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HAMPTON SCHOOL

HEALTH AND SAFETY POLICY

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Date of Review	October 2024	Date ratified by Chair of Governors	October 2024
Date of next review	October 2025	Reason for review	Annual review

Section A: General Statement of Policy

At Hampton School (the School), we 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.

The School will take all reasonably practicable steps for health, safety and welfare, including:

- Providing and maintaining safe plant and systems of work
- Providing information, instruction, training and supervision
- Providing safe premises.

The Headmaster and the Bursar have responsibility for the day-to-day operation of Health and Safety at the School. However,

- 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 Leadership Team ("SLT") in order to enable the School to comply with its Health and Safety duties.
- all members of staff are responsible for reporting any significant risks or issues to the Headmaster, Bursar or Estates Manager.

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:

Andrew Munday

Chair of Governors, for and on behalf of the Board of Governors

Date:

Section B: Responsibilities

1. Governors

The Governors accept responsibility for the oversight of Health and Safety within the School and seeking to provide adequate resources. They will monitor the effectiveness of the implementation of this policy and will request that it be revised when necessary.

- The Governing Body has nominated two Governors to liaise with the Headmaster and Bursar concerning Health and Safety. They attend the termly meetings of the School's Health and Safety Committee and receive copies of relevant paperwork. Their liaison role involves reporting back to the Governors.
- 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 Chair wishes to bring to the Board's attention.

2. Headmaster

The Headmaster, working closely with the Bursar and supported by the Heads of Department, will be responsible to the Governors for the safe functioning of the School's activities. He will have a particular focus on academic, pastoral and co-curricular aspects of Health and Safety and will:

- 2.1 Monitor the effectiveness of this policy and report to the Governors as appropriate.
- 2.2 Consult with the Bursar and the Estates Manager.
- 2.3 Recommend changes in the Health and Safety Policy in the light of experience.
- 2.4 Seek to ensure the co-operation of all staff at all levels as regards working to this policy.
- 2.5 Seek to ensure that all Heads of Department fully understand their responsibilities and are given both the time and the encouragement to pursue them.
- 2.6 Seek to ensure that any changes in curriculum are considered for their Health and Safety implications.
- 2.7 Seek to ensure that staff under his control are adequately trained to carry out their Health and Safety responsibilities.

3. Bursar

The Bursar is the Responsible Person and authorised 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 the School. The Bursar, working closely with the Headmaster and supported by the Estates Manager and Deputy Bursar is responsible for the safe functioning of the School as regards facilities, estates, domestic and administrative aspects of Health & Safety including:

- 3.1 Investigating matters concerning safety raised by any member of staff or pupil and, where necessary, taking relevant action.
- 3.2 Where matters cannot be resolved, consulting with The Headmaster and Governors for advice and guidance.
- 3.3 Monitoring, with the Estates Manager, the maintenance of plant and premises equipment.

- 3.4 Updating the Health and Safety policy as required and seeking to ensure that changes are brought to the attention of all relevant staff.
- 3.5 Liaison with statutory bodies on Health and Safety matters.
- 3.6 Working with oversight from the Governors to seek to ensure the provision of adequate funds, materials, equipment and human resources to meet the School's health and safety requirements.
- 3.7 Ensuring adequate insurance cover is held and maintained.
- 3.8 Displaying a copy of the Employer's liability Insurance Certificate on the Bursary noticeboard and other places of work.

The Bursar will also, so far as is reasonably practicable, seek to ensure that:

- 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 the following:
 - fire risk assessments
 - legionella risk assessments
 - water risk assessments
 - electrical and gas testing

The action reports are submitted to the Health and Safety Committee for review and monitoring of the progress of implementation.

The School will seek advice from external safety consultants on specific requirements – e.g. fire risk assessments, legionella prevention etc.

4. Competent Person

The Estates Manager has an additional role as the Competent Person The Competent Person will:

- 4.1 Monitor the effectiveness of this policy and report back to the Bursar and 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.
- 4.6 Attend the Incident Report Meetings where incidents and accidents are reviewed and actions agreed upon as necessary. (Further review is carried out by the Health & Safety Committee which meets termly and of which the Estates Manager is a member). See Section C point 1.4.

- 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 (HoDs) will be responsible to The Headmaster for the following:

- 5.1 Ensuring that their 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 HoDs 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, via the Evolve Accident Book electronic reporting system, any accidents, incidents, near misses or damage for appropriate investigation
- 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, HoDs will notify the Safety Advisor directly regarding any new hazardous substances that are required to be purchased or used 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 HoDs 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 Undertake regular visual inspections on equipment to identify "first stage problems".

7. Operational 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 on the Evolve Accident Book system.

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. All employees must:

- 8.1 Take reasonable care of their own and others' health and safety at the School and in the School's wider operations such as on trips, visits and away sporting fixtures.
- 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 Estates Manager (Safety Advisor) or, in his absence, the Facilities Manager, of any serious risks.
- 8.6 Check their classrooms or other relevant areas of the premises 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 for supporting The Headmaster and Bursar in seeking to ensure the effective implementation of the School's Health and Safety Policy.

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:

- Chair: Bursar
- Secretary: Bursary Administration Assistant
- Nominated Governor(s)
- The Headmaster
- Estates Manager (nominated Competent Person)
- Deputy Head Pastoral
- Deputy Head
- Deputy Bursar
- Director of Sport
- Head of Design & Engineering
- Head of Chemistry
- Head of Art
- Senior Physics Technician
- Design & Engineering Technician
- School EVC
- School Nurse
- Head Groundsman
- Hammond Technical Manager

9.3 Meetings:

A Health and Safety Committee meeting is held termly, or more frequently if circumstances require, with the minutes circulated to the Committee and recorded on [SharePoint-Health and Safety](#)

- 9.4 **Audits:** Health and Safety audits of all areas of the School are arranged on a rota basis and on a three-year cycle. These audits are reviewed by the Health and Safety Committee. The Competent Person 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 manner.

As part of their induction training, all new employees are given safety induction training by the Bursar or Estates Manager which includes:

- 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:

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

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.

Head of Department and HR department will keep records of training as appropriate.

Section C: General Arrangements

1. First Aid (supported by a 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 located at specific locations (see **Appendix 1**). The contents of the first aid boxes comply with current regulations and are checked regularly. 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. If an incident occurs on the School site, the School Nurse can be contacted via radio or via Reception. If advice is required for an incident that has occurred off site, the School Nurse can be contacted by calling the main telephone number – 020 8979 5526 – or via the Bursary – 020 8979 0476.

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 School uses the Evolve Accident Book electronic reporting system to record incidents and accidents. Instructions for using the system are available to all staff on [SharePoint Health and Safety documents](#). 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.

All incidents and accidents are recorded electronically on the Evolve Accident Book system. Appropriate staff will receive an email notification when an incident is recorded and those staff are able to view the incident and add any relevant notes. A log of incidents to date is produced to coincide with the fortnightly Incident Report meetings and this is then reviewed and discussed. A termly log is circulated to members of the Health and Safety Committee and is 'signed off' by The Headmaster and a School Governor (with nominated responsibility for Health and Safety) only once all incidents have been closed.

1.5 **RIDDOR**

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

1.6 **Investigation**

Where necessary, the Bursar or Deputy Bursar will undertake an investigation. The procedure for a **serious** accident or incident (including "near-misses") is as follows: Report immediately to the Bursar (or Deputy Bursar), or to the Headmaster in the Bursar's absence. The Bursar (or the Deputy Bursar in the Bursar's absence) will obtain, if required, specialist Health and Safety advice before commencing an investigation.

1.7 **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 on [SharePoint - Health and Safety documents](#)

- 1.8 **AAI's**
Staff receive training in the use of AAI's (adrenaline auto-injectors) annually.

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

- 2.1 **Responsible Person**
The School is the legal entity that is the Responsible Person for fire safety.
- 2.2 **Competent Person**
The Estates Manager is 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** - [click here](#) - which is accessible to all staff on SharePoint, and in the **Fire Safety & Emergency Evacuation Procedures Policy (B12)** which can also be found on Cezanne - [click here](#)
- 2.8 **Fire Drill**
Practice fire drills are carried out at least termly and more frequently if required.
- The designated Fire Marshals are responsible for mustering and accounting for all staff, pupils and other personnel on site and once all personnel have been mustered, a report must be made to the Response Team.
- The fire drill is co-ordinated by a member of the SLT.
- A report is completed after each fire drill, whether or not it is a practice drill. Staff can refer to the **Fire Management Policy (B06)** and the **Fire Safety & Emergency Evacuation Procedures Policy (B12)** which can be found in section B of the School Policies area on Cezanne - [click here](#)

2.9 Staff Induction

The Estates Manager will undertake staff induction, which will outline the fire safety arrangements at the School.

2.10 Fire Marshals

Fire Marshals and their duties are outlined in the School's **Fire Safety & Emergency Evacuation Procedures (B12)** - [click here](#)

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.

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 pupils 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.

Staff can refer to the Slips and Trips Risk Assessment on SharePoint - [Health and Safety documents](#)

Section D: Hazards

1. Control of Substances Hazardous to Health Regulations 2002, (COSHH)

1.1 Hazards associated with running a school

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

- Art Department
- Cleaning stores
- Domestic cleaning.
- Kitchens/Dining Halls.
- Maintenance Department.
- Offices.
- Science laboratories.
- Stores in the sports grounds and gardens.
- Design & Engineering

1.2 Chemicals

Data sheets for chemicals used within the School are kept and maintained by the Head of the relevant department. Instructions for the storage and safe handling of such chemicals are issued by the Head of Department (HoD) who is also responsible for ensuring compliance.

1.3 Risk Assessments are carried out for the usage of chemicals by the appropriate Head of Department.

2. Machinery

2.1 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.

2.2 Rules for the use of machinery

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

- 2.2.1 Guards and Fences: under no circumstances must guarded or fenced machinery be operated with those guards or fences removed.
- 2.2.2 Unauthorised use: machinery is not to be operated, cleaned or serviced by pupils unless supervised by a trained member of staff.
- 2.2.3 Protective clothing: all personnel operating machinery must wear appropriate protective clothing.
- 2.2.4 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.
- 2.2.5 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.
- 2.2.6 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.
- 2.2.7 Good housekeeping: areas around machinery must be kept clean and free from obstructions and build-up of waste material.
- 2.2.8 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.
- 2.2.9 Risk Assessments: Each department is responsible for ensuring appropriate risk assessments are carried out and reviewed in line with the **Risk Assessment Policy** [School Policies](#)

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 workstation.
 - Be regularly inspected and assessed.
 - Safe access and egress will be maintained in each workplace, including for the disabled.
 - 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 It is the responsibility of the Safety Advisor to ensure that the requirements for office safety are met according to current legislation.
- 2.2 **Eye Checks**
Regular users of display screen equipment (DSE) 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 schedule held in the Bursary.
- 2.3 **Workstations**
Annual self- assessments will be carried out by 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.
- 2.4 **Remote Working**
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 1999 (MHSW Regs.) 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 considering 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. Creating a Risk Assessment

In practice, the creation of a risk assessment is the exercise of asking and answering two questions:

- (a) **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?
- (b) **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.

3.1 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. These risk assessments are available to all staff on SharePoint - [Health and Safety documents](#).

Academic departments have their own risk assessments which are available to departmental staff in the appropriate area on SharePoint.

4. The Process of Creating 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 the School which may result in hazards. The list is not exhaustive but illustrates the extent of hazards which may need to be considered:

Adverse weather	Lighting
Allergies	Lone workers
Chemicals/substances	Lost pupil
Cleaning	Major building projects
Compressed air	Manual handling
Confined spaces	Mechanical lifting operations
Contact with hot/cold surfaces	Mini-bus
Electricity	Noise
Fall of object/material from height	Operation of vehicles
Fall of person from height	Pregnant workers
Fall of person on same level	Return to work after medium/long absence
Fire, including static electricity	School trips
Hand tools	Stacking
Housekeeping	Use of machines

4.2 Risk Assessment Template

The Risk Assessment template is available to all staff on SharePoint - [Health and Safety documents](#)

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 pupils, staff and visitors.

5. Reduction of Risk

The Bursar is responsible for arranging any physical modifications which are required to reduce or minimise a risk which has been identified within the School. The relevant risk assessment document will be updated when the recommended action has been completed.

6. Reporting a Hazard

- 6.1 If a minor hazard is identified in the School, it must be reported to the School Keepers or Maintenance team (email works@hamptonschool.org.uk); any major hazard should be reported immediately to either the Bursar, the Deputy Bursar, the Estates Manager or the Facilities Manager.
- 6.2 A hazard serious enough to create the likely probability of injury must be reported immediately by telephone to either the Bursar, the Deputy Bursar, the Estates Manager or the Facilities Manager 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
- Crisis Management Plan
- Environmental
- Fire Management
- Fire Safety & emergency Evacuation Procedures
- First Aid
- Functions
- Grounds Safety
- Health and Safety of Pupils on Educational Visits
- Lettings
- Lightning
- Minibus Code of Practice
- Occupational Stress
- PAT Testing
- Risk Assessment
- School Closure Procedures
- Self-Employed Contractors

- Waste Policy
- Water Treatment

Further information is available from:

Health & Safety at Work, etc. Act 1974

Management of Health & Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Workplace (Health, Safety and Welfare) Regulations 1992

Personal Protective Equipment at Work Regulations 2002

Manual Handling Operations Regulations 1992

Health & Safety (Display Screen Equipment) Regulations 1992

Control of Substances Hazardous to Health Regulations 2002

Appendix 1 – Location of First Aid Kits, AAI's & Inhalers, Defibrillators, Evacuation Chairs and Eye Wash Stations

LOCATION OF FIRST AID KITS

HAMPTON MAIN BUILDING	
Location	Number
Art	2
Biology	9
Bursary	1
Chemistry	10
Cleaners' Room	1
Design & Engineering	3
Ergo Room	1
Garrick	1
Geography office	1
Greenhouse	1
Hammond Theatre Bar	1
Hammond Theatre Kitchen	1
Hammond Theatre Office	1
Keepers' rooms	2
Maintenance office	2(+ Burns Kit)
Medical Room	1
Medical Room 2	1
Music	1
Physics	8
Reception	1 (+ Anaphylaxis kit)
SEN Room	1
Staff Common Room	1

PAVILION & GROUNDS STAFF AREA	
Location	Number
Adventure Society Store	22
Grounds staff mess room	1
Grounds staff garage	3 (+ Burns Kit)
Pavilion kitchen	1

KITCHEN & DINING ROOMS	
Location	Number
Head Chef's Office	2
Catering Office	1
Main Hall (when lunch is being served)	1

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

SPORTS DEPARTMENT	
Location	Number
Sports Hall office	1
North Gym	1
Travelling bags	33
Boat House	2 travel launch safety bags + 7 launch kits

LOCATION OF AAI's, ASTHMA INHALERS, DEFIBRILLATORS, EVACUATION CHAIRS & EYE WASH STATIONS

AAI's (EpiPens)	
Location	
Biology Office	Modern Languages Office
Lecture Theatre	Medical Room
Millennium Boat House	Pupil Dining Room (in the first aid cupboard by the entrance into the cooking area)
Reception	Room 54 (for Saturday sport (autumn & spring terms))
Medical Room	Millennium Boat House
Sports Pavilion	
ASTHMA INHALERS	
Location	
Biology Office	
Languages Office	
Lecture Theatre	
Sports Pavilion	
DEFIBRILLATORS	
Location	
Reception (main School building)	
Sports Pavilion	
Hammond Theatre	
Millennium Boat House x 2	
EVACUATION CHAIRS – ALL LOCATED ON 1ST FLOOR	
Library stairwell	English Office stairwell
Exams stairwell	Art/F58 stairwell
TB4/Chemistry/F55 stairwell	Chemistry/F22 stairwell
Hammond (front of house) /opposite lift	Hammond (rear of house)/opposite lift
Sports Hall	Sports Pavilion (Area 4)
EYE WASH STATIONS	
Location	
All Chemistry laboratories	Design & Engineering
All Physics laboratories	Grounds Staff
All Biology laboratories	Millennium Boat House