

Each day, discovery.



ELTHAM COLLEGE

11/16a Health and Safety Policy

Last reviewed: April 2019

Includes:

- *Risk Assessment Policy*
- *Visitor Policy*

Version Control Information

Reason For Amendment	Name	Date	Main changes
Initial guidance produced by consultants	Wirehouse	Sept 2015	Initial version
Adapted for Eltham College in line with ISI requirements	Bursar	April 2016	Contextualisation for Eltham College. Separation of policy document from guidance material, and incorporation of other relevant Eltham College Policies. Alignment with ISI requirements.
Adapted for Eltham College in line with ISI requirements	Bursar	August 2016	Formatting revisions
Annual Review		August 2017	Updated to reflect staffing changes and building work
Updated to remove conditional language	Bursar	20/2/18	Conditional language strengthened throughout
Annual Review	Bursar	April 2019	Updated roles and job titles; references to S Drive changed to Sharepoint; small factual updates in Section 16.

Other Related Documents

- Health and Safety Policy Statement;
- Health and Safety Guidance;
- Medical and First Aid Policy;
- Fire Risk (Prevention) Policy and Evacuation Procedures;
- Travel (School Trips) Policy;
- Behaviour Policy.

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1 Introduction

The main purpose of health and safety legislation is to prevent unsafe acts or situations arising in any workplace, thus reducing the likelihood of accidents occurring and preventing injury or loss of life. Safety legislation provides clear information and guidance for all occupations and workplaces. It has been formulated to assist and protect the employer, the employee, students and members of the public from risk.

Eltham College has a **Health and Safety Policy Statement** which is reviewed annually and incorporated into our Staff Handbook. This states our intentions and set a clear direction for employees to follow. We expect all our employees to understand and comply with our arrangements.

The handbook also includes **information on general staff health and safety responsibilities at Eltham College** and the associated **management structure for fulfilling the monitoring and review arrangements**. These are also reviewed annually.

2 Responsibilities for Health and Safety

Beyond the general staff responsibilities described in the Staff Handbook, specific responsibilities are delegated to groups within the College management structure as follows:

The Governing Body

The Governing body has the overall and final responsibility for safety, health, fire and welfare at Eltham College. Execution of the actions required to fulfil these responsibilities is delegated to the Headmaster. An active contribution is required from all employees to achieve a safe working environment.

The Headmaster has delegated specific responsibilities as follows:

The Bursar

- Have a firm understanding of acts, legislation and approved codes of practice that apply to our activities and ensuring these are observed;
- To introduce, manage and coordinate health and safety arrangements in order to achieve the intentions as set out in the General Statement of Intent;
- Ensure that employees and volunteers each have access to a copy of the Health and Safety Policy and that they read, understand and comply with our rules, policies and procedures;
- Effectively communicate our rules, policies and procedures to employees, volunteers, visitors and others ensuring a firm understanding exists;
- Ensure all rules, policies and procedures introduced in the interests of health and safety are regularly reviewed and amended to maintain effectiveness, and the changes communicated;
- Ensure that new employees are made aware of significant hazards and receive appropriate supervision;
- That training needs are continually assessed and the results recorded. Ensuring that courses are organised for employees to help gain or maintain competence;
- Make all employees aware of our fire and first aid arrangements;
- Inform employees of our accident reporting procedures, ensuring all accidents are recorded and our procedures followed;
- Set a personal example for others to follow.

The Head of Facilities

- Ensure that all hazards are identified and that suitable and sufficient risk assessments are completed by competent persons, all findings must be documented;
- Ensure effective control measures are introduced to prevent harm or loss to employees, volunteers or others affected by our undertakings;
- That new hazards are reported and assessed;
- To help devise, implement and manage safe working practices for all employees;
- Ensure that PPE is available, worn when necessary and taken care of by employees;
- To assist with the introduction into our workplace of suitable work equipment, ensuring use by employees is prevented until they are deemed competent in writing;
- Ensure all work equipment, owned or hired is effectively managed and is subject to periodic statutory examinations and inspections, and is maintained following the manufacturers or supplier's recommendations;
- That equipment is kept in good condition and faults are reported and rectified, any equipment with faults causing a significant risk must be removed from use;
- Ensure that periodic safety inspections, assessments and monitoring activities are completed and the findings documented and acted upon;
- Investigate all accidents and incidents and introduce necessary changes aimed at preventing re-occurrence;
- Ensure all RIDDOR reportable incidents are reported;
- Ensure visitors to our premises are controlled, adhering to our rules and follow any instructions and safety procedures as provided;
- Set and strive to maintain good housekeeping standards;
- Set a personal example for others to follow.

All Employees

- Have a basic understanding of health and safety law;
- Understand and comply with any rules, policies and procedures introduced for your health and safety, and to comply with legislative requirements;
- Cooperate with The Governing Body, Senior Management Team and other employees to create and maintain a safe working environment;
- Assist us with the preparation of risk assessments;
- Cooperate with any risk assessments and control measures introduced;
- Use equipment or participate in activities where harm is likely only after information and training have been provided, and authorisation is granted;
- Not intentionally interfere with or misuse any safety devices or arrangements introduced in the interest of health and safety;
- Refrain from actions which are likely to cause harm to yourself or others;

- Keep any work equipment in good condition;
- Assist with workplace assessment activities;
- Report any accident, unsafe act or condition to the Head of Facilities or the Bursar;
- Understand our first aid arrangements and know where to seek assistance;
- Comply with our fire safety arrangements and participate in any evacuation drills;
- Inform us of any complaint, injury, illness or disease that you believe has been caused at work;
- Inform us of any personal circumstances or illnesses that may affect your safety or the safety and health of others whilst at work;
- Cooperate with us where an accident or incident is being investigated;
- Help us achieve and maintain good housekeeping standards;
- Set a good example for others to follow.

3 Communication and Consultation

Health and safety arrangements, rules and procedures have been introduced to prevent accidents occurring thus protecting employees and others against harm, however effective communication is vital to ensure these measures achieve their desired intentions. We consult with all our staff and involve employees in the decision making process and development of our safety arrangements through the following means:

Health and Safety Policy

The Health and Safety Policy is accessible to all employees, it details and is an inherent part of the framework for our safety management systems. All employees are familiar with the contents.

Health and Safety Guidance Document

Additional safety guidance for staff provides specific safety information in relation to particular circumstances, provides useful forms, and makes reference to where further information can be obtained.

Health and Safety Committee

This group meets termly and is the forum where health and safety queries, concerns and recommendations are identified and discussed and incident data reviewed. Actions are recorded and tracked, and summary reports are provided to the Estates and Commercial Governors' Committee, and to the Board of Governors. The committee is chaired by the Head of Facilities.

Communication with visitors or contractors

It is inevitable that visitors or contractors will spend time at our site. We communicate rules or procedures relevant to their safety to these persons. We do this whilst making arrangements for their visit or on arrival. The Head of Facilities is responsible for this process.

Communication with others who do not have English as their first Language

We recognise that there will be on occasion times when the college employs workers or contractors who do not have English as their first language which may adversely affect their health and safety. Where we employ non English speaking workers to undertake works for or on behalf of the College we complete an assessment to determine their level of understanding of the English language and their ability to follow written/spoken instructions in order to ensure that suitable additional controls are put into place to ensure contractors/employees can undertake duties without exposing themselves and others to undue risk.

4 Training

Training is essential to help achieve competence. It is vital that employees receive suitable and sufficient training enabling them to work safely and avoid unnecessary risk.

At the time of induction and at periodic intervals thereafter line managers consider the training needs of employees and organise appropriate training to ensure that they are able to work safely. We provide the necessary time, funding and resources to accomplish any training needs that are deemed necessary.

All new starters are subject to our induction process prior to starting work. The induction process is designed to help new employees understand the fundamental safety arrangements within our business. This involves site familiarity, welfare, fire and general safety awareness training. Additional training sessions on the key mandatory disciplines are completed and recorded where appropriate.

The Head of Facilities maintains records of training in relation to Health and Safety. The records are periodically reviewed to ensure relevant competencies are achieved and maintained. This may involve refresher training for certain disciplines.

Training is undertaken 'in-house' or through external delivery, based on the legal requirements and the availability of competent and qualified persons.

5 Monitoring processes

The following monitoring processes have been established to help ensure we are achieving compliance with any legislation applicable to our business. We also utilise the monitoring checks to confirm we are achieving our intended standards and that employees are adhering to our rules policies and procedures.

Any action raised as a result of completing monitoring is addressed within a reasonable period. The Governing Body adds to and amends this list as required

By whom	Activity	Frequency	Reported to
Bursar on behalf of Governing Body	Health and Safety Business Review and Health Check	At least annually	Governing Body
Bursar on behalf of Governing Body	Health and Safety Policy Statement, Responsibilities and Structure, and Policy document	Annually	Governing Body
Bursar on behalf of Governing Body	Review of the following: <ul style="list-style-type: none">• Fire Risk Assessments• Office Assessments• Key Risk and Method Statements for Site Working• Workshop Equipment Assessments• Training Matrix• Electrical testing records• Water testing records• Asbestos register	At least annually	Governing Body

By whom	Activity	Frequency	Reported to
Head of Facilities	DSE and COSHH Assessments	At least two-yearly	Bursar
Head of Facilities	Site Work Observations	At least six-monthly	Bursar
Head of Facilities	General Inspection – all areas	At least quarterly	Bursar
Head of Facilities	Recorded Vehicle Checks	At least monthly	Bursar
Head of Facilities	Driving Licences	Six-monthly	Bursar
Head of Facilities	Upkeep of Fire Log	Weekly	Bursar

6 Policy for Assessing Risk

The Management of Health and Safety at Work Regulations stipulates the requirements for assessing risk. We comply with these regulations and create and maintain a safe working environment. We acknowledge and understand our duty to assess any situation or activity caused by us where potential for harm exists. Where significant risk is realised we introduce appropriate control measures to either eliminate risk or reduce it to an acceptable level.

The risk assessment process involves identifying hazards present in the workplace or arising as a result of any work activity. Completion of risk assessments is a legal requirement and information is effectively communicated to anyone potentially at risk of harm.

The terms “risk” and “hazard” are commonly used when talking about risk assessment so it is important people involved understand the meaning. A hazard is something with the potential to cause harm – *e.g. a damaged electrical socket with potential to cause a fire or an electric shock, burns etc. Similarly dust, fumes or noise arising from a work activity have potential to cause harm.* Risk is the likelihood of harm from a hazard. Using the example of a damaged electrical socket, risk can be reduced by ensuring all sockets are kept in good condition and that work to any electrical installations is only carried out by a qualified and competent electrician. If damage is noticed measures must be taken to prevent harm, this can be as simple as isolating power to the socket, informing people of the hazard, displaying a notice and organising a repair as quickly as possible.

The Management of Health and Safety at Work Regulations requires that risk assessments are ‘*suitable and sufficient*’. In simple terms this implies the following:

- People involved with assessing risk must be competent (have the appropriate training, skills and experience for whatever is being assessed. And know their limitations);
- The effort in terms of time, money and resources used to assess risk must be proportionate to the hazard and potential for injury, loss or ill health;
- The assessment must be suitable; just because an assessment has been carried out for one machine is doesn’t necessarily mean the same hazards exist for a similar machine. The assessment must be specific to the hazard;
- The depth of the assessment must be sufficient to ensure peoples safety for where possible longer durations.

We ensure all potential hazards and ways people could be harmed are considered.

Risk and risk control measures can only be effective if “people at risk” are informed of the information, understand measures to be adopted and adhere to the controls. It is important that information is effectively communicated to the necessary people and that information is updated as and when necessary. If you are unsure – ask for help.

Risk Assessments are completed and/or updated at least annually by Heads of Department, the Director of IT, the Head of Facilities, and the Head of Maintenance for all relevant risks to staff, students, contractors and visitors. Detailed guidance and the relevant form for completion is included in the Guidance document.

Eltham College has a separate policy for the arrangement and management of risk for off-site visits which is called the Travel Policy.

7 Dealing with Emergencies

In the event that you are present in a situation in which the emergency services need to be called, dial 999 immediately from the nearest telephone. You will need to give the postal address of the school and the precise location of the incident on the school site.

As soon as the emergency services are on their way, alert the Receptionists and School Office and advise a member of the school Senior Leadership Team of the situation. The School Nurse or one of the qualified first aiders should be approached for assistance if appropriate. Ensure that you record details of the accident or incident as soon as possible (see below).

Eltham College has a separate Medical and First Aid Policy.

8 Accident Reporting

We acknowledge our duty as stipulated by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). We have suitable arrangements in place for all accidents and incidents to be reported. Managers ensure all employees understand the basic requirements for accident and incident reporting and know how to report such an event.

Accident Recording

Any employee injured whilst at work reports and record the event. An accident file is kept and managed by the School Nurse. The relevant forms for completion are available on Sharepoint. Information referring to what needs reporting can be found with the forms on Sharepoint. If you are in any doubt seek advice from the School Nurse or the Head of Facilities.

Submission of Reports to the Incident Contact Centre

The Head of Facilities is responsible for complying with RIDDOR and reporting any relevant incidents to the Incident Contact Centre, usually within ten days of the incident occurring. The list of reportable injuries, dangerous occurrences and diseases is lengthy and if any doubt exists regarding these procedures he will contact our health and safety consultants for advice.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE at <http://www.hse.gov.uk/riddor/report.htm>.

Should it be essential for you to submit a report by post, it should be sent to:

RIDDOR Reports - Health and Safety Executive
Redgrave Court - Merton Road
Bootle
Merseyside
L20 7HS

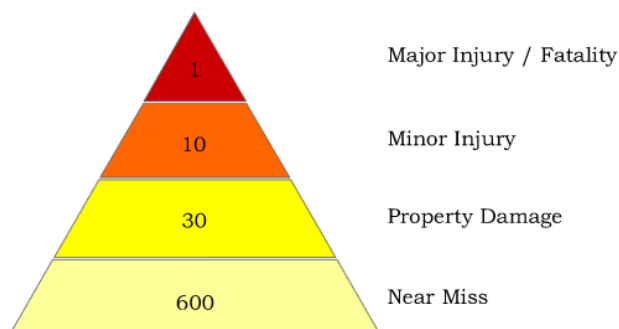
9 Accident (and Near Miss) Investigation

It is our intention to prevent all accidents occurring. However, we also have systems in place to manage any such events. The Head of Facilities is nominated as the person responsible for ensuring accident investigation is completed on behalf of the Governing Body.

It is imperative the scene of the accident is isolated to facilitate investigation. It is important that information relating to any accident or incident is collected as soon as possible following the event. The following is a list of evidence that should be considered. Please note this list is by no means exhaustive.

- Witness statements
- Photographs
- Sketches
- CCTV data
- Damaged equipment
- Maintenance records
- Previous accident reports

The main purpose of accident investigation is to establish events leading up to the accident and/or any underlying circumstances that may have contributed to the occurrence. Ultimately the evidence is used and information evaluated in order to prevent reoccurrence. The depth of the investigation depends on the nature and severity of the accident. Where necessary other agencies will become involved with the investigation. Accident investigation is also a prevention measure when near misses are investigated. This helps significantly reduce our accident numbers based on the following statistics:



10 Occupational Health Services and Managing Work-related Stress

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary.

A questionnaire is completed upon induction and repeated on a regular basis to monitor the health and wellbeing of employees. The HR Manager is responsible for this process.

Where employees are subjected to continuous dangerous practices or materials (spraying, process manual handling, adverse weather conditions) it is expected that professional medical examinations may be required.

Where employees have a medical condition has been monitored and where there is evidence of deterioration, we uphold our right (at cost to themselves) to seek medical assistance and report on this individual to assist in the provision of a safe working environment. External occupational health services are engaged to support employees who are assessed as requiring specific help after initial screening. Particular attention will be paid to noise, vibration and respiratory issues.

11 Display Screen Equipment

Members of staff who work regularly for most of the working day with VDUs are entitled to have their work station assessed. The school arranges for them to be provided with:

- Suitable chairs;
- Foot rests;
- Anti-glare screens;
- Wrist rests;
- Window blinds.

Guidance is provided on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

In cases where a member of staff feels that long-term use of a computer is having, or has had a detrimental effect on his/her vision, the school meets the cost of an eye test at an NHS registered Optometrist, together with the cost of a basic pair of spectacles to the value of £50.

Further guidance on work station assessment and forms for completion are provided in the Guidance document.

Although students do not spend most of the school day working with VDUs, they spend increasing amounts of their private study and leisure time with screens. They too are provided with guidance on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen as part of IT lessons. Blinds are fitted to all classrooms, and the school provides students with chairs that provide proper support for the lower back.

12 Work-related Stress

Eltham College has a responsibility for the health, safety and welfare of its staff and recognises that their well-being is important to its success. The prevention and effective management of stress is the responsibility of the Headmaster with support from line managers.

We believe that all employees have the right to expect that their working conditions and relationships will be such that they do not result in prolonged stress symptoms.

This policy and procedure is an indication that we are committed to:

- Preventing in so far as practicable employee stress resulting from work practices, excessive workloads or interpersonal relationships within the workplace;
- Where work-related stress does occur, taking steps to minimise the impact of this stress on individuals;
- Providing training and support to help the Governing Body, senior leadership team and employees understand and recognise the nature, causes and management of work-related stress, and to prevent or minimise work-related stress.

The Headmaster and all line managers assess and monitor the work-related stress levels of their staff through:

- Formal and informal supervision of staff members;
- Formal performance appraisal of staff members;
- Formal and informal meetings / discussions with staff members;

- Formal and informal performance / conduct / absence management;
- Meetings / discussions with employees;
- Investigation of comments / complaints from staff members;
- Investigation of accidents, injuries, diseases, dangerous occurrences and other incidents.

If the work-related stress levels of one or more staff members appear to be rising, the Headmaster takes appropriate action, with the support and advice of the HR Manager. The Headmaster provides reasonable support to all staff members who are absent from work due to work-related stress, in order to assist their return to work.

Staff members have responsibility for their own work-related stress levels, and try to help themselves and their colleagues wherever possible. Staff are encouraged to make suggestions for reducing work-related stress. Staff discuss any problems with their line manager. If the manager is a cause for stress, staff members contact the HR manager or an alternative senior person. Normally, staff members try to resolve problems informally. If the result of an informal approach is unsatisfactory, staff members can raise the issue formally. Staff are encouraged to accept opportunities for counselling and support when these are recommended.

Recognising the symptoms of stress in others:

- Increases in overall sickness absence, particularly frequent short term sickness absence;
- Poor work performance: less output, lower quality, poor decision-making;
- Changes in relationships at work: conflict between colleagues;
- Changes in staff attitude and behaviour: loss of motivation or commitment, poor time-keeping, working longer hours but with diminishing effectiveness;
- Lack of enthusiasm;
- High accident rates.

In yourself:

- Tiredness, aching muscles, disturbed sleep;
- Loss of appetite, indigestion, stomach problems;
- Loss of sexual drive;
- Dependence on alcohol or drugs, excessive smoking;
- Headaches;
- Inability to relax;
- A sense of being out of control;
- Difficulty retaining information;
- Poor concentration and indecisiveness;
- Worrying;
- Increased irritability;
- Increased incidence of frequent short term sickness absence;
- Change in attitudes to work / colleagues;

- Feeling anxious or depressed.

Some of these symptoms may not be stress-related but could indicate a more serious underlying condition. If the symptoms persist, please consult your GP.

13 Workplace Safety

We aim to provide a safe working environment and to meet the welfare needs of all employees. To help us maintain the standards we strive to achieve, we expect employees to cooperate with us and follow our rules policies and procedures.

Lighting

Lighting is periodically assessed in our work areas to ensure the correct amount of natural light or illumination is available for working activities or moving around our premises. Insufficient or too much lighting can have a detrimental effect on work, safety and health. Emergency lighting or torches are provided to facilitate the safe evacuation from the building in the event of an incident occurring.

Temperature and Ventilation

We understand it is important to maintain a reasonable working temperature and circulation of air. With a significant part of our work being undertaken in open or semi-covered units this is difficult to achieve. However, we utilise heaters and provide suitable rest areas for hot and cold drinks.

Sanitary Conveniences and Washing Facilities

We have considered the needs of employees and others and have provided a suitable quantity of toilets and washing facilities. Hot and cold water running water is provided in sanitary conveniences along with suitable hand drying means.

Rest Periods

It is important that employees are able to take breaks – particularly if you are undertaking detailed and high concentrate work periods. There is a kitchenette area and facilities to make hot and cold drinks. We request that in the interests of hygiene this area is kept clean and tidy.

Drinking Water

Sources for obtaining safe drinking water are provided and labelled. These are identified at the time of induction for new employees.

Safety Signs

Where deemed necessary and as a result of risk assessment we display safety signs. These conform to standards referred to by the current edition of The Health and Safety (Safety Signs and Signals) Regulations. You must speak to your manager if you are in any doubt regarding the meaning of any signage. Typical examples are provided in the Guidance document.

14 Workplace Housekeeping

Managers are expected to consider housekeeping issues on a day to day basis and all employees have a general responsibility to keep the work areas tidy and report hazards.

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious health and safety hazards may be taken for granted.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly; maintaining corridors and floors free of slip and trip hazards; and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities, and maintenance. Good housekeeping is also a basic part of accident and fire prevention.

Effective housekeeping is an on-going operation: it is not a hit-and-miss clean up done occasionally. Periodic "panic" clean ups are costly and ineffective in reducing accidents. At Eltham College we have adopted a "clean as you go" policy with which all staff are asked to comply. Contact the Head of Facilities or the school keeping team if you need additional assistance.

15 School Security

Our aim is to make the site safe and secure for students, staff and residents. Visitors are monitored from the earliest possible moment and are told of our expectations during their visit.

It must be accepted that it is impossible to secure the site at all of its perimeters. Therefore, our policy focuses on an ability to secure specific buildings and areas, and to monitor entrances and exits; it is also necessary to distinguish between school hours of the day and beyond, and further distinguish between school term time and holidays. Level of intruders on site is monitored and site security constantly reviewed.

16 Security Arrangements

Hours of the school day are normally 8am – 6pm. Between these hours' interior doors are unlocked, and access to the Main Buildings is through the Senior and Junior School Receptions and the Senior School Dining Hall. The Gerald Moore Gallery, Music Department and the Medical Centre are open during the school day. Access to other buildings is via key-padded doors (Science Block, ABH, Music Department, Junior School North Corridor), or through doors managed by an Access Control system (Turberville Building).

Outside the hours of the school day (i.e. 6pm – 8am) all buildings are alarmed at various stages of the evening by the School Keepers during the week, with the aim of concluding the process by 10pm with minimal interruption to events or colleagues still working.

During weekends the school remains locked and alarmed, except when specific events are being held.

During school holidays the school remains locked with alarms only activated outside office hours.

All staff are responsible for maintaining the security of the site, by reporting intruders to the School Keepers, locking doors and windows out of school hours, recording their presence by signing-in at Reception (in both Senior and Junior Schools) out of hours/and at the weekend, and then re-setting alarms when the last person out of the building if appropriate.

All staff are required to wear photo ID badges when on the site to send out a clear message that we take security seriously and make it easier to identify visitors/intruders on the site.

Upon entry into an alarmed building staff must enter their personalised code to de-alarm the system; they must then sign-in at Reception to record their presence within the building so that others (especially the School Keepers) do not re-set the alarm with staff within the buildings.

If staff stay after school hours into the evening, then it is their responsibility to inform the School Keepers of their presence in any building other than the Main Building and the Junior School. In these two they should sign-in again in Reception only if staying after 7pm during the week. All buildings will be alarmed at various stages of the evening by the School Keepers during the week. There is a sign-in board in other buildings (e.g. Science/Music/Junior School) which should be used to alert others to your presence.

Certain areas can and should be locked during the majority of 'out of school' hours, so that only those with authorisation may gain access to these areas:

- The gates to the Old Quad are locked between 7pm and 7am on weekdays and throughout the weekend, unless specific events are being organised within that area (e.g. teas after rugby matches);
- The gate between the Chapel and the Science Block is locked between 6pm and 7am on week days and throughout the weekend. Locks are on the master key suite or on a key pad;
- The North road behind the kitchens and Gallery has a gate preventing casual access out of hours from New Quad, and barriers for cars from the playing fields and the road between the Science Block and KGH;
- The gates at the end of the Chapel Drive only allow egress onto Grove Park Road;

17 Key Holders

When routinely unlocking and securing the building, or accessing the building out of hours, key holders must consider their safety from the risk of violence – either from persons on site or following a break in, or where there could be a risk from live services, fire or damaged property.

Key holders must not attempt to enter the building alone if:

- There are signs of a break in – i.e. forced entry, broken locks or glass;
- The alarm is sounding – fire or intruder;
- They otherwise suspect there may be someone else on site.

The key holder must delay entry until escorted by the police, service contractor or other member of staff. In all cases proceed with caution.

18 Visitor Policy

All visitors, by use of signs, are directed to report to Reception – at the Senior School or the Junior School as appropriate. On arrival all visitors must sign the Visitors Book stating the time of arrival. The Receptionist then issues an official visitors badge and lanyard, which contains fire evacuation procedures on the reverse. The person who the visitor is here to see MUST meet them in Reception and make sure the visitor is aware of our Child Protection Policy.

At the end of the visit the visitor must write the time of departure and hand in the official visitors' badge and lanyard to the Receptionist.

Old Elthamians who want to visit the school sign in and get a badge and will be vouched for by the Headmaster, a Deputy or the Development Director before being allowed to proceed further with their visit.

The Triangle will be patrolled during morning break and the lunch break when students are not inside secure buildings, and are potentially vulnerable. Duty staff will patrol the playing fields keeping a watchful eye on the students.

In case of difficulties, the member of staff keeps the visitor in sight and calls for help from a colleague. The duty School Keeper is alerted as soon as possible and the School Office informed. They will inform the Deputy Heads.

Intruders caught in the school grounds are escorted off the premises by a member of the School Keeping staff. The Deputy Heads, Housekeeper and School Office are informed. If intruders are discovered inside a school building the police are called and the Deputy Heads, School Keeper and School Office informed.

The School Keeper or relevant member of staff is called in the case of goods deliveries and tradesmen arriving.

In the case of any issue/concern over a visitor the School Office should be contacted and they will in turn contact a Deputy Head or in their absence other members of the SLT.

Contractors working on the site in term time or holidays are registered in reception and issued with badges and an orange vest which must be worn. All contractors are escorted unless authorised by the Bursar or Head of Facilities. They are made aware of our Child Protection policy. Any issues arising concerning tradesmen/workers on site are referred to the Head of Facilities and Deputy Head.

19 Unwanted Visitors

From time to time uninvited visitors may enter the grounds possibly behaving in an aggressive or provocative manner. Members of staff use their own professional judgement in dealing with such incidents, but the following points, based on police advice, are made:

- It is for staff to take action;
- If people trespassing will not leave when firmly requested to do so, colleagues contact Reception and a member of SLT immediately rather than attempt forcible ejection;
- Trespass is difficult to define. However, there is no right of way through the grounds and members of the public who do try to use the College in this way are asked not to do so. The Children Act requires every member of staff to challenge any visitor, given our primary role is to safeguard the children at the school;
- Individuals found in the grounds or on the premises for some obviously criminal purpose are ordered to leave and Reception and a member of SLT informed. The police are also informed.

Members of staff are asked to let the Bursar have details of any incident of the kind described here which they witness or become involved in.

20 Events

When we hold events at the College during evenings, extra security may be employed to patrol the car parking areas of both New Quad and the Triangle. A Security Officer or member of staff may be present in Reception when events are happening in the main building out of school hours. There will always be a duty manager or duty school keeper available.

21 Lone Working

The school recognises that certain members of staff are required to work alone without close or direct supervision as part of their contract of employment, and that they may be at risk either from intruders or personal accident when no help is available.

In addition, we also recognise that there are occasions when other members of staff work beyond normal working hours on their own, who again are potentially at risk from intruders or personal accident when there is no readily available help. The Headmaster (or the Senior Leadership Team on his behalf) reserves the right to authorise or deny such access as he deems appropriate.

Staff make reference to the Guidance document in order to manage and minimise the risks associated with working alone on the site.

During school holidays staff sign in and out at Reception and adhere to the standard school security and access arrangements.

22 Violence to Staff

We accept the Health and Safety Executive's definition of work-related violence i.e. a violent incident is: *"any incident in which a person is abused, threatened or assaulted in circumstances relating to work."*

We consider that work-related violence is unacceptable and our aim is to reduce to the lowest reasonably practicable level, the likelihood of you being exposed to violence and aggression while at work. We identify all activities where there is the potential for work-related violence and ensure that the risk assessments for these activities consider the hazards of violence and aggression. This includes activities involving direct contact with members of the public or involving the handling of money and/or desirable goods. It is possible that the actions of a student may also place you at risk from violent behaviour, in which case the same approach applies but reference will also be made to the Behaviour Policy.

Where you may be exposed to risks of work-related violence, we inform you of the findings of the relevant risk assessments and we seek to reduce these risks to the lowest reasonably practicable levels by implementing engineered and procedural control measures. Where we identify that training and instruction will help to reduce risks, you are provided with such training. This will include, but will not be limited to:

- how to identify potential incidents of violence before they happen;
- how to prevent incidents from developing;
- appropriate behaviour for providing non-confrontational services to public;
- actions to take in the event of a violent incident.

If you feel that you are losing control of a situation or that the other person is becoming aggressive, you should try to withdraw and obtain assistance. The type of assistance provided depends on the situation. If the Headmaster or another senior manager considers that it is the best way to calm a situation, an aggressive person is asked to leave the premises.

If it is believed that an aggressor is in possession of an offensive weapon, then the police are called immediately (preferably unknown to the aggressor). You must not attempt to disarm an assailant unless personal injury is imminent. You must not pick up an object to use as a weapon except in self-defence. Your safety and that of members of the public are paramount and entirely outweigh the value of any money or property that could be stolen. You are not expected to foil a raid or to try to prevent theft, if doing so would put any person's life in danger. All incidents involving work-related violence or aggression are recorded. This applies to incidents where there are no injuries as well as to those where injuries occur.

23 Manual Handling

Activities involving manual handling can attribute to personal injury if the task is not carried out following simple basic principles. The term manual handling refers to an activity where human effort is needed to perform some of the following (this list is not exhaustive):

- Lifting;
- Pushing;
- Pulling;
- Reaching;
- Carrying.

We recognise the potential for injury associated with manual handling tasks and where possible will introduce mechanical means for lifting or aids to help avoid excessive effort. Where it is not possible to avoid manual handling we assess the risk and provide you with manual handling training appropriate to the tasks you are required to perform whilst at work. We understand that we all have different capabilities due to differences of strength, previous injuries, nature of the load etc. It is therefore important that if you believe a task is beyond your capability you ask for help.

All staff receive moving and handling training as appropriate to enable them to work safely and we have and maintain a range of mechanical aids to help you lift and move objects safely. Where possible risk assessments are completed and mechanical devices used in place of individuals. Where heavy fragile or awkward objects are to be used a team will lift and one person will supervise this team to ensure coordination. Where possible items are broken down to smaller size to ensure ease of movement.

24 Slips and Trips

We recognise that slips and trips are the cause of many workplace incidents. There are many simple ways to control slips and trips risks and prevent accidents and as a College we do the following:

- Stop floors becoming contaminated;
- Use entrance matting;
- Fix leaks from machinery or buildings;
- Make sure plant and equipment are maintained;
- Design tasks to minimise spillages;
- Plan pedestrian and vehicle routes to avoid contaminated areas;
- Use the right cleaning methods;
- Make sure that your cleaning method is effective for the type of floor you have;
- Don't introduce more slip or trip risks while cleaning is being done;
- Leave smooth floors dry after cleaning or exclude pedestrians until the floor is dry;
- Remove spillages promptly;
- Have effective arrangements for both routine cleaning and dealing with spills;
- Use the appropriate detergent mixed at the correct concentration;
- Consider the flooring and work environment;
- Check for loose, damaged and worn flooring and replace as needed;
- Floors likely to get wet or have spillages on them should be of a type that does not become unduly slippery;
- Make sure lighting is sufficient and that slopes or steps are clearly visible;
- Keep walkways and work areas clear of obstructions;
- Get the right footwear;



- Where floors cannot be kept clean and dry, slip-resistant footwear can help prevent slip accidents. If footwear is supplied as personal protective equipment (PPE), it must be supplied free of charge to employees;
- Think about people and organisational factors;
- Consider how work is organised and managed, e.g. to avoid rushing, overcrowding, trailing cables;
- Make sure employees are involved in the decisions that affect them, e.g. choice of PPE footwear or a change in cleaning methods.

What can employees do to prevent slips and trips?

- If you have an accident or a near miss, make sure you report it to the Head of Facilities promptly. They can use this information to prevent future accidents;
- If you see a spillage, clean it up or make arrangements for it to be cleaned;
- Report any damaged floors or mats;
- Play your part and keep the workplace tidy;
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe;
- If you are given PPE, wear it and look after it. Report any faults or and make arrangements for a replacement;
- Tell your line manager or the Head of Facilities about any work situation that you think is dangerous, or if you notice that something has gone wrong with their health and safety arrangements.

25 Falls

Falls are often discussed along with slips and trips but they are very often much more serious - and potentially fatal. Falling from height, falling into an excavation or falling from a vehicle are some common workplace accidents that can all be avoided by proper planning, assessments, training and supervision.

You must remember that what you might fall onto is also an important consideration when considering the potential risk of completing a task at height. Even falls from vehicles and cabs should be considered as these are also a common cause of workplace injuries.

Before any work at height is undertaken it will be suitably assessed to either avoid doing it at all or to work out the best and safest way to complete it. This includes the use of ladders through to scaffolds and access equipment. You are encouraged to speak to external consultants when planning any height work or before engaging contractors to complete this work for us.

Installers working on unfamiliar sites or construction environments are particularly at risk and information on site hazards will be sought before starting work in the form of a site induction.

See the Guidance document for information about working at height.



26 On-site Vehicle Movements

Operating or working on or under vehicles and moving around the site as a pedestrian is hazardous and can result in fatal accidents. It is therefore of paramount importance to follow the site rules and College policies when involved with vehicles. Lorries, trailers, customer vehicles, forklifts and cars all pose a significant hazard to employees and visitors.

The Head of Facilities completes and maintains a risk assessment for vehicle movements and reviews the controls in place to keep everyone safe.

Segregated routes and designated parking areas are clearly identified and these must be used. Students, staff, visitors and contractors are properly inducted and have the hazards clearly explained to them.

27 School Minibuses

You must not drive any school vehicle without the express permission of the Head of Facilities, and only when suitably qualified and insured to do so. The status of your licence will be checked on the DVLA website.

All journeys are booked in advance with the School Office who will allocate the appropriate vehicle. Before you commence your journey, remember to read the "Instruction Sheet for the use of the Minibus" (a copy of which is in each minibus) and to collect a copy of the "Minibus Driver Checklist" form, which is to be filled in upon the completion of your journey and returned to the School Office.

Drivers are responsible for ensuring that:

- Daily safety checks are completed;
- They are seated and using safety belts;
- Visibility is clear all round;
- Speed limits are adhered to at all times;
- Road and weather conditions are taken into account and driving altered accordingly;
- The vehicle carries a first aid kit and fire extinguisher;
- The vehicle carries no more than the permitted number of passengers;
- Smoking is not allowed;
- The Head of Facilities is informed immediately about any driving convictions;
- They do not drive whilst under the influence of alcohol or drugs;
- They do not drive whilst taking medication that could affect their ability to drive safely.

A second driver is required if a journey of more than 200 miles is to be undertaken as part of a working day including other duties. There may be other times (for example at the end of the day) when a second driver should be used even if the journey is relatively short. A driver will also consider whether, taking into account the ages, size and nature of the group it might be sensible to have a second driver to help 'manage' the passengers.



The maximum working day, including driving, should not normally exceed eight hours and in no case exceed ten hours. A second member of staff is desirable if driving is during usual sleeping time. If you are driving a minibus and feel tired, you must stop for a short rest, even if that means late arrival. Any long journey must be punctuated by regular rest breaks even if you do not feel tired; do not drive for more than two hours without a break of at least 20 minutes.

No alcohol may be consumed before driving. Drivers must also be aware that driving shortly after eating is liable to induce sleep. If there is any doubt about whether a second driver is needed, consult the Bursar. Always err on the side of safety.

Before commencing the journey, confirm that:

- The minibus is not overloaded;
- The aisles are not blocked i.e. there must be quick access to the doors in case of accident and that luggage is safely stowed. There must be clear and unobstructed means of escape from two exits. Drivers must ensure that the trailer (if used) does not obstruct escape;
- All seat belts are fastened before the minibus is driven;
- Passengers remain seated and with seat belts fastened at all times during a journey;
- The child safety signs at the front and back of the minibus are in position at all times.

The driver of a minibus is legally responsible for his/her passengers' welfare. The following are checked by the driver before every trip, using the checklist in the bus:

- Lights (including indicators, brake lights and number plate lights), mirrors, seat belts, brakes, tyres;
- Licence, fire extinguisher, first aid kit, wipers and washer bottle;
- That all luggage and equipment is properly secured leaving free access to the exit doors and that the small bus permit disc is displayed on the windscreen.

In the event of an accident, ensure that all persons involved are safe and comfortable. Call the appropriate emergency services if needed. Notify the School Office as soon as possible. If questioned by a third party, accept no liability. All damage, however minor, must be reported to the Head of Facilities.

Drivers are responsible for parking safely. The company will not be responsible for parking fines. The responsibility rests solely with the driver of the vehicle, who will be liable for any fines occurred. All staff must drive within speed limits and road restrictions. Therefore, we do not compensate staff for any speeding fines. Employees that are convicted of speeding fines whilst driving on school business may be subject to disciplinary procedures.

When the vehicle is returned to the school site at the end of the journey, drivers must ensure that it is safely parked, cleared of rubbish, and the keys returned to the School Office.

Additional information on driver qualification, training, licencing and minibus management may be found in the Guidance document.

28 Management of asbestos

There are no health risks to people working in a premises, so long as any presumed asbestos containing materials (ACMs) remains in good condition and are not disturbed. However, if the



materials are abraded, drilled or worked on with power tools the dust generated may contain asbestos fibres and there will be risks to anybody exposed.

To ensure that risks from ACMs are reduced to the lowest reasonably practicable level we operate the following procedures:

- We do not allow work on known ACMs;
- An Asbestos Register listing the locations and conditions of all known and presumed ACMs is kept on our own properties;
- The Asbestos Register is brought to the attention of any person who might disturb or work on or near to a known or presumed ACM;
- Before any work near to a known or presumed ACM is allowed to commence a risk assessment is carried out and a method statement written. We may refer the issue to our safety consultants. The risk assessment and method statement identifies how the work will be carried out without exposing any person to risks from asbestos fibres. Where necessary, arrangements are made for additional samples to be taken and analysed;
- The persons who are doing the work receive suitable training. They are informed about the hazards and the precautions they need to take to ensure their health and safety.

Any employee observing damage to any suspected ACMs must report this to the Head of Facilities.

If during the course of your work you encounter a material that may contain asbestos and you were not informed about it before you started work, you must immediately stop work and take advice from the Head of Facilities. Work is not allowed to recommence until the material has been identified and a safe system of work agreed.

29 Control of Hazardous Substances

A hazardous substance can present itself as a liquid, dust, fume, gas, and powder, solid or as bacteria, virus or bodily fluid. Injury or ill health can be caused through substances absorption through skin or eyes, ingestion, inhalation or skin puncture. The Control of Substances Hazardous to Health (COSHH) Regulations, require that we assess and control exposure to hazardous substances defined in these regulations. (Some substances are covered by other regulations – such as medicines, asbestos and lead). We acknowledge our duty and assess the risk from exposure to employees or other persons to substances we use, store or create.

We do this by adopting the following course of action:

- Maintaining a register of substances we use or create;
- Evaluating the risk to health of each substance;
- Deciding what precautions are required to be implemented;
- Recording assessments;
- Providing information and training to those how are or may be at risk;
- Deciding when the assessment needs to be reviewed.



When completing the risk assessment of the substance we consider:

- The number of people affected;
- The risk to health – especially consider pregnant and young persons;
- How to prevent exposure;
- How to reduce the frequency or duration of exposure;
- What other steps might be required to achieve a suitable control of exposure – e.g. information, instruction, training, personal protective equipment.

For man-made substances, the material safety data sheets (MSDS) are filed with the substance register and used to complete the risk assessments. For other substances, such as bodily fluids, viruses, bacteria and dusts more detailed assessments or monitoring techniques may be required to establish the level of risk.

Some substances present a low risk if used in isolation, however if combined with other substances can create a significant hazard. Employees must read and understand safety information provided on the product packaging and on the safety data sheet.

We ensure that anyone required to undertake assessments receives suitable training and instruction and is therefore competent. In certain circumstances the risk assessment may determine that employees require expert advice and monitoring. This may include:

- Sampling or personal monitoring to determine air quality;
- Health surveillance to establish any effects on personal health;
- Engineering controls such as ventilation systems.

Wherever this is the case, a policy and procedure is prepared and communicated to those involved. The assessments are reviewed regularly, the intervals between reviews are commensurate with the potential for harm, e.g. less harmful products should be subject to a formal assessment every 2 years, others more often. Records connected with ill-health are kept for 40 years.

Where we engage contractors, similar approaches to assessment and control of exposure are expected, with contractors being responsible for completing their own risk assessments and arranging for safe storage if left on site.

Storage locations for hazardous substances are 'suitable' and information on safe storage is obtained from the data sheet. Typically, chemicals are kept with consideration to ventilation, temperature, spillage, security arrangements, away from food production and product and unauthorised persons – e.g. vulnerable adults and children.

Those using hazardous substances are familiar with the symbols used to identify the types of hazard associated with the products (see Guidance document). Substances are never be decanted into unmarked containers and they are stored with suitable caps and lids. Further information can be found on the HSE website or in 'COSHH Essentials' – INDG136

If you are in any doubt about the safety of a substance, you must ask the Head of Facilities who will take further advice as required.



30 Selecting and Managing Contractors

We have a contractor vetting system in place and this must be followed:

There are two types of organisation with whom we contract: 1) companies, who select their own staff to attend and 2) self-employed/sole traders.

Category (1) companies are responsible for providing confirmation that the appropriate checks have been carried out on their staff, including Enhanced DBS checks. If they cannot do so, then their staff are supervised at all times whilst on site. For those in (2), the College undertakes DBS checks on their behalf. If no checks are in place, then they are supervised at all times whilst on site.

The Head of Maintenance keeps a preferred supplier list so that the number of contractors can be kept to a minimum and ensure that we keep track of our decisions and information regarding checking them. The HR Manager is responsible for contacting the companies with a standard letter asking them to confirm if their staff are DBS checked and for contacting the self-employed/sole traders to ask them to complete a DBS check with us. The HR Manager must be informed when the College intends to use a new contractor so that the checks are in place before they do any work for us.

The only exception is for emergency work, when we take a risk–assessment approach, which may mean supervising the contractors whilst they are on site.

All contractors have a named contact on the school staff who is responsible for providing a site induction. Site inductions cover topics such as:

- Fire safety arrangements;
- First aid facilities;
- Welfare arrangements and facilities;
- Details of our policies and procedures relative to any work taking place on our premises;
- Any permit to work system in operation or required;
- Site hazards;
- Child protection requirements.

Safety standards are reviewed regularly by the Head of Facilities on behalf of the Governing Body – as and where contractors fail to maintain standards, suitable action is taken to redress this.

31 Maintenance

A yearly planner is prepared by Head of Maintenance and regular checks identified and carried out under the supervision of the Head of Facilities to ensure that the buildings, grounds, machinery and plant are maintained to a high standard. The in house maintenance team and our designated contractors ensure compliance in line with this yearly planner including preventative measures.

The template for this planner and further information about the elements of maintenance to be checked and monitored may be found in the Guidance document.

32 Fire Safety

Eltham College has a separate Fire Risk (Prevention) Policy and Evacuation Procedures.