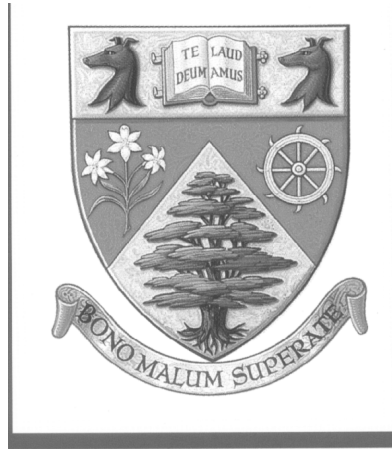


**WESTONBIRT SCHOOL**  
&  
**ROSE HILL WESTONBIRT SCHOOL**

Tetbury  
Gloucestershire  
GL8 8QG



**HEALTH and SAFETY MANUAL**

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**IN THIS DOCUMENT:**

**(i) references to the Schools means Westonbirt School and RoseHill Westonbirt School.**

**(ii) Appointments and job titles refer to appointees of Westonbirt School save where indicated to the contrary**

**1. HEALTH and SAFETY POLICY STATEMENT**

- a) The Governors and Heads of Westonbirt Schools are aware of their responsibility for Health & Safety at the Schools and for the enterprises operated by Westonbirt Schools Limited. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.
- b) The objective of the Health and Safety Policy is to minimize risks to Health and Safety of the Pupils, Staff and other personnel employed by the Schools and others affected by the activities of Westonbirt Schools, by identifying and then controlling hazards.
- c) The Heads, assisted by the Health and Safety Officer, will provide a positive lead in organizing Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- d) Accident prevention is essential for the smooth and efficient running of the Schools requiring full co-operation between all concerned.
- e) All personnel are under a legal obligation to co-operate fully in Health and 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 and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department, the Operations Director or Head.
- f) The Health and Safety Manual applies to the Westonbirt campus

Signed .....  
Chairman of Governors

Signed .....  
Head Westonbirt School

Signed.....  
Head of RoseHill Westonbirt

Dated .....

## 2. RESPONSIBILITIES

### 2.1 GOVERNORS

- a) Will ensure that there is an effective policy for Health and Safety within the Schools and will be responsible for ensuring the establishment and effectiveness of that programme.
- b) Will periodically discuss the effectiveness of the policy with the Heads and the Operations Director and ensure that any necessary changes are made.
- c) Will ensure that adequate staffing, funds and materials are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

### 2.2 HEADS OF WESTONBIRT and RHW

- a) Will ensure that there is an effective policy for Health and Safety within the Schools and will be directly responsible for the establishment and effectiveness of that programme.
- b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c) Will ensure that adequate staffing, funds and materials are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d) Will ensure that responsibilities are properly assigned and accepted at all levels.
- e) Will take direct interest in the Health and Safety Programme and support all persons carrying it out.
- f) Will ensure that all areas of the Schools are inspected, from a Health and Safety point of view, once per term.
- g) Will review the Health and Safety Officer's reports and take action where appropriate.
- h) Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
- i) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

### 2.3 DEPUTY HEAD OF WESTONBIRT and nominated individual in RHW.

- a) Will fully familiarize themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that responsibilities are properly assigned and accepted at all times.
- c) Will assist the Head in ensuring that all areas of the Schools are inspected, from a Health and Safety point of view, once per term.
- d) Will assist the Head in ensuring that all Teaching Staff have adequate training for the tasks that they are required to perform.

- e) Will assist the Head in ensuring that all Staff have read and understand the Health and Safety Policy, either in its entirety or the sections relevant to them.

#### **2.4 OPERATIONS DIRECTOR**

- a) The Operations Director is responsible for the day to day implementation of the Schools' Health and Safety arrangements.
- b) Will fully familiarize him/herself with the Health and Safety Policy and the Statutory Instruments Regulations as issued from time to time.
- c) Will draw up safe methods and procedures, written where appropriate, for operations under his control.
- d) Will ensure that Personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- e) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Officer, as necessary.
- f) Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- g) Will ensure, in conjunction with the Head, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- h) Will ensure that any piece of plant or equipment found to be defective is immobilized until such time as a repair can be effected.
- i) Will be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurances etc in place.
- j) Will, in conjunction with the Head, ensure that all areas of the Schools are inspected, from a Health and Safety point of view, once per term.
- k) Will, in conjunction with the Head, review the Health and Safety Officer's reports and take action where appropriate.
- l) Will convene and Chair the meetings of a Health and Safety Committee.

#### **2.5 HEALTH & SAFETY OFFICER/CONSULTANT**

- a) Will supervise the Schools' Health and Safety Programme.
- b) Will inspect plant and equipment, when carrying out audits of the Schools, to ensure that it is safe and being operated correctly.
- c) Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- d) Will report to the Head and Operations Director concerning Health and Safety matters, making recommendations as necessary.

- e) Will, in conjunction with the Head and Operations Director ensure that there is sufficient material and publicity for the Health and Safety Programme.
- f) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- g) Will inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the Schools, in conjunction with the Head and Operations Director.
- h) Will ensure that all areas of the Schools are inspected from a Health and Safety point of view termly.
- i) Will undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations, the Management of Health and Safety at Work Regulations and other regulations as appropriate, calling in experts in specific fields as necessary.

## **2.6 HEADS OF DEPARTMENT (which term shall include the Director of Music and the Senior Housemistress)**

- a) Will fully familiarize themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up Safe Methods and Procedures including risk assessments, written where appropriate, for operations within their department and/or areas of responsibility, and ensure that all personnel reporting to them understand the need for formal risk assessments before they carry out any methods/procedures with potential hazards.
- c) Will ensure that methods are in place so that all classroom/work areas have risks reduced to an acceptable standard before they are used by anyone.
- d) Will ensure that methods are in place so that all equipment is essentially safe before it is used by anyone.
- e) Will ensure that methods are in place so that Protective Equipment, where appropriate, is used at all relevant times.
- f) Will ensure that methods are in place so that any hazardous or dangerous conditions or situations are reported to the Operations Director or Head without delay.
- g) Will at all times endeavor to ensure the Health, Safety and Welfare for all persons, including pupils, under their control.

## **2.7 TEACHING STAFF**

- a) Will fully familiarize themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will carry out formal risk assessments of any potentially unsafe activity.

- c) Will ensure that appropriate instructions have been issued so that safe methods and procedures, are followed at all times.
- d) Will ensure that appropriate procedures are followed so that all classroom/work areas are essentially safe before they are used by any person.
- e) Will ensure that appropriate procedures are followed so that all equipment is essentially safe before it is used by any person.
- f) Will ensure appropriate instructions have been issued so that Protective Equipment, where appropriate, is used at all relevant times.
- g) Will ensure that any hazardous or dangerous conditions or situation are reported to the Operations Director or Head without delay.
- h) Will, at all times, endeavor to ensure the Health, Safety and Welfare for all persons, including pupils, under their control.

**2.8 NON TEACHING DEPARTMENTAL HEADS (which term shall include the Sports Centre Manager, Director of Marketing & Admissions, Development Director, Business Manager and Heads of Housekeeping and Kitchens, Grounds, Maintenance, IT and Electrics and the Senior laboratory Technician)**

- a) Will fully familiarize themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up Safe Methods and Procedures including risk assessments, written where appropriate, for operations within their department and/or areas of responsibility, and ensure that all personnel reporting to them understand the need for undertaking formal risk assessments before they carry out any methods/procedures with potential hazards.
- c) Will ensure that methods are in place so that all classroom/work areas have risks reduced to an acceptable standard before they are used by anyone.
- d) Will ensure that methods are in place so that all equipment is essentially safe before it is used by anyone.
- e) Will ensure that methods are in place so that Protective Equipment, where appropriate, is used at all relevant times.
- f) Will ensure that methods are in place so that any hazardous or dangerous conditions or situations are reported to the Operations Director or Head without delay.
- g) Will at all times endeavor to ensure the Health, Safety and Welfare for all persons, including pupils, if any, under their control.

**2.9 ALL OTHER PERSONNEL**

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.
- c) Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.
- d) Will report all accidents, damage, hazardous or dangerous conditions or situations to their Head of Department, Operations Director or Head without delay.
- e) Will wear appropriate Personal Protective Clothing, safety equipment and use appropriate safety devices as appropriate.
- f) Will ensure that working areas are kept clean and safe.
- g) Will inspect all equipment and plant before use to establish that it is safe to use.
- h) Will familiarize themselves with First Aid and Fire Procedures.
- i) Will look after all Health and Safety equipment properly and report any defects immediately.
- j) Will conform to risk assessments that have been produced by their Heads of Department/Departmental Heads.

**2.10 ALL OTHER PERSONS ON THE SCHOOL PROPERTY**

- a) Will observe the Health and Safety Rules and instruction given by persons enforcing the Health and Safety Policy.
- b) Will not work on the School premises until the relevant rules are read, understood and accepted.
- c) Will not work on the School premises until covered by insurance against risk.

**2.11 HEALTH & SAFETY COMMITTEE (“The Committee”)**

2.11.1 The Committee acts as the staff consultative group under H&S (Consultation with Employees Regulations 1996),

2.11.2 The Safety Committee meets termly and also as necessary to ensure that Health and Safety matters are properly reviewed. Such occasions for meetings may occur when:

- a) Specific incidents give rise to the concern of the company, the staff, parents or pupils.
- b) A request is received from a member of the committee.
- c) An instruction is issued by the Head asking for a review of the School's policies.

2.11.3. The Committee's regular meetings are for the following purposes:

- a) To promote Health and Safety throughout the School
- b) To receive reports on the effectiveness of the implementation of the Health and Safety Policy
- c) To consider and introduce additional Safety Rules that may be required from time to time
- d) To ensure that current Health and Safety legislation is being complied with
- e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- f) To carry out any inspection of the School that may be required
- g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- h) To investigate any special hazards and to recommend action to be taken
- i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

2.11.4 The Committee will be chaired by the Operations Director. The membership will consist of:

Deputy Head of RHW	Operations Director
<b>Senior Housemistress (new)</b>	The San Sister
Sports Centre Manager	Head of PE (Wbt)
Head of Science (Wbt)	Maintenance Manager
Operations Manager & Housekeeper	Head Groundsman
Network Manager	<b>Head of DT (new)</b>

The Heads of Westonbirt School and the Rose Hill Westonbirt School and members of the Governors Risk Management Committee, and the HSO, will be notified of meetings and their agenda, and be welcomed to attend. Minutes of meetings will be sent to them.

### 3. METHODS and PROCEDURES

#### 3.1 SAFE SYSTEMS

3.1.1. Heads of Department/ Non Teaching Heads of Department have devised Safe Systems, where appropriate, for their areas of responsibility . The aim of these systems is to minimize the risk of accident or injury to both pupils and staff when working in those areas.

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

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

### 3.1.2 Areas Where Written Procedures are Required:

- a) TECHNOLOGY
  - use of equipment
  - room rules
- b) SCIENCE LABORATORY
  - safety procedures

## 3.2 TRAINING

3.2.1 Teaching Staff engaged have all received teaching training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

3.2.2 All staff receive induction training in line with the School's Induction Programme. Ancillary, Ground and Maintenance personnel etc will be given additional training, as necessary, appropriate to the tasks that they are to fulfill. In all cases the training will be adequate such that, following training, employees will be competent to carry out the tasks for which they have been engaged.

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

## 3.3 LEISURE AREA & PLAYGROUND SAFETY

3.3.1 The Schools' Teaching and Supervisory Staff have a Duty Rota to ensure that adequate supervision by Duty Staff is available at all times. Duty Staff ensure that pupils have a satisfactory amount of freedom in the grounds, commensurate with enjoying a healthy and safe environment.

3.3.2 If Duty Staff identify an area of the School Grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe following remedial work.

3.3.3 Rose Hill Westonbirt, has separate rotas for the campus arranged to reflect the ages of the children and therefore providing greater supervision. Rose Hill Westonbirt pupils play in an area which is virtually enclosed to ensure that staff are able to supervise adequately.

3.3.4. In all cases the Schools ensure that Duty Staff are competent to undertake the task.

### **3.4. SPORT - General**

3.4.1 Sport in the Schools is co-ordinated and organized by the Head of PE who has devised a full policy for sport activities. Staff are trained generally for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling. .

3.4.2. Full Risk Assessment has been carried out for the sport activities of the Schools and these are linked to Schemes of Work as appropriate.

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

### **3.5. SPORT - Injuries**

There is a full procedure in place for injury in sport activities. The PE staff of the Schools are First Aid trained and will deal with the injury in the first instance. They will handle the situation provided that it is within their sphere of competence but if the injury is more serious, Sister will be summoned to take control of the situation.

### **3.6. FIRE**

The School is regularly inspected to ensure that it complies with all relevant requirements **and it is the responsibility of the Operations Director to ensure that this happens.**

#### **3.6.1 General**

3.6.1.1. Fire Procedures are posted in all classrooms with specific instructions as to the route to be followed in the event of fire.

3.6.1.2. Details of assembly points are included in Fire Procedure instructions.

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

#### **3.6.2 Fire Drills**

Fire practices are carried out each term on each campus and these practices are recorded in the Fire Log. **The Fire Log will be inspected and signed monthly by the Operations Director.**

### 3.6.3 Fire Risk Assessment

Fire Risk Assessment in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is in place for the School's premises **and is the responsibility of the Operations Director to update it annually.**

## 3.7. OFF SITE ACTIVITIES -Field Trips, Visits etc

3.7.1. Off Site Activities and Trips are co-ordinated by the Senior Housemistress in Westonbirt and the Deputy Heads of the Rose Hill Westonbirt School. Policies are in place the main provisions of which are summarized below:

- a) Careful planning of trip with prior visit made by organizer if necessary.
- b) Adequate evaluation of all Health and Safety factors involved.
- c) Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip. Minor excursions are covered by the general agreement in the Parent Contract.

### 3.7.2. Supervision

3.7.2.1 The Schools always consider the ratio of adults to pupils very carefully. Ratios are used which, in the Schools' opinion, are satisfactory and ensure adequate supervision of pupils, commensurate with the activities that are being undertaken and the age of the pupils involved.

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

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

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

## 3.8. FIRST AID and MEDICINE CONTROL

3.8.1. First Aid and Medicines are under the direct control of Sister.

3.8.2. First Aid Boxes are always kept topped up from Sister's supply kept in the Surgery.

3.8.3. Sister 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.

3.8.4. The following items are also controlled by Sister:

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

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

3.8.6. Sister is assisted by the School Doctor who is based at Tetbury and who conducts two Surgeries a week at the School.

3.8.7. Sister co-ordinates First Aid training in the School. All year round staff have 4 day first aider training and other staff have half day First Aid in School training.

### **3.9. CATERING**

3.9.1. The School subcontracts catering on the Westonbirt campus to Chartwells, a division of Compass Group. All activities in the Kitchens are under the overall control of Chartwells and a General Manager is positioned on site.

3.9.2. The Head Chef ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the School's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

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

- a) Cleaning schedules are established and details recorded.
- b) Equipment temperature checks are carried out daily and the results recorded.
- c) Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- d) A sample of food from each meal is taken and frozen to be available for checking and examination at a later date should the need arise.

- e) Equipment is maintained in accordance with a schedule and the details recorded.
- f) A full Management system for Food Hazard Analysis and Critical Control Point has been implemented.
- g) Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands, with the exception of a wedding ring, is not permitted.
- h) Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- i) General hygiene inspections are carried out on a regular basis.
- j) Recommendations, following visits by the Environmental Health Officer, are instigated without delay.

3.9.4 In addition to the above, all the kitchen staff have undertaken training in Food Handling.

**3.9.5 The Operations Director requires Chartwells General Manager to produce programmes to ensure that this happens.**

### 3.10. SAFE PLACE OF WORK

Cleaning at the School is carried out by the School's contractor, Chartwells, under the direct supervision of the General Manager.

#### 3.10.1. Cleaning Schedules:

##### 3.10.1.1. Term Time:

Daily:	Classrooms
	Dining Room
	Toilets

##### 3.10.1.2. Holidays:

Cleaning schedules for holiday periods are different than for term times. During holiday periods areas are cleaned more thoroughly as required. The opportunity is taken to **carry out high and deep cleaning** while the buildings are unoccupied.

#### 3.10.2. Cleaning Materials:

Cupboards containing cleaning materials are locked when not in use.

### 3.11. CONTROL OF VEHICLES

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

3.11.2. The following rules must be observed at all times:

- a) Speed must be kept to a minimum
- b) Care to be exercised always as there are pupils crossing roadways at all times
- c) Parking only to be carried out in designated areas

3.11.3. Additional control measures will be introduced as deemed appropriate. **The Operations Director is responsible for the operation of all School owned vehicles.**

### **3.12. SECURITY OF SITE**

3.12.1 The School has taken reasonable steps to prevent unauthorized entry to its premises.

3.12.2. Because the School's grounds, by their very nature, can be entered easily at any time, all buildings are locked at night and when not in use.

3.12.3. CCTV is established at the Main Entrance to the School and at other strategic places at the Westonbirt campus. Keypad type locks are fitted to outer doors as appropriate

3.12.4. Staff are resident on site during term time and there are Security Officers on duty at night on the Westonbirt campus.

### **3.13. MACHINERY and PLANT**

3.13.1 Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and safety at Work Act 1974. The inspections and checks are carried out as follows:

- a) Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
- b) Annual checks on Portable Electrical Equipment.
- c) Annual Service of Heating Equipment.
- d) Annual service of Fire Extinguishers.
- e) Annual service of lifts.
- f) Servicing of Fire Alarm System under contract.

### **3.14. ENVIRONMENTAL CONTROL**

### 3.14.1. Classrooms and General Areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavors to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

### 3.14.2. Art Rooms and Science Laboratories

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. At the Westonbirt campus, the Art areas use dilution ventilation and the Science department also has ceiling fans using local exhaust ventilation and Fume Cupboards incorporating filters.

### 3.14.3. Kitchens

The kitchens are fitted with an extract ventilation system to ensure that conditions in these areas remain satisfactory for personnel.

### 3.14.4. Noise

3.14.4.1. The School regards Noise as a very important issue and takes the following action in order to minimize its effect.

- a) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- b) Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- c) 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.

3.14.4.2. Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

## 3.15. WASTE DISPOSAL

### 3.15.1. General Waste

The disposal of this waste is carried out in the usual manner by a contractor.

### 3.15.2. Food Waste

This waste is disposed of via Waste Disposal Units fitted in the Kitchens.

### 3.15.3. 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 will be employed.

### 3.16. REPORTING PROCEDURES - Accidents and Near Misses

3.16.1. The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as follows: **The Operations Director is responsible for co-ordinating RIDDOR and is to instigate procedures to ensure that there are monthly checks of accident books.**

3.16.1.1. IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD (TELEPHONE) IF ONE OF THE FOLLOWING OCCUR:

- a) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- b) Major Injury to Staff, Pupils or Any Other People in an accident on the premises  
- The Major Injury as listed in the Regulations.
- c) Dangerous Occurrences listed in the Regulations.

3.16.1.2. REPORTING:

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

3.16.1.3. REPORTING FORMS:

F2508 - for injuries and dangerous occurrences

F2508A - for diseases

3.16.1.4. RECORD KEEPING:

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

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

### 3.17. HAZARDOUS SUBSTANCES

3.17.1. Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

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

3.17.1.2. Carry out COSHH Assessment having regard to the following points:

- a) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
- b) Control Measures to be adopted.
- c) Maintenance of the Control Measures.
- d) Monitor the situation to establish that the measures are effective.
- e) Undertake Health Surveillance where relevant.
- f) Carry out Instruction and Training to ensure the following are understood:
- g) Use of the substances, their handling, storage and disposal, and:

Emergency Procedures

Methods of Control

Use of Personal Protective Equipment

3.17.2. Record all information on relevant assessment form.

This type of assessment would be carried **out by the Operations Director with assistance** from other Personnel as required.

3.17.3: The relevant Head of Department/**Departmental Head** will establish and keep a folder, by Departments, in which will be listed the Data Sheets for each substance brought into the School, together with a written Assessment, where necessary, of the exposure of all persons who may use or be exposed to these substances.

3.17.4 Department Heads/**Departmental Head will notify the Operations Director** of any change in purchase policy so that new substances may be effectively monitored.

### 3.18. PERSONAL PROTECTIVE EQUIPMENT

3.18.1. 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 School shall:

- a) Provide suitable PPE (See Appendix 2 for Issues Sheet)
- b) Assess present PPE

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

and all personnel shall:

- h) Use the PPE correctly
- i) Always wear PPE
- j) Report any loss or defect

**The Operations Director will be responsible for producing a school wide annual budget to cover the above.**

### **3.19. DISPLAY SCREEN EQUIPMENT**

3.19.1. The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations **and it is the responsibility of the Operations Director to ensure that:**

- a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) 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.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

### **3.20. RISK ASSESSMENT**

3.20.1. 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.

3.20.2. The Assessment will establish the following:

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

3.20.3. The Assessments will be carried out by the Head of Department/Departmental Head **with assistance, as required, of the Operations Director.**

### **3.21. MANUAL HANDLING**

3.21.1. 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:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanized process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:
  - assistance from other personnel
  - use of sack barrows or other similar equipment etc

3.21.2. 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.

### **3.22. WORK AT HEIGHT**

3.22.1. The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

3.22.2. 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.

3.22.3. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

3.22.4. In order to ensure that the School complies with these regulations, the following will be taken into account:

- a) Work at Height will be properly planned and organized.
- b) Those involved in Work at Height will be properly trained and competent.
- c) A Risk Assessment will be carried out to establish the correct access equipment.

- d) Equipment for Work at Height will be properly inspected and maintained.

3.22.5. In addition, risks due to work on or near fragile surfaces will be properly controlled.

3.22.6. The School will further comply with the Work at Height Regulations by taking account of the following:

- a) Avoiding Work at Height if reasonable to do so.
- b) Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- c) Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimize the distance and consequences of a fall.

### **3.23. ELECTRICITY at WORK REGULATIONS**

3.23.1 The School will take all necessary steps to comply with the above Regulations.

3.23.2 The School's Electrician will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.

3.23.3 The School's Electrician, , will prepare an inventory of all electrical apparatus used in the Schools and this will be routinely inspected and tested and an appropriate register kept. Where pupils bring electrical equipment onto the School premises, this will also be checked, tested and registered.

3.23.4 The School's Electrician will ensure that rooms covered by Entertainment, Wedding, or Drinks Licences are inspected by a competent person annually. This includes stage electrical installations.

3.23.5 The Schools recognize that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instructions prepared to control the risks.

3.23.6 The Schools will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise, coming into contact with live conductors at voltages above 25 volts.

### **3.24 CONTROL OF LEGIONELLOSIS**

3.24.1 The Schools operate hot and cold water systems where there is a foreseen risk of Legionellosis and which therefore requires control measures and procedures.

3.24.2 The School owns the main supply system for the Westonbirt area, which pumps and distributes water not only to School but also to other properties. The management of this water supply has been devolved to Peninsula Water Limited, which ensures that all risks of contamination to the supplies are minimized.

3.24.3 From time to time the School commissions a specialist company to produce a detailed report on the water systems owned and operated by the School. This includes outlying domestic properties in the Westonbirt area. Any resulting recommendations are implemented.

3.24.4 The School's **Maintenance Manager** and senior plumber organizes programmed maintenance of the Westonbirt systems to minimize the risk of Legionellosis occurring on site, or in one of our owned properties.

3.24.5 The Sports Centre's water tanks are checked monthly by an officer from Cotswold District Council

3.24.6 The water systems at Rose Hill Westonbirt is subject to regular testing by specialist contractors.

### **3.25 PRESSURE SYSTEMS**

3.25.1 The School recognizes that the Pressure System and Transportable Gas Containers Regulations 1989 apply to all pressure systems on site containing steam at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than .5 bar (7psi). There is only one such vessels held by the School, which is in Design Technology, and subject to regular checks by a competent person.

### **3.26 CONTROL of CONTRACTORS**

3.26.1. 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.

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

#### **3.26.2.1. 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

#### **3.26.2.2. 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 - e.g. Asbestos
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise

#### **3.26.2.3. APPOINTMENT OF CONTRACTOR**

Based upon the best bid, taking into account all factors

#### 3.26.2.4. ACCEPTANCE BY CONTRACTOR OF THE SCHOOL'S SAFETY RULES

Full list of Site Rules available for contractors.

#### 3.26.2.5. 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

3.26.3. Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007.

### **3.27. CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2007 (CDM)**

3.27.1. The School is aware of its obligations under the CDM Regulations and where projects are such that they come under these regulations the School, as client, will carry out the following:

- a) Select and appoint a Planning Supervisor and Principal Contractor.
- b) Ensure that the Planning Supervisor and Principal Contractor are competent and check their allocation of resources to Health and Safety.
- c) Ensure that an adequate Health and Safety Plan is in place before work commences.
- d) Pass on information about the land and/or premises to be developed.
- e) Ensure that the Health and Safety File, prepared on completion of the project by the Planning Supervisor, is kept available for those subsequently carrying out construction work.

3.27.2. In line with Regulation 4 of the Construction (Design and Management) Regulations, the School

may elect an agent to act on its behalf when projects involving these regulations apply.

3.27.3. On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

### **3.28. CONSULTATION WITH EMPLOYEES**

3.28.1. 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:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

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

### **3.29. MONITORING POLICY**

3.29.1. The Health and Safety Policy will be monitored on an on going basis by the Health and Safety Officer. Checks will be made regularly with an inspection being made of all areas of the School followed by a report.

3.29.2. There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities.

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APPENDIX 1

WESTONBIRT SCHOOL LTD  
(Including Rose Hill Westonbirt School)

ISSUE OF PERSONAL PROTECTIVE EQUIPMENT

Name of Employee \_\_\_\_\_

Department \_\_\_\_\_

Job \_\_\_\_\_

National Insurance No \_\_\_\_\_

Date of Issue \_\_\_\_\_

PPE

SPECIFICATION

Eye Protection \_\_\_\_\_

Hearing Protection \_\_\_\_\_

Safety Shoes \_\_\_\_\_

Helmets \_\_\_\_\_

Respirators \_\_\_\_\_

Wet Weather Equipment \_\_\_\_\_

Other (Specify) \_\_\_\_\_

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

I understand that when provided with any Personal Protective Equipment, e.g. Respirators, Gloves, to reduce my exposure to a substance and act as a Control Measure; that I have a duty to wear it/use it correctly and promptly report any defects.

THE NOISE AT WORK REGULATIONS 2005

I understand that I have a duty to fully and properly use the ear protection provided for me by my employer when working on jobs with noise levels above 90 dB(A) and to report any defects back to him.

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

I understand that when provided with any Personal Protective Equipment I have a duty to use it in accordance with any training and instructions, take all reasonable steps to ensure it is returned to accommodation provided for it after use, and report any loss or obvious defects to my employer.

PERSONAL UNDERTAKING

I have read the above and understand my duties as regards the wearing of the equipment issued to me. I know where to obtain replacements if the equipment is lost or damaged.

SIGNED

DATE