



# CRICKLADE MANOR PREP SCHOOL & NURSERY

## Health and Safety Policy

Whole School	Reviewed	Next Review	Signed
Yes (including EYFS)	09/19	07/20	
Yes (including EYFS)	09/20	09/21	
Yes (including EYFS)	09/21	09/22	
Yes (including EYFS)	09/22	09/23	

Year	Amendments
Dec 2021	<ul style="list-style-type: none"> <li>• C. Management Structure - Kate Fryer, Nursery Manager added to HSC</li> <li>• D. Responsibilities - All staff have a responsibility to complete training</li> <li>• 1. Accident overview fed back to termly HSC</li> <li>• 3. Estates Manager Responsible and estates@ to be used to raise concerns</li> <li>• 3. Asbestos Plan and survey now linked to document</li> </ul>

	<ul style="list-style-type: none"><li>• 11. Science added to flammable liquids</li><li>• 14. Change of location to Cricklade Date Drive</li><li>• 17. Now stored electronically</li></ul>
Sept 22	<ul style="list-style-type: none"><li>• C. Management Structure - Nicole Miles, Nursery Manager, DDSL. Emily Davies, Head of Pre-Prep and Class Teacher</li><li>• D. Responsibilities, DDSL change &amp; Head of Pre-Prep added</li><li>• 14. Kitchen COSHH saved electronically</li><li>• 15. SLT replaces R Davey. ED &amp; PH telephone numbers added.</li><li>• 33. Nursery Manager &amp; Reception Teacher added. Oversight of Head of Pre-Prep. Lanyard added</li><li>• 42. Swimming Pool drained &amp; not in use</li></ul>

## A. Health and Safety Policy Statement

The health and safety of all the adults and children who work, learn or visit our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone.

Under the overall direction of the Health and Safety Committee we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of all pupils, members of staff and visitors.

We particularly recognise our duty of care towards others that are not in our employment, especially the children. These people also include; parents, visitors and contractors with whom we interact both within Cricklade Manor Prep and the local environment. It is our intention that the actions of visitors and contractors will be controlled in such a way as to not cause harm to our children, our members of staff or themselves.

All staff has a duty to ensure they work in a safe manner and that they ensure their acts and omissions do not cause harm to others. Staff will be encouraged to bring to the attention of the Business Manager any concerns regarding health and safety issues.

Our health and safety Policy complies with the requirements of the **Health and Safety at Work Act etc 1974** and will be subject to regular reviews at least annually or when there are significant changes.

The Executive Chairmen delegates responsibility for the health and safety at Cricklade Manor Prep to the Headmaster and School Business Manager.

Signed: Executive Chairman  
Date: 21.10.2020



November 2021

Signed: Business Manager  
Date: 21.10.2020



Signed: Headmaster  
Date: 21.10.2020



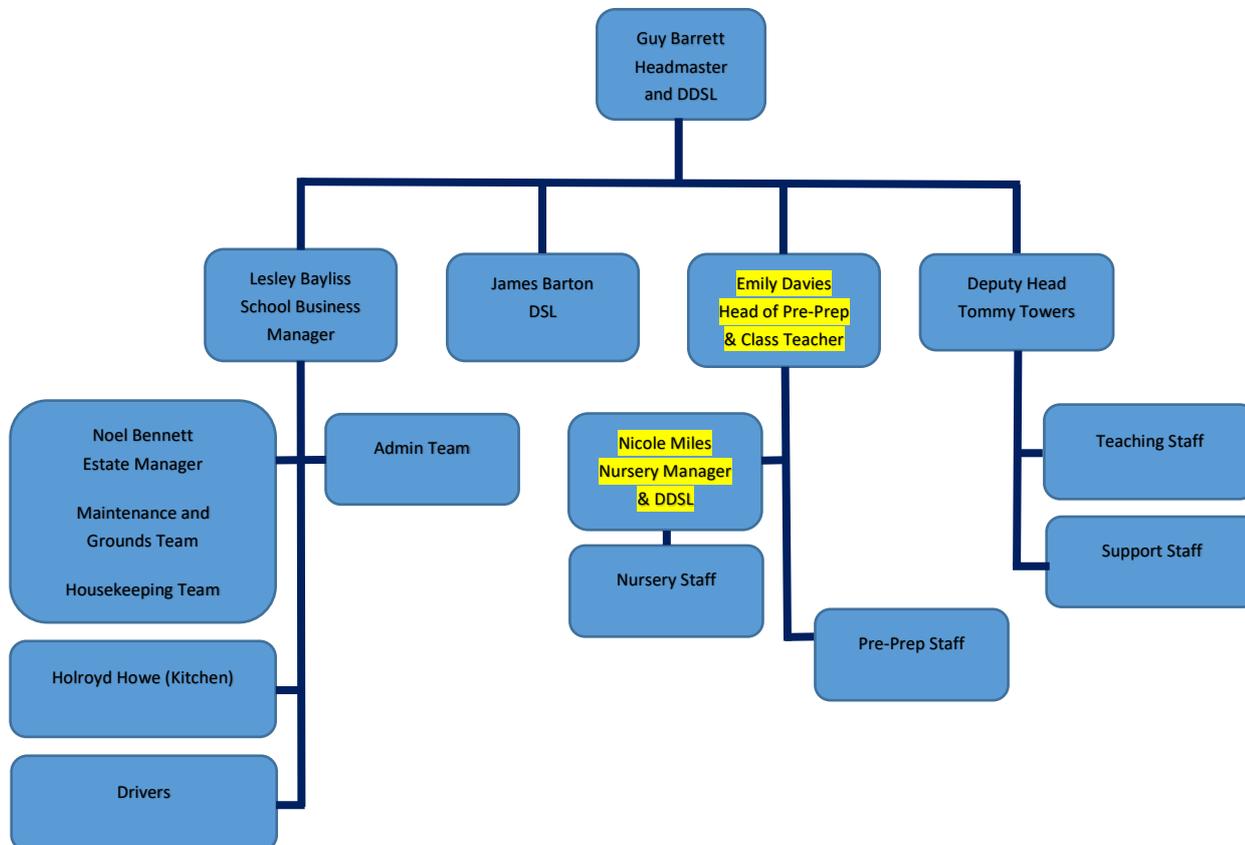
## B. ISI Regulatory Standard Description

Part 3, Paragraph 11

The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.

## C. Management Structure

The management structure diagram below outlines the chain of command with regard to Health & Safety management within the school.



## D. Responsibilities

Health and Safety Committee (HSC) structure -

- Headmaster & DDSL
- Deputy Head
- School Business Manager (SBM)
- Estate Manager
- Head of Sport
- Nursery Manager & DDSL
- Head of Pre-Prep
- Designated Safeguarding Lead (DSL)
- Headmaster's PA and Lead First Aider

**The Headmaster has overall responsibility for Health and Safety supported by the SBM and Estates Manager, together they take day to day responsibility for all health and safety matters in the school. The Headmaster has specific responsibilities to:**

- Monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the health, safety & welfare of all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School (including visits).
- Monitor the provisions for first aid and welfare and the effectiveness of the safety management communication structure in conjunction with the H & S Committee.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times.
- Encourage all staff, pupils and others to promote Health and Safety and to suggest and implement practise and procedures which reduce risks and discipline those who consistently fail to consider their own health, safety and welfare or that of others.
- Ensure the periodic reviews and audits of the school policy and procedures.
- Act on reports received from the Senior Leadership Team (SLT) and safety representatives and agree timescales.
- Assign clear safety advice and direction to senior members of staff, academic staff and support staff.
- Arranges for staff, pupils and others under their management receive appropriate information and training regarding health, safety and welfare. N.B Induction training.
- Ensure that all off site trips have suitable and sufficient risk assessments and all teaching staff are trained to complete these assessments.
- Lead by example.

**The School Business Manager and Estate Manager have specific responsibilities to:-**

- Monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the health, safety & welfare of all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times.
- Arrange as appropriate for external consultants to advise on matters of health and safety within the school.
- Encourage all support staff and others to promote health and safety and to suggest and implement practise and procedures which reduce risks.
- Ensure the periodic reviews and audits of the School policy and procedures.
- Ensure that termly fire evacuation drills are completed for the main building and Nursery.
- Act on reports received from the SLT and safety representatives and agree timescales.
- Ensure that risk assessments are undertaken whenever necessary in order to identify and eliminate potential hazards.
- Ensure that any defects on the premises, its plant, equipment or facilities which relate to or may affect health and safety of staff and pupils and others are made safe without delay. That may involve authorising remedial work, taking equipment out of use, instigating new procedures, etc.
- Assign clear safety advice and direction to senior members of staff, academic staff and support staff.
- Arranges for staff, pupils and others under their management receive appropriate information and training regarding Health, Safety and Welfare. N.B Induction training.
- Lead by example.

**The School Business Manager has specific responsibilities to:**

- Monitor the provisions for first aid and welfare and the effectiveness of the safety management communication structure in conjunction with the H & S Committee.
- Create an atmosphere to encourage all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School to promote health and safety and to suggest and implement practise and procedures which reduce risks and discipline those who consistently fail to consider their own health, safety and welfare or that of others.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times.

- Ensure all health and safety information is communicated to staff, visitors, in a manner prescribed in this policy.
- Lead by example

**All staff have specific responsibilities to:**

- Take reasonable care for their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work.
- Practice, monitor, maintain and develop working practices, procedures and conditions which ensure the health, safety and welfare of other staff, pupils, visitors and any other person in their charge or area of responsibility.
- Complete training as directed by the H&S Committee to ensure safe practice in Health and Safety.
- The overall day to day responsibility for the correct implementation and operation of the school Health and Safety policy and other regulation, rules, procedures and code of practice in their specific area of responsibility.
- Create an atmosphere which encourages pupils and others to achieve the highest possible standards of Health and Safety
- Promote Health and Safety and to Suggest and implement practices and procedures which reduce risk
- Staff must:
  - Check that the work areas and plant, machinery equipment are adequately guarded and in good/safe working order before during and after activities
  - Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled and that any potentially hazardous equipment is carefully counted back at the end of the lesson e.g. scissors
  - Ensure safe procedures are followed by all - including pupils and visitors
  - Ensure the correct equipment/tool is used for the job and protective equipment/safety devices are used by staff and pupils
  - Ensure appropriate protective clothing equipment is used and is fit for purpose.
- Co-operate with the School in matters concerning Health and Safety.
- Not interfere with or misuse anything provided for their health, safety and welfare.
- Not make unauthorised or improper use of plant, machinery or equipment nor use their own electrical equipment without following established PAT testing procedure.
- Report all accidents, near misses, hazards or defects using the established reporting procedure.

**All pupils, in accordance with their age and aptitude, have specific responsibilities to:**

- Take reasonable care for their own health and safety of themselves and others.
- Observe the Health and Safety rules of the school and in particular the instructions of staff given in an emergency.
- Not interfere with or misuse anything provided for their health, safety and welfare.

**All Visitors, members of the public, volunteers and contractors have specific responsibilities to:**

- Take reasonable care for their own health and safety of themselves and others.
- Co-operate with the health and safety arrangements put in place by the school to protect them while using the premises or grounds.
- Observe the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Where volunteers are employed to undertake work on behalf of the school they will for all intents and purposes be regarded as employees. Line Managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

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Cricklade Manor Prep adheres to follow the ISI Welfare, Health and Safety Regulatory Standards which covers the whole school, including the EYFS.

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5. Contractors
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7. Display Screen Equipment
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31. Reporting Defects and Hazards
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37. Smoking
38. Sports Activities
39. Staff Well Being / Stress Management
40. Statutory Notices
41. Supervision
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44. Vibration

45. Violence to Staff
46. Waste Disposal
47. Window Cleaning
48. Work Equipment
49. Work Experience
50. Access Equipment and Working at Height

### **Further Reading**

The following policies should be read in conjunction with this Health and Safety Policy:

- Bus Procedure
- Children Missing Education Policy
- COVID-19 Risk Assessment
- Critical Incident Policy
- Educational Visits Policy
- First Aid Policy
- Fire Procedure Policy
- Legionella Management Plan
- Lone Working Policy
- Minibus Handbook
- Risk Assessment Policy
- Severe Weather Action Plan
- Staff Handbook
- Swimming Policy and risk assessment
- Vehicle on site Policy
- Violence Against Staff Policy
- Whistleblowing Policy
- Wishford Safeguarding Policy
- Work Experience Policy

## 1. Accident, Records and Notification

The Health and Safety (First Aid) Regulations 1981 requires Cricklade Manor Prep to provide adequate equipment and sufficient number of trained people to administer first aid when required.

The main point of contact for first aid is Jacky Barratt, PA to Headmaster and First Aid Lead. Jacky will record all first aid administered, electronically. All accidents are tracked and discussed with SBM and SLT on a monthly basis so that the problem areas or procedures are identified and remedial action taken if necessary. Any lessons learned will be recorded to prevent the same or similar accidents in the future. An overview will be presented at the termly HSC.

Medical forms are available from the staff shared drive, the staffroom and the main office. Once completed they are handed to Jacky Barratt who will collate electronically. All information must be kept for 4 years for staff, visitors and contractors. Pupils' accident forms must be kept until the child has reached the age of 21.

Jacky Barratt will report any accidents causing either death or major injury, certain industry related diseases and dangerous occurrences as soon as possible and will confirm such telephone calls in writing within 15 days using Report Form F2508. Incident Contact Centre on 0845 300 9923 (opening hours Mon-Fri 8.30am - 5pm)

<http://www.hse.gov.uk/riddor/report.htm> [riddor@natbrit.com](mailto:riddor@natbrit.com)

The following types of accidents need to be reported:

- Persons incapable of work for more than 7 days as a result of an accident at work
- Employed or self-employed persons killed or suffering a major injury
- Accidents to members of the public (in connection with work) where they are taken directly to hospital
- Specified dangerous occurrences (eg collapse of scaffolding, failure of lifts or lifting equipment, electrical short circuit causing a fire)
- Certain poisonings, infections and industrial disease

Definitions of Major injury include:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

Further guidance is available at <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

## 2. Auditing

As a part of the maintenance of the School Occupational Health and Safety System, a simple auditing procedure shall be set up by the Head and administered by the SBM and Estates Manager. The results of the audits shall be reported to the HSC clearly indicating any non-conformity that has been detected.

The SBM will ensure that any non-conformities detected following auditing are speedily corrected. Such corrections may involve physical changes to the plant or equipment, updating of procedures and further training for employees or contractors, or disciplinary action if required.

The frequency of audits will be determined by the HSC, in consultation with the Headmaster, SBM and Operations Manager but will not be less than once every six months in any area of the school.

## 3. Asbestos

The person responsible for the management of asbestos and the Asbestos Management Plan (AMP) is the Estate Manager.

The control of Asbestos at Work Regulations 2012 state that employees, pupils and other persons whom might be affected by the school's work activities should be protected from exposure to any asbestos fibres resulting from those work activities.

Staff and contractors are made aware that the school has asbestos and that no member of staff or contractor are to drill, fix or break seals without first obtaining approval from the SBM. All contractors complete a Contractor Permit to Work prior to starting work which advises that the site has asbestos. Members of staff are advised at induction and in their staff handbook. Staff and contractors can view the asbestos records at any time and will be asked to sign the asbestos register prior to commencing work. Any asbestos concerns are raised by emailing [Estates@Cricklademanor.com](mailto:Estates@Cricklademanor.com)

All employees and contractors are to have read and signed to say they have understood the AMP.

Records - The full Asbestos Management Plan and Survey can be found here.

## 4. Consultation with Staff

The HSC (See responsibilities section of this policy) meet termly and the minutes are posted on the Health and Safety notice board. All staff are encouraged to raise health and safety matters with the SBM or Estates Manager. These concerns are raised verbally if urgent or by emailing [estates@cricklademanor.com](mailto:estates@cricklademanor.com). The Estates team have a daily meeting and a list of jobs for the day are created. Training on health and safety occurs as part of regular whole school Inset days. During training sessions staff can openly discuss any matters they wish.

All new members of staff will receive a health and safety briefing as part of their induction. Staff with specific health and safety responsibilities will receive appropriate training as

required. All staff shall be consulted in advance of any changes to their working arrangements which may have a health and safety impact.

## 5. Contractors

**The Law and the Contract** - The Health & Safety at Work Act 1974 places

When a formal contract is used it can play a useful role in defining the rights and responsibilities of each party and is vital when agreeing contracts that adequate time and money is allowed for properly addressing Health and Safety.

Contractors will be informed of: -

- The School's Health and Safety policy arrangements and any local rules so that they can comply as necessary
- Items identified as necessary for health and safety
- All relevant hazards known to the School (such as the extent of areas where asbestos, flammable liquids, chemicals are present) and, where necessary for clarification, technical documentation and diagrams should be provided to the contractor.

Arrangements for matters such as site demarcation, site access, and use of permanently installed plant, the control of equipment and the control of exposure to hazardous substances will always be clarified.

Any contract will require the contractor to produce relevant information about any sub-contractors to be used and the methods to be employed to control the health and safety performance of these sub-contractors.

### **Control on Site**

Contractors on site during term time are to be accompanied by a member of staff within visual proximity. Only contractors who have submitted safety checks in line with our recruitment policy will be allowed to be unaccompanied around the site.

All contractors must report to reception to sign in and when leaving to sign out.

The school will issue a **contractors permit to work** to major contractors where necessary which advises:

- Location of activity
- Work to be done
- Hazards present before commencement of work
- Precautions to be taken
- Personal protective equipment required
- Hot Work permit
- Asbestos register checked
- Issue No. and acceptance box

Contractors issued with a permit to work have to read and sign the document and complete any follow up notes at the end of a job.

The School will nominate a competent person (Estates Manager/SBM) to liaise with the contractors and to monitor those working methods which have been designed to control risks which could affect the School employees, pupils and visitors.

The School and contractors are expected to keep each other informed about all known hazards which might affect each other and relevant changes to plans or systems of work in a continual way.

There will be regular site meetings between the contractor and the school's representative to ensure that good communications are maintained.

The contractor will be expected to regularly monitor his / her / their own health and safety performance.

### **Information**

The contractor should ensure that his employee's and any sub-contractors are informed of the rules for safe working, the local hazards and necessary precautions. All involved should be clear about the delineation of the contractor's area of work and any restricted areas. There should be no confusion over the School's local rules e.g. use of 110v portable electrical tools and the procedures for contractor's employees during an emergency at the school e.g. when fire alarm sounds.

#### **Work Sites**

- Wherever it is reasonably practicable to do so, work areas to be physically separated from areas used by staff, pupils and visitors and if possible should be enclosed within a boarded perimeter fence at least 2 metres high.
- The contractor is to take precautions to eliminate so far as is reasonably practicable the dangers to staff and pupils arising from the movement of all contractors' vehicles about the site.
- Parts of the site that must remain open to the school, to be provided with all necessary footways and guardrails to ensure safe passage.
- Fire exits are to be kept clear at all times.

#### **Access Equipment**

- When ladders, scaffolds, cradles etc., are to be in position for less than a working day a clear demarcation of warning tapes should be provided and maintained at least 2 metres clear of the equipment. During this period the equipment must not be left unattended. When such items of equipment are erected and positioned for more than a working day a substantial barrier should be provided and maintained to prevent unauthorised access.
- Scaffolds, hoists etc, to only be erected or dismantled when the surrounding areas are clear of staff and pupils. Similarly, mobile scaffolds and ladders should only be moved in occupied or open access areas when these are clear of staff and pupils. Fixed scaffolds should be inspected by a competent person at 7 day intervals.
- Ladders and ropes to be secured out of reach of children and unauthorised people.

#### **Overhead Working**

- When work is undertaken at height above or adjacent to occupied rooms or access areas the occupants / passers-by must be given all necessary protection or such rooms / areas should be taken out of use for the duration of the work.

#### **Excavations**

- All excavations in open access areas must be covered while they are not in immediate use. All excavations more than one metre deep must be fenced and appropriate warning signs erected.

#### **Substances**

- The contractor should provide the school with relevant information on any hazardous substance to be used on site which might present a risk to the health and safety of staff and pupils. Matters to be considered include storage, restrictions on the use of buildings and open access areas by staff and pupils, restrictions in working hours by the contractor etc.
- If any of the contractor's work involves the disturbance of asbestos, amongst other things, a written system of work should be agreed by all parties before the work begins. If work being undertaken encounters asbestos it should be left undisturbed and the School contacted immediately. See Asbestos Register.

#### **Stripping Paint**

- All paintwork which is to be stripped should be treated as containing lead unless it is proven to be or is known to be lead-free.

#### **Racks and Storage Units**

Racks and storage units should be positioned for ease of access and should not reduce or obstruct circulation space. High-level storage units should not be used for heavy equipment or materials. They may be used for other items if this cannot be avoided and if a safe means of access is provided. Metals, plastics and wood should be stored tidily

in racks, the ends of which should be protected. Items, which stick out from the ends of racks, present a hazard to any person walking by.

## 6. Curriculum Safety

Curriculum Safety, including out of school learning activity, teaching staff are expected to undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes. For further details refer to the provision for Curriculum Safety in the [Trips and Educational Visits Policy](#).

## 7. Display Screen Equipment

Having regard to DSE regulations 1992. These regulations apply to employers whose workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE workers. For DSE users Cricklade Manor Prep School will:

- Analyse work stations to assess and reduce risks
- Make sure controls are in place
- Provide information and training
- Provide eye and eye site tests on request by a registers Ophthalmic optician
- Review the assessment or DSE changes

Assessment of user workstation

A display screen assessment will be carried out for users periodically or as requested due to a change in circumstances or use. The assessment will not only cover the workstation itself (DSE plus furniture), but the environment (lighting, space, noise, humidity) and the interface between the computer and user. Assessments are to be carried out by the SBM. Where any assessment indicates the need for remedial action this will be taken.

## 8. Electricity at Work Regulations

Cricklade Manor Prep School recognises these Regulations, as listed on the school's website - <http://www.hse.gov.uk/pubns/priced/hsr25.pdf> and undertakes to comply with them in all respects.

### Additional Internal Requirements

- Contractors employed to carry out additions, alterations and tests to the distribution system, must be registered with one of several providers given Government approval to offer Competent Person Schemes to oversee electrical work within the electrical industry
- Temporary systems, for example the stage lighting and its control gear, is inspected and tested after initial set up and regularly thereafter. Records are kept in the Estates Manager's office.
- In addition to normal employee vigilance, there is an adequate maintenance scheme for all school owned and used portable electrical items, to ensure that they are safe and suitable for use. The inspection and, where appropriate, test is carried out by a trained person. Inspection includes a visual examination for defects and a check on

the suitability of any fuse fitted. Tests are for earth continuity and insulation resistance.

- Portable electrical items are clearly and uniquely identified i.e. by marking or labelling with an identifying number. The date of the last inspection / test is kept in a register or indicated on the appliance label.
- Employees are instructed never to use defective equipment or allow it to be used. Such equipment will be removed from general circulation for repair, which must be carried out before the equipment is allowed back into use.
- All portable electric tools used (including those belonging to and used by contractors) will, wherever practicable, be operated at 110 volts.
- Residual Current Devices will be provided and fitted progressively and are to be tested in accordance with the manufacturer's instructions.

## 9. Fire Prevention

Fire Precautions & Procedures (and other emergencies incl. bomb threats)

The SBM and the Estates Manager are responsible for undertaking & reviewing the Fire Risk Assessment, Critical Incident Policy and Fire Procedure Policy periodically or when changes occur.

Fire drills will take place termly and will be coordinated by both the SBM and Estates Manager in consultation with the Headmaster, these drills are recorded in the fire grab and go bag, situated at the fire panel, near front reception. Fire Procedure signs are in every room stating the nearest exit and the assembly point at the Astro Pitch.

All staff will complete Fire Awareness training periodically or at induction and this will be recorded and kept on line by the Deputy Head.

All Admin, Estates, SLT, Head of Sport and the Holiday Club Coordinator will complete Fire Warden training annually. Details of who are Fire Wardens will be kept electronically by the Deputy Head and be posted on the H&S noticeboard in the staffroom and in the Fire grab and go bag.

The Fire alarm test will be completed on Friday am all call points will be incorporated within this test every 6 months.

Fire extinguishers are visually checked monthly and regular maintenance checks completed yearly. All extinguishers will be wall mounted or on stands with the appropriate labelling. Records to be kept by the Estates Manager electronically.

Maintenance of fire exits /escape routes is checked termly and this is recorded and kept electronically.

Emergency Lighting will be tested every month with a yearly full check by a qualified person or company.

Only Fire Trained Wardens can tackle a fire in line with their training. Once a person has raised the alarm then they alert the office and update them of the situation. The front office are responsible for calling/liasing with the emergency services and ensuring the site is accessible.

## **10. First Aid, Drugs, Medication and COVID 19**

Provision of first aid is covered within a separate [First Aid Policy](#).

## **11. Flammable Liquids and Petrol Checklist: Storage of Art and Science Equipment**

The amount of flammable liquids kept outside proper storage and in any classroom or working area is to be kept as small as is reasonably practicable. Containers, when not in use, are to be stored in metal cupboards manufactured to an appropriate standard e.g. BS 476. In each classroom or working area the total quantity stored in any such bin or cupboard will never exceed 50 litres. All vessels (whether full or empty) and cupboards containing flammable liquids to be kept closed when not in use. The metal container is marked 'Flammable Liquids'.

## **12. Gas (Installation and Use)**

The Regulations address all dangers arising from the transmission, distribution, supply or use of gas and apply equally to natural gas distributed by UK gas companies and to privately-owned systems where LPG is supplied via a storage vessel.

Cricklade Manor Prep School will ensure that all gas installation work and other work carried out on the premises in relation to storage vessels (excluding cylinders or cartridges designed to be disposed of when empty) or fittings (including appliances but not portable appliances supplied with gas from a cylinder), is carried out in accordance with the Regulations and by competent, registered Gas Safety Registered engineers.

Cricklade Manor Prep School will ensure that all gas installations, pipe-work and appliances, which are located on the premises whether the premises are let or otherwise, are maintained in a safe condition.

Cricklade Manor Prep School will keep records in respect of these appliances of the dates of inspection, the defects identified and any remedial action taken.

## **13. Glazing, Low Level**

All areas where low level glazing (including in the old Chapel, being part of a listed building), to be found in Cricklade Manor Prep School have been identified.

All new buildings, extensions and repairs to existing buildings involving low level glazing are to use glazing to standards recommended in the current edition of the Building regulations and British Standard BS 6206.

## 14. Hazardous Material Register

Substances Hazardous to Health (COSHH) Regulations 2002 (amended in 2014)

These regulations set out the measures that must be taken to control hazardous substances and to protect people exposed to them.

The regulations are very comprehensive and apply to all activities where hazardous substances are used such as in science, art, school cleaning, office work and work carried out by the school's maintenance operative. The Regulations also apply to hazardous substances produced by any activity.

The regulations require an assessment of the risks to health associated with all Cricklade Manor Prep School's work activities involving hazardous substances before employees and others (including pupils) are exposed. In many cases the risk assessments need to be in writing.

Cricklade Manor Prep School will maintain hazardous materials registers to indicate the whereabouts (if any) of asbestos, lead paintwork, store(s) for flammable liquid gases, etc.

### COSHH REGISTERS

1. Housekeeping (Hard copy In SBM Office hard copy and electronically on Cricklade Data Drive)
2. Art (Hard copy In SBM Office hard copy and electronically on Cricklade Date Drive)
3. Science (Hard copy In SBM Office hard copy and electronically on Cricklade Date Drive)
4. Swimming Pool (Hard copy In SBM Office hard copy and electronically on Cricklade Date Drive)
5. Maintenance (Hard copy In SBM Office hard copy and electronically on Cricklade Date Drive)
6. Kitchen (Holroyd Howe) Hard copy in kitchen and electronically.

**Asbestos** - See section 3.

**Flammable Liquid Gas** is stored in a locked metal container within the front car park container managed by the Maintenance Team - A list of gases stored is recorded and saved in Cricklade Data, Health & Safety Checks, Flammable Gases.

The register will be reviewed annually or as a new product is added. Each product will contain a register sheet listing the core information; Supplier, manufacturer, level of risk, expiry date etc. a data safety sheet listing ingredients and potential hazards from the manufacturer and a risk assessment depending on how the product will be used.

The Estates Manager or SBM will ensure that the contents of these are made known to relevant employees and contractors before they commence any work which might foreseeably affect the hazardous materials and create risks to the contractors themselves or to pupils, employees or others. Where the latter is the case a specific written risk assessment will be prepared.

CMP has in terms of COSHH a low risk rating. All chemicals used are locked away. Petrol used for strimming and mowing are kept to an absolute minimum. Any employee bringing



(including supply teachers) and pupils. There after employees and pupils must be competent in the task required of them.

Where the need for specific training and instruction is identifies it will be provided. All training records are maintained by the Deputy Head.

Written safety information will be provided to employees and pupils where necessary.

## 17. Inspections

Competent persons must inspect and examine the following plant and equipment at appropriate intervals. Copies of reports are to be kept by the Estates Manager and stored electronically.

- Electrical installation, fire alarm systems, emergency lights and fire detectors. Examinations are arranged by the Estates Manager and carried out by appropriately qualified personnel. Records of the inspections to show any rectification required and resulting actions are kept by the Estates Manager.
- Portable Electrical Appliances: Inspections and Examinations are carried out by the Maintenance team. Any items deemed unsafe will have the plug removed. Records will be kept by the Estates Manager.
- New portable equipment bought from an approved supplier and fitted with a moulded 3 pin plug should not need testing within its first year; however it will be visually checked.
- Staff are reminded annually and in the staff handbook that any personal electrical equipment they use in school must first be tested by the Maintenance team prior to use.
- As well as tests carried out by a competent person, staff should check equipment before use apart from static equipment such as PC's, photocopiers etc.
- Fire extinguishers - See section 9 Fire Prevention.
- Legionella testing, monitoring (ELRM) and reporting is undertaken by a suitably qualified company (MJ Church). Records of the inspections to show any rectification required and resulting actions are provided through Zetasafe electronically and monitored by the Estates Manager along with the SBM.
- Trees; annual visual hazard assessments (AVHA) are carried out by appropriately qualify contractors. Examinations arranged by Estates Manager. Records of the inspections to show any rectification required and resulting actions are kept electronically by the Estates Manager.
- Catering equipment is serviced and inspected annually by appropriately qualified contractors. Records of the inspections to show any rectification required and resulting actions are kept by Holroyd Howe and the SBM.
- Teachers and support staff are expected to review risk assessments and carry out an inspection of their own areas of responsibility at least once a year, written records are stored electronically under risk assessment.

- Ladders inspected annually by the Estates Manager and records of the inspections to show any rectification required and resulting actions are electronically by the Estates Manager.

The SBM will arrange for additional inspections and risk assessments to be carried out as and when required.

## **18. Jewellery**

Jewellery - Please refer to Jewellery Policy, Staff Handbook and Departmental Handbooks.

## **19. Kitchen**

Catering is contracted out to Holroyd Howe, a specialist caterer committed to the safeguarding and wellbeing of children with food hygiene management and health and safety systems in place.

Holroyd Howe accepts its legal duty to comply with the provisions of Regulations (EC) 852/2004, the Food Safety Act 1990, and all subsequent or relevant legislation made under the act. The company has designed and put in place a comprehensive risk based quality management procedure based on the principles of Hazard Analysis Critical Control Point (HACCP) to ensure all practicable due diligent and the maintenance of high standards. These procedures procurement delivery storage preparation service and distribution. Cricklade Manor Prep has responsibility for the maintenance of all equipment and the fabric of the building.

## **20. Legionella Control**

Cricklade Manor Prep is aware of and assess the risks associated with water systems and potential Legionella proliferation and the following general precautionary measures must be taken to minimise the risk of exposure to Legionella

- Routine inspection and maintenance operations on all hot and cold water systems must include the following;
4. Header tanks must be cleaned annually
  5. Conditions of clarifiers must be inspected at least bi-annually for organic materials and heavy build-up of scale, and must be cleaned as appropriate to the conditions found
  6. Shower heads of other designs, along with spray taps must be cleaned and disinfected regularly
- Where ever it is reasonably practical anti scaling chemicals should be used
  - Where ever it is reasonably practical clarifiers will be operated at 60 C and designed to ensure that no layering takes place (as there is a risk of scolding above 50 C mixer valves will be installed) and hot water distribution will take place at 50 C within 3 minutes of running the tap.
  - When new water systems or plant are to be installed or when the old is to be modified the designers, manufacturers, importers, suppliers and installers have a duty to avoid, as far as is reasonably practical, the risk of Legionellosis arises from their work and to provide information of safe operating conditions and on potential risk. This information should

always be obtained in writing and the instructions contained in the information must form part of Cricklade Manor Prep regular maintenance programme.

All checks are completed by MJ Church and reports provided electronically on Zetasafe. Reports are monitored by the SBM and Estates Manager.

## **21. Lettings**

The SBM must inform the hirer of the procedure to evacuate the building in the event of a fire or other emergency and the location of first aid boxes in the areas being hired. It should be made clear that the person hiring the premises must ensure that they have a dedicated first aider present at all sessions. Regular lettings are covered by a contract that includes provision for use of equipment, damages and standard operating procedures. The SBM requests copies of the hirers Public Liability Insurance and risk assessment and these are kept on file in the school office.

The Estates Manager must ensure that an adequate number of exits are unlocked to enable safe evacuation of the building. Persons attending the event are restricted to the areas of the school hired and do not gain access to any other parts of the building.

## **22. Lone Working**

Refer to Lone Working Policy

## **23. Maintenance**

All maintenance requests will be emailed to Estates@cricklademanager.com unless they are an emergency in which they reported to the SBM or Estates Manager.

## **24. Manual Handling and Lifting**

Manual Handling operations can be defined as the transporting or supporting of a load (a discrete moveable object) by hand or bodily force, including pushing and pulling.

The regulations require Cricklade Manor Prep, as the employer, to manage the risks to their employees and as such it will:

- o Avoid hazardous manual handling operations so far as is reasonably practicable, by redesigning the task to avoid moving the load or by automating or mechanising the process.
- o Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided.
- o Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then explore changes to the task, the load and the working environment.

Medical and scientific knowledge stress the importance of an ergonomic approach to look at manual handling as a whole, taking into account the nature of the task, the load and the working environment, and requiring worker participation.

The School's employees have duties too. They should:

- o Follow systems of work in place for their safety

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- o Use equipment provided for their safety properly
- o Cooperate with their employer on health and safety matters
- o Inform their employer if they identify hazardous handling activities
- o Take care to make sure their activities do not put others at risk.

Basic guidance on lifting is provided below and forms part of the induction process for all new staff, however formal training takes place for members of staff that are required to lift as part of their role at the school, specifically the Site Supervisor, Housekeeping and I.T Technician.

### Good handling technique for lifting

Here are some practical tips, suitable for use in training people in safe manual handling. In the following section a basic lifting operation is taken as an example.

- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Getting to grips with manual handling: A short guide



Think before lifting/handling



Keep the load close to the waist

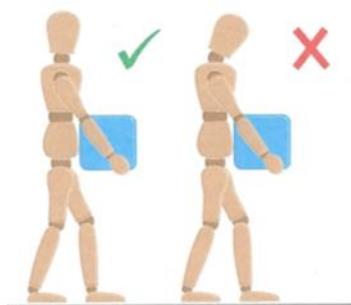


Adopt a stable position with feet apart and one leg slightly forward to maintain balance



Start in a good posture

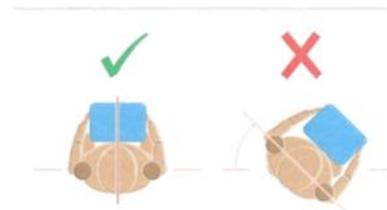
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



Keep the head up when handling



Put down, then adjust



Avoid twisting the back or leaning sideways, especially while the back is bent

## 25. New and Expectant Mothers at Work

Management of Health and Safety at Work Regulations 1999 (MHSW)

Workplace (Health, Safety and Welfare) Regulations 1992 (the Workplace Regulations) and Equality Act 2010.

These Regulations specifically require Cricklade Manor Prep to take particular account of risks to new and expectant mothers when assessing the risks in the work activities.

A "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or who is breast-feeding. The employee must have notified Cricklade Manor Prep in writing that this is the case (but there is no statutory obligation for her to do so). Risks include those to the unborn child or child of a woman, who is still breast-feeding, not just risks to the mother herself.

If a significant risk to the Health and Safety of a new or expectant mother is identified, the following actions will be considered in the order given:

- Removal of the hazard
- Prevention of exposure to the risk
- Control of exposure to the risk.

In the unlikely event within this school of a significant risk still remaining then the following steps to remove the employee from the risk will be taken:

**Step 1** - temporarily adjust her working conditions and / or hours of work; if it is not unreasonable to do so and if this would avoid the risk,

**Step 2** - offer her suitable alternative work if any is available; or, if that is not feasible,

**Step 3** - suspend her from work (with paid leave) for as long as necessary to protect her safety or health or that of her child.

These actions will only be necessary where the result of a risk assessment demonstrate a genuine concern. Before offering alternative employment or paid leave, or if there is doubt, professional advice will be sought on what the risks are and whether they arise from work.

The risks will be kept under review as they may change, for example, as pregnancy progresses.

### **Additional Action**

Cricklade Manor Prep requests any new or expectant mother, in order that her own safety or health, or that of her child may be protected, to inform the Headmaster if or when she becomes a new or expectant mother.

## 26. Noise at Work

The school is aware of its responsibility for assessing the risks of noise and where it is identified as a significant risk the school will take action to reduce the noise exposure and if necessary, provide employees with personal hearing protection.

Having regard to the above regulations, staff are not considered to be at risk of hearing damage as none of the following apply:

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- The noise is not intrusive for most of the working day
- Employees do not have to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day
- No employee uses noisy powered tools or machinery for more than half an hour each day without wearing the appropriate PPE
- The school is not classed as a noisy industry
- There are no noises because of impacts

However areas / activities where noise levels may be high will be included in risk assessments. These may include:

- Music Room
- Sports Events
- PTA Events (Discos, Firework displays)
- ICT Room
- Maintenance / Refurbishment work

## **27. Off Site Visits / Activities**

Covered within the separate [Trips and Educational Visits Policy](#)

## **28. Personal Protective Equipment (PPE)**

PPE should be used as a last resort. Wherever there are risks to health and safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at Work Regulations 1992 require PPE to be supplied.

This School will:

- provide PPE to employees (free of charge) and to pupils whenever health and safety risks are not adequately controlled by other means
- select PPE suitable for the risks, the employee, the pupils and the work environment
- maintain the PPE and provide suitable accommodation for it
- ⊖ Provide instructions on how to use it safely.

PPE covers items such as eye protection, head protection, foot protection, hand, leg and arm protection and protective clothing for the body.

The School will ensure that any PPE purchased is 'CE' marked and complies with the requirements of the Personal Protective Equipment Regulations 2002. The CE marking signifies that the PPE satisfies certain basic safety requirements and in some cases will have been tested and certified by an independent body.

A systematic approach to training will be taken and training records kept. Users of PPE are to be instructed in the following:

- The risk which the PPE protects against
- How to use the PPE
- The way in which the PPE is to be maintained and stored.

Employees have duties to use PPE in accordance with the training instructions, to take reasonable care of PPE and to report any loss or obvious defect in the PPE.

## 29. Premises

The Workplace Health, Safety and Welfare Regulations 1992 came into force on 1 January 1993, and concern basic workplace conditions. Cricklade Manor Prep School recognises that the Regulations apply to all new places of work, both permanent and temporary, immediately and all existing places of work from 1 January 1996. These Regulations should be observed and include the following requirements:

- Ventilation - workplaces to be sufficiently well ventilated with air which is, as far as possible, free of impurity.
- Temperature - during working hours the temperature should be “reasonable” (normally to be at least 16 degrees Celsius). One or two thermometers are available in School to enable the temperature to be taken by any employees who wish to do so.
- Lighting - to be suitable and sufficient to enable people to work without risks to health and safety.
- Cleanliness - floors and indoor traffic routes to be cleaned at least once per week.
- Room Dimensions and Space - a minimum workspace of 11 cubic metres per person is specified, but this does not apply to rooms used for classes and meetings.
- Conditions of floors and traffic routes - these to be kept in a safe condition and have non-slip qualities. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access. Account shall be taken of any handrail provided in connection with any slopes.
- Windows, doors, gates and walls - to be of a safety material or protected against breakage. To be appropriately marked or incorporate features to make it appropriate.
- Provision of Fencing - this is required at any place where a person might fall 2 metres or more.
- Maintenance of the Workplace and of Equipment, Devices and Systems - there is a statutory requirement to maintain these in an efficient state, in efficient working order and in good repair.
- There is a programme to provide easily identifiable and signed gas shut-off valves and electric isolation switches on the incoming mains in the various areas and departments at Cricklade Manor Prep School.
- A high standard of housekeeping must be maintained throughout Cricklade Manor Prep School premises.

- Sanitary Provisions - suitable and sufficient sanitary conveniences shall be provided at readily accessible places. This regulation does not apply to the pupils, as they are not covered by the legislation.
- Facilities - the regulations require that accommodation for employees' clothing is provided and that facilities for rest and eating meals should be provided.

### **30. Pressure Systems**

These Regulations apply to compressed air and steam systems, including steam equipment found in kitchens.

Cricklade Manor Prep recognises the importance of the Regulations, and will:

- Provide safe and suitable equipment
- Know the operating conditions
- Fit suitable protective devices and ensure they function properly
- Carry out suitable maintenance
- Make provision for appropriate training
- Have the equipment examined by a competent person.

The School will minimise the risk as far as reasonably practicable.

### **31. Reporting Defects and Hazards**

All staff have a responsibility to report hazards or defects to [estates@crickladedemanor.com](mailto:estates@crickladedemanor.com) Or if urgent by telephone to the SBM or Estates Manager.

A near miss is an event that happens that, under different circumstances or without remedial actions could result in an accident. Near Miss forms are available on a shared drive. All forms will be collated by the SBM and recorded electronically with a location, action taken and lessons learnt column to prevent reoccurrence. 'Near Miss' are a standing item under Health and Safety in Senior Leadership Meetings, weekly staff meetings and termly Health and Safety meetings.

### **32. Risk Assessments**

Risks of all shapes and sizes evolve and emerge on a daily basis driven by a range of factors such as electrical failures, contractors on site, loose carpets etc. The School has developed a culture in which everyone understands the importance of risk management and everyone takes an active role in spotting and reporting issues of concern.

HSE guidance makes clear that only significant findings need to be recorded and emphasises the importance of controlling the risks identified. However, employees of Cricklade Manor Prep will undertake appropriate risk assessments to identify the hazards, think about who

might be harmed, evaluate the risks, record significant findings and review the risk assessment.

CMP has adopted a generic format for all risk assessments. Anyone needing further guidance is advised to complete Risk Assessment Interactive Training on the Aviva training platform. Log In available from the SBM.

Detailed Risk Assessments are in the compliance folder stored electronically.

### 33. Security

Cricklade Manor Prep recognises the need for proper security arrangements for the protection of pupils, staff, visitors and property during and out of school hours.

Please refer to the opening and locking up procedures.

- Lock and kept shut at all times other than when there are fixtures, when the Sports Hall gate is opened.
  - Children arrive via the playground door in the morning which is manned by a teacher.
  - All visitors are required to “sign in” at the School office on arrival where their attendance on site is controlled by a visitor badge system.
  - Unidentified visitors, not wearing a badge **or lanyard**, should be challenged and accompanied to the school office. Anyone not complying with this request should be reported to the police immediately by dialling 999.
- Any breeches in security will be investigated by the Headmaster and SBM, documented and action taken on these issues.
  - The SBM who is responsible for Health and Safety will report any security issues to the Operations Manager.

Grounds safety is managed daily by the Estates Manager and Grounds Person. The Estate Manager conducts a visual check of the grounds when completing his daily checks and teachers conduct a daily visual risk assessment of their classroom and other teaching areas. **The Nursery Manager and Reception Teachers** conducts a specific EYFS daily risk assessment to ensure that play areas are safe to use and free of frost and leaves etc **which the Head of Pre Prep has oversight of.**

### 34. Severe Weather

Cricklade Manor Prep will take all reasonable action to ensure safe practice in severe weather including:

- High Winds
- Snow
- Ice
- Extreme Heat
- Flooding

Please refer to the separate Severe Weather Policy.

### 35. Signs

Cricklade Manor Prep will ensure that safety signs are provided (or are in place) and maintained in circumstances where there is a significant risk to health and safety that has not been removed or controlled by other methods. This is only appropriate where use of a sign can further reduce the risk.

Signs must be clear and legible and compliant, and should be used to identify actions that are prohibited (e.g. no access), safeguards that must be followed (e.g. ear protection must be worn), warning of a hazard (e.g. corrosive material) and to direct towards fire exits/equipment or first-aid equipment. Too many signs may cause confusion.

"Health and Safety Law - Information for Employees" poster is displayed in the staff room. A current certificate of Employers' liability insurance is also displayed in the staffroom. The SBM is responsible for ensuring that the information is current and updated when necessary.

### **36. Slips, Trips and Falls**

Cricklade Manor Prep recognises the main cause of accidents is slips, trips and falls and will ensure, so far as is reasonably practicable, that slip and trip risks are controlled to ensure pupils, staff and visitors to the school do not slip, trip or fall. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The SBM/Estates Manager will ensure regular inspection of communal areas ensuring that floors are suitable, kept in good condition and free from obstructions allowing everyone to move around safely.

All hazards, obstructions, spillages, defects or maintenance requirements must be reported to the Front Office immediately on detection who will arrange for any interim measures are taken to negate the risk. The Estates Manager will arrange for any further remedial works as required. The SBM and Estates Manager will review slips, trips and falls patterns and trends at the half termly Health and Safety Committee Meeting.

### **37. Smoking**

Cricklade Manor Prep is a no smoking site (including vaping). This is communicated via signage, contractors Permit and staff handbook.

### **38. Sports Activities**

Some sports and outdoor activities are inherently hazardous where the risks of injury resulting from inadequate supervision.

Risk Assessments and general rules for staff and other users of Cricklade Manor Prep's sports facilities can be found electronically in the compliance folder and is the responsibility of the Sports Director.

### **39. Staff Well Being / Stress Management**

It is recognised that stress is a significant component of sickness and absence rates within schools and it can arise from home or work related circumstances or a combination of the two. The School will endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

The Headmaster will consider the HSE management standards when looking at workplace management, these are:

- Demands, including workload, work patterns and the work environment
- Control, regarding how much say the individual has in the way they do their work
- Support, including encouragement and resources provided by the organisation
- Relationships, and the promotion of positive working together with dealing with unacceptable behaviour
- Role, so that people understand their place and purpose within the school
- Change, and the way in which communication is undertaken
- In practical terms, the Headmaster will:
  - Give constructive feedback to people
  - Consult with staff during periods of change
  - Ensure staff have been trained to enable them to do their job
  - Monitor workloads and working hours
  - Provide one to one meetings when requested by staff or when staff behaviour indicates well-being may be compromised to ensure support is provided where necessary

Where issues of stress are identified, the school will:

- Raise awareness of support mechanisms available
- Put an action plan in place to address any issues identified
- For return to work instances, monitor any phased return and allow the individual to provide feedback
- Records relating to any identified stress issues will be retained by the Headmaster and treated as confidential.
- Refer staff to the Wishford Listening Ear
  - Employees should report any issues of concern to their Line Manager in the first instance and should co-operate with any remedial issues that are put into place.

#### **40. Statutory Notices**

All staff are issued with contracts that relay their statutory notice dependant on role.

#### **41. Supervision**

Provision for supervision of children is covered in the Staff Handbook under duties and in the [Educational Visits Policies](#).

#### **42. Swimming Pool**

**Not in use**

Cricklade Manor Prep has a 25m x 8m x 2.2m open air swimming pool. A cover is kept on the pool at all times when not in use. **The pool is drained when not in use.**

#### **43. School Transport and Vehicles on School Property**

Parking areas have been allocated and only these areas may be used unless special arrangements have been made.

When manoeuvring and reversing it is essential that drivers, whilst taking the normal care needed for such an operation, keep in mind the fact that pupils are the main users of the premises. At no time shall any vehicle block any fire exits or prevent emergency vehicles accessing the site.

#### **44. Vibration**

Hand-arm vibration applies to tools mainly used by the Maintenance Team (such as a hedge trimmer).

All work equipment is only purchased from manufacturers and suppliers who provide health and safety information on an accompanying handbook.

The school adheres to the HSE Vibrations Regulations by:

- Making sure risks from vibration are controlled
- Providing information, instruction and training to employees on the risk and the actions being taken to control the risk; and
- Ensuring that exposure limit values are not exceeded

#### **45. Violence to Staff**

Cricklade Manor Prep recognises that all staff have a right to expect that their school is a safe place in which to work and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats or violence either verbal or physical by parents and other adults on school premises.

Staff must report any incident of aggression or violence directed to themselves to the Headmaster immediately. All reported incidents must be recorded and reasonable and appropriate action taken to support the member of staff.

#### **46. Waste Disposal**

From the 1st April 1992, all persons who dispose of waste (other than true domestic waste) must comply with the Duty of Care imposed by the Environmental Protection Act 1990.

Cricklade Manor Prep will:

- Ensure that the waste is always placed in a suitable container. If it is bagged, the bags are to be of good quality, since it is a breach of the Duty of Care to allow waste to escape (e.g. when a bag splits)
- Ensure that the waste is transferred only to an authorised person. If waste is collected by, or delivered to a third party, they must be registered under the Act and will be required to produce their Registration Certificate to Cricklade Manor Prep

- Ensure that all waste is described in writing and that all parties involved in its handling are identified. Where a service is used regularly, this will be done on an annual basis by completion of an Annual Waste Transfer Note
- Ensure that where an Annual Waste Transfer Note does NOT cover the disposal of waste, all disposals of waste will be accompanied by suitable identification. Authorised persons should be able to supply an appropriate Transfer Note for completion. If the nature of the waste changes during the operation of an Annual Waste Transfer Note, the carrier will be notified. Local authorities will give guidance on which types of refuse must be disposed of to specialist-registered carriers. Local authorities are not permitted to collect clinical waste and in such cases, specialist carriers (e.g. PHS) are to be engaged for the purpose. Members of the school cleaning staff must not handle such controlled waste and the waste must be deposited direct in containers supplied by the registered carrier.

#### **47. Window Cleaning**

Cricklade Manor Prep will only appoint competent window cleaners and will specify to the contractor that the techniques to be followed on School windows are those specified in Health and Safety Executive Information Sheets - "Safety in Window Cleaning".

Section 4 of the "Health and Safety and Work etc 1974" places duties on persons in control of premises for the safety of others. In relation to window cleaning, Cricklade Manor Prep recognises that it has duties to ensure safe access and egress to the windows to be cleaned and this may involve changes to or additions to the premises; to ensure contractors' employees are not affected by the environment they are working in, e.g. by adjacent chemicals or machines; to ensure, if anchorage points etc are provided, that these are tested at regular intervals and are properly maintained.

#### **48. Work Equipment**

The regulations simplify and make more explicit a duty, which has existed for many years, to provide safe plant and equipment. The Regulations consolidate older requirements and practices, and apply them to all employers and workplaces.

Equipment purchased second-hand is regarded as 'new' and new equipment should meet the new requirements forthwith.

'Work equipment' includes items such as caretaker's tools, lawn mowers, overhead projectors, ladders, laboratory apparatus, portable drills, soldering irons, catering equipment etc. Work equipment also covers any equipment provided by employees themselves for use at work.

Cricklade Manor Prep recognises that the main requirements are to:

- Ensure that equipment is suitable for the job it has to do
- Take into account the working conditions and hazards in the workplace when assessing the suitability of and selecting the equipment

- Ensure equipment is used only for operations for which, and under conditions for which, it is suitable
- Ensure that equipment is maintained in an efficient state, in efficient working order and in good repair. (In addition to the records of the inspection of safeguards called for above, maintenance log books should be maintained by those in control of work equipment:
- Give adequate information, instruction and training to users
- Provide equipment new to the workplace that conforms to the relevant EC product safety directives
- Provide protection against dangerous parts of the machinery
- Provide protection against specified hazards, e.g. falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions
- Provide protection on parts and substances at high or very low temperatures
- Control systems and control devices
- Provide a means of isolation on equipment
- Provide good lighting, maintenance operations and warning markings

Those in control of work equipment are required to assess the risks posed by the use of their present work equipment. (The risks associated with machinery are best assessed in line with PD5304:2005 "Safe use of Machinery"). Appendix 1 is a checklist for dangerous machines.

New equipment must comply with an appropriate British or CEN Standard and safe-operating procedures must be provided to ensure that the equipment can be used safely.

#### **49. Work Experience**

All work experience personnel will be risk assessed. Any work experience over a one-week period will complete Cricklade Manor Prep's standard Recruitment Policy requirements.

#### **50. Working at height and access equipment**

Access equipment will be suitable for the work and in good condition. Equipment inspections will be undertaken annually by the Estates Manager and records kept electronically of any remedial action necessary.

Only members of staff trained in 'Working at Height' to use ladders and to ensure the ladder checklist is followed. Pupils are banned from using access equipment or working at height.

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Contractors will be expected to use their own equipment and are responsible for ensuring that such equipment is safe and compliant.

Ladders and steps are to be visually inspected before use to ensure that they are in a safe condition.

Scaffolds may only be erected by certified companies. Only trained competent persons may use the scaffolding.

Access to and work on some areas, e.g roofs and windows will require specific risk assessments, appropriate additional training and sometimes specialised equipment. It is the policy of Cricklade Manor Prep that this area of work will be completed by specialist companies.

## Appendix 1

### Prescribed Dangerous Machine Checklist.

#### Machinery

- You must never use a machine unless you are authorised and trained to do so
- Never attempt to clean a machine in motion - switch it off and unplug it
- Never use a machine or appliance which has a danger sign or tag attached
- Danger signs should be removed only by an authorised person who is satisfied that the machine or process is safe
- Never wear dangling chains, loose clothing or rings which could get caught-up in moving parts
- Long hair must be tied back
- Never distract people who are using machines

#### Machine Guarding

Cricklade Manor Prep ensures that:

- Sufficient machine guarding is provided and any other necessary precautions are implemented at all times.
- Guards and other safety devices are regularly checked and maintained in effective working Order and are only removed by authorised personnel. If authorised personnel need to remove machine guarding or other safety devices St Edward's Prep will ensure that all necessary precautions are taken.
- Machines used by employees are positioned well away from visitors.
- Control switches are clearly marked to enable employees to operate machinery safely.
- There are regular checks that emergency cut-off switches are within easy reach and are clearly marked.
- Any modification made to safety guarding are thoroughly checked before use by a competent person.
- **Operators Checklist**
- Ensure before use that: -
- You know how to stop the machine before you start it.
- Ensure that all fixed guards are in place.
- All fixed guards are fitted correctly and all mechanical guards are working.
- All materials to be used are clear of working parts of the machine.
- The area around the machine is clean, tidy and free from obstructions.