The Prebendal School

A9_Home & Safety Policy

This policy relates to the whole school including the Early Years Foundation Stage

HEALTH and SAFETY POLICY STATEMENT

a) The Governors and Head are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School’s operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.

b) The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Pupils, Staff and others affected by the School’s activities, by identifying and then controlling hazards.

c) The Head, assisted by the Bursar and Deputy Head, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

d) Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.

e) Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use the protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to the Bursar or Head or to their Head of Department.

Mrs L Salmond Smith
Head
Date: 01.09.18
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BURSAR & HEAD

a) Will ensure that there is an effective policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
d) Will ensure that responsibilities are properly assigned and accepted at all levels.
e) Will take direct interest in the Health and Safety Programme and support all persons carrying it out.
f) Will ensure that all areas of the School are continually monitored, from a Health and Safety point of view.
g) Will review the reports from the Deputy Head and Department Heads and take action where appropriate.
h) Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
i) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

RESPONSIBILITIES
DEPUTY HEAD (ACADEMIC AND PASTORAL)
a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
b) Will ensure that responsibilities are properly assigned and accepted at all times.
c) Will assist the Head in ensuring that all areas of the School are inspected, from a Health and Safety point of view, once per term.
d) Will assist the Head in ensuring that all Teaching Staff have adequate training for the tasks that they are required to perform.
e) Will assist the Head in ensuring that all Staff have read and understand the Health and Safety Policy, either in its entirety or the sections relevant to them.

RESPONSIBILITIES
BURSAR
a) The Bursar is responsible for the day to day implementation of the School's Health and Safety arrangements.
b) Will fully familiarise him/herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
c) Will draw up safe methods and procedures, written where appropriate, for operations under his / her control.

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d) Will ensure that Personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
e) Will inspect all new plant, buildings and equipment for potential hazards as necessary.
f) Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
g) Will ensure in conjunction with the Head that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
h) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.
i) Will be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurances etc. in place.
j) Will, in conjunction with the Head, ensure that all areas of the School are inspected, from a Health and Safety point of view, regularly.
k) Will review, in conjunction with the Head, the reports from the Deputy Head and Department Heads and take action where appropriate.
l) Will monitor the effectiveness of the implementation of the Health and Safety Policy.
m) Will report to the Head concerning Health and Safety matters, making recommendations as necessary.
n) Will, in conjunction with the Head, ensure that there is sufficient material and publicity for the Health and Safety Programme.
o) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
p) Will inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the School, in conjunction with the Head Governor.
q) Will ensure that all areas of the School are inspected from a Health and Safety point of view regularly.
r) Will undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations 1999, the Management of Health and Safety at Work Regulations 1998 and other regulations as appropriate, calling in experts in specific fields as necessary.

RESPONSIBILITIES
HEADS OF DEPARTMENT
a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
b) Will draw up Safe Methods and Procedures, written where appropriate, for operations within their department.
c) Will ensure that all classroom/work areas are safe before they are used by any person.
d) Will ensure that all equipment is safe before it is used by any person.
e) Will ensure that Protective Equipment, where appropriate, is used at all times.
f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Head or Bursar without delay.
g) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.
RESPONSIBILITIES
TEACHING STAFF
a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
b) Will ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.
c) Will ensure that all classroom/work areas are safe before they are used by any person.
d) Will ensure that all equipment is safe before it is used by any person.
e) Will ensure that Protective Equipment, where appropriate, is used at all times.
f) Will ensure that any hazardous or dangerous conditions or situation are reported to the Head or Bursar without delay.
g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

RESPONSIBILITIES
ALL OTHER STAFF
a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
b) Will observe Health and Safety Rules at all times.
c) Will conform to all advice given by the Head and Bursar and instructions of others with a responsibility for Health and Safety.
d) Will report all accident, damage, hazardous or dangerous conditions or situations to their Head of Department, Head or Bursar without delay.
e) Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.
f) Will ensure that working areas are kept clean and safe.
g) Will inspect all equipment and plant before use to establish that it is safe to use.
h) Will familiarise themselves with First Aid and Fire Procedures.
i) Will look after all Health and Safety equipment properly and report any defects immediately.

RESPONSIBILITIES
ALL OTHER PERSONS ON THE SCHOOL PROPERTY
a) Will observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.
b) Will not work on the premises until the relevant rules are read, understood and accepted.
c) Will not work on the premises until covered by insurance against risk.

METHODS and PROCEDURES
SAFE SYSTEMS
Heads of Department have devised Safe Systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department. The systems will have taken into account the following principles as far as reasonably practicable:

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a) The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
b) Analysis of the tasks involved, including safety analysis and the provision of clear instructions.
c) Where appropriate, details of the correct sequence of operations involved.
d) Identification of safe procedures, both routine and emergency.
e) Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:
a) ART & TECHNOLOGY - use of equipment - room rules
b) SCIENCE LABORATORY - safety procedures
c) SCHOOL GROUNDS - use of hazardous equipment

METHODS and PROCEDURES
TRAINING
Teaching Staff engaged have all received teaching training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.
All staff receive Induction Training in line with the School’s Induction Programme. Ancillary Staff etc. will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training staff will be competent to carry out the tasks for which they have been engaged. Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them.

METHODS and PROCEDURES
PLAYGROUND SAFETY
The School Staff have a Duty Rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.
The Playground is fully enclosed which ensures that safety is ensured and if Duty Staff identify an area of the School Grounds that has become unsafe, they designate it ‘out of bounds’, report it and ensure that it is not used until it is declared safe, following remedial work.
In all cases the School ensures that staff, supervising the playground activities, are competent to undertake the task.

METHODS and PROCEDURES
SPORT - General
Sport in the School is co-ordinated and organised by the Heads of Boys and Girls Sport who have devised a full policy for sport activities. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling. Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in a
situation where injury or illness has occurred during the day when pupils will be excused sport.
For all sports, the School requires that the relevant protective equipment be worn.

SPORT - Injuries
There is a full procedure in place for injury in sport activities. Sport Staff are First Aider trained and will handle the situation provided that it is within their sphere of competence. If the injury is more serious, then an Ambulance will be summoned as appropriate. In such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

SWIMMING
Swimming is carried out off site at Westgate Leisure Centre - The Normal Operating Procedure and Emergency Action Plan of the pool are adhered to.
Leisure centre staff and school staff carry out the Swimming Tuition and they are appropriately trained.
In addition, lifeguards, provided by the Leisure Centre, are present to assist in ensuring the pupils' safety.

METHODS and PROCEDURES
FIRE
The School is regularly inspected to ensure that it complies with all relevant requirements.

GENERAL
Fire Procedures are posted in all classrooms with instructions as to the route to be followed in the event of fire.
Details of assembly points are included in Fire Procedure instructions.
Each term all pupils are instructed in the action to be taken in the event of fire.

FIRE DRILLS
Fire practices are carried out each term and these practices are recorded in the Fire Log.

METHODS and PROCEDURES
OFF SITE ACTIVITIES -Field Trips, Visits etc
For trips of this nature the School's trips' policy applies, its main provisions are summarised below:
a) Careful planning of trip with prior visit made by organiser if necessary.
b) Adequate evaluation of all Health and Safety factors involved.
c) Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

SUPERVISION:
The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.
For all off site activities the following points will be taken into consideration:

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a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
b) The expertise of Staff accompanying the trip.
c) Accident and Emergency procedures.
d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.
e) Risk Assessment of any hazards that are likely to be encountered.

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

METHODS and PROCEDURES
FIRST AID and MEDICINE CONTROL
First Aid and Medicines are under the control of the First Aid Co-ordinator.
First Aid Boxes are always kept topped up from a supply kept by the First Aid Co-ordinator.
The following items are also controlled by the First Aid Co-ordinator:
2) The Pupil's Medicines - kept in a locked cabinet and administered as directed.
3) Daily Record Book - detailing what has been given to whom, for the record.
4) A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

METHODS and PROCEDURES
CATERING
The School contracts out its catering arrangements and the activities in the Kitchens are under the control of the Catering Manager who is reports to the Bursar.
The Catering Manager ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the School's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.
In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out.
1) Cleaning schedules are established and details recorded.
2) Equipment temperature checks are carried out daily and the results recorded.
3) Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
4) A sample of food from each meal is taken and kept to be available for checking and examination at a later date should the need arise.
5) Equipment is maintained in accordance with a schedule and the details recorded.
6) A full Management system for Food Hazard Analysis and Critical Control Point has been implemented.
7) Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands, with the exception of a wedding ring, is not permitted.
8) Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
9) General hygiene inspections are carried out on a regular basis.
10) Recommendations, following visits by the Environmental Health Officer, are implemented without delay.
In addition to the above, all the kitchen staff have undertaken training in Food Handling.

METHODS and PROCEDURES
CLEANING
The School undertakes its own cleaning arrangements. The School is responsible for carrying out assessments for Risk and COSHH as required.
CLEANING SCHEDULES:
Cleaning schedules for holiday periods are different than for term times. During holiday periods areas are cleaned more thoroughly as required. The opportunity is taken to carry out this work while the buildings are unoccupied.
Cupboards containing cleaning materials are locked when not in use.

METHODS and PROCEDURES
CONTROL OF VEHICLES
Control of vehicles is of paramount importance within the School's site.
In order to assist safety the vehicle area is separated from the playground area by fencing and gates.

The following rules must be observed at all times:
a) Speed must be kept to a minimum
b) Care to be exercised always
c) Parking only to be carried out in designated areas

METHODS and PROCEDURES
SECURITY OF SITE
The School has taken all reasonable steps to prevent unauthorised entry into its premises. Outer doors are locked during the day and a controlled entry system is operated.
Visitors are required to report to reception on arrival.
Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.
Security of the site is assisted by the provision of passive infra-red CCTV cameras.

METHODS and PROCEDURES
MACHINERY and PLANT
Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2) (a) of the Health and safety at Work Act 1974. The inspections and checks are carried out as follows:
1) Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
2) Twice yearly servicing of Fire Alarm System.
3) Twice yearly checking of Emergency Lights.
4) Annual and Four Yearly checks on Portable Electrical Equipment (risk-driven).
5) Annual Service of Heating Equipment.
6) Annual service of Fire Extinguishers.
7) Servicing of Catering Equipment as required.

METHODS and PROCEDURES
ENVIRONMENTAL CONTROL
CLASSROOMS and GENERAL AREAS
Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

ART ROOM and SCIENCE LABORATORY
Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 1999. These areas use dilution ventilation and local exhaust ventilation as necessary.

KITCHENS
The kitchen is fitted with an extract ventilation system to ensure that conditions in this area remain satisfactory for personnel.

METHODS and PROCEDURES
REPORTING PROCEDURES - Accidents and Near Misses
The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (amended 2012) as follows:

a) IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD (TELEPHONE) IF ONE OF THE FOLLOWING OCCUR:
1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
2) Major Injury to Staff, Pupils or Any Other People in an accident on the premises - The Major Injury as listed in the Regulations.
3) Dangerous Occurrences listed in the Regulations.

b) REPORTING:
1) A report will be sent to the Health and Safety Executive within 10 days of any notifiable incident covered by 1) 2) and 3) above.
2) A report will be sent to the Health and Safety Executive within 15 days for any other injury which results in Staff being absent from, or unable to do their normal work for more than 7 days.
3) A report will be sent to the Health and Safety Executive within 10 days in the case of ill health listed in the Regulations.

Online reporting guidance can be found on www.hse.gov.uk/riddor/report.htm

c) EYFS
1) Registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
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2) Ofsted must be notified of any food poisoning affecting two or more children cared for on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident.

d) RECORD KEEPING:
A record will be kept of any injury, occurrence or disease requiring report

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

METHODS and PROCEDURES
HAZARDOUS SUBSTANCES
Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:
a) Listing of Substances being used to establish whether they come under COSHH Regulations.
b) Carry out COSHH Assessment having regard to the following points:
   1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
   2) Control Measures to be adopted.
   3) Maintenance of the Control Measures.
   4) Monitor the situation to establish that the measures are effective.
   5) Undertake Health Surveillance where relevant.
   6) Carry out Instruction and Training to ensure the following are understood:
       Use of the substances, their handling, storage and disposal
       Emergency Procedures
       Methods of Control
       Use of Personal Protective Equipment
c) Record all information on relevant assessment form.
This type of assessment would be carried out by the Bursar, Head and Deputy Head with assistance from other Personnel as required.

METHODS and PROCEDURES
PERSONAL PROTECTIVE EQUIPMENT
There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:
a) Provide suitable PPE
b) Assess present PPE
c) Maintain PPE
d) Provide accommodation for PPE
e) Ensure PPE is compatible
f) Replace PPE where lost or damaged
g) Ensure PPE is used properly through instruction and training of staff
Under the same Regulations, Staff will:
a) Use the PPE correctly
b) Always wear PPE
c) Report any loss or defect

METHODS and PROCEDURES

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DISPLAY SCREEN EQUIPMENT
The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.

b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.

c) Implement any requirements established in b).

d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.

e) Provide eye and eyesight tests for the 'user' or any person about to become a user.

f) Provide appropriate eye and eyesight corrective appliances as necessary.

g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

METHODS and PROCEDURES
RISK ASSESSMENT
Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998. The Assessment will establish the following:

a) The Hazards associated with a particular activity.

b) The Potential Frequency and Severity of an accident.

c) The Control Measures being employed to minimise the risk of an accident occurring.

d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Head, Deputy Head and Bursar with assistance from other personnel as required.

METHODS and PROCEDURES
MANUAL HANDLING
The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.

b) Where activities involving risk cannot be avoided they will be subject to an assessment.

c) The risk of injury will be reduced as far as reasonably possible:
   - assistance from other personnel
   - use of sack barrows or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

01.09.18/01.09.19/H/M
METHODS and PROCEDURES
NOISE
The School regards Noise as a very important issue and takes the following action in order to minimise its effect.
1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
2) Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this. Noise assessments will be carried out by the Bursar with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

VIBRATION
The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:
1) Equipment is selected carefully to ensure that the vibration level is as low as possible.
2) Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
3) Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory. If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

METHODS and PROCEDURES
WORK AT HEIGHT
The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005. The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment. In order to ensure that the School complies with these regulations, the following will be taken into account:
   a) Work at Height will be properly planned and organised.
   b) Those involved in Work at Height will be properly trained and competent.
   c) A Risk Assessment will be carried out to establish the correct access equipment.
   d) Equipment for Work at Height will be properly inspected and maintained.
   e) In addition, risks due to work on or near fragile surfaces will be properly controlled.
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The School will further comply with the Work at Height Regulations by taking account of the following:
Avoiding Work at Height if reasonable to do so.
Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

METHODS and PROCEDURES
CONTROL of CONTRACTORS
The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.
In order to meet these obligations The School exercises control over contractors in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS
The following items will be taken into account:
   a) Adequacy of Health and Safety Policy
   b) Control Structure
   c) Safe Systems of Work in Operation
   d) Training Standards

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION
The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:
   a) Special Hazards applicable – e.g. asbestos
   b) Safe Access to/egress from the site
   c) Confined Space Entry
   d) Chemical Storage
   e) Occupational Health Risks including Noise

3) APPOINTMENT OF CONTRACTOR
Based upon the best bid, taking into account all factors

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE
Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE
   a) Nomination of person to co-ordinate all Health and Safety aspects
   b) Pre-commencement meeting to establish Contractor Liaison Person
   c) Arrangement of regular progress meetings
   d) Regular inspection of Contractor's operations
   e) Participation in site Safety Committee - where applicable
   f) Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a)
g) Notification by Contractor of all accidents etc
h) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007.

METHODS and PROCEDURES
CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2007 (CDM).

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

a) Select and appoint a Planning Supervisor and Principal Contractor.
b) Ensure that the Planning Supervisor and Principal Contractor are competent and check their allocation of resources to Health and Safety.
c) Ensure that an adequate Health and Safety Plan is in place before work commences.
d) Pass on information about the land and/or premises to be developed.
e) Ensure that the Health and Safety File, prepared on completion of the project by the Planning Supervisor, is kept available for those subsequently carrying out construction work.

In line with Regulation 4 of the Construction (Design and Management) Regulations 2007, the School may elect an agent to act on its behalf when projects involving these regulations apply. On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

METHODS and PROCEDURES
CONSULTATION WITH EMPLOYEES

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

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

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Safety Committee if deemed appropriate.

METHODS and PROCEDURES
MONITORING POLICY

01.09.18/01.09.19/H/M
The Health and Safety Policy will be monitored on an on-going basis by the Head and Bursar. Checks will be made annually with an inspection being made of all areas of the School followed by a report. There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities.