



Westbourne  
House School

CHICHESTER

## **HEALTH & SAFETY POLICY**

**This is the policy of Westbourne House School, which incorporates the Prep School, Pre-Prep, Early Years Foundation Stage as well as provision for boarding**

### **Policy Statement**

It is the policy of the School to place health and safety in the position of paramount importance in order to meet all necessary requirements. The Governors and Headmaster are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation including the DfE Guidance: Health and Safety: Responsibilities and Duties for Schools (April 2022). A comprehensive Health and Safety Document (see Appendix 1) is prepared by Osprey Solent and annually reviewed by the Bursar, along with taking useful advice from the Health & Safety Executive on striking the right balance on health and safety matters in school.

### **Aims**

The objective of the Health and Safety Policy is to be vigilant about the welfare of staff and pupils and to minimise risks to the health and safety of the staff, pupils (day and boarding), visitors, contractors and others affected by the School's activities, by identifying and then controlling hazards.

### **Practice and Procedure**

The School has a Health & Safety Committee that comprises relevant, key staff and consults with staff as a whole. In conjunction with this Committee, the Headmaster and the Bursar provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards including compliance with regulatory requirements.

Staff are under a legal obligation to co-operate fully in health and safety matters by ensuring that all areas are safe for themselves and others. All staff have a duty to take care of pupils in the same way that a prudent parent would do so. Where appropriate, the heads of departments will include in their handbooks specific practice and procedures to ensure the health and safety of pupils and staff within their own department and ensure appropriate risk assessments are kept up to date. They are also required to act in a safe way themselves, use protective equipment provided, follow the health and safety rules, regulations and requirements and report any hazardous conditions to their head of department, The Bursar or Headmaster. Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned. Staff are kept updated and familiar with all necessary health and safety procedures for example, fire safety.

The School has a Critical Incidents and Disaster Recovery Policy to provide guidance in dealing with health and safety emergencies.

**It is essential therefore that staff draw to the attention of the Bursar, in the first instance, any process, feature or equipment which may present a new hazard.**

### **Assessment and Record Keeping**

The Health and Safety Policy and the Fire Safety and Fire Risk Prevention Policy are reviewed and revised each year, or as required.

Other risk assessments are revised periodically or compiled when new risks arise through a change in procedure or practice. The master copies of all health and safety documents are kept by the Bursar and should be consulted by all staff as required.

### **Staffing and Resources**

The School retains the services of a health and safety consultancy who conducts a full assessment of the School every 3 years, but is always on hand to provide health and safety advice on all areas where significant hazards might be found. The Consultancy discusses such hazards with personnel affected, draws up risk assessments and advises on safe methods of work. The Consultancy liaises with the Bursar who is responsible for day-to-day management of health and safety.

The Bursar also retains the services of a fire safety consultant (Goodwood Fire Safety) who ensures that the School's Fire Risk Assessment is also kept up to date. He also arranges for maintenance of the fire alarm system and fire-fighting equipment and coordinates inspections by the Fire Officer and local Fire and Rescue Service.

### **Off-Site Activities**

Staff in charge of off-site activities are responsible for assessing the risks associated with those trips. The Bursar will advise on this process. The required forms can be found on the shared drive or obtained from the Bursar. Risk assessments should be recorded on the appropriate form well before the activity and presented via the Bursar to the Headmaster.

After each trip, the Review form should be completed and passed to the Bursar to record any variation from what was expected and to inform subsequent trips.

Residential trips need the approval of Governors who normally consider the risk assessments for those in the autumn for the remainder of the year.

There is generally no need for risk assessments for straightforward journeys to other schools or for routine away sports fixtures, but where something out of the ordinary is planned, or when staff or children might encounter hazards not directly analogous to those at Westbourne House, a risk assessment would be appropriate. Staff should refer to the Risk Assessment Policy for detailed guidance.

**Pandemics**

Although COVID-19 protection measures have ended, the School is ever-vigilant of the need to reimpose special health and safety measures in order to address the risks of a new pandemic. The list below shows a range of measures which could be adopted if required. The School will continue to closely follow Government guidance on which measures to adopt. Measures may include the following:

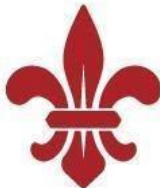
- Full Risk Assessment for all activities where changes owing to a pandemic are necessary.
- Additions will be made to Staff Handbooks as appropriate.
- Social distancing will be adopted if necessary.
- Bubbles for Year Groups may be introduced as per Government guidance.
- Staff will be regularly briefed as to the correct methods of operation.
- The one-way operation for internal stairs and corridors may be reintroduced if necessary.
- Timetables may be adjusted in order to prevent crowding within the School.
- Arrangements for arrival at and departure from the School may be adjusted where appropriate to avoid crowding.
- Frequent washing of hands and use of sanitisers as appropriate.
- Increased respiratory hygiene to reduce spread by coughs and sneezes.
- Increased cleaning of frequently touched surfaces.
- Masks may be worn on School transport and may be worn within the buildings if required.
- Only essential visitors are permitted at the School.
- Any person displaying symptoms may be required to isolate.
- Twice-weekly testing of pupils and staff may return and continue until further notice.
- Track and Trace protocols may be activated as required.

**Monitoring and review**

The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

| Last Review Date | Next Review Date | Reviewer(s) |
|------------------|------------------|-------------|
| September 2025   | September 2026   | Bursar      |

**Appendix 1**



**Westbourne  
House School**  
CHICHESTER

**HEALTH AND SAFETY POLICY STATEMENT**

The Governors and Headmaster are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.

The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Staff and others affected by the School's activities, by identifying and then controlling hazards.

The Headmaster, assisted by the Health and Safety Officer, will provide a positive lead in organising health and safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.

Staff are under a legal obligation to co-operate fully in health and safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department, the Bursar or Headmaster.

Signed: .....

**Mr James Patrick**  
**Chairman of Governors**

Signed: .....

**Mr Martin Barker**  
**Headmaster**

**September 2025**

## **RESPONSIBILITIES**

### **HEADMASTER**

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

## **RESPONSIBILITIES**

### **DEPUTY HEAD**

- a. Will fully familiarise himself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Will ensure that responsibilities are properly assigned and accepted at all times.
- c. Will assist the Headmaster in ensuring that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- d. Will assist the Headmaster in ensuring that all teaching staff have adequate training for the tasks that they are required to perform.
- e. Will assist the Headmaster in ensuring that all staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

## **RESPONSIBILITIES**

### **THE BURSAR (HEALTH AND SAFETY OFFICER)**

- a. Will be responsible for the Health and Safety Policy and Procedures on a day-to-day basis.
- b. Will fully familiarise himself with the Statutory Instruments and Regulations as issued from time to time.
- c. Will draw up safe methods and procedures, written where appropriate, for operations under his control.
- d. Will ensure that personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- e. Supported by the Estate Manager (Mr Mepham), will regularly inspect plant and equipment to ensure that it is safe and being operated correctly.
- f. Supported by the Estate Manager (Mr Mepham), will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- h. Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected.
- i. Will report to the Headmaster concerning health and safety matters, making recommendations as necessary.
- j. Will, in conjunction with the Headmaster, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- k. Will be responsible for the control of contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy and have the relevant insurance etc in place.
- l. Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- m. Will, in conjunction with the Headmaster, review the Health and Safety reports and take action where appropriate.
- n. Will ensure that the obligations for the reporting of accidents etc under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' are complied with.

- o. Will, in conjunction with the Headmaster, ensure that all areas of the School are inspected from a Health and Safety point of view once per term.
  
- p. Will undertake assessments under 'The Control of Substances Hazardous to Health Regulations 2002', 'The Management of Health and Safety at Work Regulations 1999' and other Regulations appropriate, calling in experts in specific fields as necessary.
  
- q. Will ensure, in conjunction with the Headmaster, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
  
- r. Will monitor the effectiveness of the implementation of the Health and Safety Policy.

## **RESPONSIBILITIES**

### **HOUSEPARENTS**

- a. Will carry out responsibilities commensurate with their academic position within the School.
- b. Will have direct responsibility for boarders under their control.
- c. Will ensure that evacuation of the boarders at night in the case of fire or emergency is carried out effectively.
- d. Will ensure that the welfare aspects of the boarders are adequately covered and the requirements for compliance with 'The Children Act 1989' where it applies to boarding schools are satisfied.
- e. Will at all times ensure the health, safety and welfare requirements of the boarders are satisfied.

## **RESPONSIBILITIES**

### **HEADS OF DEPARTMENT**

- a. Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Will draw up safe methods and procedures, written where appropriate, for operations within their department.
- c. Will ensure that classroom/work areas, under their control, are safe before they are used by any person.
- d. Will ensure that all equipment is safe before it is used by any person.
- e. Will ensure that protective equipment, where appropriate, is used at all times.
- f. Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmaster without delay.
- g. Will at all times endeavour to ensure the health, safety and welfare for all persons within their control.

## **RESPONSIBILITIES**

### **HEAD OF PRE-PREP**

- a. Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Will draw up safe procedures, written where appropriate, for the Pre-Prep Department.
- c. Will ensure that all classrooms/work areas are safe before they are used by any person.
- d. Will ensure that all equipment is safe before it is used by any person.
- e. Will ensure that protective equipment, where appropriate, is used at all times.
- f. Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmaster without delay.
- g. Will ensure that all Pre-Prep Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- h. Will ensure that the Pre-Prep Department is safe and secure for all pupils.
- i. Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within her control.

## **RESPONSIBILITIES**

### **TEACHING STAFF**

- a. Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Will ensure that all safe methods and procedures, where appropriate, are followed at all times.
- c. Will ensure that all classroom/work areas are safe before they are used by any person.
- d. Will ensure that all equipment is safe before it is used by any person.
- e. Will ensure that protective equipment, where appropriate, is used at all times.
- f. Will ensure that any hazardous or dangerous conditions or situations are reported to the Head of Department, Bursar or Headmaster without delay.
- g. Will, at all times, endeavour to ensure the health, safety and wfor all persons within their control.

## **RESPONSIBILITIES**

### **SCHOOL NURSE**

- a. Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Will ensure that all personnel under her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- c. Will be responsible for treating injuries and illness within the School in so far as it is within her jurisdiction and training, using outside medical authorities as appropriate and necessary.
- d. Will ensure that the Accident Book and adequate First Aid Records are maintained.
- e. Will ensure that the welfare aspects of the Boarders are adequately covered and the requirements for compliance with 'The Children Act 1989' where it applies to Boarding Schools are satisfied.
- f. Will ensure that she is aware of the times school matches are taking place and ensure that a duty matron is available to cover for injuries.
- g. Will ensure that stocks of medicines for general use are adequate at all times.
- h. Will ensure that all first aid boxes are regularly inspected and replenished.
- i. Will administer day pupils' medicines as directed.
- j. Will keep a Medicines Book detailing what has been given to whom and when.
- k. Will ensure that the Medical Centre is always kept locked when there is nobody in the room.
- l. Will decide, in the absence of a note from parents, whether pupils are fit to take part in sport activities.
- m. Will ensure that parents are immediately notified in the event of an accident.

## **RESPONSIBILITIES**

### **ALL OTHER STAFF**

- a. Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b. Will observe Health and Safety Rules at all times.
- c. Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.
- d. Will report all accidents, damage, hazardous or dangerous conditions or situations to their Head of Department, Bursar or Headmaster without delay.
- e. Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate.
- f. Will ensure that working areas are kept clean and safe.
- g. Will inspect all equipment and plant before use to establish that it is safe to use.
- h. Will familiarise themselves with first aid and fire procedures.
- i. Will look after all health and safety equipment properly and report any defects immediately.

## **RESPONSIBILITIES**

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

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

## **METHODS AND PROCEDURES**

### **SAFE SYSTEMS**

Departmental Heads have devised safe systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

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

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

## **METHODS AND PROCEDURES**

### **SAFE SYSTEMS**

AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:

- a. TECHNOLOGY WORKSHOP & FOOD TECHNOLOGY KITCHEN – the use of machines and equipment
- b. SCIENCE LABORATORY
  - procedures to be adopted for practical experiments
  - general laboratory procedure
- c. SCHOOL GROUNDS
  - use of hazardous machinery
- d. ART DEPARTMENT
  - cutting
  - spraying

## **METHODS AND PROCEDURES**

### **TRAINING**

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

Ancillary, Grounds, Caretaker and Cleaning Staff etc will be given training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

The School Nurse has received the appropriate training commensurate with her duties. She will ensure that any deputies, matrons or Assistants, have adequate training.

## **METHODS AND PROCEDURES**

### **PLAYGROUND SAFETY**

The school staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

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

Supervision in the Pre-Prep is of a higher level than in the Prep School which reflects the ages of the children involved.

## **METHODS AND PROCEDURES**

### **SPORT - GENERAL**

Sport is coordinated and organised by the Heads of Boys' and Girls' Sport, and a full programme of sports is undertaken.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in the sport. The only exception to this will be in situations where injury or illness has occurred during the day where Matron has been involved and will confirm that the pupil is unfit.

The School employs coaches for some sports on a part time basis and always ensures that they are fully qualified in their particular discipline before engaging them.

There is a recommendation by the IAPS that all pupils wear gum shields while playing rugby and the School encourages all pupils to comply with this. For other sports the relevant protective equipment must be worn.

## **METHODS AND PROCEDURES**

### **SPORT - INJURIES**

In the event of injury in sport activities, other than minor scrapes and bumps, Matron/School Nurse will be involved. If the pupil involved is mobile then he or she will be accompanied to the Medical Centre. If the injury is more serious, the Nurse will be contacted and will attend the injured person where the injury has taken place.

In the event of further action being needed, the Nurse or Matron will contact a doctor or summon an ambulance as appropriate.

During school matches involving contact sports a Duty Matron will be within the School Grounds with a personal pager and immediately available should she be required urgently.

## **METHODS AND PROCEDURES**

### **SPORTS HALL**

The Sports Hall is under the control of the Bursar who coordinates its use by the School and by others who use the Hall by arrangement with the School.

#### **EQUIPMENT**

All equipment in the Sports Hall is checked regularly to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

#### **SHOES**

There is a strict rule concerning the wearing of non-marking shoes in the Hall. It is also most important that the shoes are clean and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with.

#### **USE BY OTHERS (*Persons who are not members of the School*)**

When the Sports Hall is used by others it is always by prior arrangement and their responsibility. Similarly, all health and safety aspects of their activities are their responsibility. The School will, as far as practicable, ensure that the Hall and equipment provided therein is safe and fit for use. However, users must satisfy themselves on the safety of equipment and ensure that any item that becomes unsafe whilst in their custody is taken out of use.

The School requires that outside organisations, clubs etc. to complete a form confirming the responsibilities of all parties involved.

## METHODS AND PROCEDURES

### SWIMMING POOL

#### Preamble

A swimming pool is a place of potential danger. The School must take every precaution to minimise the hazards without being over-restrictive.

Certain rules and routines have been established with this aim in mind and these are laid down in the following pages.

#### Users of the Pool

As a result of the Risk Assessment, combined with Health & Safety Executive guidance, supervision requirements vary for the four main groups of users of the swimming pool. Each group must abide by the supervision requirements as described in this document.

- **Group 1 – Pupils and staff of Westbourne House** - using the pool during term time for programmed swimming is in accordance with all the rules laid down in the Supervision Section of this document. A lifeguard must always be present.
- **Group 2 – Organised groups and clubs who hire the pool** - using the pool during evenings and weekends at regular times. These groups are responsible for their own supervision and safety whilst using the pool and are advised that the School's methods and procedures are to be observed.
- **Group 3 – Exercise Swimming for Staff and Parents** of Westbourne House School who use the pool during the term and in the holidays. These users are to follow the laid down procedures where appropriate. Although in-water supervision, between swimmers, may take place, 50% of swimmers must have a valid lifesaving qualification.
- **Group 4 – Leisure Swimming for families** – when families are swimming in the pool, although their safety is the sole responsibility of the parents, two additional constraints apply.
  - Children under 16 must be supervised by an adult at all times.
  - Although in-water supervision, between swimmers, may take place, 50% of the adult swimmers must have a valid lifesaving qualification.

**Individuals are not permitted to swim alone.**

#### Responsibilities

As well as safety responsibilities users also have a responsibility for the security of the building. The last person or group to use the pool is responsible for:

- stowing the lane ropes
- replacing the pool covers (if in use)
- switching off all lights
- ensuring that all doors and windows are closed and locked

Failure to do these may result in the user being denied further use of the pool.

## NORMAL OPERATING PROCEDURES

### POOL DETAILS

**Pool Length :**            **25 Metres**                      **Pool Width: 8.5 metres**

**Pool Depth: South end :** **1.8 metres**            **North end: 0.9 metres**

**Note:** The pool shelves into deeper water at a point one third along the pool from the shallow end.

**Pool surround:** Mottled surface non slip tiles

### RISK FACTORS

The following factors have a bearing on the safety of pool users and must be considered at all times:

1. **Poor Behaviour**                      } **See swimming pool rules**
2. **Diving**    }
3. **Very young or elderly swimmers** - particularly weak swimmers and children showing off
4. **Swimming aids** - must only be used under the supervision of a teacher or coach.
5. **Swimmers in poor health or under the influence of drugs or alcohol** - it is the responsibility of the lifeguard to identify potential problem swimmers before they enter the water.
6. **Lifeguards must remain vigilant** - a seated lifeguard has limited vision.
7. **Glare and Reflection** - may hinder clear vision through the water. The lifeguard or assistant should watch the pool from the glass walled east side of the pool when the light is strong.
8. **Depth of water** - Although clearly marked, the deep end is not very deep and the shallow end is very shallow. Diving should only take place at the deep end and under supervision.
9. **Slippery floors** - in changing rooms and poolside
10. **Temperature and Clarity of Pool water** - do not swim if the pool water is cloudy or if the temperature is too low. The water temperature is normally maintained at 28°C.

11. **Lane Ropes** - can entangle the unwary.
12. **Handrails** - are not strong enough to use as an aid to climb out of pool. There is also a danger of small children becoming trapped between the handrail and the wall.
13. **Glass Doors and Walls** - Great care should be taken when swimmers are in the area of the glass of the East wall and doors of the pool hall. It is recommended that swimmers are restricted to the West side of the pool for walking. This keeps them away from the hazard and retains a clear dry side for lifeguards and teachers to operate.
14. **Filter Pumps** - the pumps cause a current in the pool which can push inexperienced swimmers from the shallow end towards the deep end. To prevent this, the pool may be roped off at the first red line.
15. **Gratings** – the plastic/nylon gratings can expand and distort when hot. Users should take extra care when walking around the pool.

### **SUPERVISION**

All groups using the pool are responsible for providing a qualified lifeguard for the sessions they are running. In cases of difficulty, the School may be able to supply the names of qualified persons, who may make a charge for their services. The following rules **MUST** be observed FOR ALL Programmed Swimming by Westbourne House personnel. Although outside organisations are responsible for their own supervision and safety, the following rules **SHOULD** also be followed as a minimum:

1. Only suitably qualified staff may supervise pupils swimming. The minimum acceptable qualifications for anybody providing the lifeguarding function is the Royal Life Saving Society Rescue Test for Teachers of Swimming.
2. All members of staff must be vigilant to ensure that safety rules are observed and no swimmer is in difficulty. At least one member of staff must be on the poolside at all times when swimmers are in the water.
3. The supervisor/ teacher must be aware of the Normal and Emergency Operating Procedures before using the pool and make sure that pupils know and observe all the rules. Emergency Procedures to clear the pool should be practised at regular intervals.
4. No pupils may be inside the pool hall unsupervised.
5. Pupils must not enter the water until the teacher gives permission.
6. **Pupil / Teacher ratios for programmed pool activities.**
  - a. **Non Swimmers and Beginners.** One teacher to 12 pupils is the recommended maximum.

b. **Improving/Competent Swimmers.** One teacher to 20 pupils. (Swimmers should be able to swim at least 10 metres competently and unaided).

c. **In addition to the Teacher in charge of each session, there is to be at least one other responsible adult on the poolside for each group of children.** This adult may be a parent, teaching assistant or “gap-year” student who is to be aware of their responsibility and the extent of their role. The role of this person is to provide an additional safety resource, acting in support of the teacher and as a lookout who is able to watch the whole group in the pool when the teacher may be preoccupied with an individual or a part of the group.

7. **Unprogrammed activities ie “Free swim”** - All free swim activities must be supervised by at least 2 members of staff, one of whom must be qualified to the minimum level defined in Para 1. The maximum number of people in the pool must not be exceeded. **Supervisors should be aware that Free swim activities are more dangerous than programmed activities - by their very nature, there is more scope for accidents.**

8. **Kayaking** – One instructor, with a current Canoe England lifesaving certificate and in-date first aid qualification may supervise up to 12 children in kayaks. A second adult must be present on the poolside.

### **SWIMMING POOL SAFETY RULES**

1. No-one may enter the pool without a qualified life saver being on the pool side.
2. No running round the pool
3. No jumping or “dive bombing” off the pool side.
4. No pushing, ducking or fooling around in the pool.
5. No partner acrobatics or piggybacking in the pool.
6. No balls (except for organised games) or inflatables are allowed in the pool.
7. No diving is allowed except for supervised diving from the Deep End only.
8. Non Swimmers are to remain in the Shallow End of the pool.
9. Safety equipment is only to be used in effecting or practising rescues.
10. Whistle signals are to be obeyed immediately:  
  
One short Blast = Pay Attention - and listen to directions  
  
Three Blasts = All swimmers leave the pool

### **SAFETY EQUIPMENT**

Lifesaving and Safety Equipment is stowed around the perimeter of the pool hall. The following equipment is provided:

- Yellow “Horseshoe” Lifebuoy - one on each side of the pool - an effective floatation aid when thrown to a swimmer in difficulty.
- Yellow Safety Ropes with buoys - one on each side of the pool
- Rescue Pole with hook - stowed on the sports hall side of the pool hall.

### **FIRST AID**

There are two green First Aid boxes: one by the Fire Exit and one in the pool office for use by the School. There is a resuscitation aid in the boxes. There is a defibrillator by the Sports Hall front door. All outside hirers are responsible for providing their own First Aid kit with contents appropriate to their activity.

## SWIMMING NUMBERS

**There are never to be more than 40 people in the pool at any time.**

## ACCESS TO THE POOL

**Access** to the pool is to be through the changing rooms only. For emergency access reasons, all 3 doors to the pool hall must be unlocked at all times when the pool is in use. The Fire Exits are not to be used for normal access to the pool.

**Shoes are not to be worn in the changing rooms or pool hall.** Shoes are to be removed before entry and left in the lobby or taken into the changing rooms in a bag. This is essential to preserve the hygiene of the pool and changing room areas.

## COMMUNICATIONS

There is an emergency telephone on the east side of the pool and also in the pool office. This is for use in emergency only:

- it can be used to call the emergency services - Dial 999
- or to call the school in the event of a less serious incident - Dial 782739

## DIVING

The dangers associated with diving in shallow water are obvious - they include neck and spinal injury which can lead to permanent paralysis or death. The following rules are written to minimise the risk of injury.

- Only racing type dives (ie those with a very flat entry) are permitted.
- **Only swimmers who have been taught to execute consistently a flat racing dive with shallow entry at the Deep end of the pool, to the complete satisfaction of the teacher, should be allowed to make a racing dive at the Shallow end where the depth is only 0.9 metre. Diving at the shallow end is only permitted for competition races.**
- **Starting Blocks:**
  - Starting blocks are positioned at the deep end of the pool.
  - Starting blocks should only be used in competitions where competitors have been trained in their use, or for training for such use. Competitors should be warned of the depth of water below the blocks.
  - Starting blocks should be visually examined before use to check for any defects. If any faults are discovered the equipment should be placed out of use and the defect reported to the school authorities.
- **Water Level.** The water level should be below the sidewall handrail when diving is to be practised. The depth of water is clearly marked on the pool hall walls.

## **WATER CLARITY**

If the pool water is not clear, the pool must not be used. As a general rule no part of the pool should be used if the bottom lines cannot be **clearly** seen. In these conditions, there is a danger that a casualty might not be seen; the School should be informed at once.

## **INCIDENTS AND EMERGENCIES**

See attached sheet for Emergency Procedures.

Release or spillage of chemicals (eg Chlorine related incidents), lighting failure or storm or other structural damage all constitute a danger to users and the Pool should be evacuated immediately. The school office should be informed at once. (Out of office hours, inform the Headmaster, Bursar or Deputy Head)

All incidents, however minor, should be recorded in the Incident Book kept by the pool office window.

## **WESTBOURNE HOUSE SWIMMING POOL - EMERGENCY TELEPHONE**

LIFT RECEIVER AND DIAL 999.

THE OPERATOR WILL ASK YOU WHICH SERVICE YOU REQUIRE.

STATE CLEARLY THE NATURE OF THE INCIDENT.

GIVE YOUR LOCATION SLOWLY AND CLEARLY AS.

The Swimming Pool  
Westbourne House School  
Shopwyke  
Chichester  
PO20 2BH

IT MAY ALSO HELP THE EMERGENCY SERVICES TO STATE THAT WE ARE LOCATED HALF A MILE EAST OF THE A 27 TRAFFIC LIGHTS.

IF YOU HAVE ANY DIFFICULTY WITH THE PHONE, THE NEAREST ALTERNATIVE PHONE IS SITUATED IN.

Middle Lodge, near the north end of the Pool or The Main Entrance Hall of the Main School Building or the School Office, Main School Building.

## **METHODS AND PROCEDURES**

## **FIRE**

The School has carried out Fire Risk Assessment in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The following fire drill procedures are in place:

### **FIRE DRILL**

#### **FIRE BOARD - to be found in Prep School Staffroom**

Must contain: up to date Form List  
daily absentee list

#### **PROCEDURE**

1. Each Form is assigned at least two members of Staff - Staff to stand with children.
2. Forms to line up in silence at front of School in Form Order: Forms 3, 4, 5, 6, 7, 8.
3. Form Leader to report any missing children to the Teacher i/c of their Form.

### **FIRE DRILL**

When the Fire Alarm rings (other than for a planned practice) the Fire Brigade should be summoned by dialling 999. Anyone organising a practice should ensure that all adults are warned, and that no well-meaning person rushes off to dial 999.

Fire practices should be held regularly - at least once a term during the working day and twice a term between lights out and first bell. All Out Houses should also have regular twice-termly practices.

Outside fire escapes should not be used, except during the day-light hours to familiarise children with the experience of using them. Regular practices should use the normal, safe exit routes.

## **METHODS AND PROCEDURES**

### **MINIBUS**

1. The School Minibuses are all fitted with seat belts and are regularly serviced in accordance with manufacturers' recommendations.
2. Petrol, oil, water and belts are all checked each week by the Transport Manager and this is recorded in a logbook kept in the vehicle. Repairs carried out to the vehicle are also recorded in the logbook.

EACH VEHICLE IS EQUIPPED WITH THE FOLLOWING ITEMS:

- First Aid Kit
- Fire Extinguisher
- Torch
- Basic Tools
- De-Icer (in Winter

#### **BEFORE COMMENCING A JOURNEY THE FOLLOWING PROCEDURE WILL BE ADOPTED:**

3. The Member of Staff driving (the Driver) will satisfy him or herself that the minibus is in good order and ready for the road.
4. The Driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
5. The Driver will ensure that luggage carried on the roof rack is secured correctly.
6. The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

#### **IN THE EVENT OF A BREAKDOWN, THE FOLLOWING PROCEDURE WILL BE ADOPTED:**

7. In cases where two Members of Staff are in the minibus or where there are two or more minibuses which have stopped:
  - a. One Member of Staff will stay with the minibus/minibuses at all times.
  - b. The other Member of Staff will go to summon assistance.
8. In cases where there is one Member of Staff:

- a. The Member of Staff will stay with the minibus at all times.
  - b. A Mobile Telephone will be taken in the minibus and used to summon assistance.
9. Some minibuses are equipped with Tachographs which are required for use on the Continent. Instruction for their use will be given before departure on continental trips.
10. The Transport Manager is responsible for carrying out the checks on the minibuses. In his absence checks will be carried out by the Deputy Site Manager.

## **METHODS AND PROCEDURES**

### **OFF SITE ACTIVITIES - Field Trips, Visits etc**

For trips of this nature the following procedure will be observed:

- a. Careful planning of trip with prior visit made by organiser if necessary.
- b. Adequate evaluation of all Health and Safety factors involved.
- c. For trips requiring overnight absence from School or where a physical activity, other than sport, is to take place, parental permission will always be obtained.

#### **SUPERVISION:**

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

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

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

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

## METHODS AND PROCEDURES

### FIRST AID and MEDICINE CONTROL

First Aid and Medicines are under the direct control of the School Nurse.

First Aid Boxes are always kept topped up from the supply kept in the Surgery.

The following items are also controlled by Senior Matron/School Nurse:

1. Accident Recording:
  - a. **ISAMS (PUPiLS)**. To be filled in for any injury, however minor, requiring treatment.
  - b. **Accident Books (VISITORS & STAFF)**. To be filled in for any injury, however minor, requiring treatment.
2. Pupil's Medicines - kept in a locked cabinet and administered as directed.
3. Medicines Book - detailing what has been given to whom, for the record.
4. A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

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

## **METHODS AND PROCEDURES**

### **CATERING**

The School undertakes its own catering arrangements and the activities in the Kitchens are under the direct control of the Bursar.

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

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

1. Cleaning schedules are established and details recorded.
2. Equipment temperature checks are carried out daily and the results recorded.
3. Temperature of relevant food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
4. A sample of high risk food from each meal is taken and frozen to be available for checking and examination at a later date should the need arise.
5. Equipment is maintained in accordance with a schedule and the details recorded.
6. Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery except for wedding bands on hands etc is not permitted.
7. Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
8. General hygiene inspections are carried out on a regular basis.
9. Recommendations, following visits by the Environmental Health Officer, are instigated without delay.
10. A management system for Food Hazard Analysis and Critical Control Point (HACCP) has been introduced.

## **METHODS AND PROCEDURES**

### **SAFE PLACE OF WORK**

The Schedules for keeping the premises in a clean and orderly condition during term time are as follows:

#### **DAILY:**

- Classrooms
- Hallways
- Toilets
- Bathrooms
- Shower Areas
- Dormitories

Other areas are cleaned twice or three times per week as the situation demands.

#### **LAUNDERING:**

A commercial laundry is used to launder sheets, pillowcases and duvet covers.

Matron and her staff organise the laundering of children's clothes.

## **METHODS AND PROCEDURES**

### **CONTROL OF VEHICLES**

Control of vehicles is of paramount importance within the School's site. Sleeping policemen ramps are employed to control the speed of vehicles in the grounds.

The following rules must be observed at all times:

- a. Speed must be kept to a minimum
- b. Care to be exercised always as there are children crossing roadways at all times
- c. Parking only to be carried out in designated areas
- d. A one-way system operates on the school site at peak times

## **METHODS AND PROCEDURES**

### **SECURITY OF SITE**

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

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

Closed circuit television cameras are sited at strategic points and record all movements.

Flood lighting is provided in the appropriate areas and is switched on in hours of darkness until all children have returned to their houses.

#### **PREP SCHOOL**

The responsibility for ensuring that the premises are secure rests with the Matron and Houseparent.

#### **BOARDING HOUSES**

The responsibility for locking these rests with the Houseparents.

#### **PRE-PREP**

The responsibility for ensuring that the Pre-Prep is secure rests with the Head of the Pre-Prep Department or other staff as designated by her.

Should a problem with unauthorised entry occur in the future, the School will take the necessary steps to counteract the problem.

## **METHODS AND PROCEDURES**

### **MACHINERY AND PLANT**

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

1. Daily Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff.
2. Annual Checks on Electrical Equipment.
3. Annual Service of Fire Extinguishers.
4. Annual Service of Boiler Plant and Associated Equipment.
5. Annual Service of Catering Equipment.
6. Service of Grounds Equipment as required.

## **METHODS AND PROCEDURES**

### **ENVIRONMENTAL CONTROL**

#### **CLASSROOMS, BOARDING ACCOMMODATION and GENERAL AREAS**

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

#### **TECHNOLOGY WORKSHOP, ART ROOMS and SCIENCE LABORATORIES**

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

#### **SPORTS HALL and SWIMMING POOL**

Conditions particularly in the Swimming Pool are monitored carefully to ensure that the optimum combination of ambient temperature and water temperature is maintained to prevent excessive condensation build up.

In the event of failure of the Environmental Control Unit, the Pool will be placed out of use until the Environmental Control Unit is repaired.

#### **SMOKING**

The School has a No Smoking Policy and smoking is not permitted on the School's site.

## **METHODS AND PROCEDURES**

### **NOISE**

The School regards noise as a very important issue and takes the following action in order to minimise its effect.

1. Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
2. Where it is not possible or practical to control by the methods above Hearing Protectors will be used.
3. Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

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

### **VIBRATION**

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

1. Equipment is selected carefully to ensure that the vibration level is as low as possible. Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
2. Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

## **METHODS AND PROCEDURES**

### **WASTE DISPOSAL**

#### **GENERAL & FOOD WASTE DISPOSAL**

The disposal of normal and food waste will be carried out by the Local Authority.

#### **CHEMICAL WASTE DISPOSAL**

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

## METHODS AND PROCEDURES

### REPORTING PROCEDURES - Accidents and Near Misses

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

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

- 1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- 2) Specified Injury to Staff, Pupils or Any Other People in an accident on the premises  
- The Specified Injury as listed in the Regulations.
- 3) Dangerous Occurrences listed in the Regulations.

**b) Reporting**

- 1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1), 2) and 3) above.
- 2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
- 3) A report will be sent to the Health and Safety Executive in the case of any of 8 categories of work related illness listed in the Regulations.

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

**c) Reporting Arrangements**

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

**d) Record Keeping**

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

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



## METHODS AND PROCEDURES

### HAZARDOUS SUBSTANCES

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

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

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

1. Prevention or Control - ideally prevention by substitution of a non- controlled substance, but if not possible control.
2. Control Measures to be adopted.
3. Maintenance of the Control Measures.
4. Monitor the situation to establish that the measures are effective.
5. Undertake Health Surveillance where relevant.
6. Carry out Instruction and Training to ensure the following are understood:

Use of the substances, their handling, storage and disposal

Emergency Procedures

Methods of Control

Use of Personal Protective Equipment

c. Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other personnel as required.

## **METHODS AND PROCEDURES**

### **PERSONAL PROTECTIVE EQUIPMENT**

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

- a. Provide suitable PPE
- b. Assess present PPE
- c. Maintain PPE
- d. Provide accommodation for PPE
- e. Ensure PPE is compatible
- f. Replace PPE where lost or damaged
- g. Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- a. Use the PPE correctly
- b. Always wear PPE
- c. Report any loss or defect

Activities requiring Personal Protective Equipment will be identified as part of the Risk Assessment activities.

## **METHODS AND PROCEDURES**

### **DISPLAY SCREEN EQUIPMENT**

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- a. Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b. If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c. Implement any requirements established in b.
- d. Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e. Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f. Provide appropriate eye and eyesight corrective appliances as necessary.
- g. Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

## **METHODS AND PROCEDURES**

### **MANUAL HANDLING**

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

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

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

## **METHODS AND PROCEDURES**

### **WORK AT HEIGHT**

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

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

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

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

Work at Height will be properly planned and organised.

Those involved in Work at Height will be properly trained and competent.

A Risk Assessment will be carried out to establish the correct access equipment.

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

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

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

Avoiding Work at Height if reasonable to do so.

Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.

Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

## **METHODS AND PROCEDURES**

### **RISK ASSESSMENT**

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

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

The Assessments will be carried out by the Health and Safety Officer with assistance from other personnel as required.

A Risk Assessment Policy is in place.

## **METHODS AND PROCEDURES**

### **CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015 (CDM)**

The School is aware of its obligations under the CDM Regulations and where small projects are carried out and come under these regulations the School, as client, will carry out the following:

- Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase
- Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating health and safety in the construction phase of a project
- Ensure that, where there is more than one contractor, a Health and Safety File is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principle Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.

On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where the School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

## **METHODS AND PROCEDURES**

### **CONTROL of CONTRACTORS**

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

#### **1. IDENTIFICATION OF SUITABLE BIDDERS**

The following items will be taken into account:

- a. Adequacy of Health and Safety Policy
- b. Control Structure
- c. Safe Systems of Work in Operation
- d. Training Standards

#### **2. IDENTIFICATION OF HAZARDS IN THE SPECIFICATION**

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a. Special Hazards applicable - eg Asbestos
- b. Safe Access to/egress from the site
- c. Confined Space Entry
- d. Chemical Storage
- e. Occupational Health Risks including Noise

#### **3. APPOINTMENT OF CONTRACTOR**

Based upon the best bid, taking into account all factors

#### **4. ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE**

Full list of Site Rules available for contractors.

## 5. CONTROL OF CONTRACTOR ON SITE

- a. Nomination of person to co-ordinate all Health and Safety aspects
- b. Pre-commencement meeting to establish Contractor Liaison Person
- c. Arrangement of regular progress meetings
- d. Regular inspection of Contractor's operations
- e. Participation in site Safety Committee - where applicable
- f. Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a.
- g. Notification by Contractor of all accidents etc
- h. All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015.

## **METHODS AND PROCEDURES**

### **CONSULTATION WITH EMPLOYEES**

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

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

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

## **METHODS AND PROCEDURES**

### **LETTING PREMISES DURING HOLIDAY PERIODS**

In order to make the most efficient use of the facilities, the School may let part of the premises and grounds for use during the School Holidays.

When considering whether an organisation is suitable or not, the following factors are taken into account:

1. Suitability of the premises for the activities proposed
2. Qualifications of the Personnel who are to supervise the activities
3. Health and Safety Policy of the organisation involved or their acceptance of the School Health and Safety Policy
4. The insurances held by the organisation arranging activities or an indemnity to the School for liability from the organisation when on premises.

## **METHODS AND PROCEDURES**

### **ASBESTOS**

A Policy for Asbestos is in place in the School.

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

#### Survey

A Management Survey has been carried out for the premises and various amounts of Asbestos have been removed.

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

#### Management

The Bursar is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Bursar carries out the following:

- Keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintain asbestos containing materials in a good state of repair;
- Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material;
- Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with The Control of Asbestos Regulations 2012;
- Review the plan at regular intervals.

## **METHODS AND PROCEDURES**

### **HEALTH AND SAFETY EMERGENCIES**

#### **CRITICAL INCIDENTS**

The School has anticipated the possibility of a Critical Incident occurring and has devised a Critical Incidents and Disaster Recovery Plan.

The Plan covers the constitution of a Critical Incident Committee, allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the School would take.

#### **DISASTER RECOVERY**

Alongside the Critical Incident Management Plan, the School has devised a Disaster Recovery Plan.

The Plan covers the actions to be taken in order for the School to return to normal operations and the action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

## **METHODS AND PROCEDURES**

### **OCCUPATIONAL HEALTH & STRESS**

#### **OCCUPATIONAL HEALTH**

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

- Laboratory Hazards
- Workshop Hazards
- Fieldwork and Site Work
- Clinical Activities
- Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign. Workshop activities are confined to Design and Technology where exposure to Noise and Vibration is minimal.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

#### **STRESS**

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

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

The School adopts a proactive approach to this issue.

## **METHODS AND PROCEDURES**

### **SLIPS and TRIPS**

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an on-going basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

## **METHODS AND PROCEDURES**

### **VIOLENCE**

The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

The School will not tolerate violence and aggression directed at staff in connection with their duties, from whatever quarter. This policy is embedded in a number of the school's policies: Behaviour & Discipline Policy [for pupils], Staff Behaviour Code of Conduct, Staff Complaints, Grievance & Disciplinary Policy, Employee Handbook and Pre-Prep/Prep School Handbooks.

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

## **METHODS AND PROCEDURES**

### **MONITORING POLICY**

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

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