



**CRANLEIGH**  
EX CULTU ROBUR

## HEALTH AND SAFETY

In this policy document, when the expression 'School' is used, it relates to both Cranleigh School and Cranleigh Preparatory School.

### STATEMENT OF INTENT

Cranleigh School is committed to ensure, so far as is reasonably practicable, that:

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
- Pupils and members of the public including parents, visitors and contractors' employees who enter our premises are not exposed to any health and safety risks during the course of their business.
- No work is carried out by the school or a contractor that is liable to expose employees, pupils or members of the public to hazards to their safety or health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety including, where necessary, a written statement of policy, suitable and sufficient risk assessments covering the work for which they are engaged, adequate resources to undertake the work and appropriate insurance.

The Governing Body has the ultimate responsibility for the implementation of this policy and they undertake to ensure that the requirements of all Health and Safety legislation are implemented. The Headmasters are responsible for this policy within their respective schools and the Director of Operations within his department. Any matters that cannot be resolved at this level must be referred to the Governing Body.

The School's general objectives are:

1. To provide conditions and systems of work for all employees which minimize the risk of danger to their safety or health. This requires risk assessments to be carried out, as appropriate, to enable hazards and risks to be identified, effective control measures implemented and standards of safety to be adopted and enforced.
2. To ensure that all plant and equipment is fit for purpose and acquired through reliable sources; that it is maintained and inspected regularly and where necessary inspected in accordance with statutory requirements, and that none will be used knowingly when it presents any risk to the safety of the staff, pupils, or the public.
3. To provide a safe place of work for all employees and a safe environment for pupils and others who may visit the School from time to time, paying particular attention to the provision of means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, training and supervision to ensure the health and safety at work of all employees and pupils.
5. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are kept under continuous review by management at all levels.
6. To ensure arrangements are made for the safe storage, handling and transport of articles and substances that could cause harm.

7. To ensure the School will have and maintain up to date documented emergency procedures; to ensure that all employees and pupils are familiar with them; and to ensure that emergency drills are practiced on a regular basis (at least once a term).

The School's specific objectives for the current year with regard to Health and Safety are:

1. To continue to react to government guidance on ways of working in order to remain a Covid-secure site during the continuing global pandemic.
2. To monitor more closely the School's Health and Safety performance through regular workplace inspections and ad hoc safety tours.
3. To increase the involvement of the whole workforce in Health and Safety matters by encouraging them to be actively involved in the preparation of risk assessments and/or safe systems of work so that communication about Health and Safety matters is open and transparent.
4. To continue to monitor speed of vehicles on campus and challenge inappropriate driving whilst also considering and developing plans for further pedestrianisation and better traffic flow on site.
5. To increase the amount of qualitative, active monitoring of Health and Safety performance so that figures going forward can be benchmarked with similar Schools.

This policy is dependent upon the total co-operation of every person who works for the School and indeed all employees have a legal duty to:

1. Take reasonable precautions in safeguarding the health and safety of themselves and others
2. Observe all Health and Safety rules and procedures as laid down by the School and use all health and safety equipment provided.
3. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, injury, illness or damage.
4. Ensure that no person uses a hazardous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a hazardous machine, nor should they be allowed to operate machinery which is forbidden by specific legislation.

## CONSULTATION AND SUPERVISION

The Director of Operations is charged with holding a Health and Safety committee meeting each term and for ensuring that there is staff representation from all departments.

Health and Safety will be a standing item at termly Buildings and Estate Committee meetings and at the termly meeting of the Governing Body.

This policy will be monitored to ensure it remains effective and will be regularly reviewed and revised as necessary (for example because of, but not limited to, an increase of incidents, change in legislation or action by an enforcing authority, or any other factor which may call its validity into question) or in the absence of any necessary revisions, at intervals of no greater than 12 months.

Signed:



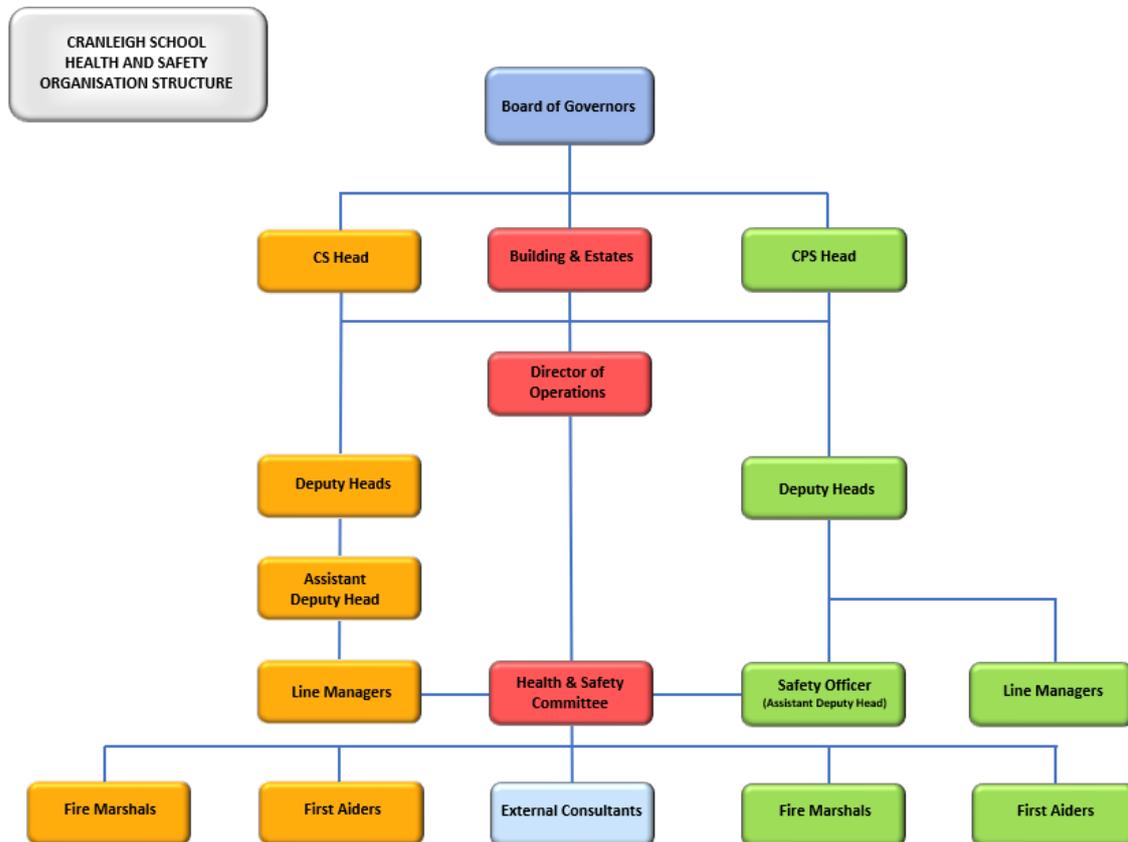
**Date: 31.08.21**

Policy reviewed August 2021

## ORGANISATION

### The Governors

The Governors are ultimately responsible for health and safety within the School. They will regularly monitor the effectiveness of the implementation of this Policy and will revise it where necessary. The Governors will ensure that any significant changes in this Policy are drawn to the attention of the employees concerned.



### Head/Headmaster of the Preparatory School

The Head / Headmaster will be responsible to the Governors for the implementation of the policy. He will, so far as is reasonably practicable:

- monitor the effectiveness of the Policy within the School and report back to the Governors as appropriate;
- consult with the Director of Operations as nominated Safety Officers;
- recommend changes in the Safety Policy in the light of experience;
- encourage the co-operation of staff at all levels in working to this Policy;
- ensure that any changes in curriculum and in systems of work are considered for their health and safety implications.

## BURSARY

On a day-to-day basis the Headmasters' responsibility as regards the domestic and administrative (i.e. non-academic) side of the School will be devolved to the Director of Operations, who in particular will:

- monitor the effectiveness of this Policy and report back to the Headmasters as appropriate;
- be appointed as the School's nominated Safety Officer having responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the School via the normal line management structure;
- be the liaison point with the School's Health and Safety Consultants (Cooper Safety Associates LLP) and ensure that their services are used fully to obtain the above information;
- as a line management function, be responsible for the safety of all administrative, maintenance and facilities staff;
- be responsible for ensuring that all maintenance contracts involving external contractors who monitor certain aspects of the School functions are monitored and kept up to date;
- where individual employees in the various functions of the School are given posts of intermediate responsibility, identify those posts in this Policy and ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given;
- establish a system for the reporting back of accidents, incidents, near misses and damage to School property and investigate accordingly;
- be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified;
- be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the School premises;

The Director of Operations will hold a Health and Safety Committee meeting each term, ensuring that all departments are represented thereon and that copies of the minutes and recommendations for action are communicated to the Headmaster/ Headmaster of the Preparatory School.

The Director of Operations will ensure that health and safety is a standing item on the agenda of the termly meetings of both the Estate and Building Committee and the Governing Body.

### **Heads of Department**

The Heads of Department will be responsible to the Head/Headmaster of the Preparatory School for the following:

- ensuring that the Department is run according to the standards laid out in this Policy and other appropriate standards that may be set by the School;
- ensuring that members of the Department and ancillary staff understand the practical aspects of this Policy and the minimum legal standards applicable within their areas of responsibility;
- notifying the Head/ Headmaster of any matters within this field which they feel are beyond their own competence;
- reporting to the Compliance Lead as appropriate any accidents, incidents, near misses or damage for investigation;
- ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external trips as detailed in part 3 of this Policy;
- completing Risk Assessments as necessary, and where applicable in accordance with COSHH Regulations on any new substances introduced into their Departments; or other specific legislation such as PUWER, LOLER etc.;
- ensuring that the teaching staff and pupils for whom they are responsible co-operate fully with any fire practices and other emergency procedures as specified later in this Policy or in other School policies.

### **Housemasters**

Apart from the normal supervisory role, Housemasters will so far as is reasonably practicable;

- ensure that all fire doors are kept closed at all times; unless they are retained on mechanisms which activate with the Fire alarm.
- make arrangements, in conjunction with the School Fire Officer, for night-time fire practices at the agreed frequency of not less than once per term.

- ensure that all pupils and sleeping-in staff in the House are fully familiar with all fire instructions;
- monitor on a regular basis the correct use of electrical equipment in dormitories / studies, etc. in the House; and where necessary ask for PAT testing outside of the School's normal schedules, particularly on personal electrical items brought onto school premises by pupils.
- ensure that all means of escape in case of fire are kept free and unobstructed;
- contact the Director of Operations if there are any problems with the location and allocation of fire extinguishers.

### **Technicians**

They will be responsible to their Head of Department for the following:

- isolating gas supplies to laboratories at the end of each teaching day;
- security of all hazardous flammable substances which may be used in their Department;
- to this end ensuring that all stores are kept securely locked when not being supervised;
- ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;
- Following training and advice, ensuring that a sufficient number of the correct fire extinguishers is available within, or close to, the prep rooms.

### **Functional Managers**

This section refers to the managers who head the operational departments of the schools.

These managers will be responsible to the Director of Operations for the safe running of their activities. They will be responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy.

They will be responsible for ensuring that staff have appropriate training according to the needs of their work.

They will undertake to arrange the necessary training under the COSHH Regulations and any other legislation which requires specific standards of training.

They will be responsible for ensuring that all agreed systems of work are followed.

Where they come across matters that they feel are not within their own competence they should refer the matter to the Director of Operations in the first instance.

They should be responsible for investigating any accident or incident if directed to do so by the Compliance Lead, and must report any such occurrence to them without delay.

### **Employee's Responsibilities**

All employees have a legal duty to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the School and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or could have led to, injury, illness or damage.
- Ensure that no person, including themselves, uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine, or operate equipment which is prohibited by legislation for use by those below the age of 18.

## **ARRANGEMENTS**

The School will apply the requirements of appropriate law as a minimum standard to ensure safety in the workplace. In this part of the Policy specific standards and arrangements will be established to cover specific risks and these standards will be regularly monitored.

Staff are reminded that more detailed policies covering many aspects of the School's operation are available on the School's VLE, in other shared folders and in hard copy format where requested. These should be read in conjunction with this Health and Safety policy where appropriate.

### **School Trips and Expeditions**

There is a prescribed protocol for the taking of school trips both in the UK and abroad. These are arranged in accordance with the written instructions laid down in the School Trips and Expeditions Policy.

### **Work Equipment**

It is the intention of the School that all plant and equipment will comply with the Supply of Machinery (Safety) Regulations 2008, and, whether static or mobile, academic or maintenance, will be guarded, according to the relevant assessed risks, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998(PUWER) and associated guidance contained in L22 Safe Use of Work Equipment, and the more general provisions contained in Sections 2(1), 2(2)(a) and 3(1) of the Health and Safety at Work etc. Act 1974.

More specifically, the matters of guarding will be those detailed in BS 4163: 2007 'Health and Safety for Design and Technology in Schools and Similar Establishments - Code of Practice', and other relevant standards, interpretation of which will be provided by the School's Health and Safety Consultants.

All staff who use chain saws will be provided with personal protective equipment which will take account of the risks associated with noise, ejected materials, dust, cuts and abrasions and vibration, and will also include safety footwear and appropriate ballistic clothing. They will have been on a chain saw training course approved by the Health and Safety Executive and work will proceed according to the current HSE Guidance Note INDG317.

The School utilises abrasive wheel grinders. Under the Provision and Use of Work Equipment Regulations 1998, no person is allowed to mount any abrasive wheel unless he has been trained, is competent and has been appointed by the employer. Although these Regulations do not apply to schools, the same standards will be adopted. The persons appointed by the School are as detailed by the Works Manager.

Tool rests on abrasive wheel grinders are required to be adjusted as close as practicable to the exposed part of the abrasive wheel. All staff are expected to be vigilant and to carry out checks whenever they use the grinder and before pupils use a grinder and to carry out the necessary adjustments to the tool rests to ensure they are so maintained.

If eye shields are provided these must be kept in a clean and sound condition.

Eye protection (BS2092-1) must be worn when abrasive wheel grinders are used.

### **Cranleigh School Fire Safety & Emergency Evacuation Policy**

Cranleigh School has an absolute duty to achieve compliance with regard to the Regulatory Reform (Fire Safety) Order 2005 and to conduct appropriate fire risk assessments. This document provides direction and guidance on fire safety management for school premises. Please see Cranleigh School & Cranleigh Prep School Fire Safety & Emergency Evacuation Policy for the full details and local procedures. Fire Risk Assessments are conducted by Philip Watkins of Hurtwood Fire Risk Management and are held by the Works department.

Policy reviewed August 2021

## **Science Teaching**

Cranleigh School Science Department Safety Policies should be read in conjunction with this instruction.

### *Experimental safety*

The method of conducting all experiments in the curriculum will be according to the standards laid out in Chapter 7 of "Topics in Safety", 3rd edition, 2001, published by the Association for Science Education. Copies are available to all staff.

The chemicals used will be according to the recommended restrictions in Chapter 8 of the above publication.

### *Eye protection*

The School recognises that eye protection is a difficult matter. Note is taken of the guidance in paragraph 3.3 of Chapter 2 of the above publication regarding categories A, B and C. However, it is understood that complete protection for the pupils will be available only if goggles manufactured to BS2092-1 are provided and worn; full protection against highly-volatile chemicals will only be achieved through the use of full face shields to BS2092-2.

### *Fume cupboards*

It is the policy of the School that fume cupboards will be assessed once a year. This will conform to the 14-month requirement for the examination of local exhaust ventilation under Regulation 9(2)(a) of the 2002 COSHH Regulations. The minimum standard required by the Department of Education and Science is a flow rate of 0.3M/sec with the sash fully opened. It is the aim of the School to achieve standards whereby the flow rate will be 0.5M/sec with the sash open at 0.5 metres.

### *Chemical Storage*

It is the policy of the School that chemical storage will be along the general lines of that laid out in Chapter 10 of 'Topics in Safety'. However, specific guidance will be sought if necessary from consultants.

### *Microbiology*

It is a policy of the School that all microbiological experiments will be assessed and categorised in accordance with chapter 5(a) of 'Topics in Safety'. The School will ensure that techniques and precautions appropriate to the level of the experiment will be adopted as contained in chapter 5(a).

The treatment of contaminated equipment, treatment of spillages and disinfection procedures will be in accordance with the above chapter.

### *Radioactive Sources*

It is the policy of the School to comply fully with the Ionising Radiation Regulations 2017 and with HSE publication L93, *Managing Ionising Radiations and Radioactive Substances in Schools*.

The School will use radioactive sources as required by the science curriculum, and will not carry out independent experiments outside the standard syllabus.

The detailed policy on how the School manages radioactive material can be found in the Physics Department policies and procedures, under 'Management of Radioactive Sources' and the School's appointed Radiation Protection Advisor is Mr Stan Batchelor who also conducts a yearly audit of the School's policies and procedures in this area.

## **First Aid**

Please see Medical Care & First Aid Policy.

## Reporting

All injuries, accidents and illnesses, however minor, must be reported through the Incident Reporting system in operation and circulated to all staff.

*School Incident Records:* All incidents forms are completed as soon as possible after the incident by the most appropriate person and are sent to the Compliance Lead (through the Deputy Head at CPS) who keeps a centralised record of all incidents, accidents and near misses.

*Reporting to Parents:* parents will be informed of all serious or significant injuries, accidents or illness involving their child as soon as is possible either by the Medical Centre or by House Staff.

*Reporting to HSE:* The School is legally required to report certain injuries, diseases or dangerous occurrences to the HSE. It is the responsibility of the Director of Operations to do this. Because certain incidents are reportable to the HSE immediately, it is essential that the Compliance Lead is advised of any incident as swiftly as possible.

*Monitoring:* The Director of Operations will organise an annual review of the School incident records in order to take note of trends and areas of improvement. The information may help identify training or other needs and be useful for investigative or insurance purposes.

## Hazardous Substances

The School will take all necessary steps to comply with the Control of Substances Hazardous to Health Regulations 2002. All hazardous substances must be stored in suitable containers and must be correctly labelled in compliance with REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) and CLP (Classification, Labelling and Packaging) legislation.

All pesticides will be safely and securely stored and will kept under lock and key at all times when not in use. The person responsible for the spraying of pesticides will have been on a course approved under the Control of Pesticides Regulations 1986 (as amended by the Control of Pesticides Regulations 1997) and will hold a certificate of competence issued by the National Proficiency Tests Council, Tel. No. 02476 857300.

It is recognised that substances to which the Regulations apply will be used in the teaching of science, the teaching of art, CDT, the offices, maintenance, domestic cleaning and by the grounds staff.

The School will establish and keep a folder in which will be listed the Safety 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. **Staff are reminded that safety data sheets alone do not form a sufficient COSHH risk assessment, and so safety data sheets should be attached to the risk assessment at all times.**

The School will provide sufficient information to these persons so that they understand the principles of the Regulations, the hazards associated with specific substances and the control measures introduced to minimise risk.

The School will undertake the appropriate statutory examinations of all engineering controls that are required by the Regulations.

An instruction for the "Generic Use of Substances" in the Science Department is an annex to the "Cranleigh School Science Department Safety Policy".

## Noise, Vibration and Dust

The School will comply with the requirements of the Noise at Work Regulations 2005, the Control of Vibration at Work Regulations 2005 and COSHH and will use its best endeavours to follow the advice contained in the various guidance publications which support them.

This will include identifying all sources of noise and vibration ("N/V") in the workplace and introducing suitable controls to minimise their effect to a level which is as low as reasonably practicable. Where N/V levels are believed to be close to statutory thresholds, formal measurements will be made using

appropriate test equipment which may involve the engagement of suitably qualified external consultants.

Where N/V conditions in the workplace are identified as excessive, steps will be taken to reduce them to an acceptable level. We will achieve this by a combination of:

- Eliminating the source of the N/V by selecting equipment with a low-noise specification and/or substituting noisy equipment with products which emit less noise
- Engineering controls to:
  - reduce the N/V at source and/or
  - limit the amount of N/V transmitted between the source and the receiver
- Procedural controls which may include the establishment of mandatory hearing protection zones; exclusion zones for persons not involved in work in the N/V area; advice and information on the use of PPE and supervisory requirements to ensure it is worn
- Protecting the receiver by providing suitable PPE and supervising work activities to ensure it is used
- Providing all persons deemed to be at risk with appropriate information on the hazards arising from N/V and the steps taken by the School to contain them

Where contractors are engaged to undertake potentially noisy activities on school premises, the School and the contractor will work together to identify ways of keeping noise to the minimum practicable level. So far as is reasonably practicable, activities which generate noise in the broader environment will be conducted at times which will avoid disturbing either persons on site or people living in the neighbourhood.

Where members of staff are considered to be at significant risk from frequent exposure to high levels of noise or vibration, the School will introduce a programme of health surveillance to test their hearing and other sensory conditions at regular intervals to provide early warning of any adverse health effects.

### **Electricity**

The School will take all necessary steps to comply with the Electricity at Work Regulations 1989.

The School recognises that under the provisions of BS7671:2008/2011 it has to introduce a formalised system of maintenance for all fixed wiring installations and electrical systems within its premises.

The School will ensure that fixed electrical installations are inspected and tested by a competent person at least every five years.

The School will prepare an inventory of all major items of electrical apparatus used in the School and this will be routinely inspected and tested in line with recommendations made in HSE publication INDG236 (rev 2), 'Maintaining Portable electric equipment in low-risk environments'. Details of all equipment testing will be maintained in a dedicated register where necessary.

The School will ensure that any temporary systems, e.g. stage lighting and control gear, are inspected and tested by a competent person every three months. In addition, the School will ensure that fixed stage electrical installations are inspected and tested annually and following any changes, by a competent person before being energised.

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

The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

### **Control of Legionella**

The School recognises that it operates hot and cold water systems where there is a foreseeable risk of Legionellosis which therefore requires control.

The School will do all that is necessary to fulfil the requirements of the Approved Code of Practice L8, 'The Prevention or Control of Legionella (including Legionnaire's Disease), and in HSE guidance note HSG70, 'The Control of Legionellosis', by identifying and assessing sources of risk, preparing a scheme for preventing or controlling the risk, implementing and managing precautions and keeping appropriate records of precautions implemented.

The School recognises that Legionella may colonise storage tanks, calorifiers, pipework and associated plant including taps, showers and other appliances. In particular, it is recognised that Legionella is most likely to multiply in calorifiers where water temperatures fall outside safe operating limits and in pipework leading to taps and showers.

The main objective of the School is to operate water services at temperatures which do not permit the growth of Legionella and to avoid stagnation. The School will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.

Where possible, water services will operate at temperatures that prevent the proliferation of Legionella, that is hot water storage (calorifiers, at >60oC); hot water distribution at least 50oC attainable at the taps within one minute of running; cold water storage and distribution at 20oC or below. Whilst it is recognised that water temperatures in excess of 50oC gives rise to a danger of scalding, where necessary "fail safe" thermostatically controlled mixing valves will be used to allow the hot water system to run safely at higher temperatures to control Legionella.

Where the above water temperatures cannot be maintained, weekly thermal disinfection of the system will be carried out. This will involve raising the temperature of the whole of the contents of the calorifier and then circulating this water throughout the system for at least an hour. Each tap and appliance will be run sequentially for at least five minutes at this full temperature.

It is recognised that if a calorifier or substantial part of the system is on stand-by operation, or if it is out of use for a week or longer for maintenance or other purposes, water will be raised to the operating temperature throughout for at least an hour before being brought back into use.

The following regime of routine inspection and maintenance will be established for the plant:

- Water temperatures at calorifiers will be checked monthly;
- Water temperatures at taps after one minute running will be checked annually;
- Conditions in tanks for the presence of organic materials, vermin etc. annually;
- Conditions in calorifiers for organic materials and undue build-up of scale annually;
- The condition of accessible pipework and insulation annually.
- The system will be cleaned and disinfected if routine inspection shows it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak or suspected outbreak of Legionellosis.

The following records will be kept:

- A simple description and plan of the system identifying storage and header tanks, calorifiers and relevant items of plant;
- Details of the risk assessment;
- Details of system operation relevant to controlling the risk, and the precautions to be implemented;
- Procedures for inspecting and checking the system;
- Details of precautions carried out.

The nominated officer responsible for ensuring this policy is implemented is the Works Manager.

## **Swimming Pools**

Under the COSHH Regulations, full details will have been obtained regarding the chlorination system. The full instruction for safety during the manipulation and use of the chemicals will have been obtained by the suppliers and will be worked to.

With regard to supervision of the swimming pools, note is made of the publication prepared jointly by the HSE and the Sports Council entitled "Safety in Swimming Pools".

Further details of the practices and procedures can be found in the Swimming Pool Conventions and Operating Procedures which are updated at least yearly and include instructions for the safe external letting of the facility.

### **Use of School Facilities by Members of the Public**

The School will ensure that all members of the public using the facilities of the School will be given sufficient information in order to allow them to avoid any risks to their health and safety.

With regard to the use of the School Halls, this information will relate to means of escape in the event of an emergency.

### **Incident Reporting**

All incidents, no matter how trivial, should be reported to the Compliance Lead (through the Deputy Head at CPS if appropriate), who will be responsible for passing on details as appropriate to the Headmaster.

The School will take all necessary steps to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Because some incidents must be reported by the quickest possible means, it is essential that the Compliance Lead is advised of all incidents immediately.

Maintenance of adequate incident records and reporting of those necessary to the Health and Safety Executive will be the responsibility of Compliance Lead.

The School will arrange for all accidents and "near misses" to be investigated where necessary to determine the need for any remedial action. The person responsible for deciding who shall carry out the investigation is the Director of Operations.

### **Safety of Pressure System**

The School will take all necessary steps to comply with the Pressure Equipment (Safety) Regulations 2016 and the Pressure Systems Safety Regulations 2000.

The School recognises that the Regulations will apply to all pressure systems on site containing steam at any pressure, or any relevant fluid at a pressure greater than 0.5 bar (7psi).

The School, through its engineering insurances, has appointed a competent person who will use manufacturers' literature and information available when carrying out thorough examinations and tests of pressure systems, to establish their safe operating limits.

The School recognises that it must produce a written scheme for the periodic examination of its pressure systems and that the written scheme must be prepared by a Competent Person.

The School will then arrange for the Competent Person to carry out examination of the pressure system in accordance with the written scheme.

The School will provide adequate and suitable instructions to employees who have to operate pressure systems and this will include training, close supervision, provision of data and, if necessary, schematic or flow diagrams to help with the identification of important controls and valves.

The School will ensure that its pressure systems are properly maintained in good repair so as to prevent danger. The following reports will be kept:

- An initial report and examination of the pressure system upon it being taken into use;
- The last report of examination of the pressure system made by the Competent Person;
- Any other reports if they contain relevant data to assist safe operation, or referring to repairs and modifications;
- Information referring to data supplied by the designers or manufacturers.

## **Management of Contractors**

The School Liaison Manager for major works Contractors is the Works Manager. He must be contacted before any work is commenced. If work is being carried out for the Grounds Department this may be done through the Grounds Manager.

Before they are engaged, Contractors tendering for work will need to satisfactorily complete the School's Contractor questionnaire to ensure that we only employ organisations who are competent. Contractors will be expected to produce satisfactory evidence of both their Employer's Liability and Public Liability insurance cover in respect of their legal liabilities to the School, third parties and their own employees. It is a condition of contract that any main contractor accepts their legal accountability to the School and to third parties, for damage to property or injury to individuals which may be occasioned through the actions of any sub-contractor or other body employed or engaged by the Contractor, unless otherwise specified and recorded in writing.

Unless specifically agreed in writing with the Contractor, orders are placed on the basis that the Contractor shall provide all equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of school equipment such as lifting equipment, electrical supplies, tools, and access equipment is prohibited.

Contractors are not permitted to engage the assistance of school personnel without specific authorisation from the Director of Operations or Works Manager.

Further details concerning the Management of Contractors on Site can be found in the following documents: CS Contractor Health and Safety Questionnaire and CS Instructions for Contractors and Service Providers.

## **Work Permits**

The School is developing Works permits for the following works:

- Hot Works
- Working in Confined Spaces
- Excavations

Details can be obtained from the Works Manager.

Some permits may also operate for certain electrical work, and early discussion should take place with the Works Manager should major electrical work be required.

## **Noise**

The School is aware of the Control of Noise at Work Regulations 2005 and where it believes that individuals may be exposed to noise levels at or above prescribed action levels, appropriate measures will be introduced to protect the hearing of all those who might be affected.

It is believed that these controls will be necessary in the following operations:

Grass cutting operations;

Leaf blowing activities;

Use of chain saws;

Use of all woodworking machinery;

Strimmers;

Driving of tractors unless provided with Q cabs.

## **Competent Persons**

Under the Management of Health and Safety at Work Regulations 1999, Regulation 6, the School has appointed, and where necessary, has provided appropriate training for the following Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions:

Health & Safety Matters – Works Manager; Director of Operations; Cooper Safety Associates LLP where appropriate.

Fire Evacuation Procedures - All teaching staff and designated non- teaching staff; appointed fire consultant where appropriate.

Electrical Work – Works Manager

Abrasive Wheel Mounting – Works Manager, Head of Design Engineering

Pressure Systems, Written Scheme & Examination - Works Manager;

Display Screen Equipment, eye & eyesight tests - Heads of Academic Departments, Works Manager, Director of Operations.

## **Display Screen Equipment**

It is the policy of the School to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 utilising the guidance given in HSE publication L26, 'Work with Display Screen Equipment'.

The School will carry out a suitable and sufficient analysis of all workstations to assess the health and safety risks to exposed persons.

The School will plan the activities of users to allow periodic breaks or changes of activity.

The School will arrange for appropriate eye and eyesight tests to be carried out on users by a qualified ophthalmologist, on request, and at appropriate regular intervals as recommended.

All users will be informed of appropriate workstation analysis assessments, the arrangements for work interruption, where necessary, and be trained in the use of their workstation.

## **Manual Handling**

It is the policy of the School to have regard to the Manual Handling Operations Regulations 1992 utilising the guidance given in HSE publication L23, 'Manual Handling'.

In particular the School will:

- avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.
- where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out. The person(s) responsible for carrying out these assessments are Heads of Academic Departments and Bursarial Departmental Managers.
- take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonable practicable, and provide employees with general indications on the weights of loads and other factors which may affect the transportation of loads.

The School will engage a competent person who will give regular tool box talks to staff who undertake manual handling and records will be kept of this training.

## **Personal Protective Equipment**

It is the policy of the School to comply with the Personal Protective Equipment at Work Regulations 1992 and 2002 based on the guidance in HSE publication L25, 'Personal Protective Equipment at Work'.

The School recognises that personal protective equipment is a last resort and that, wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is an unavoidable residual risk, then suitable personal protective equipment will be provided to employees.

Where it is determined that personal protective equipment is required then assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment and features of individual users to ensure the equipment provided is suitable.

All personal protective equipment should be maintained to the accepted national or international standards and appropriate accommodation provided for it when it is not in use and staff should report any defects or suspected defects immediately to their line manager.

The person nominated to co-ordinate the above on behalf of the School is the Head of Department, who should consult the Director of Operations for specific guidance if required.

### **Management of Health and Safety at Work Regulations 1999**

There exists a statutory duty on the School to comply with the Management of Health and Safety at Work Regulations 1999 and its Approved Code of Practice. Of particular note are regulations 3 and 4, which deal with the absolute duty to conduct risk assessments and the principles of prevention to control risk.

### **Training**

The School will comply with the general provisions of the Health and Safety at Work Etc Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training, and to the requirements of other regulations which contain specific requirements.

Before entrusting any task to an employee the School will take into account his/her capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.

The School will provide employees with health and safety training:

- on recruitment. The induction training will give general health and safety training on the risks associated with the School's undertaking, including arrangements for first aid, fire and evacuation;
- on their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;
- if there is a significant change in legislation
- periodically as refresher training, as appropriate.

Records will be maintained of all training that has been given. Departmental Managers are responsible for arranging and co-ordinating this training within their Departments.

### **Alcohol and Drug Abuse**

The misuse of drugs and alcohol can put the health, safety and welfare of employees at risk. It can lead to poor performance at work, reduced efficiency, poor decision-making and lack of concentration, all of which can increase the likelihood of an accident.

Substances in this respect include alcohol, illicit drugs, prescription drugs or any other substance which is capable of impairing behaviour, judgment or job performance.

Abuse is the incorrect, improper or harmful use of any substance.

It is the School's policy that no illegal drugs may be brought onto the premises. Breach of this rule will result in disciplinary action being taken against the employee, which may include summary dismissal.

Additionally, no employee should be working under the influence of alcohol or drugs whilst on the School's premises or whilst conducting the School's business at any other premises.

Staff are responsible under this policy to self-report to their line manager should they be taking prescription medication that could have a detrimental effect on their ability to perform their duties safely.

### **Consultation with Employees**

The Health and Safety (consultation with Employees) Regulations 1996 requires all employers to consult their employees on health and safety matters. This helps to create a safe working environment and strengthens the school's health and safety culture. Consultation affords the opportunity to motivate staff and create health and safety awareness. This, in turn, makes a business more efficient, and reduces accidents, incidents and ill-health.

All employees are encouraged to contribute to the management of health and safety. Any employee who does not understand our existing policy, or who wishes to raise a concern or suggest an alternative course of action, may do so by contacting their line manager in the first instance or the Director of Operations.

Statutory notices and emergency procedures are available for inspection on the Health and Safety noticeboard outside the Director of Operation's Office, and all employees are encouraged to read these on a regular basis. Developments in legislation and information specific to the school's business will be notified to staff by the respective line manager or the Director of Operations.

### **Housekeeping**

All employees have a responsibility to ensure their own work area and the workplace in general is kept free from hazards, particularly those which may give rise to fire or to slips, trips and falls.

Carpeting and floor coverings will be selected for their appropriateness to area usage and will be maintained in a condition suitable to prevent the risk of slips, trips and falls.

Materials must not be allowed to encroach onto designated pedestrian walkways. Stacking should be avoided but where this is not possible, materials should be stacked in a stable manner so that, so far as is reasonably practicable, the risk of them falling is reduced to a minimum.

Any spillage or leakage of liquids or solids which may give rise to a slip hazard must be cleaned up immediately.

The School will promote good housekeeping by positive supervision and through a system of regular workplace inspections.

Waste or surplus materials should be disposed of in a suitable skip or waste bin, or returned to their source and should not be allowed to accumulate in such a way that they constitute a hazard. Specialist waste collections for hazardous materials are arranged at appropriate intervals by specialist contractors.

### **Lone Working**

There is no general legal prohibition on working alone but the broad duties placed on us by the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations still apply. These require identifying hazards relating to the work, assessing the risks involved, and putting measures in place to avoid or control the risks.

Staff who wish to work outside normal office hours must first of all seek the permission of their line manager so that arrangements can be made to ensure their safety.

We will avoid putting lone workers at any greater risk than other employees by introducing control measures which take account of normal work and foreseeable emergencies, eg fire, equipment failure, illness and accidents.

Control measures may include:

- a 'buddy system' by which regular contact is maintained between the lone worker and a nominated person who is advised of the action to take in the event of failed or lost contact
- automatic warning devices which operate if specific signals are not received periodically from the lone worker
- other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity checks that a lone worker has returned to their base or home on completion of a task.

### **Nursing and Expectant Mothers**

We recognise the extra vulnerability of nursing and expectant mothers and when a female employee notifies her manager, in writing, that she is pregnant, a specific risk assessment will be conducted to establish if she will be able to perform her prescribed duties during her pregnancy. The employee concerned will be informed of any additional risks she may face in our workplace as a consequence of her condition, and of the steps the School intends to take to minimise risks to both her and her unborn child.

As required by law, if additional risks to nursing and expectant mothers cannot reasonably be reduced, we will find alternative work with no loss of terms or conditions, or we will authorise paid leave if alternative work is not available.

The School is only required to take extra precautions for nursing and expectant mothers if we are notified of their condition. It follows therefore that staff must inform the School of their condition, supported by written confirmation from their medical practitioner. In the absence of supporting medical evidence, the School reserves the right to request medical confirmation.

### **Smoking at Work**

Smoking is not permitted anywhere within the School's buildings or vehicles.

All employees who are working away from the School's premises are reminded that they must observe the smoking restrictions which apply at remote sites and in particular, to observe the requirements of the Smoke-free (Premises & Enforcement) Regulations 2006.

Further details are available in the School's No Smoking Policy.

### **Stress**

Stress is defined as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. This makes an important distinction between the beneficial effects of reasonable pressure and challenge (which can be stimulating, motivating, and can give a 'buzz') and work-related stress, which is the natural but distressing reaction to demands or pressures that the person perceives they cannot cope with at a given time.

If stress is not identified and addressed, it can lead to both physical and mental health problems.

The effect of stress on performance is well established and in the interests of both the health of employees and the efficiency of the school, it should be minimised.

Symptoms of stress include, inter alia, headaches, depression, raised blood pressure, insomnia, irritability, nervous break-down, psoriasis, eczema, hair loss, panic attacks, palpitations and loss of appetite.

If employees believe that they have a problem with stress, they are encouraged to seek confidential assistance from the Medical Centre, their line manager or from the School's counsellor.

### **Temporary Workers**

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 make specific provision for the health and safety of temporary workers employed by the school.

The Director of Operations or relevant Head of Department will ensure that all temporary workers are given health and safety induction training covering the hazards within the school, emergency procedures and the management controls for those risks before they commence their duties.

We appreciate that temporary employees will be exposed to the complete range of risks to which other employees are exposed and that they will also be unfamiliar with many of the procedures and will need extra supervision for a period after their induction.

Agencies which provide temporary staff will be required to provide evidence that they have a safety policy as a matter of contract between the school and the agency. The policy must include a statement that their workers will comply with our safety procedures whilst on our premises or whilst working under our direction.

We have a duty to advise agencies which provide temporary staff of any specific hazards associated with our activities of which the agency would be otherwise unaware, and of the control measures that the School has established to minimise the risks associated with them.

Agencies which provide temporary staff will be required to provide evidence of their Employers' Liability insurance.

### **Visitors**

As far as possible, visitors will always be accompanied by an employee and will be signed in at the relevant School Office. Visitors will not usually be permitted to wander freely around school premises.

In cases where visitors are not accompanied at all times (e.g. auditors) the Director of Operations or relevant staff member will give them a brief induction in the emergency procedures applicable to the premises which they are visiting. Whether accompanied or not, visitors must wear a clearly visible Visitor's pass at all times.

Should an emergency occur, the person who is accompanying the visitor will assume responsibility for them and will escort him/her to the fire assembly point.

Should an incident occur involving the visitor which results in injury, this will be recorded through the School's Incident Reporting Procedure.

If the injury is of a specified nature or is fatal, it will have been reported to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The incident will be reported by the School's authorized person, usually the Director of Operations.

### **Young Persons**

We will carry out a suitable and sufficient risk assessment for all work involving young persons (16 to 18 years old) prior to their employment, and will communicate the result of this to them on their commencement of work.

The risk assessments for work involving young persons will take into account their:

- lack of experience or awareness due to their immaturity
- physical and psychological capacity to carry out the work effectively
- potential exposure to toxic or harmful substances or agents (including radiation)
- inexperience in the recognition of potentially hazardous situations, or lack of training
- potential exposure to extremes of heat or cold, noise or vibration

Where young persons or children who are below the minimum school-leaving age (on work experience or other work placement schemes) may be exposed to risk, their parent(s) or guardian will be advised of all identified risks and the measures we have introduced to contain them. This information will be provided before the young person starts work with the School.

## Risk Assessment

Risk Assessment is a key part of the dynamic Health and Safety culture within the school, and should be implemented at all levels to ensure that all significant risks are being correctly identified, recorded and managed.

CPS and certain specialist activities at CS use their own specific Risk Assessment templates.

The School will make a suitable and sufficient assessment of the risks to health and safety of its employees whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions. The persons responsible for carrying out the assessment on the School's behalf are the Departmental Managers with the Director of Operations checking and reviewing risk assessments annually. Further detail on the Risk Assessment process can be found in the School's Risk Assessment Policy.

Where the risk assessment identifies any appropriate Health Surveillance this will be carried out following consultation with suitably qualified and Competent Persons.

To assist in undertaking the measures identified by the risk assessment as necessary to comply with relevant statutory provisions, the School has appointed a number of Competent Persons. Co-ordination of the necessary measures and Competent Persons will be carried out on the School's behalf by the Director of Operations.

The results of the assessment including identified risks and any necessary preventive and protective measures will be brought to the attention of relevant employees.

A standard Risk Assessment is generally used by the School, and the aim is for as many areas as possible to use this standard form which uses a 5 \* 5 matrix to quantify risks as outlined below. Where possible, Risk Assessments should be conducted and reviewed by at least two different people to ensure a balanced perspective on the level of risk.

The Risk Rating Priority (RRP) system used takes account of many factors to give a relative indication of risk priority including:

- Likelihood of Injury
- Seriousness of potential injury
- How often does the risk arise
- How many people are affected
- Are effects catastrophic, immediate or long term
- Specific legal requirements.

Various risk assessment headings are used. They are listed below, with broad outline explanations:

*Activity* - identifies the particular "topic" of the risk assessment. It may be specific to an activity, e.g. Maintenance; based on a geographical location/area of the site specific to a type or group of machines e.g. Abrasive Wheel Machines.

*Hazard* - something with the potential to cause harm. In many cases there will be more than one hazard arising from one area/ activity. Assessment will cover all significant hazards; trivial issues will not be assessed but will be kept under review.

*Risk* – The likelihood that the hazard will cause harm, measured in terms of probability and severity using the 5 \* 5 matrix.

*Who* – identifies the person or people at risk

*How* – identifies the nature of the harm that might be done.

*Existing Control Measures* – lists the standard measures current adopted to control the risk identified.

*Further Measures Required* - indicates what further preventive and protective measures required to control the hazard. Where reference is made to specific Regulations or sources of Guidance, these

should be consulted for definitive information on the required Control Measures. Where guarding is referred to this must be maintained in position whenever the machinery is in motion or use.

The Risk Matrix used at Cranleigh is as follows:

### **SEVERITY**

- 1: No lost time injury/minor damage
- 2: Minor injury
- 3: Reportable injury
- 4: Major injury or damage
- 5: Fatality or catastrophe

### **LIKELIHOOD**

- 1: Very Unlikely
- 2: Unlikely
- 3: Possible
- 4: Likely
- 5: Certain

**RISK FACTOR:** 1-4 Acceptable (no action); 5-9 Low Risk (no action); 10-16 Medium Risk (action); 17-25 High Risk (avoid or re-plan; activity should cease until adequate control measures have been applied)

Once Risk Assessments are completed and the risks have been reduced to an acceptable level, they should be copied to the Director of Operations, as well as being made readily available to all those who should be familiar with them. Please see the Risk Assessment policy for further information.

## **MONITORING AND REVIEW**

To ensure that the various procedures and policies set out in the arrangements section of our Health and Safety Policy are being adhered to and being implemented as intended, we will undertake a full external audit once every three years and in between these, an interim audit will take place. These audits will be conducted by an independent consultant.

The findings of the audits will be communicated to both management and staff together with a review of the effectiveness of the arrangements contained in this section of the policy.

In addition, the Health and Safety Policy together with all risk assessments will be reviewed at least annually to ensure that they remain valid, and they will be updated to reflect any necessary changes. However, there are many other reasons why risk assessments or standard operating procedures may need to be altered, including:

- changes in legislation
- an incident
- recommendation or action by the enforcing authority
- a change in technology or work process
- acquisition of new premises or a change in workplace layout
- the introduction of a new person to the workplace with a specific need