



PRAESTAT OPES SAPIENTIA

# HAMPTON SCHOOL

## Health and Safety Policy

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## Section A: General Statement of Policy

As Governors of Hampton School, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

Mrs Mel Ellis and Mr Leslie Welch (School Governors) have been nominated by the Governing Body to liaise with the School over all matters pertaining to Health and Safety.

Day-to-day responsibility for the operation of Health and Safety at the School is vested with The Headmaster. However, as Governors, we have specified that the School should adopt the following framework for managing Health and Safety:

- The Governors overseeing Health and Safety attend the termly meetings of the School's Health and Safety Committee and receive copies of all relevant paperwork.
- The Health and Safety Committee's minutes are tabled at each meeting of the full Governing Board together with any other issues on Health and Safety that the Committee Chairman wishes to bring to the Board's attention.
- The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- The surveys and recommendations form the basis of the School's routine maintenance programmes.
- An external Health and Safety consultant reviews the School's arrangements for Health and Safety, including fire safety and the general state of the School, and reports on actions required with recommended timescales. The Bursar, who reports back to the Health and Safety Committee, monitors the progress of implementation.
- All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with The Headmaster, the Bursar and other members of the Senior Management Team ("SMT") in order to enable the Governors to comply with Health and Safety duties.
- Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the School's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in the following sections of the document.

Signed (.....) John Perry, Chair of Governors, for and on behalf of the Board

Date 17 October 2019

## **Section B: Responsibilities**

### **1. Governors**

The Governors accept full responsibility for Health and Safety within the School. They will constantly monitor the effectiveness of the implementation of this policy and will revise it when necessary. The Governors will ensure, via The Headmaster, that any changes in this policy will be drawn to the attention of all employees.

### **2. Headmaster**

The Headmaster will be responsible to the Governors for the safe functioning of all School activities. He will:

- 2.1 Constantly monitor the effectiveness of this policy with regard to both academic and non-academic work and will report to the Governors as appropriate.
- 2.2 Consult with the Bursar as nominated Health and Safety Controller, and the Facilities Manager, the nominated Safety Advisor.
- 2.3 Recommend changes in the Health and Safety Policy in the light of experience.
- 2.4 Ensure the co-operation of all staff at all levels as regards working to this policy.
- 2.5 Be responsible for ensuring that all Heads of Department fully understand their responsibilities and are given both the time and the encouragement to pursue them.
- 2.6 Take steps to ensure that any changes in curriculum, and any changes in systems of work, are considered for their Health and Safety implications.
- 2.7 Take steps to ensure that staff under his control are adequately trained to carry out their Health and Safety responsibilities.

### **3. Health and Safety Controller**

The Headmaster nominates the Bursar as the Health and Safety Controller for Hampton School, and authorises him to deal with matters raised by the Health and Safety Executive, the Fire Brigade and any other relevant authority concerning Health, Safety and Welfare matters at Hampton School. The Health and Safety Controller is responsible for:

- 3.1 Co-ordinating training and advising safety representatives.
- 3.2 Carrying out safety inspections and periodic audits.
- 3.3 Investigating matters concerning safety raised by any member of staff or pupil and, where necessary, take relevant action.
- 3.4 Where matters cannot be resolved, consulting with The Headmaster and Governors for advice and guidance.
- 3.5 Monitoring, with the Facilities Manager, the maintenance of plant and premises equipment.
- 3.6 Updating the Health and Safety policy as required.

- 3.7 Liaison with statutory bodies on Health and Safety matters.
- 3.8 Providing adequate funds, materials, equipment and human resources to meet the School's safety requirements.
- 3.9 Ensuring adequate insurance cover is met and maintained.
- 3.10 Displaying a copy of the Employer's liability Insurance Certificate on the Bursary noticeboard.

#### **4. Safety Advisor**

The Headmaster has nominated the Facilities Manager as the Safety Advisor. On a day-to-day basis, The Headmaster's responsibility with regard to the domestic and administrative sides of the School will be delegated to the Safety Advisor who will:

- 4.1 Monitor the effectiveness of this policy and report back to The Headmaster as appropriate.
- 4.2 Have responsibility for obtaining, interpreting and disseminating all relevant Health and Safety information to the School via the normal line management structure.
- 4.3 Be the liaison point with Health and Safety Consultants when necessary.
- 4.4 Oversee the Health and Safety for all Staff.
- 4.5 Where individual employees in the various functions are given posts of intermediate responsibility, ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given: e.g. the School Nurses are responsible for the annual check of first aid boxes.
- 4.6 Establish a system for the reporting back of all accidents, incidents, near misses and damage to personnel and School property, and investigate accordingly. The results of these investigations, as well as being dealt with by the School's Incident Review panel, should then be discussed by the School's Health and Safety Committee.
- 4.7 Be responsible for liaising with outside bodies that may, from time to time, use the facilities of the School, and ensure that appropriate action is taken both to ensure that these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified.
- 4.8 Be responsible for the selection of outside maintenance contractors, reviews and monitoring of all activities on the School premises.
- 4.9 Be responsible for ensuring that all statutory inspections are undertaken on the due date with the necessary records maintained.
- 4.10 Provide inductions to staff during the early stages of staff appointments and in conjunction with Fire Safety Training.

## 5. Heads of Department

The Heads of Department (HoD's) will be responsible to The Headmaster for the following:

- 5.1 Ensuring that his/her department is run according to the standards laid out in this policy, minimum legal standards and other appropriate standards that may be set by the School. The Heads of Department will co-operate with the Safety Advisor to ensure suitable and sufficient communication occurs to enable relevant Health and Safety legislation to be both implemented and monitored.
- 5.2 Ensuring that the teachers, technicians and assistants working under them understand the practical aspects of this policy and the various legal requirements that apply within their areas of responsibility.
- 5.3 Ensuring that the teachers are aware of the degree of priority that these matters carry and that where appropriate, they should be provided with both the time and encouragement to pursue such matters.
- 5.4 Notifying The Headmaster of any matters within this field that they feel are beyond their competence to deal with.
- 5.5 Reporting to the Safety Advisor any accidents, incidents, near misses or damage for appropriate investigation (Incident Forms are available from the School Nurse).
- 5.6 Ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and on external trips as detailed later in this policy.
- 5.7 In respect of COSHH Regulations, HoD's will notify the Safety Advisor directly regarding any new hazardous substances that are required to be purchased by their department.
- 5.8 Ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies.

## 6. Laboratory Technicians

Laboratory Technicians are responsible to the Head of Departments as appropriate for the following:

- 6.1 Where possible, isolating gas supplies to laboratories at the end of each teaching day.
- 6.2 The constant security of all toxic, corrosive and highly flammable substances which may be used in their department; to this end, ensuring that all stores are kept securely locked when not actually being supervised.
- 6.3 On hearing the fire alarm, they should, where practicable, ensure that all equipment and services that they are using are rendered safe.
- 6.4 Ensuring that fire extinguishers are available and functional within, or close to, the prep rooms. If a fire extinguisher does not have the safety check tie present, it must be reported to the Safety Advisor.
- 6.5 Inspection, testing and recording of all portable electrical appliances (applicable to those members of staff who are qualified or competent).

- 6.6 Undertake regular visual inspections on equipment to identify "first stage problems".

## **7. Functional Managers**

This section refers to the managers who are responsible for maintenance, grounds staff, keepers, cleaners and caterers:

- 7.1 These managers are responsible to the Safety Advisor for the safe running of their activities. They are responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this policy.
- 7.2 They are responsible for ensuring that staff have appropriate training according to the needs of their work.
- 7.3 They will undertake the necessary training pursuant upon completion of work under the COSHH regulations.
- 7.4 They are responsible for ensuring that all agreed systems of work are followed.
- 7.5 Where they come across matters that they feel are not within their competence, they should refer to the Safety Advisor.
- 7.6 They are responsible for investigating any accident or incident, and for reporting their findings and recommendations on the School incident form.

## **8. Staff**

Employees have their own specific responsibilities. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well. Employees must:

- 8.1 Take reasonable care of their own and others' health and safety.
- 8.2 Co-operate with their employers.
- 8.3 Carry out activities in accordance with training and instructions.
- 8.4 Ensure safe procedures are followed and that PPE is worn.
- 8.5 Inform the employer of any serious risks.
- 8.6 Check their classrooms are safe and equipment is in a safe condition.
- 8.7 Be aware of and abide by the terms of the School's Health and Safety Policy.

## **9. School Health and Safety Committee**

- 9.1 Responsibilities:  
The School's Health and Safety Committee is responsible to The Headmaster for the implementation of the School's Health and Safety Policy to its maximum effect.

The School's Educational Visits Co-ordinator (EVC) is responsible for all Health and Safety aspects of all School trips.

## 9.2 Membership:

The School's Health and Safety Committee shall comprise the following members:

- Chairman: Director of Studies
- Secretary: Jennifer Simmons, Bursary Assistant
- Nominated Governors (currently Mrs Mel Ellis & Mr Leslie Welch )
- The Headmaster
- Deputy Head Pastoral
- The Bursar (nominated Health and Safety Controller)
- Deputy Bursar
- Director of Sport
- Head of D&T
- Head of Chemistry
- Head of Art
- Senior Physics Technician
- School EVC
- School Nurse
- Head Groundsman
- Hammond Technical Manager
- Facilities Manager (nominated Safety Advisor)

9.3 A Health and Safety Committee meeting will be held termly, or more frequently if circumstances require, with the minutes recorded on the School intranet.

9.4 Audits: the Committee will audit a department, or area of the School, once a term and will report the findings to the Health and Safety Committee where they will be reviewed. The Safety Advisor is responsible for ensuring any issues are resolved as soon as is reasonably practical.

## 10. Failure to Comply

Failure on the part of any School employee to comply with these and any other School rules regarding health, safety and welfare at work is regarded by the Governors as a serious matter and may result in disciplinary action being taken.

## 11. Training

Health and Safety training ensures that all employees (including temporary workers) are adequately trained to carry out their role in a safe and healthy matter.

As part of their induction training, all new employees are given safety induction training by the Bursar or Facilities Manager to include:

- Fire precautions and safety procedures.
- First aid and accident reporting arrangements.
- General information on health and safety.
- Known hazards in the workplace and the control measures in place.
- The School's policy and procedures.

- Specific topics relating to that person's role and their place of work, including departmental policies and risk assessments.

Specialist job related training will be conducted/organised as follows:

- Minibus - Educational Visits Co-ordinator
- Science related - Head of Biology/Head of Chemistry/Head of Physics
- Design & Technology - Head of D&T
- Catering - Catering Manager
- Cleaning - Cleaning Supervisor
- First Aid - School Nurse

Any individual requirements for subject/activity specifics will be organised by the Head of Department/Line Manager/Activity-Co-ordinator.

Refresher training will be given as appropriate to changes within the workplace and the role of the individual.

The Bursar/Head of Department/HR/training organiser will keep records of training as appropriate.

## **Section C: General Arrangements**

### **1. First Aid (supported by the separate First Aid Policy)**

The First Aid arrangements adhere to the Department for Education and Skills Good Practice Guide "Supporting Pupils with Medical Needs" 1996. First Aid Equipment is situated at specific locations, as per the current schedule held by the School Nurse (see annex B). The contents of the first aid boxes comply with current regulations and are checked on a monthly basis. These checks are recorded and contents replenished as required by the School Nurse.

#### 1.1 First Aid Treatment

Pupils in need of first aid should be treated initially by the member of staff responsible for them, if appropriate, using the First Aid equipment at the nearest First Aid point. The School Nurse should be informed immediately of any accident and she will attend or advise as appropriate.

#### 1.2 Hospitalisation

Depending on the severity of the injury, the pupil may require hospital treatment. If the treatment is not urgent, the parents should be contacted and requested to collect their pupil and take him to hospital. In urgent cases, an ambulance should be called by dialling 999 from any telephone in the School.

#### 1.3 Travelling to hospital

In certain circumstances where the injury is minor, staff can take a pupil to hospital in a School vehicle or staff car but a second adult (member of staff or a parent)/guardian) should, where possible, accompany them. Insurance for these journeys is covered by the School's insurance policy.

#### 1.4 Incident Reporting

The member of staff in charge of the pupil when an incident occurs is responsible for initiating and completing a report within 24 hours, if the incident has occurred during the School's operating hours, or as soon as possible otherwise. The incident report form can be found at Annex A. If a member of staff is unsure as to whether an incident form should be completed, they should consult the School Nurse. Incident Report Forms are issued by the School Nurse.

#### 1.5 Accident Book

The School Nurse is responsible for logging details of all incidents in the Incident Log Book. When an Incident Report Form is generated, it is circulated to the appropriate staff and logged on the termly log which is maintained in the Bursary. The School log is discussed at the fortnightly Incident Report meetings and upon completion of circulation, the forms are filed in the Bursary. The termly log is 'signed off' as complete by the headmaster and a School Governor (with nominated responsibility for Health and Safety) once all incident forms have been completed and signed off.

#### 1.6 RIDDOR

The Health & Safety Controller is responsible for reporting all incidents and accidents as required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

#### 1.7 Investigation

Where necessary, the Safety Advisor will undertake an investigation to determine the reason for the accident or incident and then recommend any operational or physical improvements. All parties involved in the incident will be interviewed.

#### 1.8 Cover for School Nurse

On the occasions when the School Nurse is unavailable during term time periods, cover is provided from a group of staff fully trained in First Aid. These staff work to agreed School Nurse Cover guidelines. A current list of First Aiders can be found at Annex C.

#### 1.9 Epi-pens

Staff receive training in the use of epi-pens annually.

## **2. Fire Safety (supported by the separate Fire Risk Assessments, Fire Management Policy and the Staff Handbook)**

#### 2.1 Responsible Person

The Health & Safety Controller (The Bursar) is nominated as the person responsible for fire safety.

#### 2.2 Competent Person

The Safety Advisor (Facilities Manager) is nominated as the competent person with respect to fire safety.

### 2.3 Escape Routes

It is the responsibility of all staff to ensure that recognised escape routes are continually kept free from obstructions, thus maintaining freedom of egress. It is the duty of all staff, on discovering any obstruction of an emergency exit, to attempt to remove those obstructions. Should this not be possible, then the matter must be reported without delay to the Bursary.

### 2.4 Tampering with Fire Equipment

On no account is fire equipment to be moved from designated locations or tampered with. Fire-fighting equipment should not be removed from its storage position except for fire-fighting purposes.

### 2.5 Fire Prevention Measures

The designated competent person is to ensure that all fire prevention measures and maintenance of all fire-fighting equipment meet the appropriate requirements.

### 2.6 Fire Doors

With the exception of automatic electronically controlled fire doors, all fire doors should remain shut at all times (or locked if stated on the door), and should under no circumstances be propped open.  
2.7 Procedure on hearing the Fire alarm

The procedure to be followed is detailed in the Staff Handbook and the Fire Management Policy. The Fire Response Team, as designated in the Fire Management Policy, should meet at the alarm panel and take appropriate action as detailed in that policy.

### 2.8 Fire Practice

Fire practices are carried out at least three times a year, once a term, and more frequently if required. The practice is co-ordinated by the Senior Tutor with responsibility for fire practices (the Responsible Person). Fire practices are to be monitored and a report submitted to the Responsible Person after each fire practice or false alarm. The required report is detailed in the Fire Management Policy.

### 2.9 Staff Induction

The Health & Safety Controller will undertake staff induction, which will outline the fire safety arrangements at Hampton School.

### 2.10 Fire Marshals

Fire Marshals and their duties are outlined in the School's Fire Management Policy.

## 3. Manual Handling

Manual Handling is relevant to all those who undertake manual handling activities whilst on site or in connection with an activity related to the School.

The School seeks to minimise so far as is reasonably practicable, the need for manual handling and ensures that only those who have received training in manual handling undertake such activities. This training ensures that any manual handling is conducted with minimum risk of injury as far as is reasonably practicable.

Heads of Department (including Support departments) are responsible for the management of manual handling activities within the area of their control.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof by hand or bodily force". In a school environment, this may include:

- Moving furniture around classrooms.
- Moving equipment stored at height.
- Moving items when taking delivery of goods.
- Pushing and pulling trolleys and PE equipment.
- Setting up temporary stages.
- Moving gas cylinders, chemicals etc.
- General movement of workplace equipment.

Heads of Department will:

- Consider whether the object needs to be moved at all.
- Where it does need to be moved, can this be by automation, e.g. using a lift truck?
- Where manual handling is necessary, ensure that a risk assessment is undertaken and required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training.

When assessing the risk, the following should be taken into consideration:

- The task.
- The individual.
- The load.
- The environment.

All staff are provided with manual handling training as part of their induction. A training DVD is available to any other individual or worker who is required to perform manual handling activities in connection with the School.

#### **4. Slips and Trips**

Slips and trips are the single most common cause of injuries in the workplace. Slips and trips also account for over half of all reported injuries to the public. Around 95% of reportable major slips result in broken bones. It is therefore important that the School puts in place management systems to eliminate or minimise risks from slips and trips. This risk must also be considered during planning, construction and refurbishment, or any changes of use within buildings.

The reduction of injuries from slips and trips can only be achieved when staff and students are committed to taking personal responsibility.

The School will:

- Provide a safe working environment for staff, pupils and visitors which is free from slip and trip hazards, so far as is reasonably practicable.
- Adequately control or reduce the risk of slips and trips by a combination of a safe environment and safe behaviour.

- Ensure that appropriate risk assessments and risk reduction methods are in place. Encourage all staff and a student to take personal action to reduce the risk of slips and trips as far as is practicably possible.
- Ensure that there is an effective response to changing conditions such as weather and the environment, e.g. during construction works or refurbishment.
- Ensure that School premises are designed and maintained to minimise the risk of slips and trips.
- Ensure that appropriate signage is in place when dealing with spillages.

## Section D: Hazards

### 1. Control of Substances Hazardous to Health Regulations 1988, (COSHH)

#### 1.1 Hazards associated with running a school.

The use of hazardous substances within Hampton School is kept to an absolute minimum. The areas where hazardous substances are used and stored are:

- Science laboratories.
- Technology centre.
- Stores in the sports grounds and gardens.
- Kitchens/Dining Halls.
- Offices.
- Domestic cleaning.
- Maintenance Department.

#### 1.2 Chemicals

Data sheets for chemicals used within the School are kept and maintained by the appropriate Health and Safety representative of the relevant department. Instructions for the storage and safe handling of such chemicals are issued by the appropriate representative, who is also responsible for ensuring compliance.

#### 1.3 Risk Assessments are carried out for chemicals' usage.

### 2. Machinery

#### 2.1 Location of machinery

Machinery which poses a potential risk to health is located in the following areas:

- Maintenance Department.
- Science laboratories.
- Technology centre.
- Kitchens/Dining Halls.
- Grounds Department.
- Hammond Theatre?

#### 2.2 Responsibilities

It is the responsibility of the appropriate Head of Department to ensure that all machinery used by the department is maintained in a safe working condition, only used for the purpose for which it was designed, and then only by a competent person who has received adequate training in its use.

Where appropriate, the Safety Advisor will arrange regular maintenance or repair by a qualified agent.

### 2.3 Rules for the use of machinery

The following general rules are to be adhered to by all pupils and staff who are trained and authorise to use machinery:

2.3.1 Guards and Fences: under no circumstances must guarded or fenced machinery be operated with those guards or fences removed.

2.3.2 Unauthorised use: machinery is not to be operated, cleaned or serviced by pupils unless supervised by a trained member of staff.

2.3.3 Protective clothing: all personnel operating machinery must wear appropriate protective clothing.

2.3.4 Faults: suspected faulty machinery must be reported immediately and such machinery effectively isolated and marked "Not to be Used" until such time as the machinery has been inspected by a competent person and deemed safe, after which the sign should be removed. Any fault discovered should be repaired by a suitably competent person.

2.3.5 Cleaning and routine maintenance: no attempt must be made to clean or carry out maintenance on machinery which is in motion. The machinery must be switched off and unplugged or otherwise isolated before cleaning begins. Cleaning and maintenance must only be carried out by a trained person.

2.3.6 Emergency Stops: prior to using a machine, operatives must satisfy themselves that they know the location of the emergency Stop for that machine, and that it is operable.

2.3.7 Good housekeeping: areas around machinery must be kept clean and free from obstructions and build-up of waste material.

2.3.8 Use of machinery by pupils: particular attention should be taken to ensure that all pupils are correctly trained in the use of equipment and that they comply with the training they receive. A pupil is not permitted to train another pupil to operate a machine.

2.3.9 Risk Assessments: Each department is responsible for ensuring appropriate risk assessments are carried out and reviewed in line with the Risk Assessment Policy.

## **Section E: Workplace Safety for Staff, Pupils and Visitors**

### **1. Workplace Safety**

- 1.1 The School places great importance on the working environment that it provides and similarly it is the responsibility of employees and pupils to respect the environment and treat it accordingly.
- 1.2 The School ensures that statutory requirements are met regarding the provision of a satisfactory working environment and also ensures, as far as is reasonably practicable, the continued well-being of employees and pupils. Each area of the School premises classified as a workplace will:

- Have adequate ventilation.
- Provide a suitable working temperature.
- Be adequately illuminated.
- Be kept in a clean condition.
- Have adequate access and workspace for the activity.
- Have suitable furniture and work station.
- Be regularly inspected and assessed.
- Safe access and egress will be maintained in each workplace, including for the disable.
- Provisions will be made to prevent slips, trips and falls.
- Provision will be made to prevent falling objects.
- Any storage racking will be inspected regularly and be fit for purpose.
- Accidental falls from heights will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries.

1.3 Signs will be displayed where appropriate to warn of risk, these being:

- Prohibition signs, e.g. No access.
- Warning signs, e.g. Danger electricity.
- Mandatory signs, e.g. Eye protection must be worn.
- Emergency exits or First Aid.

1.4 The noticeboard in the Bursary will also display:

- Health & Safety policy statement.
- HSE Health & Safety law poster.
- Emergency procedures.
- Details of First Aiders and Fire Marshals.

1.5 Public Safety

It is the aim of the School to ensure, so far as is reasonably practicable, the health and safety of members of the public who may be affected by its work activities. Where any risk assessments identify risks to the public, appropriate control measures are implemented.

## 2. Office Safety

2.1 The Offices, Shops and Railway Premises Act 1963 lays down the regulations for the health, safety and welfare of those workers employed in offices. It is the responsibility of the Safety Advisor to ensure that the requirements of these regulations are met.

2.2 The following should be the subject of regular checks, to be carried out by the appropriate Health & Safety representative, for serviceability, cleanliness and general good housekeeping:

- Floor surfaces.
- Workstations.
- Chairs.
- Electrical leads.
- Wall sockets.
- Stairways and walkways.
- Lighting.
- Doors.

- Filing cabinets.
- Shelves and storage cabinets.

### 2.3 Eye Checks

Regular users of display screen equipment (FDSE) for long periods are entitled to an annual eye check paid for by the School. If appropriate, the School will also pay an allowance for spectacles required for the use of DSE. Regular users are listed on the current schedule held in the Bursary.

### 2.4 Workstations

Annual risk assessments will be carried out on those listed as approved regular users and on designated multiple workstations. Where required, training will be provided and resources made available for identified workstation improvements

### 2.5 Home Workers

Those staff who use a laptop or workstation at home for School purposes are issued with guidelines by the Safety Advisor for the correct use of the equipment.

## Section F: Risk Assessment

### 1. Introduction

The School's Health and Safety Policy is supported by the School's Risk Assessment Policy. The Management of Health and Safety at Work Regulations 1992 (MHSW Regs.) are designed to implement the EC Framework Directive and require every employer to make a suitable and sufficient assessment of:

- 1.1 The risks to health and safety to which employees are exposed whilst they are at work.
- 1.2 The risks to the health and safety of persons not in employment (i.e. pupils and visitors) arising out of, or in connection with, the running of the School. This is to be done for the purpose of identifying the measures needed to be taken in order to comply with the requirements and prohibitions imposed under the relevant statutory provisions.

### 2. Definitions

#### 2.1 Risk

The definition in the Approved Code of Practice (ACOP) which accompanies the MHSW Regs. states that "risk expresses the likelihood that the harm from a particular hazard is realised". The term 'risk' can therefore be taken to be a function of the probability of harm actually occurring and the severity of its consequences.

#### 2.2 Hazard

The ACOP defines the term 'hazard' as "something with the potential to cause harm". This can include substances or machines, the working environment, methods of work and may other aspects of work organisation.

## 2.3 Risk Assessment

A risk assessment may be defined as an identification of the hazards present in an undertaking and an estimate of the extent of the risks involved, whilst taking into account whatever precautions are already being taken. The ACOP states that employers are required to "undertake a systematic general examination of their work activity and record the significant finding of that risk assessment."

## 3. Making a Risk Assessment

The making of a risk assessment in practice simply puts into a more formal procedure the exercise of asking and answering two questions:

### 3.1 What could go wrong?

What harm could be done to whom, by what, and in what circumstances; and what are the chances of it happening?

### 3.2 What is needed to prevent it from going wrong?

What precautions have been taken, and what further precautions can be taken, to prevent it happening? Account needs to be taken at this stage of the severity of harm and the likelihood of it being caused.

### 3.3 When are assessments undertaken?

Risk Assessments are required for all School trips. In addition, a range of internal procedures are assessed, e.g. support, maintenance and construction work, pregnant workers, site security etc.

## 4. The Process of Making a Risk Assessment

It is normally a five-stage process:

- i. Identification of all the hazards.
- ii. Evaluation of the risks.
- iii. Measures to control the risks.
- iv. Who is responsible for the action?
- v. A review of the assessment.

### 4.1 Identification of all the hazards

The following list shows the activities undertaken at Hampton School which may result in hazards. The list is not exhaustive but illustrates the extent of hazards which may need to be taken into account:

Fall of person from height	Hand tools
Fall of object/material from height	Chemicals/substances
Fall of person on same level	Stacking

Manual handling	Housekeeping
Use of machines	Compressed air
Operation of vehicles	Mechanical lifting operations
Fire, including static electricity	Contact with hot/cold surfaces
Adverse weather	Noise
Electricity	Confined spaces
Lighting	Cleaning
Mini-bus	Allergies
Lost pupil	School trips
Pregnant workers	Lone workers
Return to work after medium/long absence	Major building projects

#### 4.2 Risk Assessment Forms

Forms are available on the School Intranet - [school.org.uk/staff-documents/health-and-safety](http://school.org.uk/staff-documents/health-and-safety). A risk assessment should be completed by the teacher or member of staff responsible for the activity/area of the School. The Safety Advisor is available to assist in the completion of the form and once completed, this should be returned to him for action, ratification and filing.

#### 4.3 Major Building Projects

From time to time, the School has major building works on its site. These can constitute a hazard and when such works are taking place, further specific instructions regarding safety are given to boys, staff and visitors.

## 5. Reduction of Risk

The Health & Safety Controller is responsible for arranging any physical modifications which are required to reduce or minimise a risk which has been identified within the School. The risk assessment form will be annotated when the recommended action has been completed.

## 6. Reporting a Hazard

- 6.1 If a hazard is identified in the School, it must be reported to the appropriate Health & Safety Representative for comment and then to the Health & Safety Controller.
- 6.2 A hazard serious enough to create the likely probability of injury must be reported immediately by telephone to the Health & Safety Controller who will then arrange for immediate and appropriate action to be taken.

## Section G: Related Policies

The Health and Safety Policy should be read in conjunction with the following Hampton School policies:

- Asbestos Management
- Contractors' Code of Practice
- Waste Policy
- Crisis Management Plan
- Health and Safety of Pupils on Educational Visits
- Environmental
- Fire Management
- First Aid
- Functions
- Grounds Safety
- Lettings
- Lighting
- Minibus code of Practice
- PAT Testing
- Occupational Stress
- Risk Assessment
- School Closure Procedures
- Self-Employed Contractors
- Water Treatment

### Further information is available from:

Health & Safety at Work, etc. Act 1974  
Management of Health & Safety at Work Regulations 1992  
Provision and Use of Work Equipment Regulations 1992  
Workplace (Health, Safety and Welfare) regulations 1992  
Personal Protective Equipment at Work Regulations 1992  
Manual Handling Operations Regulations 1992  
Health & Safety (display Screen Equipment) Regulations 1992  
Control of Substances Hazardous to Health

**ANNEX A: INCIDENT REPORT FORM**

**INCIDENT REPORT FORM**

<b>Circulation:</b> 1. School Nurse    2. J. Simmons    3. Head of Dept./Head of Year/Line Manager  3. Deputy Bursar    4. Bursar    5. Headmaster    6. J. Simmons    7. File			<b>Form No.:</b>	
<b>Form generated by:</b> Name: Position:			<b>Form Issue Date:</b>	
<b>Name of injured/affected person:</b>				
<b>Surname:</b>		<b>Forename:</b>		Pupil <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/>
<b>Sex:</b>		<b>Date of birth:</b>		<b>Pupil's Form:</b>
<b>Address:</b>				
<b>Details of accident/incident:</b>				
<b>Activity:</b>		<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>Witnesses:</b>				
<b>Others involved:</b>		<b>Surname:</b>		<b>Forename:</b>
<b>Details of injury:</b>				
<b>Nature of injury (if none, write none):</b>				
<b>Part of the body affected:</b>				
<b>Treatment (tick boxes):</b>	No treatment <input type="checkbox"/>	First Aid <input type="checkbox"/>	Resumed work/lessons <input type="checkbox"/>	Sent home <input type="checkbox"/>
Attended GP <input type="checkbox"/>	Sent to hospital <input type="checkbox"/>	Head Injury Leaflet given <input type="checkbox"/> Head Injury Leaflet discussed with pupil <input type="checkbox"/> Head Injury Leaflet discussed with parent <input type="checkbox"/>		
Parent informed <input type="checkbox"/>	Detained for ..... hours			

<b>Immediate action taken:</b>		
Completed by (Name).....(PLEASE PRINT)      Date.....		
<b>Description of events leading up to the Accident or Incident:</b>		
Completed by (Name).....(PLEASE PRINT)      Date.....		
Treatment confirmed.....School Nurse		Date.....
<b>Cause of accident/incident:</b>		
<b>Description of possible causes of accident/incident:</b>		
Completed by (Name).....(PLEASE PRINT) Date.....		
<b>Recommendations to reduce similar incidents/Result of investigation:</b>		
Completed by (Name).....(PLEASE PRINT) Date.....		
Head of Department/Year/Line Manager (Name).....(PLEASE PRINT) Date.....		
<b>Outcome (tick boxes):</b>		
Not off work or School <input type="checkbox"/>	Off work or School less than 3 days <input type="checkbox"/>	Off work or School more than 3 days <input type="checkbox"/>
Temporary incapacity <input type="checkbox"/>	Permanent partial disability <input type="checkbox"/>	
<b>Follow-up action taken:</b>		
Completed by..... (Facilities Manager) Date.....		
<b>Administration:</b>		
1. Bursar .....		Date.....
2. Headmaster .....		Date .....
<b>Additional comments:</b>		
(Name).....(PLEASE PRINT)      Date.....		

**PLEASE RETURN COMPLETED FORM TO THE BURSARY**

**ANNEX B : LOCATIONS OF FIRST AID BOXES**

**Hampton Main Building**

Location	Number
Art	2
Biology	9
Bursary	1
Keepers rooms	2
Chemistry	10
Cleaners room	1
Design Technology	3
Garrick	1
Front Reception	1
Geography office	5
Hammond Theatre office	1
Hammond Theatre	1
Medical room	1
Maintenance office	1
Music	1
Physics	8
Reception	1
SEN Office	1
Staff common room	1

**Pavilion & Grounds staff building  
(Area 4)**

Location	Number
Adventure Society Store	10
Grounds staff mess room	1
Grounds staff garage	3
Pavilion kitchen	1

**Sports Department**

Location	Number
Sports Hall office	1
Travelling bags (i/c M Sims)	33
Boat House	2 + 6 in boats

**School vehicles**

Location	Number
Minibus 1:	1
Minibus 2:	1
Minibus 3:	1
Minibus 4:	1
People Carrier 1:	1
People Carrier 2:	1
Ford Transporter	1
Boat Club 4x4:	1
Catering van	1
Maintenance van	1

**Eye Wash**

Location
All Chemistry laboratories
All Physics laboratories
All Biology laboratories
Design Technology
Grounds staff
Boat House

**Defibrillators**

Location	Number
Main Entrance – behind Reception	1
Hammond Theatre foyer	1
Sports Pavilion entrance	1
Boat House	1

**ANNEX C : LIST OF FIRST AIDERS**

Full Name	Initials	EM 1st Aid AW	2 Day	3 Day	RLSS 1	NWS 2	Expedition
Mr H Agulian	HA	06-Jan-17					
Mr N Allen	NJA	06-Jan-17					
Mr D Amanowicz		06-Jan-17					
Mr R Amirouche		06-Jan-17					
Mr C Arnold	CPA			FAW Oct 2018			
Mrs E Arnott	EA	06-Jan-17					
Mr C Aubrey	CJA	06-Jan-17					
Mr T Aucutt	TRA	06-Jan-17					
Mr J Baker	JB	06-Jan-17					
Mr G Baker	GB	06-Jan-17					
Mr M Baker	MMB	06-Jan-17					
Mr A Bannister	AJB	06-Jan-17					
Mr W Barber	JWB	06-Jan-17					
Mrs T Bartholomew	TBA	06-Jan-17					
Mr T Barun		06-Jan-17					
Mrs M Barnes		28-Jun-16					
Ms V Barnes	VCB			FAW Dec 2017			
Mr A Beattie	ABE	06-Jan-17					
Mrs C Beckwith				FAW Feb 2018			
Ms M Bedford	MBB	06-Oct-16					
Mr B Bett	BSB	06-Jan-17					
Mr C Blachford	CB	06-Oct-16					
Mr J Blighton		06-Jan-17					
Mr M Boardman	MBB	06-Jan-17					
Mr P Bolton	PDB		Outdoor Oct 16				
Mrs H Booker	HVB	06-Jan-17					
Ms R Bradbury	REB			FAW Dec 2017			
Ms C Brown	CBR	06-Jan-17					
Mrs T Browning		06-Jan-17					
Mrs S Buckley	SAB	06-Jan-17					
Mrs A Burke	ASB	06-Jan-17					
Ms G Busby	GJB	06-Jan-17					
Miss F Byrne	FGB	06-Jan-17					
Dr N Carrier	NC	06-Jan-17					
Mr F Chaveneau	FCC	31-Jan-18					
Mr G Clark	GHC		Outdoor Nov 16				
Mrs H Clark	HC	06-Jan-17					
Mr D Clarke	DRC		Outdoor Nov 16	FAW Oct 2018	May-16	May-17	May-18
Mrs L Colvine		06-Jan-17					
Ms J Condon	JRC	06-Jan-17		FAW Nov 2018			
Mr M Costabile	MCO	26-Nov-18					
Ms C Conway		06-Jan-17					
Mr AJ Cook	AJC	06-Jan-17					
Mrs J Cooper	JSC	06-Jan-17					
Mr M Cross	MC	06-Jan-17					
Mr J Cumberbatch				FAW Nov 2018			

Full Name	Initials	EM 1st Aid AW	2 Day	3 Day	RLSS 1	NWS 2	Expedition
Mr M Curtis	MCU	06-Jan-17					
Mr R Curtis				FAW 14 Feb 2017			
Ms C Daudu		06-Jan-17					
Mr R Davieson	RJD	06-Jan-17					
Ms J Davis	JPD	06-Jan-17					
Mrs N Day		06-Jan-17					
Ms M Doncel		06-Jan-17					
Mr N Double	NJD	06-Jan-17					
Mr A Doyle	APD	06-Jan-17					
Mr M Duda	MJD	06-Jan-17					
Ms J Estall		15-Jun-17					
Mr F Estavillo		27-Nov-18					
Mr D Fendley	DJF	06-Jan-17					
Ms J Field	JAF	06-Jan-17					
Ms R Galan		06-Jan-17					
Ms S Garrido-Soriano	SGS	23-May-16				May-16	
Mrs A Ghaney				FAW Nov 2018			
Miss C Goddard	CEG	06-Jan-17					
Miss A Goodman	AG		Outdoor Nov 16				
Mr S Gray	SG		Outdoor Oct 16				
Mrs J Green		06-Jan-17					
Mr J Griffin				FAW June 2017			
Mrs K Griffiths		06-Jan-17					
Mr D Griller	DG	06-Jan-17					
Mrs K Hadrill		28-Jun-16					
Miss R Hardman	RHA	27-Nov-18					
Mrs S Harradine		28-Jun-16					
Mr C Harrison		06-Jan-17					
Mr R Hatton				FAW June 2017			
Mrs S Havord	SHA	26-Nov-18					
Mr K Helmsley		06-Jan-17					
Mr T Hill	THE	26-Nov-18					
Miss P Holmes	PAH	15-Jun-17					May-18
Mr J Hope	JMH	06-Jan-17					
Mr D Hughes				FAW Oct 2018			
Mr C Hurst	CH			FAW Nov 2018			
Mrs E Hutchinson		06-Jan-17					
Ms J Iredale		06-Jan-17					
Miss A Jacobs	AHJ	06-Jan-17					
Mr R Jarvis				FAW 3 Feb 2017			
Mrs N Jefferson		06-Jan-17					
Mr T Jenkins	TJL	06-Jan-17					
Mr W Jones		06-Jan-17					
Mr F Keenan		06-Jan-17					
Mr A Kershaw	AWK	06-Jan-17					
Ms A Kellova		06-Jan-17					

Full Name	Initials	EM 1st Aid AW	2 Day	3 Day	RLSS 1	NWS 2	Expedition
Mr M King				FAW July 2018			
Mrs S Kirby	SJK	06-Jan-17					
Mrs J Knibbs	JFK	06-Jan-17					
Mr R Kothakota	RKK	06-Jan-17					
Ms R Kugele	RK	06-Jan-17					
Mr P Langton	PHL	23-May-16			May-16		
Ms F Latulipe	FDL	06-Jan-17		FAW Feb 18			
Mr A Lawrence	AJL	06-Jan-17					
Dr T Leary	TJL		Outdoor Nov 16				
Mr J Lee	JJL		Outdoor Nov 16				
Mrs L Lewis		28-Jun-16					
Mr T Liversage							
Mr C Lori	CL			FAW Nov 2018			
Mr C Malston	CAM	06-Jan-17					
Mrs K Martin	KLM	06-Jan-17					
Mr A McBay	ANM	15-Jun-17					
Mrs D McCarney		31-Jan-18					
Mr D McQueen				FAW Feb 18			
Ms P Message	PZM	06-Jan-17					
Ms K Millar	KEM	06-Jan-17					
Mr C Mills	CTM		Outdoor Oct 16		May-16		
Mrs K Mimmagh	KM	06-Jan-17					
Mrs L Moore	LGM			FAW Dec 2017			
Mr O Morris	JOM	06-Jan-17					
Mr S Nathan		06-Jan-17					
Mr J Neville	JN	06-Jan-17					
Miss N Noble	NN	27-Nov-18					
Mr J Odling	JFO	06-Jan-17					
Mrs J Owen	JCO	06-Jan-17					
Mr S Paraskos	SP	06-Jan-17					
Mr T Passmore	TNP	06-Jan-17					
Mrs J Peattie	JLP	06-Jan-17					
Mrs J Perkins	JEP	06-Jan-17					
Mrs A Polise		06-Jan-17					
Mrs C Reilly	CFR	06-Jan-17					
Ms C Reyner	CHR	06-Jan-17					
Mr M Richards	MR	06-Jan-17					
Mr T Rigby	TFR	06-Jan-17					
Mr D Roland	DER	23-May-16			May-16		
Mrs E Rommer				FAW Nov 2018			
Mrs A Samuel	AES	06-Jan-17					
Mr J Sarpong	JOS	06-Jan-17					

Full Name	Initials	EM 1st Aid AW	2 Day	3 Day	RLSS 1	NWS 2	Expedition
Mr D Saul	DS		Outdoor Nov 16	FAW Oct 2018	Jun-15		
Mrs T Scorer	TKS			FAW June 2017			
Mr D Schofield	DAS	06-Jan-17					
Mr C Schurch	CMS			FAW Nov 2018			
Mr O Semar		06-Jan-17					
Mrs V Short	VS	06-Jan-17					
Mr M Sims	MKS	10 May 19					
Miss H Slater	HSS	06-Jan-17		FAW Feb 18			
Mr J Slater	JDS	06-Jan-17					
Mr P Smith	PS	06-Jan-17					
Ms V Smith	VMS	06-Jan-17					
Mr N Stebbings	NJS	06-Jan-17					
Mr P Studt	PST			FAW June 2017			
Mr M Sutton-Edwards		06-Jan-17					
Ms K Swan				FAW Nov 2018			
Mr J Talman	JT	06-Jan-17					
Mr P Taylor	PWT			FAW Dec 2017			
Ms L Teunissen	LAT	06-Jan-17					
Mr M Thornton	MTT	06-Jan-17					
Mr P Thomas	PDT	06-Jan-17					
Mrs R Travena	RRT	06-Jan-17					
Mr R Trivedi	RRT	06-Jan-17					
Mr P Turner	PGT	15-Jun-17					
Mr N Uzhvak		01-Jun-16					
Mr M Yates	MGY	06-Jan-17					
Ms M Watson-Evans	MWA	06-Jan-17					
Mr D Whitby				FAW June 2017			
Mrs A White	AJW	06-Jan-17					
Mrs K White	KNW	27-Nov-18					
Mr A Wilkinson	SAW	15-Jun-17					
Miss K Willett	KEW	06-Oct-16					
Mrs K Williams	KAW	06-Jan-17					
Miss D Woodward	DCW	06-Jan-17					
Mr R Worrallo	RDW	06-Jan-17					
Mrs S Yoxon	SCY	06-Jan-17					
Mrs H Ziegler	HAZ			FAW Dec 2017			
Mrs H Zhang	YHZ	06-Jan-17					

Emergency FAW: 138

2 Day outdoor: 9

3 Day FAW: 30

RLSS 1 = One Day Rescue Test for Teachers

NWS 2= National Water Safety Management Programme - valid for two years