



St Swithun's School Winchester
 Incorporating St Swithun's School, St Swithun's Prep School
 &
 Early Years Foundation Stage

HEALTH & SAFETY RESPONSIBILITIES AND GUIDELINES

Policy History	
Reviewed and updated	January 2025
Date of next review	January 2026

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INTRODUCTION

The master copy of the health & safety policy is available to all staff in the ‘policies’ file on the school portal. ([Policy No 10 – H&S Policy Statement](#)). Copies are also held within the senior school staff room and the prep school and by the bursar, estate manager and operations bursar. Departmental heads will hold copies with annexes relevant only to them. These are listed at the end of this document.

Details of employer’s responsibilities can be found at the following HSE link:

[HSE.gov.uk/workers/employers](https://www.hse.gov.uk/workers/employers)

RESPONSIBILITIES – COUNCIL

The Council will:

- Ensure that there is an effective policy for health & safety within the school.
- Discuss the effectiveness of the policy with the headmistress of the senior school, prep School and bursar and agree any necessary amendments.
- Ensure that adequate funding is provided to maintain a healthy and safe environment in which to work.

RESPONSIBILITIES – HEAD

The head will:

- Annually appraise the effectiveness of the policy and ensure amendments are made where necessary.
- Ensure that responsibilities are properly assigned and accepted at all levels.
- Ensure that all areas of the school undergo an annual inspection or audit and that an external review is conducted every 3 years (Last external review 8 Mar 2022. Next scheduled Mar 2025).
- Ensure that a health & safety committee meeting takes place termly.
- Ensure that all teaching staff are adequately trained for their role.

RESPONSIBILITIES – PREP SCHOOL HEAD

The Prep School head will:

- Ensure that responsibilities in prep school are properly assigned and accepted at all levels.
- Ensure that all areas of the prep school undergo an inspection or audit on a regular basis.
- Ensure that all prep school teaching staff and classroom assistants are adequately trained for their role.

RESPONSIBILITIES - DEPUTY HEAD

The deputy head will:

- Assist the headmistress in ensuring that a healthy and workable health & safety culture is practised within the school.
- Ensure that responsibilities are properly assigned and accepted at all levels.
- Bring to the attention of all members of staff where applicable any weaknesses or breaches (perceived or actual) of health & safety within the school.
- Co-chair the termly health and safety committee meeting.
- Attend the termly Health & Safety Committee meeting.

RESPONSIBILITIES – BURSAR

The bursar will:

- Assist the head in ensuring that a healthy and workable health & safety culture is practised within the school.
- Earmark or ring fence funding, where reasonably practicable, for health & safety remedial works.
- Appoint the external reviewers, organise their visits and disseminate their findings.
- Identify, with the assistance of the estate’s manager/health & safety officer, any breaches or weaknesses (perceived or actual) of health & safety within the school.
- Arrange training (including on risk assessment) for staff as required.
- Co-chair the termly health and safety committee meeting.

RESPONSIBILITIES - HEALTH & SAFETY OFFICER & HEALTH & SAFETY COMPLIANCE ASSISTANT

Health & safety officer and compliance assistant will:

- Assist the head and the bursar in ensuring that a practicable health & safety culture is maintained within the school.
- Carry out, or appoint contractors to carry out, regular inspections of plant and equipment to ensure it is safe to operate.
- Monitor the effectiveness of all in place health & safety measures.
- Carry out regular health & safety audits and inspections, including carrying out and recording annual H&S and fire risk assessments.
- Carry out an investigation where appropriate for accidents and “near misses.”
- Advise on how best to assess risk for activities within the school and those which may be undertaken out of school.
- Advise staff on all matters of health & safety (hazard identification, risk, risk management, associated costs, implications etc.) on request and on a proactive basis.
- Identify in advance what future expenditure is necessary to maintain the safety of pupils, staff and visitors to the school.
- Ensure that the obligation for the reporting of accidents, incidents etc. under “**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**” 1995 (RIDDOR) are complied with.
- Ensure appropriate training is in place to enable estates and other staff to carry out their roles safely and that such training is recorded.
- Attend the termly health & safety committee meeting.

RESPONSIBILITIES - OPERATIONS BURSAR

The operations bursar will:

- Carry out risk assessments relating to domestic staff.
- Ensure that all members of domestic staff comply with any in place risk assessment.
- Ensure that all members of domestic staff are adequately trained to carry out their roles safely and that such training is recorded.
- Carry out periodic audit of domestic staff and their practices.
- Assist the bursar in ensuring that a healthy and workable health & safety culture is practised within the school.
- Assist in the coordination of health and safety policy, monitoring and compliance within the boarding environment.
- Maintain the school’s register of Approved Contractors and ensure that Contractors comply with Policies 6a and 44.
- Maintain the school’s register of Lettings and ensure that hirers of the School’s facilities comply with Policies 6a, 25 and 44
- Ensure that any breach or weakness (perceived or actual) of health & safety is reported to the bursar and the estates manager/health & safety advisor where appropriate.

RESPONSIBILITIES - DEPARTMENTAL HEADS

Departmental heads will:

- Familiarise themselves fully with the contents of this document and ensure compliance within their department.
- Assist the headmistress in ensuring that a healthy and workable health & safety culture is practised within the school.
- Participate in health & safety and risk assessment training.
- Ensure that in place risk assessments are carried out, recorded, and reviewed when necessary for activities undertaken within the department, liaising with the health and safety advisor to ensure the accuracy of fire risk assessments relevant to their department.
- Encourage staff within their departments to raise concerns (perceived or actual) on matters of a health & safety nature.
- Report any breaches or weaknesses (perceived or actual) of health & safety within the school and in particular their department.
- Ensure that all members of the department are adequately trained and qualified for their role.
- Be prepared to attend the termly health & safety committee meeting if their presence is requested. (Those required to attend are listed in the H&S Committee TORs)
- Ensure that any breach or weakness (perceived or actual) of health & safety is reported to the headmistress or bursar and the estates manager/health & safety advisor where appropriate.

RESPONSIBILITIES – HOUSE PARENT

House parents will:

- Familiarise themselves fully with the contents of this document and ensure compliance within their boarding house.
- Participate in health & safety and risk assessment training.
- Ensure that the relevant risk assessments are carried out, recorded and reviewed for activities that may be undertaken within the boarding house and or when on visits or excursions, liaising with the health and safety officer to ensure the accuracy of the fire risk assessment relevant to their house.
- Ensure that cleaning staff, maintenance team members and any contractor who may be called upon to work within the boarding house carry out their work safely.
- Ensure that all boarders are aware of the precautions to be taken to prevent fire.
- Ensure that all boarders are aware of the fire evacuation procedure and that these procedures are practised termly.
- The head of boarding will attend the termly health and safety committee meeting.
- Ensure that the welfare and security of the boarders is effectively covered and that the requirement for compliance with National Minimum Standards for Boarding 2022, The

Children Act 1989 and The Care Standards Act 2000 (including all subsequent updates) are complied with.

- Ensure that any breach or weakness (perceived or actual) of health & safety is reported to the head of boarding and the estates manager/health & safety officer where appropriate.

RESPONSIBILITIES – HEALTH CENTRE NURSES

The health centre nurses will:

- Familiarise themselves fully and comply with the contents of this document.
- Ensure the safety and security of those confined to the health centre.
- Ensure that all medicines within the surgery and dispensary are kept secure at all times.
- Advise on and monitor the control of medicines within boarding houses.
- Ensure that the duty nurse whereabouts are known at all times and that they are easily contactable.
- Maintain a medicines book which records what medicine has been administered and to whom.
- Be prepared to notify parents in the event that a pupil is injured.
- Ensure that first aid boxes throughout the school are adequately equipped at all times.
- Decide, in the absence of a parent or note from a parent, whether a pupil is able to take part in activities.
- Attend the termly health and safety committee meeting.
- Ensure that any breach or weakness (perceived or actual) of health & safety is reported to the headmistress or bursar and the estates manager/health & safety officer where appropriate.

RESPONSIBILITIES - TEACHING STAFF AND DEPARTMENTAL TECHNICIANS

Members of the teaching staff will:

- Familiarise themselves fully and comply with the contents of this document.
- Ensure that they undertake risk assessments which are to be recorded and reviewed for activities undertaken.
- Where appropriate, carry out induction for pupils in order that safe practices are maintained for all activities.
- Assist the head of department in ensuring that a healthy and workable health & safety culture is maintained within the school and department.
- Ensure that any breach or weakness (perceived or actual) of health & safety is reported to the head of department / senior housemistress and the estates manager/health & safety officer where appropriate.
- Undertake annual health and safety training appropriate to their role. A central record of such training will be maintained and individually reviewed in appraisal.

EXPECTATION OF ALL PUPILS

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.
- NB. It should be noted that under health and safety legislation, a pupil/student or person under instruction cannot be considered to be a 'Competent person'.

RESPONSIBILITIES - ESTATES AND CLEANING STAFF

Members of the maintenance team and cleaning staff will:

- Familiarise themselves fully and comply with the contents of this document.
- Report any breach or weakness (perceived or actual) of health & safety within the school immediately to their line manager.
- Read and comply fully with any in place risk assessment and adhere to any restrictions imposed under the "Control of Substances Hazardous to Health" (COSHH) regulations.
- Inspect any equipment before using it and ensure that it is maintained in a safe working condition.
- Wear appropriate Personal Protective Equipment (PPE) that is issued to them to maintain their own safety and the safety of others.
- Undertake regular health and safety training appropriate to their role and maintain a record to be reviewed in appraisal.
- Ensure that any breach or weakness (perceived or actual) of health & safety is reported to the health & safety department.
- Attend appropriate training for their role. A central record of such training will be maintained and reviewed in appraisal.

ALL EMPLOYEES

All staff are responsible for ensuring that they take reasonable care as regards themselves and others and are reminded of their responsibilities under the H&SAW (Health & Safety at Work) Act 1974 Sections 7 & 8* and the Management of H&SAW Regulations Reg. 14, namely:

- They follow the training they have received.

- They wear and use PPE and safety devices that are provided by the school for their protection.
- They cooperate fully with managers when the latter are pursuing their responsibilities under the act.
- They observe safety rules and regulations, both statutory and school, and conform with any systems of work that are developed.
- They report any accidents, incidents, damage, near misses or any unsafe situation to their line manager and the H&S officer.

Further details are at:

HSE.gov.uk

METHODS AND PROCEDURES – SAFE SYSTEMS, WRITTEN PROCEDURES AND SAFETY POLICIES

The health and safety officer will produce general risk assessments covering building and site location hazards and those activities carried out by support staff. Heads of Department are responsible for carrying out specific risk assessments related to equipment, substances and activities within their department.

In those departments where there is a perceived significant risk, safe systems of work, written procedures and safety policies have been written and are contained in the following annexes:

Dept.	Annex	Dept.	Annex	Dept.	Annex
Science	B	Pool	G	Maintenance	L
PE	C	Drama	H	Cleaning Staff	M
Art	D	Health Centre	I	Prep School	N
Housemistress	E	ICT	J		
Design & Tech	F	Food Tech	K		

OFF SITE ACTIVITIES

Although current DfE (Department for Education) guidelines do not call for a separate policy covering off site activities, it has been the school's practice to maintain such a policy on the grounds that it draws together key aspects of health & safety, child protection and safeguarding. It is intended that this should continue. Details are contained in Policy No 13.

“COMPETENT PERSONS”

The term “competent person” is used to identify those who are able to undertake a particular duty relevant to their role/appointment. A “competent person” is so defined because of his/her knowledge, experience and level of training and will be allocated responsibilities/duties accordingly. A student or someone under a course of instruction (pupil) cannot be considered a “competent person.”

Members of the teaching staff have all received teacher training and are considered as “competent persons” for the work they are expected to undertake. Any additional training and guidance considered necessary will be provided if doubt surrounds the level of competency of any member of the teaching staff.

Members of the maintenance team, some technicians and some cleaning staff have received formal health & safety training and are all considered to be “competent persons.” Continuation training or initial training will be considered by the department head where skill levels are in doubt or have lapsed.

House parents because of the work to be undertaken, levels of responsibility demanded for their role, supervisory qualities demonstrated at the time of employment are considered as “competent persons.” Additional health & safety training will be provided if required.

RISK ASSESSMENT & MANAGEMENT

A risk assessment is nothing more than a careful examination of what in the work place has the potential to cause harm so that an assessment can be made whether enough precautions have been taken, or if more should be done to prevent harm.

The aim of a risk assessment is to make sure that no one gets hurt or becomes ill. It is important that any hazard is identified, an assessment of its significance made and recorded and how it is to be eliminated, reduced and managed stated. The competent person / assessor should ensure that the appropriate mitigation or risk management is drawn to the attention of and understood by those carrying out the relevant activity.

All “competent persons” should be capable of carrying out a risk assessment; a guide is at annex A. In addition, staff will carry out online risk assessment training. Should any individual feel unqualified to carry out a risk assessment on a specific activity, they must refer it to their head of department or to the health and safety officer.

ACCIDENT REPORTING

All accidents are to be recorded by:

- Completing the on-line form which can be found on the staff portal. [\[Link\]](#) or,
- By using the accident book held within department, which are then to be passed to the head of department to complete and submit the on-line form
- In order to comply with Data Protection, the tear off sheet once entered on the on-line reporting document is to be forwarded to the health & safety officer inside a sealed envelope as soon as is practicable or disposed of as confidential waste.

Book No	Department
1	Finlay

Book No	Department
12	Art department

2	Hyde Abbey
3	High House
4	Le Roy
5	Earlsdown
6	Hillcroft
7	Junior School
8	Health centre
9	Technology
10	Science
11	PE department

13	Bursary
14	Pool
15	Kitchen
16	Music department
17	Drama
18	PAC
19	Spare
20	Spare
21	Spare
MA1	Maintenance team

The purpose is to record any accident that may occur within the school, in order that accidents may be investigated and analysed so as to identify trends and assist in the better management of a hazard, or if possible, the complete removal of a hazard or risk.

All entries made are to be in a neat and tidy hand with a clear indication of how the accident occurred, which department it is, details about the person who had the accident and details of the person filling out the sheet.

Any accident that is narrowly avoided, a “near miss,” should also be reported to the health & safety advisor in order that the circumstances may be analysed and remedial action taken if necessary.

FIRST AID

The school has a Health Centre staffed by medically trained personnel. ([Click here for Health Centre Policies](#)) Click [here](#) for the first aid policy available in the ‘policies’ section of the portal. It is desirable that each department within the school has a qualified first aider, also it is school policy to ensure that a maximum number of employees will receive some form of first aid training annually. A full list is maintained by the school office manager who will monitor training levels and currency.

All off site visits must be accompanied by an appropriate first aid trained member of staff.

First aid boxes are sited throughout the school within the various departments. It is a responsibility of the senior person within the department where first aid boxes are located to carry out a termly physical check to ensure that each first aid box is sufficiently stocked. They should also be checked and re-stocked after use. The health centre sister will provide items to replenish first aid boxes on request.

AED Defibrillators are at the following locations and are suitable for use by **ANYONE** on adults and all children:

- Main School entrance.
- Swimming Pool. (1 internal & 1 external code available from Pool Office)
- Health Centre.
- Harvey Hall. (PAC)
- Prep School.

In the event that first aid treatment is necessary an assessment is to be made to decide if the health centre nurse needs to be alerted immediately, if available.

The health centre sister is to be alerted in the following circumstances; **THIS SHOULD NOT DELAY ANY CALL TO THE EMERGENCY SERVICES:**

- Unconscious casualty
- Any breathing difficulty
- Any head injury
- Severe bleeding
- Suspicion of broken bones
- Immobile casualty
- When in doubt

FIRE

Fire is a significant risk within the school. Everyone has a duty to conduct their operations in such a way as to minimize the risk of fire and must report immediately any fire, smoke or potential fire hazards, such as faulty electric cables or loose connections. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves, unless qualified to do so. The safety advisor is responsible for the maintenance and testing of fire alarms and fire-fighting prevention and detection equipment.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds or fire is discovered, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. Employees are NOT expected to tackle a fire themselves. They should only do so if they are fully trained and doing so would pose no threat to their personal safety or others. If the situation is dangerous or potentially dangerous, the employee should activate the fire alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked or wedged open. Fire exits are also located at strategic points throughout the workplace. Fire exit doors and corridors must never be locked, blocked or used as storage space. Emergency lighting has been installed in exit corridors and above emergency exit doors in case of power failure. Lifts also have emergency lighting installed although they should not be used in the case of an emergency evacuation.

All staff must ensure they are familiar with their evacuation route and designated assembly point. Practice fire drills will be conducted on a regular basis to ensure familiarity with emergency evacuation procedures.

The school's full Fire policy is at Policy 10.c ([Policy No 10c - Fire policy](#)), with individual building risk assessments held in the 'Fire' folder on the portal (hyperlink)

SECURITY

All members of staff are required to read and become familiar with the Security and Access Policy which is kept in the policy handbook, and is available in the 'policies' folder within portal. ([Hyperlink](#)) They should remain security aware and should approach or challenge someone who is not known to them if safe to do so.

As a matter of course, visitors to the school are to complete the visitors' book and fire register, copies of which are held within the general office, Prep school, Old Junior School, and the maintenance compound.

A security risk assessment is contained in the Risk Assessment folder ([Here](#)).

ENVIRONMENTAL CONTROL

Conditions within the boarding houses, classrooms and public rooms are monitored regularly with temperature, lighting and ventilation adjusted on request. It remains the responsibility of all staff to ensure that the environment is protected by minimum wastage of energy.

Conditions within the science, art and technology departments are to be closely monitored in order to ensure that they do not become contaminated with arisings (airborne particles, MDF etc.) or when using substances covered by COSHH regulations. Great care must also be taken with substances that may find their way into the drains. Fume cupboards/Local Exhaust Ventilation systems are in place and are to be used as appropriate.

Conditions within the sports hall and swimming pool are to be monitored by staff to ensure that the optimum combination of air and water temperature is maintained to prevent excessive build-up of condensation.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The majority of substances used within the School will be controlled under specific regulations. This includes the use and storage of chemicals. The departments/organisations within the School who are likely to attract these regulations are as follows:

Pool
Science
Technology

Art
Maintenance
Catering

Boarding houses
Prep school
Cleaning staff

COSHH risk assessments are covered under individual risk assessments and CLEAPSS advice. In the case of the Prep School and boarding houses the level of interest and involvement will be supervisory with a need for the staff and housemistresses to be aware of the substances in use and where they are used.

The policy for COSHH is at annex O.

FOOD SAFETY

The School is committed to providing for its pupils, staff and visitors (including those with food allergies) food which is nutritious, good quality and safe to eat. We recognise that compliance with health and safety is fundamental to any catering operation. We attach the highest importance to ensuring that we are compliant with legislation at all times.

Overall responsibility for the central catering function (including health and safety) lies with Thomas Franks who are the school's contract caterers. The School conducts a rigorous tender process with extensive due diligence enquiries in order to satisfy itself that The Caterer is qualified and competent to perform this important role before awarding the contract. The School continues to regularly monitor and audit The Caterer's performance carefully.

The School works in partnership with The Caterer to ensure that together we have robust procedures in place in respect of food safety compliance, allergen management, safeguarding and other relevant legislation, guidance and school policy.

Thomas Franks Health & Safety Policy Statement



Policy Safety Food
Safety

Thomas Franks safety Procedure – Allergen



Procedure Safety
Allergen

Thomas Franks Policy – Allergen



Policy Safety
Allergen

St Swithun's is an Allergen Aware School. For more details please refer to the school's Allergy Policy ([link to policy](#)). In addition, further details on Thomas Franks management of allergies and intolerances can be found on the school portal here ([link to EAT@](#))

The School recognises that active, growing children and young people require plenty of wholesome food and regular meals. We believe that we can offer something that will satisfy everyone. We support ethical buying, and we use locally grown, environmentally sustainable food wherever possible. We use as much fresh food as possible, with our menus linked to seasonal produce. We work with our Caterers [Thomas Franks](#) to make as much use as appropriate of organic, natural food products and fair-trade produce and to eliminate GM food and potentially harmful food additives. We work together to ensure that our suppliers, local and national are committed to providing best quality and value, with the highest standards of accredited health and safety. We expect them to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data.

DISPLAY SCREEN EQUIPMENT

The Health & Safety Display Screen Equipment (DSE) Regulations 1992 implement a European Directive (90/270/EEC) on health & safety requirements for work associated with DSE.

The following are acknowledged risks and myths associated with DSE:

Repetitive strain injury (RSI)	Risk	Such an injury may take the form of cramps or soft tissue disorders within the wrist. Such injuries can be prevented by posture adjustment, adjustment of the keyboard, use of pads, repositioning of equipment etc. following risk assessment.
Fatigue and stress	Risk	This is more likely as a result of poor job design, work organisation, high speed working etc. than being workstation related but a consideration/factor when carrying out a Risk Assessment.
Eye and eyesight disorder	Myth	Any such defect does not result from using DSE, similarly DSE does not make eyesight worse. Fatigue, headache etc. can be as a result of poor posture, poor lighting within the room, and poor legibility of the screen. Staying in the same position relative to the DSE for long periods can have an adverse effect. Non-use or use of incorrectly prescribed glasses can however cause fatigue, headache etc. and regular DSE users are entitled to sight tests (and if required specialist lenses) at the employer's expense
Pregnancy	Myth	DSE radiation emissions have been assessed as causing no harm to an unborn child.
Epilepsy	Myth	DSE is not known to induce epilepsy, even photosensitive epileptics can work safely with DSE.

All DSE users are required to complete a DSE online training module and individual assessments, which will help identify any measures required to minimise the effects of prolonged use of DSE. The school will provide suitable equipment, desks, chairs, lighting. All efforts will be made to allow the user to position his/her workstation in a position which is comfortable for them.

TESTING AND SERVICING OF ELECTRICAL INSTALLATIONS

All items governed by the Portable Appliance Testing (PAT) regulations that have been introduced to the school are to undergo PAT annually. This work will be carried out by an accredited external contractor Housemistress are to ensure that new electrical equipment introduced into the school by boarding pupils, is checked before use.

All buildings are to undergo fixed electrical installation testing every 5 years. This work will be carried out by an accredited external contractor.

TESTING AND SERVICING OF FIRE DETECTION EQUIPMENT

Fire detection equipment is to undergo service annually. This work will be carried out by an accredited external contractor.

Functional testing is to take place as regularly as is reasonably practicable; time and disruption to pupils are to be a consideration.

TESTING AND SERVICING OF FIRE EXTINGUISHERS

Fire extinguishers throughout the school are to be tested annually. This work will be carried out by an accredited external contractor

ASBESTOS

An asbestos register and management plan (2022) are held by the estates manager and maintenance manager and will be updated as and when new surveys are undertaken and or when a suspicious substance is removed or suspected. The management plan has an in-place risk assessment which ordinarily is used or referred to by members of the maintenance team prior to any excavation or drilling work taking place.

As with any old building the school may have some asbestos left in various places, but any asbestos left is likely to be contained within the wall cavities, covered by concrete etc., and is considered safe. If suspicions are aroused do not tamper with the suspect substance or attempt to move it or to drill into it or to break pieces off. Report any suspicions of asbestos to the estates manager who will have the substance analysed and if needs be removed from site.

RADIATION

A number of radiation sources are used for teaching purposes within the science department. Any leaks or emissions from the sources held would be considered as negligible. However, safe systems of work are to be maintained and documented with an in-place risk assessment which is to be held by all members of the science department.

The head of physics is the school's radiation protection officer and is to be the focal point for any matters or concerns relating to radiation.

Those acknowledged as being "at risk" are pupils, teaching staff and the physics technician. Pupils under the age of 16 are not permitted to handle the sources.

The sources are to be secured when not in use with their whereabouts made known to all teaching and technical staff within the science department.

DRIVING SCHOOL VEHICLES

The School mini buses and other vehicles are operated in line with the Road Traffic Act and the fact that usage is not carried out for monetary gain. The school's mini bus driving policy can be accessed via the portal at policy number 42. This also covers the driving of other vehicles including occasional business use policy.

All members of staff who are permitted to drive the mini bus must have demonstrated their competence and acquired the MiDAS (Minibus Driver Awareness Scheme) qualification. MiDAS training will be arranged for new members of staff by the Transport manager.

Before the start of any journey the driver must carry out a visual check of the mini bus and look for signs that could cast doubt over the roadworthiness of the vehicle (poorly inflated tyres, broken lights, no fuel, poor windscreen visibility etc.).

A weekly check is to be carried out on each mini bus by the transport coordinator. This check is to be recorded each Monday. The following are to be examined in detail:

Seat Belts
Indicators
Reverse warning
Tyre pressure
1 st Aid Kit
Cleanliness

Lights
Wipers
Oil
Fuel
Breakdown tools
Recent Damage

Mirrors
Horn
Water
Driving controls
Fire extinguisher
Documents

A risk assessment for the driving of school mini buses is held and updated by the health & Department.

All on site vehicle driving is to be subject to additional safeguards. The 10mph speed limit, no parking areas and other road signs are to be complied with. Vehicle movement is to be minimised during drop off, pick up and break periods. Particular care is to be taken while reversing, with a vehicle guide used where practicable.

WATER POLICY

The school will comply fully with the revised L8 approved code of practice (ACOP) and guidelines and water regulations guide.

The ACOP applies to the control of legionella bacteria in any undertaking involving a work activity and to premises controlled in connection with a trade or business where water is stored or used and where there is a means of creating or transmitting water droplets.

A professional organisation (HYDROTECH services) has carried out a risk assessment on behalf of the school, which is held by the estate's manager.

Any risk is managed by the regular testing of water specimens and water temperature readings by HYDROTECH and the pool manager, all of which are monitored and recorded.

Sources of potable (drinkable) and non-potable (non-drinkable) water are to be clearly labelled.

List of annexes:

Annex	Title
A	Preparation of A Risk Assessment
B	Methods and Procedures – Science
C	Methods and Procedures – PE
D	Methods and Procedures – Art
E	Methods and Procedures – Housemistresses
F	Methods and Procedures – Technology
G	Methods and Procedures – Swimming Pool
H	Methods and Procedures – Drama
I	Methods and Procedures – Health Centre
J	Methods and Procedures – ICT
K	Methods and Procedures – Food Tech
L	Methods and Procedures – Maintenance
M	Methods and Procedures – Cleaning Supervisor
N	Methods and Procedures – Prep School
O	COSHH Policy
P	Methods & Procedures - Fire
Q	Methods and Procedures – Young Workers Policy
R	Methods and Procedures – Security
S	Methods and Procedures – Young Workers Policy
T	Methods and Procedures – Lone Working

Reviewed By:	Date
Health & Safety	John Dainton January 2025
Estates Manager	Jim Ewing January 2025
Bursar	Martyn Gamble January 2025
Nominated Governor	Heather Mycock January 2025
School Council	