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

Risk Assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

The Assessments will be carried out by the Head of Maintenance with assistance from the member of staff undertaking the activity and other personnel as required. Copies of Assessments will be held by the Head of Maintenance, and copies will also be placed on the Staff Pool in the 'Risk Assessments' section of 'Health and Safety'.

Assessments where appropriate will also be carried out in relation to Off Site Activities (see Off Site Activities section and Educational Visits Policy).

When appropriate, Assessments will also take place in relation to safeguarding children (see Safeguarding Children Policy) and staff recruitment (see Safer Recruitment Policy).

CONSULTATION WITH EMPLOYEES

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- any changes which substantially affect their Health and 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 and Safety training
- 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 Health and Safety Committee if deemed appropriate.

REPORTING PROCEDURES - Accidents and Near Misses

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

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

- fatal injury to staff, pupils or any other people in an accident on the premises.
- specified injury to staff, pupils or any other people in an accident on the premises - the specified injury as listed in the Regulations.
- dangerous occurrences listed in the Regulations.

Reporting

A report will be sent to the Health and Safety Executive of any notifiable incident covered above.

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.

A report will be sent to the Health and Safety Executive in the case of any of 8 categories of work-related illness listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE Guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

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

OFF SITE ACTIVITIES - Field Trips, Visits, etc.

Off-site activities and trips are co-ordinated by the Educational Visits Coordinators (Assistant Head, Senior School and Deputy Head, Prep School). An Educational Visits Policy is in place, the main provisions of which are summarised below:

- careful planning of trip with prior visit made by organiser if necessary
- adequate evaluation of all Health and Safety factors involved
- 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, and are stated in the Educational Visits Policy. The current staff: pupil ratio for visits is as follows:

- for all trips with Years 7 – 11 and Sixth Form overseas the staff: pupil ratio must be at least 1:10 plus one adult
- for any other Sixth Form trips the ratio will vary according to the nature of the trip and the girls involved. Please check with the Visits Co-ordinator.
- for Years 3 – 6 the ratio should be at least 1:8 plus one adult, and
- for the Early Years Foundation Stage and KS1, the ratio should be between 1:4 and 1:6, depending on the activity.

(Any parent volunteers who regularly form part of the adult complement must have an enhanced DBS check by the School. Any volunteers on overnight stays must also have enhanced DBS checks by the School.)

Variations to these ratios may only be made in extenuating circumstances with the express permission of the Visits Co-ordinator.

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

- any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements
- the expertise of staff accompanying the trip
- accident and emergency procedures
- contact person who knows the itinerary and is able to alert the authorities in the event of failure to make a pre-arranged contact
- risk assessment of any hazards that are likely to be encountered.

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

HEALTH AND SAFETY EMERGENCIES

CRITICAL INCIDENTS

The School has anticipated the possibility of a critical incident occurring and has devised a Critical Incident Response Plan.

The Plan 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.

FIRST AID and MEDICINE CONTROL

The School has a full First Aid Policy

The School provides a Medical Centre which is run by two qualified nurses, who between them provide cover between the hours of 8am to 5pm Monday – Thursday and 8am to 4pm on Friday.

All medicines are stored in the Medical Centre

First Aid Boxes are always kept stocked from Medical Centre supply.

The Medical Centre ensures that the relevant people are aware of any medical condition that a pupil has and that the Kitchen Staff are aware of any allergies etc.

The following items are also controlled by the Medical Centre:

- 1) The Accident Book - For staff and serious pupil accidents.
- 2) Accident/Incident Form
- 3) Day Pupil's Medicines - kept in a locked cabinet or refrigerator and administered as directed.
- 4) Daily Treatment Book - detailing what has been given to whom, for the record.
- 5) A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

The Medicine cupboard is always kept locked when there is nobody in the room.

First Aid training in the School is co-ordinated by the Medical Centre.

A Defibrillator is available with 4 staff and both Nurses trained in its operation. The names of trained defibrillator staff are recorded in the First Aid Policy.

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.

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.

STRESS

The School is aware of the potential for Stress with its employees.

A full Occupational Stress Policy is in place and this covers recognising stress symptoms, the causes of stress, and a strategy for dealing with stress.

The School adopts a proactive approach to this issue.

SECURITY OF SITE

The School has taken all reasonable steps to prevent unauthorised entry to its premises.

A Security Policy is in place.

While the grounds can be entered easily at any time, all buildings are locked at night and in holidays when not in use.

A vehicle barrier is in place at the entrance to the School to deter unauthorised access.

A controlled entry arrangement is in place at the Main Entrance point of the School whereby visitors are required to contact the School Receptionist to gain entry to the premises.

All buildings have keypad entry locks to ensure security of individual buildings.

Playground areas are enclosed where appropriate commensurate with the ages of the pupils. Staff patrol at break time and lunchtime in Senior School. Prep School pupils are supervised at all times.

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 Headmistress 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.

MANUAL HANDLING

The School 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 replaced by a mechanised process. Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible:
 - assistance from other personnel
 - use of sack barrows or other similar equipment, etc.

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

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
- school 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
- supervision of staff and pupils is in place as required
- risk assessment is undertaken where extraordinary situations exist.

LONE WORKING

If a member of staff wishes to work after 6.00pm, the normal school closure time when there is no function, they must arrange to do so in advance with the Caretaker, who will lock the rest of the School, having made sure that the individual is fully aware of how to lock the final door and set the alarm. The late worker should notify the Caretaker once they have finally left for the night. If they have not left voluntarily by 8.00pm the Caretaker may ask them to leave.

Staff who come into School during holiday periods are required to sign in and out at Reception.

CONTROL OF VEHICLES

Vehicles are controlled in the grounds by way of speed limits and `sleeping policemen` ramps.

The following rules must be observed at all times:

- speed must be kept to a minimum
- care to be exercised always as there are pupils crossing roadways at all times
- parking only to be carried out in designated areas

The Caretaker is on duty at pupil drop-off time to assist in the safe delivery of pupils by the control of vehicles.

Drop-off and pick-up areas close to School buildings and pupil crossing points are floodlit. However, other areas of the site are dark after sunset and all drivers need to proceed with caution.

Additional control measures will be introduced as deemed appropriate.

ASBESTOS

A Policy for Asbestos is in place in the School.

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any asbestos is present and if so what action if any is located; steps need to be taken either to remove or control the asbestos.

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 Head of Maintenance is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Head of Maintenance 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;
- 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.

HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under specific regulations, eg. 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 relevant assessment form.

This type of assessment would be carried out by the Site Manager with assistance from other personnel as required.

CONTROL of CONTRACTORS

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School premises.

In order to meet these obligations the School exercises control over contractors in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS

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

2) 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 - eg 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 bid, taking into account all factors

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

- 5) CONTROL OF CONTRACTOR ON SITE
- a) nomination of person to co-ordinate all Health and Safety aspects
 - b) pre-commencement meeting to establish Contractor Liaison Person
 - c) arrangement of regular progress meetings
 - d) regular inspection of contractor's operations
 - e) participation in site Safety Committee - where applicable
 - f) provision by contractor of written method statements in advance -
- particularly where they apply to 2 a)
 - g) notification by contractor of all accidents, etc.
 - h) 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.

MACHINERY and PLANT

The following Inspections and Checks are being carried out to ensure that the School complies with its obligations under the Health and Safety at Work Act 1974, Section 2(2)(a):

- 1) inspection of guards and mechanical equipment by Maintenance staff and teaching staff before use.
- 2) weekly checks and service of fire alarm system under contract.
- 3) monthly checks of emergency lighting.
- 4) periodical tests on portable electrical appliances.
- 5) annual service of fire extinguishers.
- 6) annual service of LPG installations.
- 7) annual service of gymnastic equipment and climbing frames
- 8) annual servicing of boiler plant and associated equipment.
- 9) annual checks to fume cupboards
- 10) annual checks on managed asbestos.
- 11) five-yearly checks on fixed wiring installations.

FIRE

The School is regularly inspected to ensure that it complies with all relevant requirements.

GENERAL

Fire Procedures are posted in all rooms and at fire 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.

FIRE DRILLS

Fire practices are carried out each term and these practices are recorded in the Fire Log.

FIRE RISK ASSESSMENT

Fire Risk Assessment in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is in place for the premises.

Other relevant policies:

Contractors' policy
Educational Visits policy
Fire Procedures
Fire Safety policy
First Aid policy
Occupational Stress
Pupils leaving School for an emergency
Security policy

This policy is reviewed annually by the Governing Council and signed by the Chairman.

Signed

Date

Reviewed June 2015
Revised 15th June 2016
Reviewed and revised September 2017
Reviewed and revised September 2018

Appendix 1 – Job Description for Link Governor for Health & Safety

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
Job Title	Link Governor for Health & Safety
Main responsibilities and duties:	In addition to the responsibilities of all Members of Council, the Link Governor for Health & Safety should: Be aware of appropriate national guidance on health and safety in schools Be aware of Farlington’s policies and procedures relating to health & safety Review Farlington’s policies and procedures and present Council with an updated Health and Safety Policy annually To liaise on a periodic basis with the Business Development Manager as Chairman of the Health and Safety Committee and to be briefed by the Business Development Manager following each meeting of the Health and Safety Committee Make appropriate reports to Council