

TORMEAD

HEALTH AND SAFETY POLICY

This whole school policy also applies to the Early Years Foundation Stage

Policy Statement

- The Governors and the Head are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999; due regard has also been given to the non-statutory advice '*Health and Safety: responsibilities and duties for schools*' (DfE, November 2018). In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority
- The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the staff and others affected by the School's activities, by identifying and then controlling hazard
- The Head, assisted by the Bursar, 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. At least one Health and Safety committee meeting is convened per term and Health and Safety is a standing item on the agenda for all scheduled meetings of the Finance & General Purposes Committee
- Accident prevention is essential for the smooth and efficient running of the school requiring full co-operation between all concerned
- 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 protective equipment provided, follow the health and safety rules and to report any hazardous conditions to their Departmental Head, the Bursar or the Head

1. ORGANISATION AND RESPONSIBILITIES

Governors

- Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the effectiveness of that programme
- Will periodically discuss the effectiveness of the policy with the Head and Bursar and ensure that any necessary changes are made
- Will ensure that adequate staff, funds and material are provided to meet the requirements of The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999
- Will appoint a nominated Governor for Health & Safety, who will report termly to the Finance & General Purposes Committee of Governors on any Health & Safety matters arising, including the performance and effectiveness of the Health and Safety Policy

Head

- 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
- Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made
- 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
- Will ensure that responsibilities are properly assigned and accepted at all levels
- Will take a direct interest in the Health and Safety programme and support all persons carrying it out
- Will ensure that all areas of the school are inspected, from a Health and Safety point of view, routinely and regularly
- Will ensure that all teaching staff have adequate training for the tasks that they are required to perform.
- Will ensure that all staff have read and understood the Health and Safety Policy

Bursar

- Will fully familiarise himself / herself with the Health and Safety Policy and the statutory instruments and regulations as issued from time to time
- Will be responsible for ensuring that safe methods and procedures, written where appropriate, are drawn up for operations under his control
- Will ensure that personnel working under his / her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate
- Will ensure that all new plant, buildings and equipment are inspected for potential hazards
- Will ensure that all plant and equipment, where appropriate, is maintained and/or tested regularly and that adequate records are kept
- Will ensure, in conjunction with the Headmistress, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible
- Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected
- 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 insurance etc in place
- Will, in conjunction with the Head, ensure that all areas of the school are inspected, from a health and safety point of view, routinely and regularly

- Will ensure that the obligations for the reporting of accidents etc under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR) are complied with

Assistant Bursar (Estates & Facilities)

- Will supervise the school's health and safety programme.
- Will regularly inspect plant and equipment to ensure that it is safe and being operated correctly
- Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- Will report to the Head and Bursar concerning Health and Safety matters, making recommendations as necessary
- Will, in conjunction with the Head and Bursar, ensure that there is sufficient material and publicity for the Health and Safety programme.
- Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary
- Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Head and Bursar
- Will ensure that all areas of the School are inspected from a Health and Safety point of view routinely and regularly
- Will organise and chair the Health & Safety Committee meeting at least once per term
- Will undertake assessments under 'The Control of Substances Hazardous to Health Regulations', 'The Management of Health and Safety at Work Regulations' and other relevant regulations, calling in experts in specific fields as necessary
- Will hold an Institute of Occupational Safety and Health (IOSH) qualification (or equivalent) to be able to provide effective guidance on managing Health & Safety in the workplace

Junior School Senior Leadership Team

- Will fully familiarise themselves with the Health and Safety Policy
- Will draw up safe procedures, written where appropriate, for the Junior School
- Will ensure that all classrooms/work areas are safe before they are used by any person
- Will ensure that all equipment is safe before it is issued by any person
- Will ensure that protective equipment, where appropriate, is used at all times
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar without delay
- Will ensure that all Junior Department staff have read and understood the Health and Safety Policy
- Will ensure that the Junior School is safe and secure for all girls
- Will at all times endeavour to ensure the health, safety and welfare for all persons within their control

Heads of Department

- Will fully familiarise themselves with the Health and Safety Policy and regulations as issued from time to time
- Will draw up safe methods and procedures, written where appropriate, for operations within their department
- Will ensure that all classroom/work areas are safe before they are used by any person
- Will ensure that all equipment is safe before it is used by any person
- Will ensure that protective equipment, where appropriate, is used at all time.
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar without delay

- Will at all times endeavour to ensure the health, safety and welfare for all persons within their control

Teaching Staff

- Will fully familiarise themselves with the Health and Safety Policy and regulations as issued from time to time
- Will ensure that all safe methods and procedures, where appropriate, are followed at all times
- Will ensure that all classroom/work areas are safe before they are used by any person
- Will ensure that all equipment is safe before it is used by any person
- Will ensure that protective equipment, where appropriate, is used at all times
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Departmental Head, Bursar or Head without delay
- Will, at all times, endeavour to ensure the health, safety and welfare for all persons within their control

School Health Care Lead

- Will fully familiarise herself with the Health and Safety Policy and regulations as issued from time to time
- Will be responsible for treating injuries and illness within the school in so far as it is within her jurisdiction and training, using outside medical authorities as appropriate and necessary
- Will ensure that adequate first aid records are kept
- Will ensure that all medicines within the Wellbeing Centre are kept in a locked cabinet at all times
- Will ensure that stocks of medicines for general use are adequate at all times
- Will ensure that all First Aid boxes are fully equipped at all times
- Will administer medicines as directed ensuring that permission in writing has been obtained from a parent first
- Will keep a medicines book detailing what has been given to whom and when
- Will ensure that the medical room is always kept locked when it is unattended
- Will ensure that parents are immediately notified in the event of an accident

Whilst the responsibilities of the Health Care Lead include the above, for full details please refer to the **First Aid Policy**.

All Other Staff

- Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves
- Will observe Health and Safety rules at all times
- Will conform to all advice given by the Bursar and instructions of others with a responsibility for Health and Safety
- Will report all accidents, damage, hazardous or dangerous conditions or situations to their Departmental Head or Bursar without delay
- Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate
- Will ensure that working areas are kept clean and safe
- Will inspect all equipment and plant before use to establish that it is safe to use
- Will familiarise themselves with first aid and fire procedures
- Will look after all Health and Safety equipment properly and report any defects immediately

All Other Persons on School Property

- Will observe the health and safety rules and the instructions given by persons enforcing the Health and Safety Policy.
- Will not work on the premises until the relevant rules are read, understood and accepted.
- Will not work on the premises until covered by insurance against risk.

2. STAFF TRAINING AND CONSULTATION WITH STAFF

The Governing Body ensures that all staff are provided with a copy of the school's Health & Safety Policy and staff are required to sign to acknowledge that they have read and understood its contents. The Bursar reminds all staff of the contents of this policy and their duties as an employee on at least an annual basis.

In addition to this policy, Health & Safety posters are displayed in the Senior School office, the Junior School office and both staff rooms to advise staff of the duties of the employer and those of all employees. Specific training is provided for those staff whose work involves a greater element of risk.

We recognise that our employees are the best placed to identify and understand the risks in their workplace. We advise all staff to note minor health and safety concerns and to contact the Bursar as soon as practicable about immediate or serious concerns. We also seek to involve and consult with our employees in respect of decisions that affect their workplace so that their views and concerns about health and safety can be taken into consideration.

3. HEALTH AND SAFETY EMERGENCIES

Our policy and procedures for managing a Health and Safety emergency are set out in detail in our **Critical Incidents Policy**. Examples of a Health & Safety incident which would be responded to in accordance with the Critical Incident Policy include:

- Serious injury to a pupil or a member of staff (for example, transport accident)
- Significant damage to school property (for example, fire)
- Criminal activity (for example, bomb threat)
- Severe weather (for example, flooding)
- Public health incidents (for example, flu pandemic)
- The effects of a disaster in the local community

4. RECORDING AND REPORTING ACCIDENTS TO STAFF, PUPILS AND VISITORS

We are required, by law, to maintain an Accident Book and the member of staff to whom an accident has been reported must complete an Accident Form. Accident Forms should also be completed if staff themselves or visitors to the site are involved in an accident. Completed Accident Forms are forwarded without delay to the Bursar and are retained for a minimum of three years (original versions are held in the Medical Centre). The Bursar reviews each Accident Form on receipt and consults with the Assistant Bursar (Estates & Facilities) as to whether any immediate action is required. Accident Forms are also reviewed termly by the Health & Safety Committee; as part of this review, we seek to identify any trends or patterns to accidents and, where possible, then ensure corrective action is taken or necessary improvements are put in place.

Certain work-related injuries to a member of staff, a pupil or a visitor must, by law, be recorded and reported (as per the Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations 2013 (“RIDDOR”) to the Health & Safety Executive (“HSE”); responsibility for reporting to HSE has been delegated to the Bursar.

The following Injuries to / ill health of employees must be reported:

- Accidents which result in death or a specified injury must be reported without delay (see HSE Information Sheet EDIS 1(rev 3) for list of specified injuries)
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.
- Any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see HSE Information Sheet EDIS 1 (rev3)).
- Any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Most incidents that happen in schools or on school visits do not need to be reported to the HSE. If a pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable. Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR when:

- The death of the person arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment)
- The HSE Information Sheet EDIS 1 (rev3) gives guidance and examples of whether an injury arises out of or in connection with work.
- If in doubt guidance should be sought from the HSE

The school must also report the following near-miss events under RIDDOR:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

RIDDOR accidents must be reported online - www.hse.gov.uk/riddor. The form will then be submitted directly to the RIDDOR database and the school will automatically be sent a copy of the filing for its records. A telephone service remains for reporting fatal and specified injuries only - Incident Contact Centre 0845 300 9923.

5. PROCEDURES FOR SCHOOL VISITS

- The school has given due regard to ‘*Health and safety on Educational Visits*’ (DfE, November 2018). Whilst full details of our policy and procedure are set out in our **Visits Policy**, key elements include:
- All visits must have a Visit Leader (and will normally include other accompanying adults)
- It is the responsibility of the Visit Leader to undertake appropriate risk assessments relating to the visit. In doing so, it is necessary for the Visit Leader to decide whether hazards are significant and whether they are mitigated by satisfactory precautions so that the risks are minimised to an acceptable level
- External providers may conduct their own risk assessments. The Visit Leader should ask for these in advance and check that they satisfy the School’s requirements for the relevant part of the trip. An additional risk assessment will be required to cover

travel to and from the venue and any aspects of the trip not included in the external risk assessment.

- We recognise the requirement to check that external activity providers have appropriate safety standards and liability insurance. If a provider holds a Quality Badge from the Council for Learning Outside the Classroom (LoTC) we can rely on the fact that they have been judged to meet nationally recognised standards. If a provider does not hold the LoTC Quality Badge, we check suitability and appropriateness by considering their insurance, Health & Safety policies, compliance with legal requirements, risk assessments and control measures, use of vehicles, staff competence, safeguarding, accommodation, any sub-contracting arrangements in place and that, where required, a licence is in place
- As noted in Appendix 3 of the Visits Policy, we recognise the requirement to check that a provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 when planning and activity involving caving, climbing, trekking or water sports (other than rowing).

6. FIRST AID AND SUPPORTING MEDICAL NEEDS

The School is required by law to ensure that First Aid is administered in a timely and effective manner, for pupils, employees and visitors to the School. For full details, please refer to the **First Aid Policy**; we ensure that the First Aid Policy is implemented effectively by maintaining adequate numbers of appropriately trained staff and through the provision of proper equipment, both at School and for off-site activities.

7. OCCUPATIONAL HEALTH AND MANAGING WORK-RELATED STRESS

The School will undertake health surveillance on employees where it is specified by law. Health surveillance will also be undertaken on employees where:

- There is a known risk to the health of employees
- The health risk can be identified at an early stage; and
- The identification of the condition will allow successful treatment

Areas where consideration of health surveillance is required will include exposure to:

- Noise or vibration
- Solvents, dusts, fumes, biological agents and other substances hazardous to health
- Asbestos, lead or work with compressed air
- Ionising radiation

Health surveillance may take the form of:

- Periodic health questionnaires
- Where pre-employment questions are asked, employers can only ask them to help:
 - Establish whether any reasonable adjustments need to be made for applicants during the selection process
 - Decide whether an applicant can carry out a function essential to the job
 - Monitor diversity among job applicants
 - Take positive action to assist disabled people
- Pre-employment and return to work (after long-term illness / injury) medical examinations; and / or
- Prescribed health surveillance required under specific legislation, which may include
 - Skin inspections
 - Audiometry
 - Lung function tests

All reasonably practicable corrective action to ensure the health and safety of employees identified as suffering from work related illness will be taken.

8. SCHOOL SECURITY

All external doors to buildings are fitted with code-operated security locks, which are always in operation. All external doors and ground floor windows are fitted with locks. Both the Senior School and the Junior School are enclosed by perimeter walls; pedestrian and vehicle access gates to the site are all controlled by keypad locks. Care is taken to ensure that the access codes are not known outside the school community through measures, such as changing the codes as and when appropriate and not providing codes to contractors working on site when the school is not in session.

Every external door is linked to the security alarm system. The alarm is regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice.

We use security lights to protect the outside of our buildings. They are fitted to every external door and pathway around each building.

CCTV is in place - see CCTV System Policy.

The Assistant Bursar (Estates & Facilities) is responsible for ensuring the physical security of the buildings; in particular, for ensuring that the Premises Team lock and unlock external buildings and windows at the start and close of every day, switch on and off security alarms and carry out regular checks of the site (both when it is occupied and unoccupied).

All visitors and contractors are required to sign in at our Reception, where they are issued with a visitor's badge, which should be worn at all times. We also have identifying lanyards for both – turquoise with white writing and green with white writing. They are shown the school's emergency evacuation notice and the way to the assembly point. Visitors and contractors wait in the Reception Area and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out and return their badges on leaving. When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

9. VIOLENCE TO STAFF

The school recognises that, because its employees deal with members of the public, they can be at risk from violence. Violence is defined as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common types of incident. In general, physical attacks are comparatively rare and we have not to date experienced one at Tormead.

Any employee subjected to violence should advise the Headmistress or the Bursar immediately. HSE guidance "Violence at Work: A Guide for Employers" (1996) will be followed or, in serious cases, advice will be sought directly from the Police.

10. MANUAL HANDLING

The School is aware of its obligations under "The Manual Handling Operations Regulations 1992 (as amended in 2002)" and is further aware that incorrect manual handling is one of the most common causes of injury at work - it causes work-related musculoskeletal disorders which account for over a third of all workplace injuries.

We seek, so far as is possible, to minimise the need for manual handling. When required, manual handling is only undertaken by members of staff who have received appropriate training, and in a manner which minimises the risk of injury as far as is possible. The Premises Team have all been trained in manual handling and staff are advised to contact Premises for assistance with moving and transporting equipment, furniture and goods.

Training in manual handling provides guidance on good lifting technique, which includes:

- Planning the lift;
- Keeping the load close to the waist;
- Adopting a stable position;
- Getting a good hold;
- Not flexing the back any further when lifting;
- Avoiding twisting the back, or leaning sideways;
- Keeping their head up;
- Moving smoothly; and
- Putting the load down, then adjusting as necessary.

11. WORKING AT HEIGHT

We have due regard to the 'Work at Height Regulations 2005 (as amended)' (HSE). Work at height remains the single biggest cause of workplace deaths and one of the main causes of major injury. A place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.

To manage and select appropriate equipment for work at height, we ensure that:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- The risks from falling objects are properly controlled.

The Premises Team all receive training in Working at Height and contractors used by the school are also required to follow these principles.

12. SLIPS AND TRIPS

Slips and trips are the most common cause of injury at work. On average, they cause 40 per cent of all reported major injuries and can also lead to other types of serious accidents, for example falls from height. Slips and trips are also the most reported injury to members of the public. In managing the risk of slips and trips, Tormead has reference to HSE guidance "Preventing Slips and Trips at Work" (November 2012)- [and HSE guidance 'Slips and Trips in Education'](#).

As the employer, the school seeks to mitigate risk through:

- Preventing floors from becoming contaminated
- Advising staff on the right cleaning methods

- Considering and maintaining the flooring and the work environment
- Ensuring employees wear the right footwear
- Thinking about people and organisational factors

To mitigate the risk of a slip or trip, employees should:

- Report an accident or a near miss to the Bursar who will 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 Personal Protective Equipment ('PPE'), wear it and look after it. Report any faults or damage to the Bursar and make arrangements for a replacement.
- Tell the Bursar about any work situation that you think is dangerous, or you if notice that something has gone wrong with the school's health and safety arrangements

13. ON-SITE VEHICULAR MOVEMENTS

On-site vehicle movement is extremely limited. Gates prevent any unauthorised vehicle access to the Senior School site and there is no vehicle access to the Junior School site.

The drive outside the entrance should not be used by pupils during the school day and girls are regularly reminded that they must access the site via the pedestrian gate on Cranley Road, not via the vehicle driveway. The Premises team also manage morning drop-off in this area and control traffic flow. Speed is limited by a rumble strip and road bumps.

A large number of girls travel to and from school on coaches organised by the school. There is a dedicated coach entrance and coach lane where coaches drop girls in the morning or park up to collect them at the end of the school day.

Junior School girls moving between the Junior School and Senior School sites are also escorted by staff - see **Pupils' Safe Crossing of Roads Policy**.

14. ELECTRICAL SAFETY

The following arrangements for electrical safety apply to all electrical equipment in use at the School and the fixed wiring installation:

Portable Equipment

Only electrical equipment that is properly installed and maintained should be used in the School.

All portable appliances will be tested annually by trained staff and a label will be clearly visible to indicate that it is safe to use. If staff wish to use their own electrical equipment on site they must let the Assistant Bursar (Estates & Facilities) know so that the item can be tested before use. Girls are not permitted to bring chargers (or any other portable appliance) in to school and, should their iPad require charging, they are instructed to go to the IT department.

All staff should routinely check their equipment prior to use to ensure that it is not damaged or that there are no signs of misuse.

The use of socket adaptors should be avoided wherever possible. Fused plug and cable extensions are permitted but if staff are in any doubt about the loading capacity of such extensions they must ask the Assistant Bursar (Estates & Facilities).

Fixed Wiring Installation

The School is required to have the fixed wiring (plug sockets, lighting etc) installation tested every five years.

The Bursar is responsible for ensuring that this testing is carried out by a suitable person / company and that the test certificates are kept on file.

The fixed wiring testing is carried out on a rolling basis and a report is received that prioritises any remedial works necessary to ensure that the installation meets current electrical standards. The Bursar will act upon this report and ensure that all necessary remedial work is carried out as soon as practicable.

15. MANAGEMENT OF ASBESTOS

The Governors are the 'dutyholder' in respect of the safe management of asbestos at the School and have had due regard to non-statutory guidance *'Managing asbestos in schools'* (DfE 2015). An asbestos survey has been completed and covers all pre-2000 buildings and all new buildings with residual elements of pre-2000 buildings. The survey identified the location, type and condition of any asbestos containing materials ('ACMs') and was used to generate an asbestos register and an asbestos management plan. The Bursar regularly inspects the condition of ACMs and reviews the register annually.

Premises staff, who undertake repairs and maintenance work, are provided with relevant instruction, training and precautions regarding ACMs. Visitors to the school, such as contractors, are similarly advised about any ACMs.

16. WATER QUALITY (INCLUDING LEGIONELLA)

The School engages an external water safety specialist to prepare a water safety manual, including a legionella risk assessment (most recently Primec Ltd in April 2010; scheduled for review in 2021). The water safety manual includes schematic drawings and details of preventative physical measures that have been taken to minimise risk.

The Premises Team is tasked with carrying out the following regular water checks (all of which are recorded in the water manual) in order to maintain good water hygiene:

- Any cold tap that has not been used within a seven day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
- Any hot water tap that has not been used within a seven day period is flushed, until the temperature reaches 60 degrees, on a weekly basis and before the water is used
- Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We seek advice if the hot water does not reach 50 degrees C after running for 5 minutes.
- Monthly temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and seek advice if the cold water exceeds 20 degrees C after running for 2 minutes.

- Any shower that is not used within a seven day period is flushed through for 2 minutes.
- Shower heads and hoses are dismantled and descaled monthly.
- Any toilet that is not used within a seven day period is flushed each week, and the flushing mechanism on urinals checked.
- Temperatures are taken from the water in the tank and the water in the ball valve every six months.
- The tank is inspected visually on an annual basis.
- The water temperature leaving and returning to the hot water tanks is inspected on a monthly basis.
- The hot water tanks are inspected annually.
- All cold water systems that are unused during the holidays are also thoroughly flushed through before use

17. CONTROL OF HAZARDOUS SUBSTANCES

Heads of Department are responsible for the management of hazardous substances within their areas of responsibility. Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant and corrosive
- Biological agents connected with work with micro-organisms
- Substantial quantities of any dust
- Substances with a maximum workplace exposure limit assigned by the HSE
- Radioactive substances
- Any other comparable substance, eg pesticides

Departments involved include:

- Chemical usage in Science, Cleaning and Premises
- Biological agents, such as bacteria and micro-organisms in Biology
- Adhesives, paints, cleaning agents etc used in Art, D&T, drama, Premises, Catering and Cleaning
- Fumes from soldering and welding in D&T and Premises
- Wood dust from D&T and Premises
- Pesticides in Premises
- Exposure to radioactive substances (Physics)

Heads of Department ensure that:

- Where hazardous substances are used or stored on the school premises, a risk assessment is undertaken and any required control measures are implemented.
- Quantities of substances stored are kept to a minimum and an inventory of substances is maintained
- Material safety data sheets (MSDS) for each hazardous substance in use is available at the point of use and the instructions for transportation, storage, handling and disposal are followed.
- Those using hazardous substances are competent to do so, and in particular where there are designated standards, eg use of pesticides
- Appropriate personal protective equipment is used
- Hazard signs are displayed at locations where substances are stored
- Pupils using hazardous substances are supervised at all times

18. SELECTING AND MANAGING CONTRACTORS

The Bursar is responsible for checking the Health & Safety competence of any contractor before appointment. The exact details may vary from case to case (depending, in part, upon the size of the contractor's company) but typically include:

- How the contractor manages health & safety, eg policy, conducting risk assessments, access to competent advice
- Who has overall responsibility for health & safety
- What training staff have had
- Has the contractor ever been prosecuted, served notices or investigated by an enforcing authority
- Provision of example risk assessments for the type of work to be undertaken
- Details of any serious accidents in the last 3 years
- References for the type of work from previous clients
- Evidence of insurance cover (public liability and employers' liability)

Any hazardous works and use of machinery must comply with legislative requirements and be highlighted to the School. This includes:

- Hot work
- Excavations
- Scaffolding
- Overhead work
- Use of flammable liquids
- Work involving electricity
- Work at height and involving lifting equipment
- Any construction work

19. MAINTENANCE OF PLANT AND EQUIPMENT

It is vital for safety that plant and equipment at the School is serviced and maintained (and, where necessary, examined and tested) as required. The Assistant Bursar (Estates & Facilities) maintains a servicing schedule and retains records of all inspection, servicing and testing of plant and equipment (such as electrical equipment, heating and cooling systems, extract systems, pressure systems, gas appliances and lifts and lifting equipment). In managing and maintaining the school's estate, we have due regard to '*Good estate management for schools*' (DfE March 2019) and, for this section of the Health & Safety Policy, we pay particular attention to the section '*Maintaining the estate*'.

20. TREES

Whilst the School site is not overly woody, we do maintain a tree register and every tree on site is identified and labelled. Safety works to trees are regularly undertaken. The last survey was completed in 2019.

21. MINIBUSES

The School has had due regard to the guidance '*Driving school minibuses: advice for schools and local authorities*' (DfE, September 2013). For full details, please refer to the '**Minibus Policy**'.

22. SCHOOL BUILDING DESIGN AND CONSTRUCTION

In planning and undertaking the design and construction of any school buildings, we will have due regard to the guidance '*School design and construction*' (DfE, July 2019).

23. COVID-19

Fundamental to our planning approach for the full reopening of school in September 2020 has been the assessment of risk and implementation of proportionate control measures for the benefit of our staff, pupils and the wider community. We have paid due regard to the '*System of Controls*', being the set of actions that schools must take in accordance with

Government guidance. They are grouped into 'Prevention' and 'Response to any Infection' and measures we are taking include:

- Requiring that pupils and staff who are ill stay at home
- Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school
- Robust hand and respiratory hygiene e.g. cleaning hands more often than usual or using an anti-viral hand sanitiser and ensuring good respiratory hygiene by promoting 'catch it, bin it, kill it' and by encouraging children not to touch their mouths, eyes or noses
- Enhanced cleaning arrangements, cleaning frequently touched surfaces regularly using standard products, such as detergents and bleach. This includes door handles, handrails, table-tops, and electronic devices
- Minimising contact between individuals and ensuring social distancing where possible
- Active engagement with NHS Test and Trace
- Management of any confirmed cases of COVID-19 in the school community and absolutely full commitment to cooperation with our local Public Health team

In line with Government guidance for the return of pupils and staff to school in September 2020, Tormead has conducted a thorough COVID-19 risk assessment. The risk assessment is very closely based on the template provided by Surrey County Council on 9 July 2020.

Version 1 of the risk assessment, being the version in force at the time of reopening, was approved by the Governing Body on [xx August 2020]. It may, and likely will, be subject to review in the light of comments received and changing circumstances. The first formal review will take place on Friday 4 September 2020 after the induction days for each year group. Further reviews will take place as necessary but at a minimum on a weekly basis up to October 2020 half term, with the frequency of reviews beyond half term to be determined in the light of experience and circumstances at that time.

The risk assessment has been shared with staff and will also be more widely disseminated to parents and any other relevant parties.

For all categories of COVID-19 related hazard, we have taken the view that the risk rating associated with taking no additional controls or protective measures is high. This rating is based on the likelihood of the hazard occurring, the significance of the impact, or both. Those affected in almost all cases include pupils, staff, visitors, contractors, friends and family members, health workers and the wider community. The large size of this group provides an additional rationale for the number and robust nature of the control measures that we have undertaken to put in place in order to reduce risk to an acceptable level.

Date of Last Review: 1 September 2020

By Resolution of the Governing Body:

MRS R HARRIS
Chair of Governors

MR D BOYD
Head

19 August 2020



