

# **HEALTH AND SAFETY POLICY**

**HEALTH AND SAFETY POLICY- PART C- ORGANISATION**

**CATERHAM PRE PREPARATORY, PREPARATORY AND SENIOR SCHOOL (CATERHAM SCHOOL)**

**HARESTONE VALLEY ROAD CATERHAM SURREY CR3 6YA**



**SECURITY**



**Training**

Those carrying out risk assessments complete the iHasco risk assessment training or an alternative agreed by the Director of Estates where required. This is identified within the School health and safety training matrix.

**Records**

Risk assessments and safe systems of work are held locally so they are available to staff. A copy is saved into the risk assessment on the U:Drive.

**Review process**

Spot checks of risk assessments are completed by the Director of Estates with assistance from the school





## CONTRACTORS (CONTROL OF)

The school have a responsibility to ensure that any contractors working on school premises do so safely. The school maintenance department have a procedure for contractor management which includes:

- Pre-qualification of contractors – obtaining insurance information, method statements, policy and risk assessments
- Controlled access arrangements for contractors
- Sharing risk information and site rules
- Supervision proportionate to risk

The access arrangements and records are held in the Maintenance Manager's Office.

## DISABILITY

The school will take all reasonable measures to ensure that the school premises, outdoor facilities and services are accessible to all people. Procedures will be implemented to ensure the safe evacuation of all people, whose ability to evacuate the school premises may be impeded, safely and quickly through the use of personal emergency evacuation procedures.

The Medical Centre arrange personal emergency evacuation plans (PEEPs) as required.

Please refer to the school accessibility plan which is available on the U:Drive.

## DISPLAY SCREEN EQUIPMENT

**A 'user' of display screen equipment in the school is a person who habitually uses DSE as a significant part of their day.**

DSE users will complete training on DSE and complete a DSE risk assessment via iHasco. Any remedial requirements are then followed up by the Director of Estates.

**When new 'users' join**

**When 'users' move workstation or obtain new equipment**

**If a 'user' notifies HR of musculoskeletal pain or discomfort**

**If a 'user' becomes an expectant mother**

**If a user returns to work after a long period of illness.**

Workstation assessments will also be reviewed periodically and iHasco is set up to send a reminder when this is due.

Eyesight tests are provided at the expense of the school. If corrective glasses are then required for computer work these will be provided. Staff should contact the Bursary for details.

**The school will ensure that workstation equipment is provided in accordance with the schedule of equipment as indicated in the Display Screen Equipment Regulations**

**DRIVING SAFETY (including minibuses)**

Please refer to the school Transport Policy.

**ELECTRICAL SAFETY**

The School recognises the potentially fatal hazards associated with electrical supply and equipment.

All staff will check their equipment is visually safe to use and report faults or damage immediately to the Estates Bursar.

Inspection of the electrical infrastructure is completed every 5 years and remedial works completed.

Portable appliance testing (PAT) is completed every September across the school by an external contractor and the maintenance team complete testing if required between.

**FIRST AID**

Day to day responsibility for first aid falls to the Health Centre Manager.

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### **IONISING RADIATION**

The school has appointed a Radiation Protection Adviser (RPA) and a Radiation Protection Supervisor (RPS) whose duties appear in writing. Sample sources are registered with the Health and Safety Executive.

The RPS will ensure that local rules and risk assessments have been drawn up, kept up-to-date and followed.

### **RADON**

### **LEGIONELLA PREVENTION**

The statutory duty holder with regard to Legionella control and management is the Estates Bursar. He ensures that the legionella risk assessment is completed by a competent person, up to date, suitable and sufficient and that a suitable management plan is in place.

Legionella management records are held by the Director of Estates and the Maintenance Manager.

### **LETTINGS**

The school premises can only be let by the approval of the Bursar and is coordinated by the Lettings Manager. When a hire is authorised, the school hire agreement will be put in place between the school and the hirer. Relevant risk assessments will be obtained from hirer and scrutinised to assess that risks are being managed and risk assessments and emergency arrangements will be shared with the hirer.

### **LIFTING EQUIPMENT**

It is the responsibility of the Director of Estates to ensure maintenance and statutory inspections under LOLER (insurance inspections) are carried out on any lifting equipment and that records are held and retrievable. This includes passenger lifts and access equipment. Access equipment is stored/locked in a









**PRESSURE VESSELS AND ASSOCIATED EQUIPMENT**

The Director of Estates coordinates the statutory inspection of pressure vessels.

Where academic departments have or use pressure vessels such as autoclaves, steam engines or pressure cookers they are responsible for ensuring that the guidance within CLEAPPS is understood and followed and that all relevant testing and inspection is completed.

**SAFEGUARDING**

Please see separate policy.

**SECURITY**

This matter is the subject of ongoing risk assessment.

As far as is reasonably practical premises are secure and trespassing on the premises is prevented. To help achieve this end the cooperation and vigilance of employees and pupils is required but no one must place themselves in personal danger. The School employs two security officers who regularly patrol the campus with particular attention to unidentified persons and vehicles.

The practical control of access to premises should be described in a written risk assessment.

## **SUBSTANCES HAZARDOUS TO HEALTH**

The COSHH Regulations apply to activities where hazardous substances are used and to activities which produce hazardous substances. Hazardous substances can be found in Science, Art, DT, Cleaning, Catering, CCF, Maintenance and Grounds.

Heads of Departments must ensure the following:

- A list of hazardous substances used within their department is made, kept up to date at all times
- Up to date safety data sheets are obtained for all hazardous substances used and held at storage locations.

- COSHH risk assessments are compiled for all hazardous substances (including those generated through work)

- The findings of COSHH risk assessments are communicated to all users of such hazardous substances.

- Hazardous substances are stored in accordance with the control measures stated in the COSHH risk assessments.

- Suitable control measures are implemented

Heads of Department are responsible for familiarising themselves with the requirements of the COSHH Regulations and information sources relevant to their role such as CLEAPPS.

## **SWIMMING POOL**

The Sports Centre Manager oversees the swimming pool and has documented a Normal Operating

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Cleaning staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in external areas.

#### **VEHICLES ON SCHOOL PROPERTY**

Risk assessment of vehicles on school property has been undertaken and this is under regular review with continual improvement.

Speed restriction signs have been posted, and are clearly visible; every effort is made to ensure that they are observed. Traffic calming measures have been introduced along with a one way system at the front of the school.

Parking areas have been clearly marked and only marked spaces may be used unless special arrangements have been made.

#### **VIBRATION CONTROL**

The Control of Vibration at Work Regulations set exposure limit values and action values:



The school has a ladder register and these are inspected by the site maintenance team. Additionally, ladder users are responsible for doing pre-use ladder checks, in accordance with their training.

All fragile roofs must be hazard signed.

Where a risk assessment identifies the use of other methods of access, such as mobile elevated work platform, scaffolding etc, these will be used. Such access equipment will only be used by those trained and competent to do so.

#### **WORK EQUIPMENT**

Heads of Department are responsible for identifying work equipment which requires safety control measures to be implemented as part of their risk assessment process. They are then responsible for ensuring that all identified safety control measures are implemented and reviewed as required.

The Director of Estates should be notified of any maintenance and/or inspections that are required on specific equipment so these can be included in the central asset management process.

New equipment must comply with an appropriate British or CEN Standard and safe operating procedures must be provided to ensure that the equipment can be used safely.

#### **YOUNG PERSONS AT WORK**

If any young person under the age of 18 is employed or given a work experience placement at the school, the Head of Department where they are working will ensure that a relevant risk assessment is completed (or an existing risk assessment updated to reflect the additional risk of a young person due to inexperience and immaturity), the findings communicated to the young person and their supervisor. The person managing or hosting the young person is responsible for ensuring the risk assessment is updated if required and all the safety control measures are implemented.

Parents and those with parental responsibility for school-age children (ie under 16 years of age) must be given information (a copy of the written risk assessment will suffice) about risks identified by the assessment, the preventative and protective measures, and any risks notified where the workplace is shared with another employer. The young people themselves will be similarly informed.

Reviewed Peter Curtis, September 2023  
Next review September 2024