



## **INDEX FOR HEALTH AND SAFETY POLICY**

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Health and Safety Policy Statement

### **ORGANISATION AND RESPONSIBILITIES**

Organisation  
Responsibilities

### **PART THREE – ADMINISTRATIVE ARRANGEMENTS AND PROCEDURES**

Promulgation  
Emergency Procedures  
Accidents/Near Misses  
Medical and First Aid  
Personal Safety and Welfare  
    Personal and Protective equipment (PPE)  
    Manual Handling  
    Work equipment – provision and testing  
    Working at heights  
    Display Screens  
    Lone Working  
    Stress  
    Pregnancy  
    Substances Hazardous to Health  
    COSHH  
    Storage  
    Disposal  
    Asbestos Register  
Training  
School Trips  
Vehicles  
Defect reporting procedures  
Maintenance  
    Fire – Fire Extinguishers  
    Fire Alarm, Fire detection, Emergency lighting, Automatic door release  
    Legionellis  
    Electricity  
    Ventilation equipment  
Contractors  
Child Protection

Playground Safety  
Sport – General  
General  
Catering  
Safe place of Work  
Control of Vehicles  
Letting Premises during Holiday periods  
Construction (Design and Management) Regulations  
Consultation with Employees  
Violence to staff

## **ORGANISATION AND RESPONSIBILITIES**

### **ORGANISATION**

#### I General

The School's health and safety organisation has the following aims.

- a To establish and maintain a safe and healthy environment throughout the school
- b To establish and maintain safe working procedures among staff and pupils
- c To make arrangements for ensuring safety and managing the risk to health in connection with the use of handling, storage and transport of articles and substance hazardous to health
- d To ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to reduce exposure to hazards and contribute positively to their own safety and health at work and to ensure that they have access to relevant training and instruction as and when provided
- e To maintain a safe and healthy place of work and safe access and egress from it
- f To formulate effective procedures for fire and other emergencies and for evacuating the school premises
- g To lay down procedures to be followed in case of accident
- h To provide and maintain adequate welfare facilities.

### **RESPONSIBILITIES**

The Health and Safety Committee comprising of:

Sophie Boyle (Governor with responsibility for Health and Safety)  
Justin Perry (Bursar)  
Nigel Boyt (Estates Manager)  
Sarah Wicks (Headmistress)  
Helen Dominey (Deputy Head)  
Diana Glont (Head of Boarding)  
Lynne Wyatt (Matron)  
Catherine Goddard (Head of Riding)  
Chef Manager (Chartwells)  
Heather Nye (Head of Pre Prep)  
Sara Skellorn (Science)  
Jemma Gosling (PE)  
Kim Walker (Art)  
Di Nettley (Cleaning Supervisor)

The Health and Safety Committee members are representatives covering the major activities of the school. The committee provides a forum to review processes and procedures. The Bursar chairs the Health and Safety Committee.

It is the duty of every employee at work to take responsibility for their own health and safety and for the safety of others who may be affected by acts or omissions in the performance of their duties.

Pupils are expected to exercise reasonable personal responsibility for their own safety and that of other pupils. All staff and pupils are responsible for bringing to the attention of the Maintenance team any Health and Safety issues they may see. The safety of pupils while under the supervision of staff and those engaged in games and extra curricular activities is the immediate responsibility of the member of staff or teachers in charge.

The SMT has responsibility for strategic planning and leadership

- I Teaching and non-teaching staff holding posts of special responsibilities have the following health and safety responsibilities:
  - a Exercising general responsibilities for the application of the School's health and policy statement
  - b Establishing and maintaining safe working procedures (Risk and COSHH assessments)
  - c Resolving, where possible health and safety problems or reporting them to the Bursar.
  - d Carry out regular safety inspections
  - e Providing, as far as it is reasonable practicable, sufficient information, instruction, training and supervision to enable other members of staff, pupils and members of the public to contribute positively to their own safety and health at work and to be in a safe environment.

### **HEAD**

- 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 teaching staff have adequate training for the tasks that they are required to perform
- i) Will ensure that all staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

### **DEPUTY HEAD**

- 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 responsibilities are properly assigned and accepted at all times
- c) Will assist the Head 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 Head in ensuring that all teaching staff have adequate training for the tasks that they are required to perform

- e) Will assist the Head in ensuring that all staff have read and understood the Health and Safety policy either in its entirety or the sections relevant to them.

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

- a) The Bursar has overall responsibility for the day to day implementation of the School's Health and Safety arrangements
- b) Will fully familiarise himself with the Health and Safety Policy and 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) Will instruct the Estates Manager to inspect all new plant, buildings and equipment for potential hazards, in conjunction with Dorset County Council's Health and Safety officer, as necessary
- f) Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept
- g) Will ensure, in conjunction with the Head, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible
- h) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected
- i) Will, in conjunction with the Head, ensure that all areas of the school are inspected, from a Health and Safety point of view, once per term
- j) Will, in conjunction with the Head, review the Health and Safety Officer's report and take action where appropriate. Working closely with the Governor responsible for Health and Safety.

### **ESTATES MANAGER**

- a) Will supervise the School Health and Safety Programme.
- b) Will inspect plant and equipment, to ensure that it is safe and being operated correctly
- c) Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- d) Will report to the Bursar and head concerning Health and Safety matters, making recommendations as necessary.
- e) Will investigate all accidents and dangerous occurrences and recommend corrective action as necessary.
- f) Will inspect all new plant, building and equipment for potential hazards
- g) Will undertake assessments under the Control of Substances Hazardous to Health (COSHH) regulations 2002

## **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 issued by an 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/Estates Manager or Headmistress 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 the,
- 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.

## **HEAD OF BOARDING AND SCHOOL MATRON**

- 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's Act 1989' where it applies to Boarding Schools are satisfied
- f) Will ensure that all medicines within the Medical Room are kept in a locked cabinet at all times.
- g) Will ensure that stocks of medicines for general use are adequate at all times
- h) Will ensure that all First Aid boxes are fully equipped for use when needed
- i) Will administer Day pupil's medicines as directed
- j) Will keep a Medicine Book detailing what has been given to whom and when
- k) Will ensure that the medicines cupboard 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 sporting activities
- m) Will ensure that parents are notified in the event of an accident, illness or injury

- n) Will ensure that the school's obligations under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' are complied with.

### **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, procedures and assessments, 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, is used where appropriate
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Head without delay
- g) Will, at all times, endeavour to ensure Health, Safety and Welfare for all persons within their control

### **ALL OTHER STAFF**

- a) Will make themselves familiar with the Health and Safety policy, especially the sections relevant to themselves
- b) Will observe the 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 to Matron. Any damage, hazardous or dangerous conditions or situation will be reported to the Bursar or Headmistress 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.

### **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 liability insurance against risk

## **ADMINISTRATIVE ARRANGEMENTS AND PROCEDURES**

### Promulgation

The Health and Safety Officer is responsible for bringing the Health and Safety directives to the notice of staff and for issuing amendments to the Health and Safety Policy as they become necessary. Government publications on Health and Safety, COSHH regulations, hazard data sheets and records are held by the Estates Manager

### **EMERGENCY PROCEDURES**

In the event of a major breakdown in services the appropriate authority should be contacted immediately. The telephone contract numbers are:

GAS	0800 111 999
ELECTRICITY	0800 365 900
WATER	0800 169 1144

### **INTRUDERS**

Suspicious or threatening behaviour by intruders on the school grounds should be reported to Headmistress or to the police in her absence. If it is believed that there is an immediate threat to persons or property, the matter should be reported directly to the police.

Dorset Police on 101 or 999 or if a serious incident has arisen 999

The school has taken all reasonable steps to prevent unauthorised entry to its premises. A full visitor's policy is in place. Whilst the grounds can be entered easily at any time, all buildings are locked at night when not in use. In addition, buildings are fitted with key pad entry to locks to deter unauthorised entry. The school endeavours to provide a secure environment commensurate with the ability to operate the school on a daily basis.

Entry code locks are fitted to all doors leading to the boarding accommodation in the main house. Parents do not have entry unless accompanied by a member of the boarding staff.

The responsibility for ensuring that the premises are secure at night rests with the member of staff who lives in during term time or the member of staff on duty. The responsibility is delegated to the maintenance staff when appropriate during the holidays.

### **ACCIDENTS/NEAR MISSES**

All serious accidents should be reported immediately to the Headmistress (or the Deputy Head in her absence). The school office will ring the ambulance service and co-ordinate arrangements for their arrival. They will also inform all members of the SMT.

All accidents, both adult and pupil, should otherwise be reported to the Matron (or Head of Boarding in her absence).

All injuries are recorded in the accident book held in the Medical room this is then transferred to the school's 365 One Drive. The accident book is summarised and reviewed termly for discussion at the Health and Safety Committee meeting and then issued to the Governors at the Council meeting each term.

All serious injuries and injuries to staff are passed on to the Estates Department to pass on to the Bursar for review. The Bursar is responsible for reporting any serious accidents to the HSE in line with the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

All near-misses should be reported to the Matron, and the relevant form completed (available in the red folder in the Staff Room).

## **MEDICAL AND FIRST AID**

Knighton House School provides adequate and appropriate equipment facilities and qualified first aiders to meet the reasonable needs of the staff, pupils, visitors and contractors at the school.

A medical list of allergies, intolerances and illnesses is kept up to date by Matron and communicated to all staff via e:mail. A hard copy is kept in the staff room. Photos of children with allergies, intolerances and long term medical conditions are kept in the staff room and the Orchard

List of qualified first aiders are displayed.

First aid boxes are located in the majority of buildings and the school minibuses. These are checked half termly.

All members of staff who drive school vehicles must check that the first aid kit is fully stocked before embarking on a journey.

The following items are controlled by Matron:

The Accident Book – filled in for any injury, however minor, requiring treatment

Medicine Book – detailing what has been given and to whom for the record

A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

Controlled drug cabinet and register

## **PERSONAL SAFETY AND WELFARE**

**Personal Protective Equipment**

PPE will be provided free of charge to all employees where deemed necessary.

**Manual Handling**

Manual Handling training will be provided to all employees who carry out any transporting or Supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

**Work equipment – provision and testing**

Prior to use all work equipment must be visually checked to ensure that there are no loose wires, broken casing, damage etc. Any defect found must be reported to the Estates Manager/Maintenance or Bursar.

Work equipment must not be tampered with in any way by staff and only competent persons should carry out any repairs or alterations to the equipment.

Portable electrical equipment owned by the school will be tested prior to use and periodically there afterwards.

**Working at Heights**

Risk assessment will be carried out of all operations involving working at height prior to their commencement. The erection of tower scaffold must be carried out only by trained employees. Ladders must be inspected prior to their use and ladder register updated accordingly.

**Display Screen equipment**

For all users and operators as defined by the regulations, risk assessments will be carried out for their individual task. Regular change of activities will be built into users and operator's working day and training provided to advise users and operators of the correct posture, work practices and ergonomic accessories via the online DSE online workstation assessment. Regular eye tests will be paid for all users and operators of display screen equipment users, who spent the majority of their working day in front of a screen.

### **Lone Working**

Knighton House recognises that there will be occasions when staff work alone and that this may lead to an increased risk to the health and safety of its employees. Example of lone workers may include drivers, maintenance and teachers taking pupils on trips.

Our aim is to reduce the risk to employees when working alone.

### **Stress**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. An important distinction is made between pressure, which can be positive state if managed correctly and stress, which can be detrimental to health.

Knighton House is committed to protecting the health, safety and welfare of its employees and we acknowledge that we have a duty of care to the mental health and well-being of our employees.

Our aim is to prevent stress-related problems from occurring in the workplace, if possible. However, where they do occur, we will treat stress in the same way as any other health hazard and assess risks to mental health and well-being as necessary.

When an employee becomes disabled through stress-related illness, we will make reasonable adjustments where practicable.

We will aim to identify workplace stressors and conduct risk assessments to eliminate stress or to control the risks from stress. These risk assessments will be regularly reviewed and may be conducted as part of the annual appraisal process.

## **PREGNANCY**

Knighton House recognises that we have a duty of care to protect the health of pregnant women and the unborn child.

Our aim is to prevent, or reduce to a reasonable level, risks to the mother or baby during pregnancy. Individual, risk assessments will be undertaken with the pregnant woman to identify the risks and to put in place measures to minimise the risk, wherever possible.

If it is not possible to reduce the risks to a reasonable level, the woman will be suspended on full pay for as long as necessary to protect her health and that of the child.

## **TRAINING**

Teaching staff engaged have received teaching training. On going academic training is co-ordinated by the Head. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy document or by other means as deemed appropriate.

Ancillary, Ground, Caretaking and Domestic staff, 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 tasks for which have been engaged.

The Head of Boarding has experience which enables her to carry out her duties. She will ensure that any deputies or relief matrons have adequate training to enable them to carry out their duties.

Health and Safety training is offered by Dorset County Council, including First Aid training, Stress Management and Manual Handling.

Staff have undergone Risk Assessment training during an INSET day and ongoing training will be organised during the academic year.

## **SUBSTANCES HAZARDOUS TO HEALTH**

### **COSHH**

COSHH assessments to provide information, instruction and control measure are to be undertaken. Where possible control systems must be implemented which prevent exposure to substances.

Hazardous information must be provided by all suppliers at the time of purchasing substances, hazardous to health.

Copies of COSHH sheets are available for the relevant members of staff and are held in a central register in the Estates Office.

### **Disposal**

Disposal of controlled waste is carried out by a licensed waste management contractor (Dorset County Council) and the relevant Waste Transfer sheets. Disposal of food waste is carried out by use of a waste disposal unit. Where there is 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.

### **Asbestos Register**

All asbestos and asbestos-based products known in the school buildings are included in the asbestos register held in the Estates Office. If any material is discovered which is thought to be an asbestos based product, the Bursar/Estates Manager must be informed immediately and no work undertaken in that area until the substance has been inspected/tested. Where asbestos is found it is the school's policy to remove the material or if not practical, to seal or encapsulate to prevent fibre release.

### **Technology**

Conditions in the CDT/Art Room and Science Laboratories 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 of these areas use diluted ventilation and additionally the school has local ventilation by way of a Fume Cupboard for the Science Lab.

## **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 staff.

### **School Trips**

The guidelines for safety on school trips are to be followed at all times as detailed in the Educational Visits policy and a risk assessment must be in place before any trip.

### **Defect Reporting Procedure**

Whenever an employee becomes aware of a potential Health and Safety risk that they are unable to resolve, they should report the matter to the Bursary, if urgent complete a Work requisition form for the Estates Department.

## **MAINTENANCE**

### **Fire**

#### **Fire Extinguishers**

Monthly visual inspections will be carried out to ensure that they have not been discharged or lost of pressure or suffered obvious damage. Annual inspections will be carried out by a specialist sub-contractor (Fire Protection) and a test discharge of the extinguishers will be carried out at the following intervals:

Water (stored pressure) and foam (all types) every 4 years

Water (gas cartridge) powder (stored pressure valve operated) every 5 years

#### **Fire Alarm**

Weekly examinations of the system will be carried out to ensure that no damage has occurred and testing of the alarm will be carried out using the different manual call points every week.

#### **Fire Detectors**

A weekly visual inspection of detectors will be carried out.

#### **Emergency Lighting**

A monthly test on all emergency lighting is carried out by the maintenance team.

#### **Automatic Door releases**

These are checked weekly during the Fire Alarm checks.

Records of all checks can be found in the Fire Safety Book, held in the Estates Office.

Fire Zone Maps are located next to the main fire alarm panel in the front entrance to the school.

#### **Legionella**

Monthly tests are carried to ensure correct water temperatures at all parts of the hot water system. The school has employed the services of a third party, Aquacare, to assess the risks of legionella within the school's water system.

#### **Electricity**

Fixed installations are tested every five years by A Thomas Electrical.

All new installations will comply with the current IEE regulations

Portable appliances are tested prior to use. All electrical equipment brought into school by pupils are tested and recorded. Mobile phone chargers are visually checked and recorded.

#### **Ventilation equipment**

Annual checks are carried out by contractors, of all ventilation equipment in the kitchen.

#### **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 the Health and Safety at Work Act 1974. The inspections and checks are carried out as follows:

Monthly and quarterly checks of Emergency Lighting

Annual service of gas appliances

Annual service of Boiler plant and associated equipment

Maintenance of catering equipment as required

Phased introduction of checks on fixed wiring installations

## **CONTRACTORS**

All outside contractors are required to accept and abide by all safe working practices and relevant Health and Safety Legislation.

## **CHILD PROTECTION**

The Deputy Head is the member of staff responsible for Child Protection and a Governor has specific responsibility for child protection. The guidelines for Child Protection procedures are contained in detail within the Staff Handbook. All staff are DBS checked and given Child Protection training.

## **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 outside, commensurate with enjoying a healthy and safe environment.

If duty staff identify an area of the school grounds that has become unsafe, they designate it 'out of bounds', it is reported and ensure that it is not used until it is declared safe, following the relevant remedial work.

Supervision for the Pre Prep is greater and reflects the needs for a higher ratio of staff to children, taking into account the age of the children.

## **SPORT – GENERAL**

The school has a full games policy which is organised and co-ordinated by the Head of Games. A wide range of sports is offered and takes account of the requirements of both boys and girls.

Pupils are expected to take part in sport activities and day pupils who do not bring a note to school and hand it to the PE teacher stating a reason why they should not participate, will be expected to take part in the sport.

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 whilst playing contact sports and the school requires that all pupils comply with this. For other sports the relevant protective equipment must be worn and the responsibility for ensuring that this is worn rests with the member of staff supervising the particular sport.

### **Sport Injuries**

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

In the event of further action being needed a member of staff will either take the pupil to hospital or contact the Ambulance service as appropriate.

During school matches involving contact sports in the winter terms, Matron will be contactable via the school mobile or school extension.

## **GENERAL**

### **Jean Bozie Hall (JB Hall)**

The JB Hall is used by the school for Assembly, Drama and Sport. School pupils are not permitted in the Hall without prior knowledge of a member of staff.

### **Muster Point**

The Muster point is located between the Maintenance shed and Weatherly.

## **Secondary Muster Point**

The Music block is the secondary Muster point providing this is not the zone that has activated

## **Equipment**

All equipment in the Hall is checked annually by an outside contractor to ensure that it is safe to use. Additionally equipment is checked by staff prior to use. Wherever there is a doubt about the piece of equipment, it is withdrawn from use until it has been repaired or replaced.

### **Shoes**

There is a strict rule concerning the wearing of non-marked 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.

### **Injury procedures**

In the event of injury, first aid will be administered by a First Aid qualified member of staff.

### **Use by others**

When the Sports Hall is used by others it is always by prior arrangement and their responsibility encompassing the schools Health and Safety policy.

## **MINIBUSES**

The school has a full policy in place for the operation of Minibuses, as follows:

Minibuses are all fitted with seat belts and are serviced and safety checked every twelve weeks. All minibuses are checked every Friday and this is recorded in a log book kept in the vehicle. Any repairs needed are reported immediately to the Estates Manager.

Staff are required to undertake Minibus training before being permitted to drive a minibus.

### **EACH VEHICLE IS EQUIPPED WITH THE FOLLOWING:**

- First Aid kit
- Fire Extinguisher
- Torch
- Basic Tools
- De – Icer (Winter)
- Section 19 permit
- Minibus Risk Assessment

The school subscribes to a Fleet Rescue Service, which ensure that the buses are recovered in the event of a breakdown.

### **BEFORE COMMENCING A JOURNEY THE FOLLOWING PROCEDURE IS ADOPTED:**

The member of staff driving will satisfy him or herself that the minibus is in good order and ready for the road (including fuel)

The driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.

The driver will ensure that seat belts are worn by all passengers. Booster cushions are available for pre prep pupils.

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

The member of staff will stay with the minibus at all times.

A mobile telephone will be taken in the minibus and used to summon assistance and inform the school office.

## **CATERING**

The School Catering and Health and Safety for Catering are managed by Compass Group (Chartwells). The activities in the Kitchen are under the control of the Head Chef.

As a minimum Compass will comply with all legal and industry standards and implement Health, Safety and Environment Policy and Procedures for Knighton House School as set out in their Declaration of Commitment to Health and Safety.

The Health and Safety Manager for Compass Group is Karen Sparey.

## **SAFE PLACE OF WORK**

Daily cleaning routine includes:

- JB Hall
- Classrooms
- Bathrooms
- Toilets
- Changing Rooms
- General areas
- Medical Room & San

During the holiday periods, in depth cleaning of areas is carried out on a rota basis.

Laundering: The schedule for laundering is organised by the Matron to ensure that boarders clothing and bedding are laundered regularly.

### **Slips and Trips**

Knighton House School has responsibility to pupils, staff and visitors to ensure the school is a safe environment away from trips and slips. All staff are responsible for identifying and reporting any such risks to either the Estates Manager or by completing a Work Requisition Form, which can be found in the red folder in the staff room.

## **CONTROL OF VEHICLES**

Control of vehicles is of paramount importance within the school site. Speed ramps and a zebra crossing are employed to control the speed of vehicles and enable pupils to control from one side of the site to the other.

The following rules must be observed at all times

- Speed must be kept to the marked speed limits
- Care exercised at all times
- Parking only to be carried out in designated areas

## **LETTING PREMISES DURING HOLIDAY PERIODS**

In order to make the most efficient use of the facilities, the school lets 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:

- Suitability of the premises for the activities proposed
- Qualifications of the personnel who are to supervise the activities
- Health and Safety Policy of the organisation involved or their acceptance of the

- School's Health and Safety Policy
- The insurances held by the organisations arranging activities or an indemnity to the School for liability from the organisation when on premises.

## **CONSTRUCTION (DESIGN AND MANAGEMENT) Regulations (CDM)**

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

- Select and appoint a planning supervisor and principal contractor
- Ensure that the planning supervisor and principal contractor are competent and check their allocation of resources to Health and Safety
- Ensure that an adequate Health and Safety plan is in place before work commences
- Pass on information about the land and/or premises to be developed
- Ensure that the Health and safety file, prepared on completion of the project by the planning supervisor, is kept available for those subsequently carrying out construction work.

In line with Regulation 4 of the Construction (Design and Management) Regulations 1994, the school may elect an agent to act on their behalf when projects involving these regulations apply.

On projects where CDM Regulations do not apply, the school will exercise control over contractors as outlined in the separate policy entitled 'Control of Contractors'.

## **CONSULTATION WITH EMPLOYEES**

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

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

The school adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the school makes use of the Health and Safety Committee and weekly staff meetings where appropriate.

## **VIOLENCE TO STAFF**

It is unacceptable that any staff member should be treated violently by a pupil, a colleague, a parent or any other. If the situation is severe and warrants police intervention appropriate action will be taken by the Head or Bursar. (Deputy Head in absence of either).

Each incident will be assessed and in the case of a member of staff being the cause of a violent outburst the staff disciplinary procedure would be activated. This may well lead to immediate suspension pending an investigation.

In the case of a pupil, the school behavioural policy would be followed and the pupil would be dealt with accordingly. This may also lead to suspension or being asked to leave the school permanently.

A thorough investigation of the incident would take place.