

# **Health and Safety Policy**

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## **Hyde Park School**

Minerva Education

Hyde Park School

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## 1 Health and safety policy statement

- 1.1 This is the Health and Safety Policy Statement of Hyde Park School London Limited (the **Company**) which operates Hyde Park School.
- 1.2 The Company applies high standards in the management and control of all operations, to include matters of health and safety. These are designed to ensure that staff, pupils and those who visit the Schools or may otherwise be affected by the Schools' operation are safe.
- 1.3 This Health and Safety Policy (**Policy**) applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at the Schools.
- 1.4 Our statement of general policy is:
- to provide adequate control of the health and safety risks arising from our work activities
  - to consult with our employees, pupils and anyone else affected on matters affecting their health and safety
  - to provide and maintain safe plant and equipment
  - to ensure safe handling and use of substances; to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations
  - to provide information, instruction and supervision to employees
  - to ensure all employees are competent to do their tasks, and to give them adequate training
  - to prevent accidents and cases of work-related ill health
  - to maintain safe and healthy working conditions
  - to review and revise this policy as necessary at regular intervals
  - to ensure that adequate resources are available for the management of health and safety issues.
- 1.5 A copy of this Policy can be made available in large print or other accessible format upon request.
- 1.6 [Full details of all policies and procedures can be found on the Schools' shared computer network under Health and Safety and in the Schools' Health and Safety Handbook.]
- 1.7 Any references to legislation in this Policy include any subsequent amendments to that legislation.

## 2 Linked policies

- 2.1 This policy should be read in conjunction with the School policies and procedures covering the following matters:
- catering and food hygiene
  - critical incident management
  - educational visits
  - fire

- first aid and the administration of medicines
- supervision
- anti-bullying
- SEN
- Accessibility
- School weekly trips

### **3 Responsibilities**

- 3.1 As employer, the Company has overall responsibility for health and safety at the Schools and those involved in the Schools' operation. It is committed to improving health and safety.
- 3.2 Responsibility for health and safety matters at School level is delegated to the Head and responsibility for health and safety matters affecting the non-academic staff to the Group Bursar.
- 3.3 This Policy relates to health and safety whilst on School premises. The separate policy on educational visits relates to health and safety issues relating to off site visits.
- 3.4 Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer in order to comply with the law.
- 3.5 All employees must:
- 3.5.1 co-operate with supervisors and managers on health and safety matters;
  - 3.5.2 not interfere with anything provided to safeguard their health and safety;
  - 3.5.3 take reasonable care of their own health and safety;
  - 3.5.4 report all health and safety concerns to an appropriate person (as detailed in this Policy).
- 3.6 All pupils and visitors must:
- 3.6.1 co-operate with the Company and the Schools on health and safety matters and in particular follow the instructions of staff in the event of an emergency;
  - 3.6.2 take reasonable care for their own health and safety and that of others at the School;
  - 3.6.3 observe standards of dress consistent with safety and / or hygiene;
  - 3.6.4 use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety;
  - 3.6.5 report all health and safety concerns to a member of staff.

### **4 Risk assessment**

- 4.1 The Company will undertake an examination of its activities at the Schools to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the Schools' operation. This will be undertaken by the

conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.

- 4.2 Particular risk assessments will be conducted for new and / or expectant mothers, employees aged under 18 and night workers.
- 4.3 Specific risk assessments will also be undertaken to deal with matters including personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, asbestos at work, ionising radiation and fire safety.
- 4.4 Specific risk assessments will also be conducted for use of high risk areas, such as gymnasia, machinery, laboratories and workshops.
- 4.5 Risk assessments are the overall responsibility of the Group Bursar who will delegate their performance to staff members as set out in Appendix 3.
- 4.6 Action required to remove / control risks will be approved by the Deputy Head.
- 4.7 The Group Bursar will be responsible for ensuring the action required is implemented.
- 4.8 Risk assessments will be reviewed annually<sup>1</sup> or when the activity changes, whichever is soonest.
- 4.9 Further guidance on risk assessment can be found in Appendix 1.

## 5 **Consultation with employees**

- 5.1 The Company will consult with employees either directly or through their elected representative(s) and / or through their union appointed safety representative(s) in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety.
- 5.2 Representatives will be provided with sufficient information to enable them to participate fully in the consultation process.
- 5.3 Employee representative(s) are:  
Mrs Karen Dapson (Marble Arch)  
Mrs Laura Narbett (Queen's Gate)
- 5.4 The representatives will be appointed to the School's health and safety committee.
- 5.5 The Company will also consult with pupils, where appropriate.

## 6 **Information, instruction and supervision**

- 6.1 The Health and Safety Law poster is displayed in the staff room and leaflets are also available from the Group Bursar.
- 6.2 Further notices relating to first aid and fire safety will be displayed as appropriate.
- 6.3 The Schools have a certificate of employers' liability insurance at reception.
- 6.4 Health and safety advice is available from the Group Bursar.

<sup>1</sup> No prescribed statutory frequency - policy should reflect practice

- 6.5 Supervision of young workers / trainees will be arranged / undertaken / monitored by the Deputy Head
- 6.6 The Deputy Head is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

## **7 Competency for tasks and training**

- 7.1 All employees will be provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.
- 7.2 All employees will be given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures.
- 7.3 Induction training will be provided for all employees by the SLT.
- 7.4 The Schools will also ensure that all employees receive job specific health and safety training, as appropriate.
- 7.5 Job specific training will be arranged / provided by the Deputy Head
- 7.6 The Schools will provide further training if risks change and refresher training when skills are not frequently used.
- 7.7 Training records are kept at / by the Deputy Head.
- 7.8 Training will be identified, arranged and monitored by the Headmaster.

## **8 Workplace safety**

- 8.1 The Company will ensure that the School premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.
- 8.2 The Company will take all reasonable steps to ensure that the School premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils and other users of School premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004).
- 8.3 The Group Bursar will arrange a regular survey of the School premises and the maintenance and repair of School premises.
- 8.4 The Company will promote effective infection control by ensuring that the School premises are kept clean and tidy.

## **9 Vehicle safety**

- 9.1 The Company will ensure that there is adequate segregation of pedestrians and vehicular traffic on the School sites.
- 9.2 The minibus driver will ensure that all School vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.
- 9.3 The Group Bursar is responsible for ensuring that that School vehicles are properly taxed, licensed and insured.

- 9.4 The Group Bursar will ensure that drivers of School vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so and that School journeys are properly planned, supervised and risk assessed and that adequate records are maintained.

## 10 **Safe plant and equipment**

- 10.1 The Maintenance Manager will be responsible for identifying all equipment / plant needing maintenance.
- 10.2 The Group Bursar will be responsible for ensuring effective maintenance procedures are drawn up and implemented.
- 10.3 Any defects or problems found with plant / equipment should be reported to the Group Bursar and the plant / equipment should be immediately taken out of use until it has been made safe.
- 10.4 The Maintenance Manager will check that new plant and equipment meets health and safety standards before it is purchased.
- 10.5 The Company will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.
- 10.6 The Company will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

## 11 **Testing of electrical equipment, gas appliances etc**

- 11.1 The Maintenance Manager will ensure that all equipment and systems including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the Schools are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the Company and that records of inspection, maintenance and testing are retained.
- 11.2 In particular, the Company will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989 (SI 1989/635) and the Gas Safety (Installation and Use) Regulations 1988 (SI 1998/2451).

## 12 **VDUs and display screen equipment**

- 12.1 The Company will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment at in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992/2792).

## 13 **Manual handling**

- 13.1 The Company seeks to avoid the need for manual handling (defined for the purpose of this Policy as the transporting of loads by hand or using bodily force) wherever possible.
- 13.2 Where manual handling cannot be avoided, the Company will seek to reduce the risks related to manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992 (SI 1992/2793).

## 14 Safe handling and use of substances

- 14.1 The Company will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised at the Schools. In order to do so, the Company will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) (**COSHH**) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment.
- 14.2 All staff, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents / incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.
- 14.3 The Catering Manager will be responsible for identifying all substances which need a COSHH assessment.
- 14.4 The Catering Manager will be responsible for undertaking COSHH assessments.
- 14.5 The Group Bursar will be responsible for ensuring that all actions identified in the assessments are implemented.
- 14.6 The Catering Manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- 14.7 Assessments will be reviewed on a regular basis or when the work activity changes, whichever is soonest.
- 14.8 All staff will ensure that hazardous substances are locked away after use.

## 15 Asbestos

- 15.1 The Company recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (**ACM**) or presumed ACMs on the Schools premises by complying with the Control of Asbestos Regulations 2012 (SI 2012/632) and in particular by:
- 15.1.1 ensuring that the School complies with its duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate. Detailed guidance can be found in the *Asbestos essentials: advice on work on non-licensed work with asbestos (A01) (04/12)* at <http://www.hse.gov.uk/pubns/guidance/a0.pdf>;
- 15.1.2 preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;
- 15.1.3 carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
- 15.1.4 preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACMs known as an Asbestos Management Plan;
- 15.1.5 regular inspections, reviews and / or monitoring, as appropriate;
- 15.1.6 ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the School;

- 15.1.7 ensuring that all employees may come into contact with ACM or presumed ACM are adequately trained;
  - 15.1.8 ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency.
  - 15.1.9 ensuring that ACM or presumed ACM is not be disturbed unless prior agreement has been given by the Group Bursar and there are appropriate control measures in place to ensure that staff, pupils or any other users of the School premises are not exposed to asbestos;
  - 15.1.10 ensuring that only authorised staff and / or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.
- 15.2 If anyone disturbs or suspects that they have disturbed ACM they should:
- 15.2.1 not disturb it further under any circumstances;
  - 15.2.2 ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";
  - 15.2.3 immediately report it to the Group Bursar who will take appropriate action;
  - 15.2.4 ensure that any clothing which have been covered in dust or debris is appropriately disposed of.

## 16 **Emergency procedures - fire and evacuation**

- 16.1 The Company will carry out a fire risk assessment to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and safety representatives will be informed of these.
- 16.2 The Group Bursar is responsible for ensuring the fire risk assessment is undertaken and implemented and that any recommendations made by the Fire Service are implemented.
- 16.3 Escape routes are checked by employee representatives monthly.
- 16.4 Fire extinguishers and other fire fighting equipment (such as alarms and detectors) are maintained and checked by the Caretaker regularly.
- 16.5 Alarms are tested at least once per week.
- 16.6 The employee representative is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills and maintenance records and certificates.
- 16.7 In addition to the Schools' procedures regarding fire, the Company will ensure that emergency plans are prepared to cover all foreseeable major incidents which could put staff, pupils, visitors or other users of the School premises at risk and will ensure that staff and pupils are trained in what to do in an emergency evacuation. Such evacuation procedures should include any special arrangements required for employees or staff with disabilities.
- 16.8 Nothing in this policy prevents anyone from dialling 999 in an emergency.

- 16.9 All health and safety emergencies should also be reported to the Group Bursar who can be contacted on 07423431588
- 16.10 Where an evacuation is considered necessary, the main School fire bell will be activated and the emergency routine followed.
- 16.11 The Assembly points are:  
Elvaston Place Mews  
St Georges Fields, Albion Street
- 16.12 Emergency evacuation and fire drills will be tested at least once per term.

## 17 **Accidents, first aid and work-related ill health**

- 17.1 This Policy should be read in conjunction with the Schools' first aid policy.
- 17.2 The Company will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the every School site and on School arranged trips and visits at all times.
- 17.3 The Schools will undertake a risk assessment to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The Schools' risk assessment will also identify where specialist health surveillance is needed.
- 17.4 The appointed persons / first aiders are:  
Laura Balfour  
Ellis McAllister  
Karen Dapson  
Stuart Hewer
- 17.5 The first aid box(es) is / are kept at:  
Hyde Park School, Queens Gate
- Medical Room/School Office - large first aid cabinet –ground floor (G1);
  - School Office - ground floor;
  - Kitchen - large first aid cabinet - lower ground floor;
  - Ballroom (Room 11) - 1st floor;
  - Staffroom (Room 44) – 4th floor;
  - Every Classroom.
- Hyde Park School, Marble Arch
- Medical Room - first aid cabinet - adjacent to the School Office;
  - Kitchen - first aid box;
  - Shop adjacent to Form 1P;
  - Every classroom;
  - Minibus.
- 17.6 All accidents are to be reported to employee representatives and recorded in the accident books (see section 18 below).

- 17.7 Each room has its own accident book and a staff accident book is kept in the office at both sites.
- 17.8 The Company will take reasonable care to ensure that the health of its employees is not placed at risk. In doing so, the Company will consider the risk of their employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on staff.
- 17.9 All work-related ill health including work-related stress should be reported to the Group Bursar.

## 18 Reporting requirements and record keeping

- 18.1 The Company is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (**RIDDOR**). Reporting is most easily done online at [www.riddor.gov.uk](http://www.riddor.gov.uk). Fatal and 'specified' injuries involving staff can also be reported by calling 0845 300 9923. Further guidance in relation to RIDDOR reporting can be found in Appendix 4.
- 18.2 The Group Bursar is responsible for ensuring that the Schools comply with their reporting and record keeping obligations.
- 18.3 The Group Bursar is responsible for reporting accident, diseases and dangerous occurrences to the HSE or enforcing authority.
- 18.4 If anyone at the Schools is known or suspected to be suffering from disease which is classified as a notifiable disease, and / or in the opinion of a registered medical practitioner has an infection and / or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority. More information can be found at [www.hpa.org.uk](http://www.hpa.org.uk).
- 18.5 The Group Bursar will also consider whether the Schools are required to report the accident incident to any other regulatory body or organisation.
- 18.6 The Schools will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.
- 18.7 The Schools must also notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
- 18.8 Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.
- 18.9 Following an incident or accident the Schools will take all reasonable steps to collect and preserve relevant evidence and documentation.
- 18.10 The Company will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the Schools' data protection obligations.

- 18.11 Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the Schools, documents (which includes electronic documents) will generally be retained for at least six years unless:
- 18.11.1 the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday, or;
  - 18.11.2 the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and / or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.

## 19 **Monitoring and internal investigation**

- 19.1 The Company monitors health and safety both actively and reactively.
- 19.2 The Group Bursar is responsible for monitoring health and safety procedures, reviewing risk assessments, accident books / reports and accident investigations regularly reviews should include a review of health and safety related complaints and sanctions taken against employees and / or pupils for health and safety breaches.
- 19.3 The Group Bursar is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.
- 19.4 Where appropriate, the Company will seek legal advice from solicitors before commencing an internal investigation.
- 19.5 The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.
- 19.6 The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.
- 19.7 No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the Company's insurers.
- 19.8 The Group Bursar is responsible for acting on investigation findings to prevent a recurrence.

## 20 **Hirers, visitors and contractors**

- 20.1 All hirers, visitors and other users of the School premises (to include parents, contractors, delivery people and inspectors) must:
- 20.1.1 observe the rules of the School;
  - 20.1.2 ensure that they report to Reception where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School;
  - 20.1.3 ensure that they are familiar with the School's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.

- 20.2 Contractors will be selected and managed in accordance with *Use of contractors: a joint responsibility* (Health and Safety Executive (**HSE**), December 2003) and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2007 (SI 2007/320).
- 20.3 Contractors must also ensure safe working practices by all of their employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the School premises.
- 20.4 The Company will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised.

## 21 **Security**

- 21.1 The Company aims to provide a safe and secure environment for all employees, pupils and other visitors to the School premises.
- 21.2 The Company has a policy of restricting access to the School premises to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises.
- 21.3 The Company will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School buildings and grounds) by ensuring that:
- 21.3.1 there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks);
  - 21.3.2 security assessments are conducted and reviewed regularly;
  - 21.3.3 all employees and pupils are trained about the existence and operation of the Schools' security arrangements and that staff training is updated as required;
  - 21.3.4 visitors to the premises are appropriately identified;
  - 21.3.5 there are adequate supervision arrangements in place;
  - 21.3.6 all security breaches or incidents are reported to [• Position] and / or to the police or other emergency services as appropriate;
  - 21.3.7 security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

## 22 **Protection from violence and harassment**

- 22.1 The Company will not tolerate any act of violence or harassment in which an employee or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.
- 22.2 In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the Headmistress and / or the Police as appropriate.
- 22.3 Violence or harassment by employees will constitute gross misconduct and will be dealt with under the School's disciplinary procedure. Violence or harassment by pupils is likely to be

treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

**23 Lone workers**

23.1 The Company understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other School staff).

23.2 Work activities involving lone workers will be the subject of a separate risk assessment. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response.

<b>Authorised by</b>	
<b>Date</b>	17 February 2014

<b>Effective date of the policy</b>	February 2014
<b>Updated</b>	September 2016 Laura Narbett
<b>Circulation</b>	teaching staff / all staff / parents [on request]
<b>Status</b>	This Policy is issued in accordance with the Health and Safety at Work etc Act 1974 and subsequent regulations and pursuant to the Education (Independent Schools Standards) (England) Regulations 2010 (SI 2010/1997).

## Appendix 1 Guidance on risk assessment

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'.

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### Step 1: Identify the hazards

First you need to work out how people could be harmed.

### Step 2: Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors and contractors.

### Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities

### Step 4: Record your findings and implement them

If you employ five or more people, the law requires you to record your findings. You can use the attached template (see Appendix 5) or download a template from <http://www.hse.gov.uk/risk/casestudies/>.

A health and safety checklist for classrooms can be downloaded from <http://www.hse.gov.uk/risk/classroom-checklist.htm>.

### Step 5: Review your risk assessment and update if necessary

You should review what you are doing on a regular ongoing basis.

## Appendix 2 Specific Arrangements at the Schools

The following areas/activities present identified and significant risks at the Schools and as a consequence, pupils are not allowed unsupervised access to:

- The Catering Department: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- Pupils are not allowed unsupervised entry to the Cleaning and Maintenance Stores: where each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.
- Pupils are not allowed unsupervised entry to the garage.

Whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- Accessibility Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Building at Work
- Catering and Food Hygiene Policy
- Code of Safe Conduct for Staff
- Competent Advice
- Control of access and security
- Control of Substances Harmful to Health (COSHH)
- Crisis Management and Communications
- Display Screen Equipment
- Educational visits
- Electrical Safety
- E-Safety
- First Aid
- Fire safety, procedures and risk assessment
- Gas Safety
- Health and Safety Notices
- Human Flu Pandemic
- Induction of new staff
- Legionella
- Manual handling
- Medical Questionnaire

- Minibus use
- Occupational Health
- Portable Appliance Testing (PAT)
- Pupil Supervision
- Risk Assessments: Guidance on
- Security, including workplace safety and lone working
- Slips and Trips
- Special Education Needs (SEN) and Learning Difficulties
- Sun Protection (EYFS pupils)
- Temporary staff and Contractors
- Working at Heights

**Appendix 3 Risk Assessment responsibilities**

<b>Name</b>	<b>School</b>	<b>Risk assessment responsibility</b>
Lisa Maynard	Both	Fire
Lisa Maynard	Both	Legionella
Laura Narbett	Hyde Park School, Queens Gate	All rooms, corridors and exits
Karen Dapson	Hyde Park School, Marble Arch	All rooms, corridors and exits
Roger Ellis	Both	Catering and cleaning and HACCP and COSHH
Tom Aldred	Both	Grounds maintenance including use of pesticides and COSHH
Lisa Maynard	Both	Maintenance (including work at height, electricity, power tools, COSHH)
Lisa Maynard	Both	Asbestos and Asbestos Register
Laura Balfour Caroline Pulbrook	Hyde Park School, QG Hyde Park School, MA	Reprographics and copiers
Rebecca Anthony	Both	Science
Kessiah Wakley	Both	Games, dance and gymnastics
Mari Kidd/Lucy Stirton	Both	Art and DT
Laura Narbett	Hyde Park School, Queens Gate	Outdoor lessons and trips and visits
Karen Dapson	Hyde Park School, Marble Arch	Outdoor lessons and trips and visits

## Appendix 4 Guidance on RIDDOR reporting

The School is obliged to report certain accidents, diseases and dangerous occurrences or near misses under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (**RIDDOR**):

### Accidents involving staff

The School will report:

- work-related accidents resulting in death or ‘specified’ injury (including as a result of physical violence) must be reported immediately (major injury examples include: any loss of consciousness caused by head injury or asphyxia; amputation)
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than seven days.
- certain work-related diseases
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

### Accidents involving pupils or visitors

The School will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a “work activity”.

In determining whether the accident arose out of a “work activity”, the School should consider whether the accident was caused by factors, such as:

- a failure in the way a work activity was organised e.g. inadequate supervision on an educational visit
- the way in which equipment, machinery or substances were used
- the condition, design or maintenance of the School premises.

Further guidance can be found in *Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers* (EDIS1 (revision 3)), and at <http://www.hse.gov.uk/riddor/resources.htm>.

**Appendix 5    Template risk assessment**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>

## Appendix 6 Health and safety policy summary

This is the statement of general policy and arrangements for	Hyde Park School
Overall and final responsibility for health and safety is that of (give name and position)	Lisa Maynard Business Services Manager
Day-to-day responsibility for ensuring this policy is put into practice is delegated to	Hilary Wyatt Headmistress
<b>Statement of general policy</b>	<b>Responsible person (position and name)</b>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Hilary Wyatt Headmistress , Patricia Watt Deputy Head, Laura Narbett Deputy Head/Health and Safety Coordinator, Karen Dapson Head of Pre Prep and Lisa Maynard Business Services Manager
To provide adequate training to ensure employees are competent to do their work	Lisa Maynard Business Services Manager and Jim Hudson Executive Director
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Hilary Wyatt Headmistress , Patricia Watt Deputy Head, Laura Narbett Deputy Head/Health and Safety Coordinator, Karen Dapson Head of Pre Prep and Tom Aldred Maintenance Manager
To implement emergency procedures - evacuation in case of fire or other significant incident	Hilary Wyatt Headmistress , Patricia Watt Deputy Head, Laura Narbett Deputy Head/Health and Safety Coordinator & Karen Dapson Head of Pre Prep
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances	Hilary Wyatt Headmistress, Lisa Maynard Business Services Manager, Roger Ellis Group Catering Manager, Tom Aldred Maintenance Manager and Rebecca Anthony Science Coordinator
Health and safety law poster is displayed	Laura Narbett Deputy Head/Health and Safety Coordinator and Karen Dapson Head of Pre Prep

First aid box and accident book are located		Laura Narbett Deputy Head/Health and Safety Coordinator and Karen Dapson Head of Pre Prep	
Accidents and ill health at work reported under RIDDOR		Lisa Maynard Business Services Manager	
Signed		Date	30.09.16
Subject to review, monitoring and revision by	Health & Safety Committee	Every 12 months or sooner if work activity changes	

## Appendix 7 Members of the Schools' Health and Safety Committee

Name	Position	School
Lisa Maynard	Business Services Manager	Both
Laura Narbett	Deputy Head/Health and Safety Coordinator	Hyde park School, Queens Gate
Karen Dapson	Head of Pre Prep	Hyde Park School, Marble Arch
Roger Ellis	Group Catering Manager	Both
Tom Aldred	Maintenance Manager	Both

## Appendix 8 External Advisors for Health and Safety

We use external consultants to advise as required on matters of health and safety within the Schools.

- Structural Surveyors are retained to give advice on the external fabric of the school annually.
- Engineers monitor and service the school's plant, equipment, including boilers annually.
- The Schools' adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for:
  - The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
  - Appropriate pest control measures to be in place.
- The Schools have a professional fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested annually by a qualified contractor.
- The Company has a professional risk assessment for legionella, every 3 years
- The Company maintains an asbestos register at the Schools and the Group Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. [He/she is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- The Schools have current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers
- All domestic boilers are serviced annually and all domestic properties have current Gas Safety Certificates.
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken.