

WARWICK INDEPENDENT SCHOOLS FOUNDATION



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FOUNDATION HEALTH & SAFETY POLICY

1.0 Statement

- 1.1 The Governors of Warwick Independent Schools Foundation (“WISF”, “Governors”) recognise and accept their responsibilities as employers under the *Health & Safety at Work etc. Act 1974*, the Education (Independent School Standards) Regulations 2014 (“the Regulations”) and other relevant legislation including related Department of Education advice on legal duties and powers.
- 1.2 So far as is reasonably practicable, Governors will provide safe places of work, equipment and work practices for pupils, employees and visitors at any of WISF’s Schools (Warwick Preparatory School, King’s High School and Warwick School – “the Schools”) or premises; this also relates to others who could be affected by WISF’s activities.
- 1.3 This Policy Statement is an introduction to a full directory of responsibilities and arrangements recognised by the Governors for which they also accept responsibility.
- 1.4 Employees, contractors, visitors and pupils are made aware that they must take care of the health and safety of themselves and others.
- 1.5 This Policy and its supporting arrangements apply across all the Schools, including EYFS where appropriate.
- 1.6 Employees will be trained and supported to ensure they are able to fulfil their responsibilities and so demonstrate health and safety practices that maintain a safe and healthy environment.
- 1.7 Employees have a duty to report promptly any concerns about health and safety arrangements.
- 1.8 This Policy will be reviewed on an annual basis by the Head of Health & Safety (HHS) unless required more frequently due to changes in legislation/good practice.
- 1.9 This Policy, including details of responsibilities and arrangements, is held on the WISF SharePoint Portal. Hard copies for those without access to the Portal are located in the School Offices. Departments may also keep their own copies but must ensure they are up to date.

2.0 Policy and Arrangements

2.1 The procedures and arrangements set out in this document have been put in place to assist the Schools and those responsible to:

- Comply with the Regulations, legal requirements, codes of practice and safe working procedures to establish and maintain a safe and healthy environment.
- Advise all employees of their Health & Safety (H&S) responsibilities.
- Establish and maintain safe working procedures amongst staff, pupils, contractors and any other person working on or visiting WISF sites.
- Ensure sufficient information, instruction, training and supervision are provided to enable all staff, pupils, contractors and visitors to avoid hazards and to contribute positively to their own safety and health at work or whilst on site.
- Document procedures, including evacuation, to be used in the case of fire or other emergency.
- Establish and publicise procedures for recording, reporting and investigating accidents, near misses, work-related ill-health, dangerous occurrences and untoward events.
- Provide and maintain adequate welfare facilities.
- Ensure the maintenance of sites, buildings, layout and work equipment is to an acceptable safe level, in association with the Head of Estates & Operations (HEO).
- Provide, maintain and ensure the use of appropriate personal protective clothing and equipment (PPE) at no charge to users.
- Foster a safety culture within the Schools that positively promotes and encourages safe working by all employees, and apply appropriate disciplinary procedures if required for violations of policy/unsafe practices.
- Put in place formal Health & Safety Committees to promote discussion, communication and a consistent approach for Health & Safety across WISF.
- Consider Health & Safety at the tendering, planning and contract stages for any works, liaising with architects, designers and contractors to ensure, so far as is reasonably practicable, they carry out their safety duties and responsibilities.
- Request advice from the HHS on relevant matters.

3.0 Organisation (see Appendix I for Organisational Charts)

3.1 As WISF's governing body, the WISF Governors, and specifically the Chairman, are ultimately responsible for the implementation of Health & Safety legislation and achieving the requirements of this Policy.

3.2 The Governors are responsible for ensuring sufficient resources are made available to meet WISF's health, safety and welfare needs.

3.3 The day to day responsibility for managing Health & Safety has been delegated to the HHS, the Schools' Heads, the School senior management/leadership teams and the WISF shared services management team.

4.0 Responsibilities of WISF Governors

4.1 The WISF Governors accept all responsibility for the establishment, monitoring and review of all Health & Safety policies and documentation.

4.2 The Governors aim to provide a safe and healthy environment for teaching and learning within the Schools and recognise that policy alone cannot prevent accidents or ensure safe and healthy working conditions. The Governors recognise that good working practices and procedures will help prevent accidents and improve safety.

4.3 The Governors will ensure that:

- All resourcing decisions will take account of Health & Safety.
- Sufficient budgets are made available specifically for Health & Safety within each School as well as for the WISF Health & Safety function.
- A Foundation-wide Health & Safety Committee is in place and that each School has its own Health & Safety Committee.

5.0 Responsibilities of the Heads/Foundation Secretary

5.1 It is the responsibility of the Heads/Foundation Secretary directly, or through delegation:

- To ensure adherence in all respects to this Policy and, in particular, to ensure that the necessary resources for implementation are available.
- To plan, organise, control, monitor and review the arrangements for Health & Safety, including the arrangements for any visitors and contractors.
- To carry out general and specific risk assessments as required by Health & Safety Legislation and as advised by the HHS.
- To ensure that all work procedures under their control are safe and without risk to health.
- To ensure that Health & Safety information, instruction and training have been given and are refreshed as necessary.
- To ensure that all job descriptions include details on general and/or specific Health & Safety responsibilities.
- To ensure that safety standards for purchased goods and equipment are met.
- To provide occupational health surveillance where appropriate.
- To put in place mechanisms that ensure they are advised of any significant situations that relate to Health & Safety and involve the HHS e.g. cases of occupational ill health, accidents, hazardous incidents, fire.

- To post signs and notices and to keep them up to date.
- To arrange for appropriately trained first aid personnel and adequate supply of first aid equipment.
- To ensure an up-to-date Fire Safety Risk Assessment is available.
- To ensure that escape routes are kept clear and emergency lighting, fire detection and alarm systems are tested regularly.
- To have fire drills at least termly.
- To ensure the safe disposal of hazardous waste is in compliance with legislative requirements.
- To ensure the School's Health & Safety Committee meetings take place termly, and that minutes are produced and distributed in a timely manner.

6.0 Responsibilities of the Head of Health & Safety (HHS)

6.1 The HHS's responsibilities are as follows:

- To provide advice, support and guidance as appropriate to the Governors and the Heads in order to assist them in carrying out their duties under Health & Safety legislation and this Policy.
- To be the focal point for the day to day reference of Health & Safety and to give advice and guidance where appropriate.
- To co-ordinate and implement good Health & Safety practices and procedures throughout WISF and its Schools.
- To arrange audits and inspections as necessary and produce reports, as required.
- To check that all aspects of the Fire Safety Risk Assessments are carried out (prioritising key concerns) and regular monitoring is in place.
- To arrange Health & Safety and first aid training as required and deliver training as appropriate in conjunction with the HEO.
- To check that all statutory testing and inspection is carried out in accordance with legislation.
- To ensure adequate policies and procedures are in place and up to date with current legislation, best practice and EISSR requirements.
- To offer advice and guidance concerning any changes necessary to meet the requirements of Health & Safety within each School.
- To arrange and attend Foundation Health & Safety Committee meetings.
- To attend all the School Health & Safety Committee meetings.
- To produce Health & Safety reports for Governors' meetings.

- To investigate accidents, near misses and untoward events and to coordinate corrective action.
- To assist with/provide advice to those responsible for the completion of Risk Assessments.

7.0 Foundation Health & Safety Committee

7.1 The Foundation Health & Safety Committee (FHSC) provides top level support, strategic planning and decision making with regard to Health & Safety issues and culture within WISF. It also assists with the roll out of policies and procedures to ensure the consistency of approach across the Foundation Schools.

7.2 The core membership consists of:

- Resources & Estates (R&E) Committee Chair (Chair).
- The Deputy Heads of each of Warwick School, Warwick Junior School, King's High School and Warwick Preparatory School.
- Foundation Secretary (as necessary).
- Head of Health and Safety.
- Minute taker.

Additional members may be requested to attend as required.

7.3 The FHSC meets regularly and is advised by the HHS and others as necessary.

7.4 The HHS prepares the agenda in consultation with the Chair and will circulate it in good time in advance of the meeting, with any relevant papers. Any member may submit agenda items.

7.5 Minutes of the meeting are taken and issued.

7.6 Responses are reported to the Governors as part of the termly H&S report to R&E Committee, and also shared more widely at school level where there is a need to do so.

7.7 The FHSC will respond to issues raised by the School H&S Committees that affect WISF at a wider level. Relevant matters from the FHSC are disseminated to School Governor Committees as appropriate.

7.8 Responsibilities

The Committee is responsible for confirming to the Governors that the following responsibilities are met across WISF:

- Adherence to current Health & Safety legislation.
- Adherence to current EISSR Health & Safety requirements.
- Adoption of good Health & Safety practice.
- Implementation and review of this Policy approved by the Governors.
- To review changes to legislation and interpret their relevance to WISF.

- Monitoring of Health & Safety performance.
- Supporting implementation of necessary staff training.

8.0 School Health & Safety Committees

- 8.1 The School Health & Safety Committees (SHSCs) are consultative groups and have no legal liability under this Policy. Individuals' health and safety responsibilities as detailed in this Policy remain, notwithstanding the business conducted at the SHSC meetings.
- 8.2 Individual members of the SHSC may be authorised to carry out duties on its behalf following discussion at the SHSC meeting; such delegation will usually be in line with their role within the organisation.
- 8.3 SHSC membership may change over time according to operational need. The core group will always consist of:
- Deputy Head (Chair).
 - Designated Estates & Operations person.
 - Head of Health & Safety.
 - Head of IT (when required).
 - *Warwick School*: Representatives from the Sports, Science, Design Technology, CCF and EVC departments and medical centre, representatives from caretaking and catering, a representative from Warwick Junior School.
 - *King's High*: Representatives from the Sports, Science, Design Technology, EVC, representatives from caretaking and catering and school Matron.
 - *Warwick Prep*: Representatives from the Sports, Science, Art & Design Technology, Early Years, Pre-Prep, Prep, EVC, Fire Marshall, representatives from caretaking, catering and medical centre.
 - Minute taker.
 - Safety Representative from Trade Union (if required).

The meeting quorum is 6. If members appointed to the Committee cannot attend, they must request another person to attend on their behalf and inform the Chair prior to the meeting of their apologies and who will be attending in their stead (or of the efforts they have made to find someone suitable to do so).

Other members may be invited as appropriate, or may request to attend meetings, from time to time such as Governors, Head Teachers, Foundation Secretary, HR Representative and Occupational Health Advisor. Anyone wishing to attend must speak to the SHSC Chair to confirm whether they may do so.

- 8.4 The SHSCs meet termly. The Committee Chair will, in consultation with the HHS, prepare the agenda for each meeting. Any member may suggest agenda items.
- 8.5 The Chair is responsible for making sure minutes are taken and distributed in a timely manner by e-mail to all Committee Members, copying in the Foundation Senior Administrative Officer for central record keeping on behalf of the Governors.

8.6 The Chair of the SHSC has the authority to:

- Request relevant employees to attend SHSC meetings to report and answer questions on matters of specific good practice or concern.
- Co-opt any person, with the agreement of the SHSC, to join for one or more meetings to represent specialist areas.
- Require any department or employee to comply with a ruling of the SHSC where it is considered to be outside the authority of any individual Head of Department (HOD). Matters falling under the authority of a senior manager/HOD are referred to him/her for enforcement.

8.7 The responsibilities of the Committee are:

- To actively promote and champion good Health & Safety practice on all WISF sites and any other locations where school activities take place i.e. educational visits.
- To review working procedures and make recommendations for improvement.
- To monitor the effectiveness of this Policy and recommend appropriate changes.
- To assist with the review of the effectiveness of associated procedures/ policies and support in their development.
- To ensure that accident, incident and near miss reports are completed, and where necessary, forwarded to the HHS. For further clarification, please see WISF Accident Reporting Policy.
- To monitor the effectiveness of training in health & safety and recommend any changes.
- To allocate actions to the responsible persons to review accident, incident, near miss and hazard data and assist with the development of systems to improve performance.
- To investigate complaints/problems as reported to the SHSC at an initial level.
- If necessary, the SHSC may appoint Health & Safety working parties to investigate and produce policies and procedures within WISF.

In championing Health & Safety at the School, each SHSC member will:

- Attend meetings or, if unable to do so, ensure someone else attends in their place (with appropriate briefings before and after the meeting).
- Act as the point of contact for Health & Safety matters for staff in the areas they represent.
- Act with integrity regarding items that are confidential/sensitive.
- Complete/update any items allocated to them at previous meetings and report back on progress.
- Attend training courses as required.

- Take part in working parties/inspections/audits as required.
- Represent the views/issues of their working areas whilst bearing in mind the wider implications to other areas.

NB – Serious Health & Safety issues must not wait until the meeting of a formal Health & Safety Committee or group. If there is a risk of serious injury, the work must stop and be reported to the relevant person and/or the HHS immediately whilst a solution is sought. This will then be reported to the next Senior Management/Leadership, Governor and/or Health & Safety Committee meeting as appropriate.

9.0 Responsibilities of Heads of Departments and Line Managers

9.1 Every Head of Department (HOD)/Line Manager with a supervisory capacity is responsible for ensuring the health, safety and welfare of employees, pupils and visitors within their area of responsibility.

9.2 HODs/Line Managers are responsible for:

- Ensuring suitable and sufficient risk assessments are in place within their area of all activities, equipment and processes that pose a significant risk to Health & Safety. These risk assessments must be signed, dated and reviewed on an annual basis or more often as the result of legislative/good practice changes, in the event of an accident/near miss or change to process/equipment. They must also be shared with all staff, and evidence that staff have been made aware must be retained.
- Checking that all substances covered by the Control of Substances Hazardous to Health (COSHH) Regulations are listed, assessed and have the appropriate Safety Data Sheet.
- Ensuring that equipment required within their department is fit for purpose and safe to use and regularly maintained.
- Checking that the appropriate signage is clearly displayed within their department.
- Cooperating with the HHS in order to ensure WISF meets the requirements of Health & Safety legislation and EISSR requirements.

10.0 Responsibilities of Class/Form Teachers

10.1 Class teachers are expected to:

- Exercise effective and appropriate levels of supervision of pupils and know the emergency procedures in respect of fire, bomb scare, containment and first aid.
- Be familiar with the hazards and risks relating to the area in which they teach and with the control measures to reduce these risks.
- Follow and demonstrate safe working practice to the pupils and give clear instruction and guidance.

- Ensure that any shortfall in the Health & Safety arrangements is brought to the attention of their Line Manager/Head of Department.
- Ensure that they are familiar with and understand the Risk Assessments and safe systems associated with the area in which they work and the curriculum they teach, and that Risk Assessments are signed by all relevant staff.

11.0 Responsibilities for All

11.1 All employees, pupils, contractors and visitors have a responsibility to take care of themselves and others. This includes:

- Ensuring that they write and/or contribute to Risk Assessments as appropriate to their role within WISF.
- Ensuring that they abide by the metHoDs contained within relevant departmental Risk Assessments and to highlight any concerns to their HOD/Line Manager.
- Making sure that all work is carried out safely, in the approved way and in accordance with this Policy and any related policies and procedures and with Health & Safety legislation and EISSR requirements.
- Ensuring any equipment provided for Health & Safety is fully and properly utilised and that all machine guards and other safety devices are appropriately used.
- Following and adhering to any instruction given in relation to Health & Safety and cooperating with WISF as their employer (including any HODs/Line Managers to whom they are accountable).
- A duty to report and remove from use any defective equipment.
- Report any new hazards/risks to the appropriate HOD responsible for the area in which the issue is identified or, if that person is not available, the HHS.
- Taking care of themselves and others and not ignoring any situation which poses a risk to Health & Safety without taking the appropriate action.
- Bringing to the attention of WISF as their employer (via HODs/Line Managers) any short comings in the Health & Safety arrangements. This is a duty of all employees under the Health and Safety at Work Act.
- Making themselves familiar with their surroundings and knowing the locations of the nearest fire exit, escape route, fire fighting equipment and where to assemble in the event of an evacuation.
- Not intentionally interfering with or misusing anything provided for Health & Safety reasons.
- Cooperating with the HHS and acting on instructions given.

11.2 All employees, pupils and visitors are encouraged to provide any suggestions in relation to Health & Safety to the School Health & Safety Committees.

12.0 Areas with Specific Responsibilities

12.1 Due to the nature of the activities carried out the following areas within the Schools, they are expected to have their own documentation relating to specific health & safety policy and procedures. These areas are:

- Combined Cadet Force (CCF)
- Science
- Design Technology (DT)
- Physical Education (PE)
- Art
- Drama/Bridge House Theatre
- Warwick Hall
- External Lettings (eg Warwick Folk Festival)
- Sports Centre
- Catering
- Activities of the WISF Estates & Operations Team, including Cleaning and Caretaking, Maintenance and Grounds.

13.0 Responsibility of Pupils

13.1 Pupils are expected:

- To behave in an appropriate manner so as not to injure themselves or others or cause damage by their actions.
- To observe the site safety rules as given to them by members of staff.
- To follow instruction and directive with regard to any H&S matters from WISF staff whilst off site, e.g. Educational Visits.
- Not to misuse, neglect or interfere with any equipment.
- Not to bring any unauthorised items into school e.g. electrical equipment, which may cause a hazard.

14.0 Responsibility of Visitors/Contractors/Agency Workers

14.1 Visitors and contractors (including agency workers) coming onto WISF sites are required to sign in and observe the safety rules applicable to the site they are visiting or working at. Safety leaflets are available at the signing in point at the Schools.

14.2 Employees responsible for any visitor/contractor/agency worker must ensure that they inform that person of the Health & Safety arrangements which may affect them during their visit. Employees must also ensure the person has suitable equipment and attire, receives any appropriate training and views and signs all relevant departmental Risk Assessments before commencing work.

15.0 Safety Representatives

15.1 The functions of a safety representative including those nominated by a trade union are to:

- Investigate potential hazards and dangerous occurrences in the workplace and ensure they are drawn to the attention of the employer.
- Investigate complaints by any fellow employee and or bring the complaint to the attention of the HHS and/or School H&S Committee.
- Make representations to the employer on general matters affecting the health, safety and welfare of the employees at the workplace.
- Attend/assist with inspections.
- Represent the employees in consultations at the workplace with the employer and the HSE and any other enforcing body.
- Attend the Health & Safety Committee meetings at the School in which they are employed.

15.2 Safety representatives have no additional duties other than those placed upon them as with all other employees detailed in The Health & Safety at Work etc. Act 1974. They do not carry legal liability for their activities or omissions as a safety representative.

16.0 Details of Employers' Liability Insurance

16.1 WISF has Employers' Liability Insurance in place which is renewed annually on 1st September. A copy of the Insurance Certificate is displayed in the Foundation Secretary's Office and is also available on the WISF SharePoint Portal. Hard copies may be requested from the Foundation Secretary's Office.

17.0 Health & Safety Policy – Arrangements (listed alphabetically)

17.1 The following table details the Foundation Health & Safety Policies that are available. Some brief key points are also included below but the policies must be accessed for full details in terms of actions required and responsibilities. These can be found on the WISF SharePoint Portal. There are other specific school policies which are not summarised here but are also available via the Portal.

- | | |
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| • Accident/incident, near-miss reporting & report forms | • Lone Working |
| • Asbestos | • Manual Handling |
| • Asthma Medication | • Medication Storage & Use |
| • Bomb Threat (policy and procedure) | • New, Expectant & Nursing Mothers |
| • Contractors | • Permit to Work (PTW) |
| • Control of Substances Hazardous to Health (COSHH) | • Personal Protective Equipment (PPE) Use |
| • Display Screen Equipment & assessment form | • Portable Appliance Testing (PAT) & electrical safety |
| • Educational Visits (and associated EV Risk Assessments) | • Risk Assessment |
| • Fire Safety & Prevention (also see individual schools fire arrangements) | • Security |
| • First Aid | • Serious Untoward Incident |
| • Health & Safety Induction | • Transport including Minibuses and School Vehicles |
| • Legionella Bacteria Control | • Work Experience |
| | • Young Workers and Work Experience |

18.0 Accident Reporting, Recording and Investigation

- 18.1 There are a number of Qualified First Aid at Work, Paediatric First Aid, Outdoor First Aid and Emergency First Aid at Work Trained Staff. Details of these can be found on the signs displayed in each School.
- 18.2 All accidents, regardless of severity, must be recorded on the WISF Accident Report Form. These can be obtained from the Medical Centre, Nurse/Matron, School Office or WISF SharePoint Portal. Copies must also be accessible within all other departments.
- 18.3 Any accidents which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are actioned by the HHS.
- 18.4 Details of all accidents are brought to the School's Health & Safety Committee, where they are discussed and trends can be identified so measures can be put in place to reduce/prevent any reoccurrence.
- 18.5 All serious accidents or potentially serious incidents/near misses are investigated in detail by the HSS who will produce a full report to the WISF Governors as required.
- 18.6 Accident reports and investigation records for adults over the age of 18 years are kept for a period of four years from the date of the accident (although this could be longer depending on the case) or until the injured party reaches the age of 25 from date of birth. This complies with the latest ISBA guidelines on Data Retention and Storage for Schools (Feb 2016).

19.0 Asbestos

- 19.1 All relevant Health & Safety legislation is adhered to. An Asbestos Management Plan is in place and is regularly reviewed, it is available from Estates & Operations.
- 19.2 Maintenance, grounds and caretaking staff have received Asbestos Awareness training, which is refreshed regularly.
- 19.3 There is a Permit to Work process which contractors sign to confirm they have seen the Asbestos Register in relation to the area they will be working in.
- 19.4 Asbestos Containing Materials (ACMs) are labelled, in good condition and must not be disturbed.

20.0 Contractors & Visitors on Site

- 20.1 All authorised Contractors are required to sign in and undergo an induction process. There is a Permit to Work (see Section 41) and approved Contractor procedure. Risk Assessments are required for works to be completed.
- 20.2 Information regarding basic Health & Safety is available adjacent to the signing-in books at the Schools, including how to raise an issue or concern relating to safety.

- 20.3 All other visitors, who have not undergone the Contractor Permit to Work process, are expected to sign in and out, wear an identification badge and to be escorted at all times, whilst children are on site, by a member of staff. Whilst on site, they remain the responsibility of the member of staff they are visiting.
- 20.4 Please refer to Section 14 for further guidance on Responsibility of Visitors/Contractors/Agency Workers.

21.0 Consultation with Employees

- 21.1 Each School has a Health & Safety Committee which meets three times a year. In addition there is a Foundation Health & Safety Committee which meets to discuss issues which affect all sites and to promote a consistent approach. Employees are welcomed and encouraged to bring forward any concerns through their HOD/Line Manager to the Committees, although are discouraged from waiting for termly meetings, and encouraged to raise points at any time.
- 21.2 Employees are welcomed and encouraged to bring forward a concern through their HOD/Line Manager to the Committees.
- 21.3 Any employee appointed by a trade union as a Health & Safety Representative is entitled to receive time off, with pay, to attend training.

22.0 Control of Substances Hazardous to Health (COSHH)

- 22.1 All products must have Safety Data Sheets (SDS) and a COSHH assessment completed, using the WISF template, or CLEAPSS system if appropriate.
- 22.2 The COSHH files with completed assessments must be maintained and kept by each department. Please note a SDS is not sufficient and a COSHH assessment must be completed and available.
- 22.3 Staff receive suitable training and supervision and are instructed to wear Personal Protective Equipment as required.

23.0 Child Protection and Safeguarding Queries

- 23.1 WISF recognises its moral and statutory responsibility to safeguard and promote the welfare of all pupils and to provide a safe and welcoming environment. The Child Protection and Safeguarding Policy is available and must be followed. There is a duty on all staff, governors, visitors and contractors to report any concerns relating to child protection issues.
- 23.2 Each School has a Designated Safeguarding Lead (DSL), names and contact details for whom are listed in the Child Protection and Safeguarding Policy.
- 23.3 All employees have undergone safer recruitment checks to ensure they are suitable to work with children, in accordance with statutory regulations (e.g. identity check, right to work, enhanced disclosure (DBS), prohibition checks etc). Staff also receive regular safeguarding and child protection training.
- 23.4 Visitors to the Schools must sign in and out from the School Office, where there is a leaflet outlining our commitment to and expectations concerning safeguarding of

our pupils. They must wear a visitor's badge whilst they are on site and be accompanied at all times when children are on site (unless DBS checked) by a member of staff.

- 23.5 Contractors and contracting managers are to comply with the safeguarding requirements as detailed in the Permit to Work Policy.

24.0 Defect Reporting Procedures

- 24.1 All staff have a responsibility for their own and others' Health & Safety and are therefore responsible for ensuring that any defective, damaged or untested equipment is removed from operation and brought to the attention of the maintenance team so that remedial action can be carried out.
- 24.2 Any member of staff noting faulty equipment must bring the matter to the attention of the responsible HOD and ensure the equipment is quarantined until suitable checks and repairs are completed. If the HOD is unavailable, staff must contact the HHS or other suitable HOD.
- 24.3 Records of repairs and defect reporting are kept for 2 years by the HEO.

25.0 Display Screen Equipment (DSE)

- 25.1 DSE users must complete the assessment form found in the DSE Policy. It is intended that this will be replaced by an on-line system from 2018.
- 25.2 Users must report any ill-health that could be due to using DSE equipment to their Line Manager/HOD or HHS.

26.0 Electricity at Work

- 26.1 All hard wired electrical equipment is tested every five years, or every three years for places of public entertainment such as the Bridge House Theatre and Warwick Hall. Testing is arranged by the Estates & Operations Department
- 26.2 There is an ongoing programme to Portable Appliance Test (PAT) all items over 12 months old throughout each School. Departments who have a trained technician are responsible for completing their own PAT and maintaining the records. Where there is no technician in place, the HOD is responsible for making arrangements for PAT with the Estates & Operations Team.
- 26.3 All items will display a valid PAT sticker. If items are found to be missing a sticker, or if the sticker indicates testing is out of date, this must be logged with Estates Helpdesk or the brought to the attention of the responsible person on site.
- 26.4 Live working is prohibited unless an appropriate Permit to Work has been issued by the relevant trained member of staff, completed and signed off.
- 26.5 All members of staff have a responsibility to report any defective equipment and are also required to make a pre-use visual check of electrical items prior to use to look for any indication it may not be unsafe, for example, loose pins, frayed cables, exposed wires. Any item thought to be defective must be quarantined so that it cannot be used in error and reported to the responsible person on site to be

further checked, repairs made or for disposal. If in doubt as to who the responsible person is, staff must contact the Estates & Operations office as soon as possible.

- 26.6 Staff/departments who employ electrical contractors are responsible for ensuring their contractors are competent to work on the electrical systems/equipment. This applies to any HODs but particularly the HEO, the Head of IT, Catering Managers and the Drama/Bridge House Theatre, Art, DT and Science HODs. Contractors employed by the E&O and IT teams are to use the Permit to Work system. Responsible HODs are not required to use the Permit to Work system, but they must ensure that anyone working on or with electrical systems/equipment has been made aware of any relevant information e.g. the Asbestos Register. It is recommended they familiarise themselves with the Permit to Work system to ensure they do not fail to consider any relevant aspect. No changes must be made to the fabric of the building or fixed electrical systems without checking with the Estates Department first.

27.0 Fire Systems Checks and Emergency Plans/Procedures

- 27.1 Fire Risk Assessments have been completed for all buildings within each School and copies of the documents are available from the HHS.
- 27.2 Fire systems checks are completed weekly/monthly (as appropriate) by designated members of the caretaking/maintenance staff and records are kept in each building.

28.0 Gas

- 28.1 The HEO is responsible for ensuring the testing and inspection of fixed gas installations and pipework.
- 28.2 HOD's for specialist areas such as Catering, Art/DT, Food Tech and Science are responsible for the equipment/appliance servicing and maintenance in accordance with current regulations and guidance.
- 28.3 Individual departments using Oxyacetylene Cylinders are responsible for their safe use and storage, and ensuring that adequate emergency procedures are in place. The HHS is responsible for advising Warwickshire Fire and Rescue of their location on WISF sites.

29.0 Glass and Glazing

- 29.1 It is the responsibility of the HEO to arrange for a Glazing Survey to be carried out and to action the remedial work.

30.0 Health & Safety Advice

- 30.1 Any member of staff who requires advice or guidance on any Health & Safety matter can contact the HHS either directly.

Gail Miller
g.miller@warwickschools.co.uk
07824 661550 / 01926 735412

or, via their HoD/Line Manager or safety representative.

31.0 Housekeeping, Cleaning and Waste Disposal

- 31.1 All staff are responsible for ensuring the premises are kept clean, tidy and to minimise the accumulation of rubbish.
- 31.2 Spillages must be cleaned away immediately and signs must be erected to warn people of potential slip hazards.

32.0 Information Dissemination Procedure

- 32.1 Information and instruction on Health & Safety matters is given to staff by their HOD/Line Manager and via this Policy and associated policies.
- 32.2 The HHS will carry out briefings to the Senior Management/Leadership Teams and staff as and when required.
- 32.3 Staff are required to sign to confirm they have read and understood all Health & Safety documentation relevant to their role. Their HoD/Line Manager will ensure this is done and send the signed documents back to the H&S department.
- 32.4 All Health & Safety documents are kept in the School Office. They can also be found on the WISF SharePoint Portal.
- 32.5 It is the responsibility of teaching staff to ensure that pupils are advised of the relevant Health & Safety Information, through lessons and if appropriate at School assemblies.

33.0 Kiln

- 33.1 Only Art staff that are trained and competent should operate kilns. A risk assessment for the kiln is displayed in the kiln room along with operating and emergency operating procedures. Access is limited.
- 33.2 The kiln is inspected on an annual basis by a competent company, arranged by the HHS, any remedial works required are the responsibility of the school Art Department.
- 33.3 Personal protective equipment in the form of thermal gloves is available and located in the kiln room.

34.0 Legionella Bacteria Control in Water Systems

- 34.1 The HEO is responsible for the management of Legionella Bacteria Control in accordance with the requirements of the Health & Safety Executive's (HSE) Approved Code of Practice (ACOP and Guidance) L8.
- 34.2 The E&O Department will ensure that tests are carried out regularly by a competent person and that any remedial work is actioned accordingly. Records of these will be kept by Estates.
- 34.3 Those carrying out the tests must report any issues/concerns to the HEO.

35.0 Lighting

- 35.1 Adequate standards of lighting should be maintained throughout the Schools, including internal and external lighting as well as emergency lighting.
- 35.2 Wherever possible workplaces should be illuminated by natural light but supplemented when required.
- 35.3 In areas where additional lighting is required due to the nature of the work involved, this will be addressed on an individual basis.
- 35.4 Lighting must be positioned at a level so as not to cause additional risks or come into contact with combustible material. New lighting should be positioned to ensure access for cleaning and maintenance can be achieved safely.

36.0 Lone Working and Personal Safety

- 36.1 The Lone Working Policy gives advice and guidance.
- 36.2 Staff are required to tell someone if they are likely to be working in a building on their own.
- 36.3 Staff must not use potentially hazardous equipment/substances when lone working.
- 36.4 Caretakers have access to a GPS monitoring security system (Skyguard) which must be used in the early morning, evening and outside core time when they may be lone working.

37.0 Manual Handling

- 37.1 There are many activities and work practices throughout the organisation that require manual handling.
- 37.2 Basic manual handling guidance is provided during new starter induction and refresher training. More specific training for staff must be arranged in higher risk areas e.g. Maintenance, Caretaking and Deliveries. This is expected to be refreshed on a 3 yearly basis.

38.0 New, Expectant and Nursing Mothers at Work

- 38.1 Staff are encouraged to advise HR or HOD/Line Manager (HoD) as soon as possible if they suspect they are pregnant.
- 38.2 The HoD/Line Manager is responsible for ensuring that the Foundation Head of HR is informed (if the member of staff has not already done so) in order to ensure appropriate advice and guidance is provided.
- 38.3 The HoD/Line Manager is responsible for completing the Risk Assessment (RA) unless the expectant/new mother would rather it were completed by the HHS or more specific advice is required. Generic Risk Assessment Templates for Pregnant Staff and for New/Nursing Mothers are available on the WISF SharePoint Portal.
- 38.4 The RA should be updated as necessary during the course of the pregnancy.

38.5 On return to work, breast feeding mothers will be provided with a private room for the purpose of expressing milk should they request this.

39.0 Noise at Work

39.1 In order to comply with the Noise at Work Regulations 2005 daily or weekly personal noise exposure levels must not exceed 80 decibels (dB).

39.2 Where noise exposure exceeds 80dB, monitoring will be conducted and control measures will be put in place to reduce the noise levels as far as is reasonably practicable.

39.3 If it is not possible to reduce the noise levels below 85dB employees will be issued with appropriate hearing protection and hearing protection zones will be set up. Where the noise level still remains above 80dB, suitable hearing protection will be supplied to employees working in these areas.

39.4 If an employee raises a matter related to noise in the workplace, WISF will take all necessary steps to investigate circumstances, take corrective action and advise the employee accordingly.

39.5 Where employees are found to be exposed to high level noise, appropriate health surveillance and occupational health advice will be sought.

40.0 Personal Protective Equipment

40.1 Personal Protective Equipment (PPE) is provided free of charge where it is identified as a control measure. PPE is the last resort with other controls considered first.

40.2 The equipment needs to be fit for purpose and compatible with other PPE items being used in conjunction with it.

40.3 The HOD/Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee when required.

41.0 Permit to Work

41.1 A generic Permit to Work (PTW) is required to be completed for contractors on-site.

41.2 In addition, specific permits are required for: hot work, electrical works, working at height.

41.3 Contractors need to complete the contractors' paperwork and provide suitable and sufficient Risk Assessments and MetHoD Statements (RAMS).

42.0 Physical Education (PE), Sports and Outdoor Play

42.1 Fitness suites, sports halls and gyms are inspected on an annual basis by an independent competent contractor.

42.2 Staff are responsible for pre-use checks on equipment.

- 42.3 Risk Assessments are completed for all sporting activities and equipment used.
- 42.4 At Warwick Prep School and Prep Nursery, the fixed outdoor play equipment is inspected on a regular basis by an independent contractor.
- 42.5 See also sections on Sports Pitches and Swimming Pool below.

43.0 Radiation

- 43.1 Warwick School and King's High School have a small amount of radioactive sources which are suitably stored, labelled and have restrictive access. Information on these sources is made available to school inspectors if required.
- 43.2 The Schools have a Radiation Protection Supervisor and have a retained Radiation Protection Advisor. Inspections take place on a 5 yearly basis, arranged by the HHS.
- 43.3 Under the Ionising Radiations Regulations 2017, WISF must apply to register with the Health & Safety Executive as a site which works with radioactive sources. This registration will be actioned by the HHS, and records of the HSE registration certificate will be kept. In addition, the HHS will provide Warwickshire Fire and Rescue with information on what is held on site and its location.
- 43.4 Please refer to the separate Schools' H&S Procedures for Science.

44.0 Risk Assessments

- 44.1 Risk Assessments are completed and regularly reviewed for all activities and locations where there is a foreseeable risk of injury or harm occurring and are an essential and legally required element of our safety system.
- 44.2 Each department must have a copy of the Risk Assessments relevant to them and staff should be aware of them and sign to say they have seen and understand them and will abide by them.
- 44.3 Please refer to the WISF Risk Assessment Policy and Risk Assessment Templates (including Classroom, Office, Fire Safety Awareness, New, Expectant and Nursing Mothers, etc) for further details/guidance.

45.0 Slips and Trips

- 45.1 According to HSE statistics, slips and trips are the most common cause of accidents in workplaces. All staff have a responsibility to minimise the risk of slips and trips including the wearing of appropriate footwear and ensuring items such as bags and cables are not left in walkways.
- 45.2 Any concerns must be raised, any spillages/materials cleaned up as soon as reasonably practicable, and 'Danger, Wet Floor' signs used. Damage to floor surfaces/stairs etc must be reported.

46.0 Smoking (including E-cigarettes)

- 46.1 All WISF School sites are No Smoking for staff, pupils, visitors and contractors. Smoking, including E-cigarettes, is not permitted anywhere in the grounds or buildings. Appropriate signage is in place.
- 46.2 Outside normal school hours, exceptions can be made to the above for events only if agreed in advance with the Head/Deputy. This must be strictly controlled with appropriate signage and an external designated smoking/E-cigarette area provided. The person responsible for the event is responsible for ensuring the area is suitably sited so that it does not cause a fire risk or discomfort to others and is left in a clean and tidy state. The area and safeguards should be included as part of the event risk assessment. This agreement can be reviewed and permissions withdrawn at any time. Events held on site during school hours must be strictly No Smoking.

47.0 Sports Pitches

- 47.1 WISF has extensive grounds available for playing sports.
- 47.2 The Grounds Manager should raise any safety concerns they may have regarding conditions with the staff responsible for teaching the sport in the area of concern.
- 47.3 However, staff are required to carry out a pre-use visual check on the playing area prior to any activity and to make a decision on the suitability/safety of the surface. Any concerns must be raised with their HoD/Line Manager and the activity stopped until a further assessment can be completed.

48.0 Stress and Staff Wellbeing

- 48.1 Talking to someone is key when taking first steps to dealing with stress, this will include completing a stress risk assessment, in accordance with HSE guidelines.
- 48.2 Any employee experiencing problems in relation to stress is encouraged to report this to their HoD/Line Manager in the first instance. Staff can however speak directly to a member of staff in the WISF HR Department or HHS.
- 48.3 *Employee Assistance Programme (EAP)*

It is sometimes difficult to balance the pressures of work and the needs of home life.

WISF recognises that help is sometimes needed to deal with the challenges staff face in life, both practical and emotional.

A confidential support service for employees is available for all staff. Support services are available which cover a wide range of issues including: stress, family problems, bereavement, drugs and alcohol, gambling, financial, relationships, domestic abuse, debt, housing, work etc. Qualified and experienced counsellors will offer help and support in a professional, friendly and non-judgemental manner.

The current scheme is operated by Health Assured and their free 24 hour phone line is 0800 030 5182 or via their website www.healthassuredeap.co.uk Please note that the provider may change, further details are available from HR on request.

48.4 Please refer to the Stress Management section in the WISF Employment Handbook on the WISF SharePoint Portal for further advice and guidance.

49.0 Supervision

49.1 Due to the differing requirements and ages of pupils, the School each have their own individual procedures which is followed to ensure adequate levels of supervision are provided.

49.2 Specific responsibilities are placed on Heads, Educational Visits Co-ordinators, leaders of extra-curricular activities, Heads of Departments, EYFS managers and Boarding House parents for ensuring that risk assessments are carried out and include levels of supervision.

50.0 Swimming Pool

50.1 The Sports Centre Manager is responsible for pool safety. An adequate number of Sports Centre staff will hold the National Pool Plant Operators Certificate.

50.2 The Sports Centre Manager is responsible for the purchasing of the pool chemicals and has a Safety Data Sheet for these products located in the Sports Centre Office. A specific COSHH assessment for each product/process is required. Chemicals are stored in accordance with the manufactures instructions.

50.3 The normal Operating Procedures and Emergency Operating Procedures are reviewed on an annual basis by the Sports Centre Manager.

50.4 A number of Sports Centre staff hold a first aid qualification. A first aid kit and eyewash station is available in the Sports Centre Office. An Automated External Defibrillator (AED) is available.

50.5 Any external organisation who hires the pool, either provides its own qualified life guards or arranges for a life guard from Warwick School to be on duty.

50.6 Internal departments using the pool must also ensure a life guard is present and that appropriate supervision levels are maintained at all times.

51.0 Temporary Workers

51.1 The duty of care to employees also extends to those who may be working temporarily in any School area.

51.2 All temporary staff are required to receive a basic Health & Safety Induction carried out by their HOD/Line Manager which covers fire evacuation, first aid procedures and access to relevant risk assessments. They should also be given more formal training on the use of any particular equipment which should be recorded and signed by the member of staff and their HoD/Line Manager.

52.0 Temperature

- 52.1 In areas where air conditioning is installed, this will be maintained and serviced as arranged by the E&O Department, and records kept.
- 52.2 In areas where air conditioning is not available, adequate access to natural ventilation should be available where possible.
- 52.3 In the event of employees experiencing problems with thermal comfort, they must raise the matter in the first instance with their HoD/Line Manager.
- 52.4 Any concerns about water temperatures should be raised with the HEO.

53.0 Training and Development related to Health & Safety

- 53.1 Records of all Health & Safety related training is kept by the Health & Safety Department. Training courses are arranged by the HHS at various intervals throughout the year or on request and include (but are not limited to):
- Asbestos Awareness
 - COSHH Awareness
 - Educational Visits
 - Emergency First Aid at Work
 - Fire – Safe Use of Fire Extinguishers
 - Fire Safety Awareness
 - Fire Warden/Marshall
 - First Aid at Work
 - Food Safety / Allergen Awareness
 - Health & Safety for Science Technicians/Science HoDs
 - Induction & General Health & Safety Awareness
 - Ladder Inspection / Safe Use of Ladders/Steps
 - Legionella Awareness
 - Manual Handling
 - Outdoor First Aid
 - Paediatric First Aid
 - Permit to Work
 - Risk Assessment
 - Safe Use of Evacuation Chairs
 - Safe Use of Kilns
 - Working at Height
- 53.2 WISF Health & Safety Inductions should be carried out for all new staff within the first four weeks of starting their employment. Each School has its own arrangements for the new member of staff's HoD/Line Manager to carry out the departmental Induction. This must be recorded and signed.
- 53.3 This departmental induction is recorded on the induction checklist and a copy provided to the HHS.

54.0 Vehicles on site/car parking

- 54.1 The WISF Myton Road/Banbury Road site is the main area where there is vehicular access and car parking. Warwick School and Warwick Prep School staff are issued with a car park permit which must be displayed in their vehicle.
- 54.2 All drivers must observe the 5 mph speed limit around the Myton Road site.
- 54.3 At Warwick Prep, the main playground is used as the car park for parents dropping off and collecting from School, and has marked parking spaces. There is a dedicated crossing to the footpath to the bus drop off area. This is manned during busy periods and there are speed humps and signage.
- 54.4 At Warwick School, goods must be delivered to the Delivery Hub by the visitors' car park unless by prior agreement. Suppliers must be requested not to deliver to the site during peak times as far as possible, or be escorted.
- 54.5 At peak times, traffic marshals are deployed at the Warwick School and Warwick Prep School sites. All who encounter the marshals are asked to respect their position and comply with any requests made. WISF does not expect any of their staff to be exposed to abusive language or behaviour.
- 54.6 The King's High site is situated in the town centre surrounded by public roads one of which divides a number of buildings from the main site. The School ensures pupils have a clear code of conduct for any requirements they have to cross the public roads. Any pupils needing to walk between the Warwick School/Warwick Prep and King's High sites are similarly briefed and groups will be accompanied by staff as appropriate.

55.0 Ventilation

- 55.1 Employees must make appropriate use of the ventilation systems available, e.g. local exhaust ventilation.
- 55.2 Natural ventilation should be used where possible, in areas where additional mechanical ventilation has been installed this will be tested and serviced (arranged by E&O) by a competent person in line with current regulations.

56.0 Vibration at Work

- 56.1 The Control of Vibration at Work Regulations 2005 has introduced actions and limit values for hand-arm and whole-body vibration. WISF recognises its responsibilities to protect its employees as far as is reasonably practicable from risks to health from vibration at work.
- 56.2 Employees who have any medical issues or concerns which could be as a result of Vibration at Work (e.g. Vibration White Finger) should contact their HoD/Line Manager and the HHS, and an assessment of their work area will be completed. These employees should seek advice from their medical practitioner.

57.0 Violence at Work

- 57.1 Violence at Work is any incident in which any employee is abused, threatened or assaulted that arises out of the course of his/her employment.
- 57.2 WISF will not tolerate any violence towards its employees and will investigate any allegations/reported incidents.
- 57.3 Employees are responsible for reporting any incidents of violence at work to their HoD/Line Manager or the WISF Human Resources (HR) department.

58.0 Work Equipment

- 58.1 All work equipment used on the premises must be fully inspected upon installation.
- 58.2 All relevant work equipment will undergo an annual recorded maintenance and service inspection by a competent person.
- 58.3 Records are kept and available for annual maintenance and servicing regimes.
- 58.4 Employees must not provide/use their own equipment.
- 58.5 HODs/Line Managers must ensure that equipment within their department is used appropriately and training provided if required by the user.
- 58.6 Technicians and caretakers are responsible for carrying out pre-use visual check of the equipment within their department.
- 58.7 HODs/Line Managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment.
- 58.8 Personal Protective Equipment (PPE) is provided free of charge if required, and will be suitable and in good clean condition.

59.0 Working at Height

- 59.1 Activities which require work at height should must be identified and eliminated where possible.
- 59.2 Where it is not possible to eliminate these, all reasonable steps must be taken to reduce the risk to as low as reasonably practicable.
- 59.3 Staff who may be required to work at height must attend suitable training.
- 59.4 Various items of equipment allowing people access to items above head height are available throughout the School sites, for example, most departments have access to kick stools or small steps. These may include items which do not require specific training, but they must be visually checked prior to use and staff using them must wear suitable clothing and footwear.
- 59.5 Members of the E&O team (caretakers/maintenance staff) have step ladders, long ladders and access tower equipment. The access tower is only erected by the staff that are certified as competent to do so. All users must carry out pre-use checks. Six monthly inspections of the ladders must be carried out by the E&O Department

and the results recorded (ladder tag system in use). Other staff will receive access/ladder training as required (eg Theatre, Art, Display).

- 59.6 All working at height activities must be risk assessed prior to commencement. The HOD/Line Manager responsible for the member of staff conducting the activity must ensure this is done.
- 59.7 Pupils are not permitted to use access equipment.
- 59.8 Contractors are expected to provide their own equipment and are not permitted to use any WISF equipment unless by prior arrangement and with evidence of suitable training.
- 59.9 Only trained personnel, contractors or WISF staff are to use equipment. Where individuals hold licences for the use of equipment, e.g. IPAF, they must retain it on their person as proof of training/competence.

Legislation and Definitions that Apply to this Policy

Legislation/guidance applying to this policy	<ul style="list-style-type: none">• Health and Safety at Work etc. Act 1974• Management of Health and Safety at Work Regulations 1999• Education (Independent School Standards) Regulations 2014 <p>Please refer to the individual WISF policies for details of Legislation/guidance applying to those specific areas. All H&S policies are available on the WISF SharePoint Portal or from the WISF Health & Safety Department.</p>
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