



THE
MARIST
SCHOOL
ASCOT

School DfE No: 68/6013

Health and Safety Policy

Policy Number: SSM001

Excellence as a habit not an action.

**Excellence in who we are; Excellence in what we do; Excellence in
our service of others.**

UNCONTROLLED if COPIED or PRINTED

Policy Name

Revision	Ratified Date	Amendment	Completed By:	Authorised By:
1	11/11/24	Annual Review	SA	SA

Contents

Part 1: Statement of Intent	5
Part 2: Organisation	6
1. Board of Governors ("The Board")	7
2. Principal.....	7
3. Operations Manager	7
4. Heads of Department	9
5. Site Team	10
6. Class Teachers	10
7. Catering Manager (Contractor).....	11
8. Staff	12
Part 3: Arrangements	12
1. Accident and Incident Reporting.....	13
2. Asbestos	13
3. Catering	13
4. Construction	13
5. Contractors	14
6. Display Screen Equipment	14
7. Educational Visits and Journeys.....	14
8. Electrical Safety.....	14
9. Fire Precautions and Emergency Procedures.....	14
10. First Aid.....	15
11. Gas.....	16
12. Hazardous Substances	16
13. Health and Safety Committee	16
14. Inclusion.....	17
15. Lettings/shared use of premises/use of premises outside school hours	17
16. Lone Working	17
17. Managing Medicines & Drugs	18
18. Maintenance and Inspection of Equipment.....	18

19.	Manual Handling and Lifting	18
20.	PE Equipment	18
21.	Personal Protective Equipment (PPE)	19
22.	Practical Curriculum Safety (including out of school learning activities)	19
23.	Radiation Protection.....	19
24.	Risk Assessments.....	19
25.	Security/Violence	20
26.	Site Maintenance.....	20
27.	Smoking	20
28.	Staff Training & Development.....	20
29.	Stress	21
30.	Swimming	21
31.	Visitors.....	21
32.	Water Quality.....	22
33.	Working at Height	22
	Appendix 1 – Organogram	23
	Review Process:	24

Part 1: Statement of Intent

1. The governors of The Marist School fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.
2. We fulfil our responsibility as governors of The Marist School by appointing, the Chairman of our Finance and Site Committee with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.
3. Day-to-day responsibility for the operation of health and safety at the school is vested with the Principal. However, the governors have specified that that the school should adopt the following framework for managing health and safety:
 - 3.1. The Chairman of our Finance and Site Committee attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
 - 3.2. A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Finance and Site Committee meeting.
 - 3.3. The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
 - 3.4. The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
 - 3.5. These reports (as per point 3.2 above) are considered by the Finance and Site Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
 - 3.6. The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Operations Manager

- arranges for regular external deep cleaning and pest control services, and reports on all these aspects to the Finance and Site Committee.
- 3.7. The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Finance and Site Committee.
 - 3.8. An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Finance and Site Committee.
 - 3.9. The school has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
 - 3.10. The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training is provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.
 - 3.11. All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Principal, the Operations Manager and other members of the Executive Team ("Exec") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Operations Manager.
 - 3.12. All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Part 2: Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An

organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

1. Board of Governors ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed, and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Principal to account in respect of the requirements set out in this policy.

2. Principal

The Principal will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Principal will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Principal will also report to the Board on health and safety performance including an annual audit and will assist the Board in implementing changes in the Policy which the Board have approved. The Principal will be responsible for the implementation of an Emergency and Business Continuity Plan.

3. Operations Manager

The Operations Manager, working in conjunction with The School's Health & Safety Consultants, The School's H&S consultant, will advise the Principal on health and safety policy. The Operations Manager will have delegated by the Principal the day-

to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors
- Radon gas

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Principal on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training
- monitoring health and safety within the School and raising concerns with the Principal;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee.
- Investigating accidents and incidents and recording the same.

The Operations Manager will further ensure that:

- This policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.

- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- The activities of contractors are adequately monitored and controlled.
- A report to the Governing Body on the health and safety performance of the school is completed termly.

4. Heads of Department

This includes the Executive Team, Heads of Departments, Bursar, and Operations Manager. They must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements.
- Attend the termly Health and Safety Committee meetings
- Carry out regular health and safety risk assessments of the activities for which they are responsible and make these available to all staff on the school intranet. Specific risk assessment requirements are:
 - Science (including harmful substances and flammable materials) – Head of Science
 - Sports activities – Head of PE
 - Drama – Head of Drama
 - Art (including harmful substances and flammable materials) – Head of Art
 - Music – Head of Music
 - Design & Technology – Head of Design & Technology
 - Outdoor lessons – Deputy Head
 - Trips and visits – Educational Visits Lead
 - Catering and cleaning of their department – Head of Home Economics

- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them and refer to the Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training (including maintaining records) and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately.
- Include health and safety in their annual report for the Principal.

5. Site Team

The site team will assist the Operations Manager with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos, radon gas
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

6. Class Teachers

Class teachers must exercise their responsibility for the health and safety of pupils in their care as follows:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to the Principal or their Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the Site manager.
- Report all accidents, defects and dangerous occurrences to the Operations Manager.

7. Catering Manager (Contractor)

The Catering Manager is responsible for the safe operation of the catering facilities and must:

- Be familiar with the school Health and Safety Policy.
- Attend the termly Health and Safety Committee meetings
- Prepare risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and required to work in accordance with these documents.
- Inform the Operations Manager of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as they relate to the school.

School staff must not use the catering facilities and equipment without the prior agreement of the Principal and Catering Manager.

8. Staff

The co operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department or the Operations Manager of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.
- Act in accordance with any specific health and safety training received.
- Report all accidents and near misses in accordance with current procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Exercise good standards of housekeeping and cleanliness
- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

Part 3: Arrangements

The following procedures and arrangements have been established within the school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.

This list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Policies Folder on the school intranet.

1. Accident and Incident Reporting

- 1.1 All staff are required to ensure that all accidents are reported to the Operations Manager who will ensure that the accident is investigated and reported to the Principal and the Finance and Site Committee as appropriate.
- 1.2 All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated, and appropriate steps taken to prevent a more serious reoccurrence.

2. Asbestos

- 2.1 The school maintains an asbestos register and the Operations Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan.
- 2.2 The Site Management Lead is responsible for ensuring that the school's Asbestos Register is read and signed by all contractors prior to starting any work on the premises.
- 2.3 Asbestos containing materials that remain on site will be subject to annual condition inspection by a competent person to monitor for damage or wear requiring remedial action.
- 2.4 Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Site Management Lead.
- 2.5 Staff must report any damage to asbestos materials immediately to the Site Management Lead and Operations Manager.
- 2.6 Where damage to asbestos material has occurred, the area must be evacuated and secured. The Principal will immediately notify the Head of the Governing Body by telephone.

3. Catering

- 3.1 The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Operations Manager arranges for:
 - 3.1.1 an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings
 - 3.1.2 an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year
 - 3.1.3 professional advice from a dietician on healthier food, menu planning and special diets as needed
 - 3.1.4 the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year
 - 3.1.5 appropriate pest control measures to be in place.

4. Construction

- 4.1 The Operations Manager engages structural surveyors to give advice on the external fabric of the school.
- 4.2 Whenever construction work is undertaken, a competent Principal Designer, and/or Principal Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015

5. Contractors

- 5.1 The Operations Manager is responsible for the selection and management of contractors in accordance with the school's Managing Contractors Policy.
- 5.2 All contractors are required to provide their RAMS in advance of attending the school site for any job.
- 5.3 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Site Manager and the Bursar of any risks that may affect the school staff, pupils and visitors.
- 5.4 All contractors must be aware of the School health and safety policy and emergency procedures and comply with these at all times.

6. Display Screen Equipment

- 6.1 The Operations Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs for an hour or more each working day.
- 6.2 Regular laptop users will be provided with docking stations.
- 6.3 Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

7. Educational Visits and Journeys

- 7.1 The Principal and the Educational Visits Coordinator are responsible for ensuring that all school trips are managed in accordance with the Educational Trips Policy.
- 7.2 All teachers must be familiar with the policy and must undertake the School's H&S consultant's eLearning module 'Risk Assessment – Educational Trips' at least one calendar month before they lead a trip, 4 months if it is an international or adventurous trip.

8. Electrical Safety

- 8.1 The Operations Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations all of which are RCD protected and meet the requirements of BS7671 IET wiring regulations.
- 8.2 The Operations Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive and that all lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305 and is tested annually by a specialist contractor.
- 8.3 Staff are reminded that they must not bring electrical equipment into school without the permission of the Operations Manager.

9. Fire Precautions and Emergency Procedures

- 9.1 The Operations Manager is responsible for ensuring:

- 9.1.1 The school has a suitable and sufficient fire risk assessment which is reviewed annually, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- 9.1.2 That the school emergency plan and evacuation procedures are regularly reviewed.
- 9.1.3 That all staff engage with fire safety training on an annual basis.
- 9.1.4 That an emergency fire drill is undertaken every term in both Prep and Senior schools.
- 9.1.5 The preparation of personal emergency evacuation plans (PEEPs) for staff and/or pupils with special requirements for emergency evacuation.
- 9.1.6 In addition to the weekly in-house fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.

9.2 The Site Management Lead is responsible for:

- 9.2.1 The routine maintenance and regular testing of the fire alarm and emergency lighting.
- 9.2.2 The routine maintenance and inspection of the firefighting equipment.
- 9.2.3 The routine maintenance of exit/escape routes and signage.
- 9.2.4 Supervision of contractors undertaking hot work.

9.3 All staff must be familiar with the school Fire Safety Policy, the school Emergency and Business Continuity Plan and the evacuation procedures.

10. First Aid

- 10.1 The names of the school's qualified First Aiders are displayed at key points around the school.
- 10.2 First Aid supplies are kept within medical rooms, kitchen spaces and each practical department.
- 10.3 All staff must be familiar with the school arrangements for administering First Aid.
- 10.4 All First Aid administration must be recorded on ISAMs Medical Centre.
- 10.5 The First Aid Lead is responsible for:
 - 10.5.1 Ensuring that stocks of first aid supplies are kept up to date and that every first aid kit is replenished on a monthly basis.
 - 10.5.2 Regularly inspecting the AEDs on site. The code for the external AED box is **C67890**
 - 10.5.3 Maintaining an accident book and reporting notifiable accidents to the Operations Manager.
 - 10.5.4 Keeping statistics and preparing summary reports for the School Health and Safety Committee.
 - 10.5.5 Escorting pupils to hospital (and informing their parents).

11. Gas

- 11.1 All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- 11.2 All domestic boilers are serviced annually, and all domestic properties have current landlord's gas safety certificates.

12. Hazardous Substances

- 12.1 The Site Maintenance Lead is responsible for ensuring that all maintenance products that may be hazardous to health are assessed before being used. COSHH assessments for every relevant product must be stored on the Policies and Risk Assessments Team.
- 12.2 The Cleaning Contractor is responsible for ensuring that all cleaning products that may be hazardous to health are assessed before being used. They must provide COSHH assessments for all products to the Operations Manager.
- 12.3 All substances that are hazardous to health must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
- 12.4 All staff are reminded that no hazardous substances should be used without the permission of the operations Manager. The HoD or Operations Manager will complete an assessment for any authorised products, as appropriate to its purpose/location.
- 12.5 Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.
- 12.6 Substances used in Design and Technology and Science, are assessed and used in accordance with the assessments and guidance provided by CLEAPSS.

13. Health and Safety Committee

- 13.1 The Committee will meet once a term and will be chaired by the Operations Manager. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:
- 13.1.1 Deputy Head
 - 13.1.2 Assistant Head of Prep School
 - 13.1.3 Medical Lead (who also acts as the secretary)
 - 13.1.4 Head of Food Technology
 - 13.1.5 Head of Science
 - 13.1.6 Head of Art
 - 13.1.7 Head of Textiles
 - 13.1.8 Head of PE
 - 13.1.9 Head of Drama
 - 13.1.10 EVC
 - 13.1.11 Site Maintenance Lead
 - 13.1.12 Catering Manager
 - 13.1.13 Technical Services Manager

13.2 The role of the Committee is to:

- 13.2.1 discuss matters concerning health and safety, including any changes to regulations;
- 13.2.2 monitor the effectiveness of health and safety within the school;
- 13.2.3 review accidents and near misses, and discuss preventative measures;
- 13.2.4 review and update risk assessments;
- 13.2.5 discuss training requirements;
- 13.2.6 monitor the implementation of professional advice;
- 13.2.7 review the safety policy guidance and update it;
- 13.2.8 assist in the development of safety rules and safe systems of work;
- 13.2.9 monitor communication and publicity relating to health and safety in the workplace; and
- 13.2.10 encourage suggestions and reporting of defects by all members of staff.

14. Inclusion

- 14.1 The Marist School complies with its Accessibility Plan and Equal Opportunities Policy and all teaching and support staff should be familiar with these policies and their supporting guidance.
- 14.2 The Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEND.
- 14.3 All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.
- 14.4 The SENDCo and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.
- 14.5 Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Principal.

15. Lettings/shared use of premises/use of premises outside school hours

- 15.1 The Operations Manager is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school's Health and Safety Policy and Lettings Policy.
- 15.2 The Operations Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

16. Lone Working

- 16.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- 16.2 Facilities and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

- 16.3 Any member of staff working after hours must notify the Operations Manager of their location and intended time of departure.
- 16.4 Lone workers should not undertake any activities which present a significant risk of injury.

17. Managing Medicines & Drugs

- 17.1 No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.
- 17.2 Staff must notify the Operations Manager if they believe a pupil to be carrying any unauthorised medicines/drugs.
- 17.3 The school's First Aid Policy and Administration of Medicines Policy provide detailed guidance with which all staff should be familiar.

18. Maintenance and Inspection of Equipment

- 18.1 The detailed arrangements for the maintenance and inspection of equipment are under the control of the Operations Manager.
- 18.2 External engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually on a scheduled Planned Preventative Maintenance (PPM) schedule.
- 18.3 Where Heads of Practical Departments hold budgets for maintenance, they must ensure that a schedule of PPM of all departmental equipment is in place and that records are kept of all maintenance and repair.
- 18.4 All faulty equipment must be taken out of use and reported to the Operations Manager. Staff must not attempt to repair equipment themselves.

19. Manual Handling and Lifting

- 19.1 All staff must complete the School's H&S consultant's eLearning module 'Safe Manual Handling' every two years.
- 19.2 The Site Management Lead will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.
- 19.3 No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Team for assistance.
- 19.4 Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.
- 19.5 Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

20. PE Equipment

- 20.1 The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.
- 20.2 Risk assessments must be reviewed annually, or more often where there is a material change, for all PE activities. The risk assessments must be kept centrally on the school's intranet in the Policies and Risk Assessments Team and all staff must be familiar with them.
- 20.3 Wall bars, ropes, beams, vaulting horses, benches, mats and all mechanical exercise equipment must be formally inspected annually by a competent contractor.

- 20.4 All PE equipment must be visually checked before lessons and returned to the designated storage area after use.
- 20.5 Pupils must not use the PE equipment unless supervised.
- 20.6 Any faulty equipment must be taken out of use and reported to the Head of Physical Education.

21. Personal Protective Equipment (PPE)

- 21.1 Where the need for PPE has been identified in risk assessments, it is the HoD's or Operation Manager's responsibility to ensure adequate supplies of suitable PPE.
- 21.2 Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.
- 21.3 Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.
- 21.4 PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Operations Manager.

22. Practical Curriculum Safety (including out of school learning activities)

- 22.1 All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.
- 22.2 The risk assessments must be stored on the school intranet in the 'Policies' Team and made known to all teaching and support staff. Policies must be reviewed annually and more often where there is a material change in the department.
- 22.3 Guidance from CLEAPSS, AfPE and other lead bodies should be adopted as appropriate.
- 22.4 Leaders must also ensure that the first aid kits in their departments are regularly replenished.

23. Radiation Protection

- 23.1 The school's radiation protection supervisor (RPS), is responsible for liaison with the radiation protection advisor of Royal Borough of Windsor and Maidenhead Council for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations.
- 23.2 The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

24. Risk Assessments

- 24.1 It is the responsibility of all senior staff to ensure that potential hazards are identified and that risk assessments are completed for all activities giving rise to significant risks in the school.
- 24.2 The Operations Manager is responsible for undertaking general risk assessments with the exception of the areas listed below.
- 24.3 Heads of Dept will undertake risk assessments for their specialist areas.
- 24.4 The Cleaning Contractor will undertake risk assessments for cleaning activities.
- 24.5 The Catering Contractor will undertake risk assessments for catering activities.

- 24.6 The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

25. Security/Violence

- 25.1 The Operations Manager is responsible for the security of the school site and will ensure that regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting are undertaken.
- 25.2 The Operations Manager is also responsible for the security of the site during after school use and lettings.
- 25.3 Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.
- 25.4 If an intruder becomes aggressive staff should not engage further and seek assistance from nearby staff or the emergency services.
- 25.5 Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Principal should be notified in advance of these meetings where possible.
- 25.6 Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Principal.

26. Site Maintenance

- 26.1 The Operations Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.
- 26.2 The Site Team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Operations Manager.
- 26.3 All staff are responsible for reporting any damage or unsafe condition to the Operations Manager. This can be done by e-mailing siteteam@themarist.com or office staff will contact them by mobile if the matter is urgent.

27. Smoking

- 27.1 Smoking is not permitted anywhere on the school premises.

28. Staff Training & Development

- 28.1 The operations Manager is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.
- 28.2 All new staff will receive specific information and training as part of the school induction process.
- 28.3 All staff will receive fire awareness and health and safety training on an annual basis.
- 28.4 Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.
- 28.5 Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

29. Stress

- 29.1 The school governors and Principal are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:
- 29.1.1. An environment in which there is good communication, support, trust and mutual respect.
 - 29.1.2. Training to enable them to carry out their jobs competently.
 - 29.1.3. Control to plan their own work and seek advice as required.
 - 29.1.4. Involvement in any major changes.
 - 29.1.5. Clearly defined roles and responsibilities.
 - 29.1.6. Consideration of domestic or personal difficulties.
 - 29.1.7. Individual support, mentoring and referral to outside agencies where appropriate.
- 29.2. The Exec Team should complete the School's H&S consultant's eLearning module, 'Stress Management in Schools - Head Teacher'.
- 29.3. All staff should complete the School's H&S consultant's eLearning module, 'Stress Management in Schools (Employees)'.

30. Swimming

- 30.1. The contracted pool operator will annually review the Pool Safe Operating Policy on behalf of the school. The policy will be kept on the Policies and Risk Assessments Team.
- 30.2. Deep and shallow ends of the pool are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices are located around the poolside. All teachers and pupils are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or pupils.

31. Visitors

- 31.1. All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists.
- 31.2. A badge on a red lanyard will be issued to visitors who have not been vetted and must be worn at all times in school. Visitors on a red lanyard will always be accompanied by a member of staff.
- 31.3. Where a visitor has been pre-vetted, they may wear a badge on a green lanyard and move about the school unaccompanied.
- 31.4. Where staff see an unknown person alone in the school who is not wearing a lanyard or wears a red lanyard, they must challenge them.
- 31.5. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.
- 31.6. Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

32. Water Quality

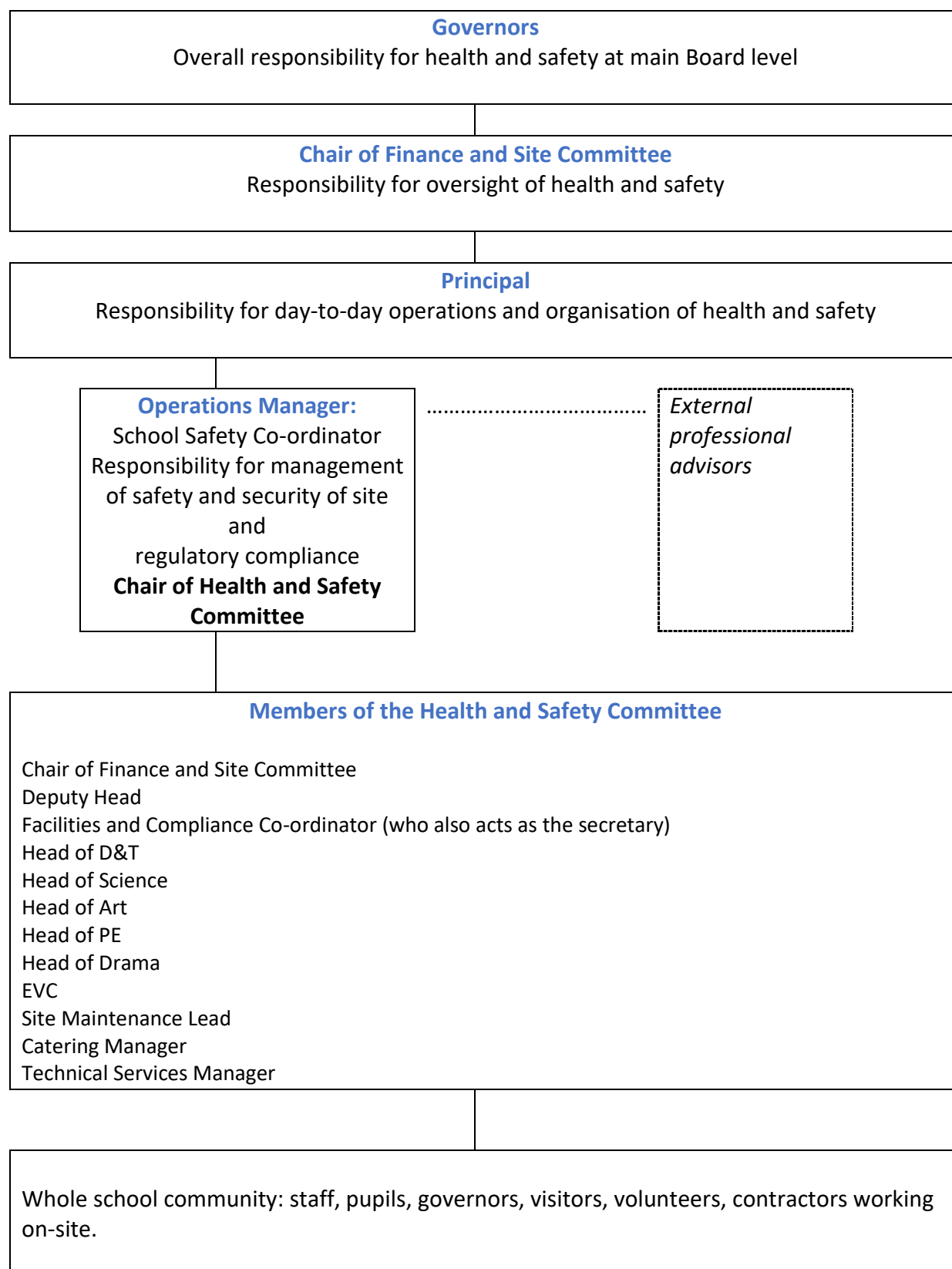
- 32.1. The school has a suitable and sufficient risk assessment for legionella, reviewed every two years, and a quarterly water sampling and testing regime in place.
- 32.2. Additionally, the Site Team maintain a regime of monthly water testing.

33. Working at Height

- 33.1. Staff must complete the School's H&S consultant's eLearning module 'Working At Height (Basics)' every two years.
- 33.2. The Operations Manager is responsible for the purchase and maintenance of all ladders in the school.
- 33.3. All ladders conform to BS/EN standards as appropriate.
- 33.4. The Operations Manager is also responsible for completing a generic risk assessment for working at height tasks in the school.
- 33.5. Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor, and they should always refer to the working at height risk assessment when planning an activity above ground level.
- 33.6. Where staff need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.
- 33.7. Staff must **not** work at height when they are alone. When planning to use a step ladder, staff should ask the Site Team to help them erect it properly and have an assistant to hold the ladder steady and pass the materials they need.

Appendix 1 – Organogram

Diagram of the Organisation of Health and Safety



Review Process:

This policy is reviewed annually at the Finance and Site Committee and ratified at the following Plenary Session of the full Governing Body

Ratified: (date)

Renewal: (date)

Signed:

Signed:

**Mrs J Smith
Principal**

**Mr J Hall
Chair of Finance and Site Committee**