Hampton Court House

Health and Safety Policy

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Declaration This Policy has been read and agreed by the management of Hampton Court House School.
Health and Safety Lead: Signed: Print: Date:
Principal: Signed: Print: Date:

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1. Foreword

Within this Health and Safety Policy document there are numerous references to Health and Safety Legislation, Regulation and Industry Best Practice, etc.

For ease of access, all references to these publications within this document have been "Hyperlinked" to the corresponding document in the HSE or appropriate web portal and for this purpose are coloured "blue".

2. Introduction

This Health and Safety Policy has been prepared to comply with the statutory requirements of the Health and Safety at Work etc. Act 1974 (The 1974 Act), regulations made under the 1974 act, The Regulatory Reform (Fire Safety) Order 2005 (RRFSO), and other relevant government statutory legislation. It has been designed specifically for Hampton Court House hereinafter referred to as either; 'Hampton Court House' or 'The Organisation'.

Within this policy document are the 'Policy Statement', 'Organisation' and 'Arrangements' for Occupational Health, Safety and Welfare, for the organisation's scope of business activities.

Safety is paramount and achieving good health and safety performance is recognised as being consistent with overall successful business performance.

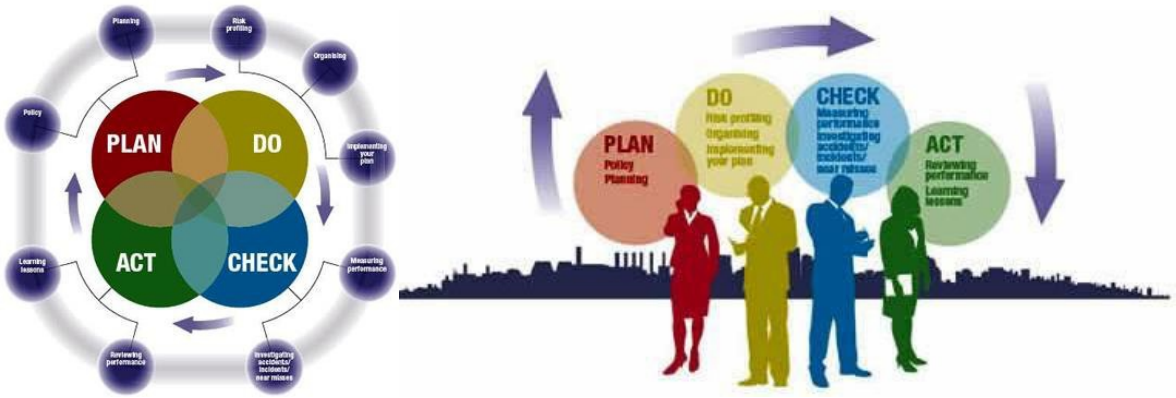
The Organisation recognises that failure to integrate health and safety into its operations will result in harm both to people and itself.

Hampton Court House takes an integrated approach where managing health and safety forms part of the overall business strategy.

This Health and Safety Policy is modelled upon a process of "Continuous Improvement", and based upon the Management of Health and Safety at Work Regulations 1999 (as amended), and an interpretation of the Health and Safety Executive's publication HSG65 – "Managing for Health and Safety".

The elements of the "Plan, Do, Check, Act" cycle is shown in the diagram below however, for a full appreciation and clear understanding of this and other revised safety management principles you should thoroughly read HSG65 – "Managing for Health and Safety".

(Diagrams extracted from HSG65 – "Managing for Health and Safety" (third edition 2013).



3. Health, Safety & Environmental Policy Statement

Hampton Court House recognises the fact that a good standard of health and safety has positive benefits to the organisation and commitment to a high level of safety makes good business sense.

Additionally, it also recognises that health and safety is a business function and must therefore, continually progress and adapt to change. This flexible approach to health and safety will be based on the identification, evaluation and control of risk.

Hampton Court House is committed to the continuous improvement of health and safety performance and as such, priority will be given to the effective control of risks. In doing so, the support of all employees will be encouraged in avoiding accidents and ill health and the associated cost and disruption.

Risk assessments will be carried out and periodically reviewed for all events and activities, ensuring the progressive identification and assessment of all risks and their elimination or control.

As previously stated, there are distinct benefits to be gained from providing a safe and healthy working environment. Therefore, appropriate levels of resource will be allocated to ensuring health and safety within the organisation, with a positive culture encouraged and actively supported by all Leadership and Management.

Hampton Court House also acknowledges responsibility in respect of persons other than employees of the Organisation, whether school attendees, members of the public, employees of contracted companies or visitors.

Hampton Court House will provide the necessary information, instruction, training and supervision for employees and others, including temporary staff to ensure their competence with respect to health and safety.

All employees will be involved in the decision-making processes either on an individual basis or through their representatives. The performance of both individuals and the organisation will be monitored to pre-determined standards with continual improvements being made to health and safety standards.

Adequate planning, monitoring and review of the implementation of this health and safety policy will be carried out. In order to ensure that this general statement is achieved, the following will form Hampton Court House aims and objectives:

Hampton Court House will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the organisation.

Hampton Court House considers that health and safety rates equal to all other business functions and will attach equal importance to achieving health and safety targets.

Hampton Court House will also devote the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of its staff, contractors and visitors.

The assistance of expert help will be sought where the necessary skills are not available within the Organisation.

The minimum standards that will be adopted by Hampton Court House are those required by law, although Hampton Court House will seek to exceed these where reasonably practicable.

Hampton Court House recognises that safety is the responsibility of everyone within the organisation and is not just a function of management and, to this end employees will have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co- operate with management in achieving the standards required.

Hampton Court House will ensure that health and safety is fully integrated into the management and decision-making processes within the organisation. Responsibilities of management are assigned at all levels and that their roles within health and safety are clearly defined.

This statement describes the general standards of how Hampton Court House intends to meet the requirements of health and safety legislation and provide a healthy and safe working environment for its employees and all those involved in its operations and business activities.

Hampton Court House will provide adequate control of all environmental and health and safety risks arising out of the work activities and actively seek to avoid environmental incidents, accidents and work- related ill health.

Hampton Court House will ensure that there are arrangements put into place for the effective planning, development and review of this policy statement.

Hampton Court House will ensure that sufficient resources are provided to ensure the effective Health and Safety management of the school and it's premises.

4. Organisation and Responsibilities for Health and Safety

General Organisation

Arrangements for health, safety and welfare will be organised by the Proprietor **Dukes Education Limited**, who has ultimate responsibility on behalf of the Organisation.

The Organisation has appointed Akeva Safety Solutions as the companies external Health and Safety Advisors to provide guidance and support where necessary and to undertake site inspections and visits and to give advice as requested.

This may include the production of management reports which can be used to assist with the monitoring of deficiencies and improvements in health and safety standards and systems.

Key to the organisation of health and safety is the principle of developing a positive health and safety culture using the four C's principle which may be briefly described as follows:

5.1.1. Competence

- Assess the skills needed to carry out all tasks safely.
- Provide the means to ensure that all employees, including managers and temporary staff are adequately instructed and trained.
- Ensure that people doing especially dangerous work have the necessary training, experience and other qualities to carry out the work safely.
- Arrange for access to sound advice and help.
- Carry out restructuring or reorganisation to ensure the competence of those taking on new health and safety responsibilities.

5.1.2. Control

- Lead by example, demonstrate your commitment.
- Provide clear direction and let everyone know health and safety is important.
- Identify people responsible for particular health and safety jobs, especially where special expertise is called for, e.g. doing risk assessments, driving plant and equipment etc.
- Ensure that managers and team leaders understand their responsibilities and have the time and resources to carry them out.
- Ensure everyone knows what they must do and how they will be held accountable by setting clear concise objectives.

5.1.3. Co-operation

- Leadership will attend health and safety meetings.
- Staff at all levels and or their representatives will be consulted.
- Appropriate staff will be involved in planning and reviewing performance, writing procedures and solving problems.
- All Organisation Senior Management will ensure proper co-ordination with all contractors who work for or on behalf of the Organisation.

5.1.4. Communication

- Detailed information will be provided about hazards, risks and preventive measures to employees and those contractors either working on the Organisation's premises.
- Discussions on health and safety will be communicated by the HCH H&S Workforce Representative to ensure that all levels of health and safety are seen to be "visible" to all

staff, employees, contractors, members of the public and anyone who may be affected by the Organisation's acts or omissions.

- ❖ Ensure that health and safety is integrated into all day to day activities and ensure that the required performance standards are achieved through effective management controls and supervision.
- ❖ The Organisation will ensure that minimum competency levels are identified and fulfilled so that everyone can make the maximum contribution to health and safety.

5.2. General Safety Responsibilities

Collectively all "Senior Management" share a joint responsibility for the implementation of this Policy. The Deputy Head -Compliance has the lead responsibility for determining the Organisation's focus on health & safety matters, including revision of this Policy.

HCH employees are expected to take reasonable care for the Health, Safety and Welfare of themselves and of others who may be affected by their acts or omissions.

Employees, responsible for supervision, are expected to promote and encourage health and safety awareness in employees and contractors under their control and to "lead by example".

All employees should be aware of and have knowledge of the current best practice guidance and equipment relevant to their work activities.

5.3. Consultation

Employees will be consulted in accordance with:

- ❖ The Safety Representatives and Safety Committees Regulations 1977 (as amended)
- ❖ The Health and Safety (Consultation with Employees) Regulations 1996 (as amended)

Whenever there are changes in the Organisation's work procedures or in the arrangements for health, safety and welfare.

Consultation will be either directly with the employees and/or by the HCH H&S Workforce Representative as the "Representative of Employee Safety".

5.4. Objection on Safety Grounds

The Organisation will not allow employees to undertake activities for which they are not adequately trained and sufficiently experienced.

If such a situation was to arise, the employee has a duty to notify any shortcomings in health and safety arrangements, even when no immediate danger exists, to his immediate superior and or Senior Manager and this could give rise to an objection on safety grounds to undertaking the work.

5.5. Responsibilities of the Proprietors

The proprietors of Hampton Court House, as the employer, have overall responsibility for the health & safety of their employees and all persons affected by the school's operations.

Specifically, the Proprietors are responsible for:

- Reviewing the school's health and safety policy annually and implementing new arrangements where necessary.
- Providing appropriate resources within the school's budget to meet statutory requirements and the school's health and safety policies, procedures and standards.
- Seeking specialist advice on health and safety matters which the school may not feel competent to deal with.

At school level, duties and responsibilities have been assigned to staff as laid out below.

5.6. Responsibilities of the Principal

The Principal, supported by the Deputy Heads, is responsible for the day-to-day management of health & safety.

Specifically, the Principal is responsible for:

- Ensuring adherence to statutory requirements and school health and safety policies, procedures and standards.

- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the school.
- Co-operating with the proprietors to enable health and safety policies and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the proprietors where necessary.
- Communicating the health and safety policy, and other appropriate health and safety information, to all relevant people, including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Ensuring regular health and safety risk assessments are undertaken for the school's activities, and that control measures are implemented.
- Reporting to the proprietors any significant hazards which need rectifying.
- Monitoring purchasing and contracting procedures to ensure compliance with school policy.

  The Principal may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day-to-day responsibilities for health and safety within the school.

5.7. Responsibilities of the Deputy Head -Compliance

The Deputy Head- Compliance has the responsibility for the implementation of this Health and Safety Policy and safe working practices in all areas under their control. In the event of his absence the Deputy Head - Operations will assume responsibility.

To this end the SVP - Operations will ensure that:

- All employees are properly instructed, trained and supervised to ensure that they carry out roles and responsibilities effectively, efficiently and safely.
- Safe working practices are prepared, based on competent assessments of risk and that these practices are adhered to and all employees are fully aware of the hazards associated with their work.
- Prompt detailed reporting to the Principal of any accidents, incidents or near misses. Also, to take part in any investigation with a view to taking preventive measures and to review any reports of hazards in order to ensure that corrective action is being taken.
- As far as possible all safeguards which are provided are properly used and maintained and that safe systems of work are followed.
- Up to date training records are maintained and employees are advised when refresher training is required to ensure continuity of certification and accreditation.
- Suitable records of all site audits and inspections of “appointed contractors, hired labour and contracted employees” are maintained, all observations and recommendations are properly investigated and where necessary, suitable and sufficient remedial measures implemented.
- To report serious accidents to Management and assist with their reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. If requested, they should assist with any accident investigation.
- The SLT has the responsibility for safe day-to-day operation and the maintenance of good standards of housekeeping, fire safety and awareness in the workplace.
- Where a hazard or defect presents a risk to health or safety, they have the responsibility and authority to stop the work and arrange for remedial action.
- They will make arrangements to ensure, as far as reasonably practicable, that safeguards

and protective equipment which are provided are properly used and maintained and arrange to remedy any defects.

- They will give employees and agency staff under their control adequate instructions and supervision in safe systems of work.
- They will participate in the delivery of toolbox talks and retain the signature records.
- The Deputy Head- Compliance will be required to carry out daily visual, and monthly recorded workplace inspections of the areas under their control, for fire and safety hazards and general housekeeping.
- Daily visual and weekly recorded inspections are carried out.
- They will carry out and assist with accident and near miss investigations.
- Making sure that fire exits, and escape routes are not obstructed.
- Managing the maintenance staff and relevant contractors to ensure that work is being carried out safely.
- Making sure that fire exits, and escape routes are not obstructed.
- Supervising the correct use of personal protective equipment.
- Supervising the safe use of machinery.
- Reporting incidents, accidents and near misses to the SVP - Operations
- Assisting with accident and near miss investigations.
- Ensuring housekeeping issues are dealt with promptly.
- Ensuring site safety issues are dealt with promptly.
- To provide first aid to employees, according to their level of training and to ensure that the first aid kits are filled, and the accident book is available and up to date..

5.8. Responsibilities of Fire Marshals

The responsibilities of the fire wardens effectively fall into two roles: a day-to-day role and one for when the fire alarm is activated.

5.8.1. Fire Marshal - Day-to-day role:

- To keep an eye on the general fire safety of the area, building or floor the warden has been allocated.
- Monitor escape routes to see they are kept free of obstruction and to ensure that combustible materials are not stored in these emergency routes.
- Check that fire doors are not tied, propped or wedged open, or obstructed inside or outside.
- Check that extinguishers are where they should be, and no obvious misuse or defect has occurred.
- During scheduled fire alarm tests over a period of weeks or months, check that the alarm can be heard in all rooms and all parts of their allocated area.

5.8.2. Fire Marshals - Role when the fire alarm is activated:

- Sweep through their allocated area, turning off equipment and closing doors/windows in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest fire escape route.
- Checking all accessible rooms including toilets and side offices to make sure people are beginning their evacuation.
- Reporting to the person in charge of the evacuation, at the assembly area or just outside the building, to advise their area is clear (or to report anyone who cannot or will not leave the building).

5.9. Responsibilities of First Aiders

- To provide first aid to employees, according to their level of training and record the incident in the accident book.
- To report serious accidents to Management and assist with their reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. If requested, they

should assist with any accident investigation.

- Please see the First Aid Policy & Accident Procedure

5.10. Responsibilities of the Office staff

The office staff are responsible for supporting the Organisation in the day-to-day administration and implementation of the health and safety policy.

Members of the office staff will be allocated specific health and safety roles to be carried out as part of their job description.

In addition to responsibilities delegated by the Principal, the admin staff are specifically responsible for:

- Maintaining, or having access to, an up-to-date library of relevant published health and safety guidance from appropriate sources, and ensuring that all staff are aware of, and make use of, such guidance.
- Ensuring that appropriate safe working procedures are brought to the attention of all staff.
- Resolving health, safety and welfare problems when members of staff refer to them and informing the SVP - Operations of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Collating and maintaining records related to health, safety and welfare.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensuring that all accidents (including near misses) are promptly reported, recorded, and investigated using the appropriate forms.

5.11. Responsibilities of Teaching Staff and all other Employees

Under the Health and Safety at Work Act (1974) all employees have general health and safety responsibilities. Employees must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head for the application of the health and safety procedures and arrangements.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment, and any health and safety concerns immediately to the school office.
- Report immediately to the school office any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons.

5.12. Communication of this Health and Safety Policy

Hampton Court House acknowledges its responsibility for health and safety at all times andappreciates the importance of, and is committed to, clear communications of all its policies and procedures.

The Institute of Directors (IOD) and Health and Safety Executive (HSE) collaborated in the production of "Leading health and safety at work" guidance sets out an agenda for the effective leadership of health and safety. It is designed for use by all directors, governors, trustees, officers and their equivalents in the private, public and third sectors and applies to organisations of all sizes.

One of its key recommendations is that Health and Safety is discussed and communicated at Board Level. In-keeping with this recommendation the Head accepts ultimate responsibility for "Leading Health and Safety at Work".

The SLT is responsible for the day to day effective and efficient management and implementation of this health and safety policy as well as all accompanying Risk Assessments.

This commitment by the Organisation is further illustrated in the communications of Health and Safety by issuing each employee with a copy of this policy at their induction at the same time instructing them where to find this and all other "health and safety related documentation" in the Organisation's intranet.

When the policy has been reviewed and published all staff will be informed and reminded where to find the updated version.

Hampton Court House ensures that a copy of the health and safety policy is made available for all its clients upon request.

The Health and Safety Policy and its associated Risk Assessments are discussed and where necessary reviewed at regular health and safety weekly meetings.

The Health and Safety Policy is displayed in the staff common rooms together with other safety related documents.

Hampton Court House also makes its policies and procedural documents available via email. Note: This Health and Safety Policy will be reviewed at least annually or in the event of:

- Changes in the Law
- Changes in Legislative and Regulative requirements
- Changes in Organisation Working Practices, Plant, Tools, Equipment, Materials or Substances.

5.13. Responsibilities of Appointed Health and Safety Consultancy

Responsibilities of the health and safety consultancy include (where instructed by the organisation):

- To bring to the attention of Hampton Court House via the SVP - Operations any hazards or risks not addressed in the Organisation safety policy.
- To co-ordinate with the SVP - Operations to conduct an appropriate health and safety Training Needs Analysis (TNA) and to assist with the preparation and delivery of the prescribed training.
- To undertake precise Health, Safety, Fire Safety and Environmental Risk Assessments for all premises under the duty of care of the Organisation.
- To meet with or communicate with the SVP - Operations as directed, as frequently as deemed necessary to report on Health and Safety issues that have occurred during the preceding period.
- To undertake an annual Health and Safety Audit and Gap Analysis covering the organisation and their duties as employers. Audit to compare the Organisation's health and safety management systems against guidance contained in the HSE publication "Managing for Health and Safety (HSG65)"
- Thereafter to produce a report and where necessary an Action Plan on the Health and Safety Audit and Gap Analysis for the SVP - Operations together with whatever support is required for its implementation

- To produce for the SVP - Operations as directed an annual report on Health and Safety and Fire Safety progress against the Organisation's Health & Safety and Fire Safety Plan.

5.14. Health and Safety Advice

In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the SVP - Operations is the "competent person" for the purpose of undertaking all necessary measures to ensure compliance with statutory provisions.

In order to obtain specialist advice and up to date information on all health and safety matters, the Organisation uses the services of Akeva Safety Solutions and receives regular information and advice through them on health and safety matters.

Manuals and documents covering Risk Assessment, COSHH Assessment and files of general health and safety information are maintained in the Organisation's Office by the "appointed competent person" and are available for all employees to use.

Any employee who is in any doubt whatsoever regarding the organisation's safe working practices and procedures should in the first instance contact the Appointed Competent Person for advice.

However, where the SVP - Operations may not be immediately available to consult, employees are instructed to directly contact the external Health and Safety Consultancy for the appropriate guidance and advice.

It should be noted that in the absence of the SVP - Operations all decisions and instructions given by the external Health and Safety Consultancy will be promptly undertaken at all times

5. Arrangements for Health and Safety

5.1. for Consultation

Hampton Court House will ensure that their employees will be consulted in good time about matters relating to their health and safety at work.
Those matters will include but not be limited to:

- Any measure at workplace which may substantially affect their health and safety.
- Arrangements for competent persons nominated for the purposes of health and safety management or emergency procedures.
- Information about risks to health and safety and the significant findings of risk assessments.
- The planning and organising of any health and safety training.
- The health and safety consequences for them of any new technology planned to be introduced to the workplace.

In the absence of any formal safety committee or safety representatives elected by employees, the requirements of the Regulations will be met by the following means:

- As part of regular safety meetings.
- Individually with employees by the means of regular Toolbox Talks and safety tours.
- By publicising health and safety information on notice boards.

5.2. Risk Assessment

It is the policy of Hampton Court House to be able to demonstrate that all Risks Arising from our Work are progressively assessed and, as far as reasonably practicable, properly controlled.

All significant risks will be recorded, together with the way in which they will be controlled. The records will be reviewed when risks change or at least once a year.

The responsibility for ensuring that risk assessment is carried out falls on the SVP - Operations, who will work with external consultants and seek competent assistance where required and will keep copies of the risk assessment records.

The relative importance of risks will be assessed, and precedence will be given to the control of risks where more severe injury is possible or where there is a high likelihood of injury occurring.

Significant findings from all risk assessments shall be communicated to the relevant employees

or other relevant persons.

Hampton Court House will communicate with any contractors on the premises in order to satisfy ourselves that any risks have been assessed by the contractors and that safe operating procedures are in place.

Accident and Incident reports will be retained for a period of at least three years.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), (as amended) require specified injury accidents, dangerous occurrences, diseases and conditions to be reported to the Health and Safety Executive (HSE). The SVP - Operations is nominated as the "Responsible Person" in accordance with the Regulations to make these reports.

Employees must report all injury accidents or dangerous occurrences to the SVP - Operations either verbally, via email, or by telephone.

5.3. Training and Information

It is the responsibility of the SVP - Operations with the SLT to review the training needs at all levels within the Organisation at regular intervals.

Suitable information, instruction and training will always be provided upon the introduction of new technology or working methods. They will ensure records of all health and safety training provided to employees are recorded and properly maintained.

The Organisation's external safety advisers will offer advice on safety training needs upon request.

Safety training will be given to all employees as deemed necessary.

The SVP - Operations will ensure employees and contractors have the necessary competency to carry out work for which they are engaged. The SVP - Operations will also work with the HR manager to carry out formal vetting of contracting companies to establish their competency in Health and Safety.

The SVP - Operations will ensure that all new employees are provided with suitable and sufficient induction training to ensure that they have sufficient information and instruction to comply with the Organisation's Health and Safety Policy and Procedures.

The SVP - Operations will provide new employees and those transferring from job to job with suitable site induction training, which will include any hazards and specific health and safety rules applicable to the work to be carried out before putting the person to work.

The SVP - Operations will carry out induction training required for young persons. The SVP - Operations will ensure that the Supervisor or senior nominated person in charge of the work is made aware of the necessary training and level of supervision required for young persons, as detailed in the Management of Health and Safety at Work Regulations 1999.

The Organisation recognises that there is an increasing prevalence of non-English speaking workers in the UK and that this has the potential to impact their and other's health and safety.

This may particularly include the provision of adequate information, instruction and where necessary supervision.

The Organisation shall endeavour to implement suitable measures to ensure that all relevant information and instruction is interpreted, verbally and, where appropriate, in writing and pictorial form for any non-English speaking workers or contractor whose services the Organisation may employ.

The SVP - Operations in liaison with the SLT will ensure that suitable arrangements are put in place where necessary to ensure the Companies compliance with non-English speaking persons.

5.4. Accident and Incidents

Accident details, however trivial they may appear to be, must always be entered in the Accident Book which is held at the Organisation office.

The SVP - Operations, in conjunction with the SLT, will hold documentation for accidents, dangerous occurrences and notifiable diseases and conditions.

Copies of all notifications made on behalf of the Organisation will be kept for record purposes.

All accidents and near misses will be investigated by the person in charge of the work in accordance with the Organisation accident investigation procedures.

The SVP - Operations and if necessary, our insurers will carry out investigations of serious accidents and dangerous occurrences. Where appropriate the services of our Health and Safety Consultants may be engaged to carry out an independent investigation or assist to assist the SVP - Operations in their undertaking.

5.5. Welfare & First Aid Facilities

The SVP - Operations is responsible for ensuring that welfare and sanitary facilities provided at the Organisation's premises are to the standards required under the Workplace (Health, Safety and Welfare) Regulations 1992.

During events the SVP - Operations will ensure that the person responsible for the project ensures that adequate facilities are available and, where necessary, will make arrangements for our employees to use the Client's facilities.

To comply with the Health and Safety (First-Aid) Regulations 1981, the SVP - Operations will supply the premises with adequate first-aid equipment and ensure that appointed persons are suitably trained in first-aid.

Details of those persons trained and certified in first aid will be displayed where employees are working. Details shall be shown in a format that complies with the requirements of the data protection act 2018.

For further information see 'First Aid Policy and Accident Procedure Policy'.

5.6. Safety Rules

The Organisation safety rules are designed to provide basic guidance for safe operating practices and procedures that form the Organisation Policy and must be strictly adhered to by all employees.

Wilful disregard by any employee of any Organisation safety rules may be considered sufficient cause for immediate dismissal.

Details of relevant site safety rules will be provided to all employees and visitors as part of their initial induction, and to contractors and other relevant persons prior to their arrival on site.

5.7. Work Equipment

The Organisation will ensure that all plant, tools and equipment provided for use at work will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (as amended).

The SVP - Operations will ensure that all users of products and articles supplied or hired for use at work are provided with relevant information which may be provided by a manufacturer / supplier in order to comply with their obligations under Section 6 of the Health and Safety at Work etc. Act 1974.

It is the responsibility of the person in charge of the work / project to ensure all work equipment hired or purchased for use by our employees is suitable for the purpose for which it is to be used.

It is the responsibility of the person in charge of the work / project to ensure the users of new plant and equipment provided by the Organisation will be given sufficient instruction, information, training and where necessary supervision in its use to ensure that any such plant or equipment may be used safely.

Where tools or equipment are issued to employees for their personal use, those employees are responsible for ensuring that the item is kept in good working order and that any defects are reported immediately to the SVP - Operations through the responsible person in charge of the work.

The SVP - Operations will ensure that all portable and transportable electrical equipment is maintained, tested and inspected in accordance with HSE guidance HSG 107 "Maintaining portable and transportable electrical equipment". They will also ensure that adequate records of formal inspection and testing are kept.

Portable and transportable electrical equipment are described as any electrical equipment, which can potentially result in a risk of fatal electric shock (i.e. more than 50v ac or 120v dc).

Such equipment is not part of a fixed installation but is, or is intended to be, connected to a fixed

installation or generator by means of a flexible cable and either a plug or socket or a spur box, or similar means.

The SVP - Operations will ensure that fixed electrical installations and wiring are inspected in accordance with the requirements of the latest version of the Institute of Electrical Engineers Wiring Regulations.

The SVP - Operations will ensure that all work equipment is properly maintained, and that records of servicing, inspection, calibration and statutory tests / examinations are available.

5.8. Display Screen Equipment

The SVP - Operations in conjunction with the external Health and Safety Consultants will be responsible for risk assessments of office work, including those for display screen equipment in the Office.

The SVP - Operations in conjunction with the external Health and Safety Consultants will carry out an annual health and safety audit of the Organisation's office premises and display screen equipment "users" as defined by the Health & Safety (Display Screen Equipment) Regulations 1992 (DSE Regulations) (as amended 2002).

DSE users and operators as defined by the regulations is any person who persons who "habitually uses display screen equipment as a significant part of his normal work".

DSE users shall be provided with appropriate information, instruction and (where required) training in safely carrying out work involving display screen equipment

5.9. Manual Handling Operations

All Manual Handling Operations having a risk of injury carried out by Organisation employees will be identified and recorded by the SVP - Operations.

The Organisation's general risk assessments contain information on manual handling in accordance with "general" T.I.L.E. requirements and are briefly described as follows:

T Task

I Individual

L Load

E Environment

Where manual handling operations cannot be avoided, task specific assessments will be made using the T.I.L.E. principles, where control measures and procedures will be developed to minimise the risks.

Selection of appropriately capable staff will then take place, followed by any necessary training, information and instruction.

All employees are encouraged to discuss potential manual handling problems not obviously identified with the person in charge of the work, together with any work involving repetitive motion.

All employees will be issued with HSE leaflet INDG 143 "Manual Handling at Work – a brief guide" on induction which gives basic guidance on manual handling techniques.

5.10. Personal & Respiratory Protective Equipment

The provision of Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) is only acceptable when the hazard cannot be controlled by other means i.e. "Management Controls or Process / Task Controls".

An assessment will be carried out by the person responsible for the work to ensure that any PPE or RPE provided is suitable, sufficient and provides adequate protection against identified or perceived hazards. Where RPE is required employees shall be 'face fit' tested to ensure that the equipment is functioning as intended.

The SVP - Operations will ensure that employees are given sufficient training, which will include the selection, storage, cleaning, use and maintenance of PPE and or RPE where it is required.

The SVP - Operations will ensure that suitable arrangements are provided for the storage of PPE & RPE

5.11. Control of Substances Hazardous to Health (COSHH)

6.11.1. School / Lessons

All substances, chemicals, etc purchased and used within the school including all science laboratories, preparation and storage rooms shall comply with the COSHH guidance contained in the relevant sections of the CLEAPSS Manuals. Risk assessments and hazard data sheets shall be provided for all hazardous substances and suitable records kept. This shall be the responsibility of the head of the science department.

Substances will be used in accordance with the guidance given in "Be Safe" from the HSE; in the CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals"; and in accordance with the manufacturers, instructions and advice on the label.

Any substance, which it is proposed to use for a purpose not covered in either of the above texts, should be the subject of further advice (from CLEAPSS) and to the consent of the Head. Any substance not identified should be disposed of appropriately.

6.11.2. General COSHH

It is the policy of the Organisation to adhere to the principles of good practice for the control of exposure to substances hazardous to health as set out in Schedule 2 of the Control of Substances Hazardous to Health Regulations 2002 (as amended). Namely:

- Design and operate processes and activities to minimise emission / release and spread of substances hazardous to health.
- Take into account all relevant routes of exposure (inhalation, skin absorption and ingestion) when developing control measures.
- Control exposure by measures that are proportionate to the health risks.
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal and respiratory protective equipment.
- Check and review regularly all elements of control measures for their continuing effectiveness.
- Inform and train all employees on the hazards and risks from the substances with which they work, and the use of control measures developed to minimise the risks.
- Ensure that the introduction of control measures does not increase the overall risk to health and safety.

Information on materials used in the Organisation's work will be obtained from the manufacturer or supplier and distributed and stored as appropriate. Monitoring of the working atmosphere may be required and will be indicated on the relevant COSHH assessment.

The relevant employee in conjunction with the SVP - Operations will produce task / work specific COSHH assessments for the Organisation’s work with applicable substances. They will review them annually at the time of the Policy review, or whenever it is suspected that they may no longer be valid.

The implementation of control measures for hazardous substances used at work will be considered in the following order of precedence:

- Hazard Elimination - using alternative working methods.
- Substitution - replace substance with a non-hazardous or less hazardous substance
- Segregation automation or enclosure of process/operator.
- Use of procedures - use of engineering controls and other safe systems of work e.g. mechanical ventilation.
- Use of warning systems - warning notices, proper labelling of containers and instructions.
- Use of Personal Protective Equipment - must be adequate and used as last resort if other

controls are impractical or cannot be implemented.

Any necessary work with new materials or substances rated as hazardous will not commence until the necessary information has been obtained, or the material has been analysed, and an assessment made of the risks involved in the operation.

Where appropriate, persons likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed.

The following general precautions apply to the use, handling and transport of all substances.

Specific precautions are detailed in the written assessments for specific materials and other substances likely to be encountered in the work environment.

- Protective clothing and equipment will be used to prevent the contact of hazardous substances with the eyes, skin and mucous membranes.
- Adequate ventilation or respiratory protective equipment will be provided as appropriate to prevent inhalation of hazardous dusts, fibres, gases or vapours.
- Hazardous substances should not be used in areas where food is being eaten or liquids being consumed.
- Good personal hygiene practices must be observed.
- Facilities for washing, cleaning and protecting the skin must be available including suitable cleansers and barrier creams.
- Chemical products and materials are to be stored in well ventilated areas away from temperature and environmental extremes.
- Spillages must be cleaned up immediately, and waste and used containers disposed of properly.

  Read the substance / materials safety data sheet, container labels and detailed health and safety information before using any chemical products.

5.12. Legionella

The organisation recognises the requirement to control potential risks from exposure to Legionella. Appropriate managerial arrangements shall be put in place to control the risk of a build-up of, and subsequent exposure to legionella bacteria. A risk assessment shall be carried out of the associated risks with robust control measures implemented.

Additionally, all water systems on site shall be subject to regular 'flushing' and cleaning where appropriate. An annual test of the water on site shall also take place.

5.13. Highly Flammable Liquids and Gases

By the nature of its businesses activities the Organisation holds a small stock of flammable substances in containers and uses flammable gas cylinders (LPG) as fuel for cooking and the science labs.

It is recognised that for practical purposes where Flammable Liquids and Gasses are used, there is likely to be a need for a limited quantity to be stored in the workroom/working area.

It is the responsibility of the Deputy Head -Compliance to:

- Ensure that when carrying out their risk assessment required under DSEAR Regulation 5, to justify the need to store any particular quantity of flammable liquid within a workroom/working area.
- Ensure that when working with LPG and highly flammable liquids "HFL's" to undertake the recommended precautionary measures.
- Ensure where flammable substances are stored and used, the primary consideration will to avoid dangerous concentrations of vapour or gas in air.
- This will be achieved by providing safe storage, engineering controls such as gas proving devices / leak detection devices, and by ventilation where possible.

- Ensure that where flammable concentrations of vapour are possible, all sources of ignition will be excluded.
- Ensure that all highly flammable and flammable liquids not in use will be kept in the designated store. This will be clearly marked with its contents and hazard and warning signs and will be kept locked when not in use.
- Ensure that working stocks of highly flammable and flammable liquids are kept to a minimum in the workplace, and not more than half a day's requirement is held there. All containers shall be kept closed when not in use
- Ensure that there will be no smoking or naked lights in the flammable liquid store or in any workroom when such liquids are in use.

5.14. Fire and Emergency Precautions

In accordance the requirements of, and to comply with the Regulatory Reform (Fire Safety) Order 2005 the Proprietor is the "Responsible Person" and as such is ultimately responsible for fire safety. The SFM is responsible on a day-to-day level for fire safety, emergency precautions and assessments in the Organisation.
They will ensure that all reasonable steps have been taken to comply with the Fire Safety Order 2005. This will include:

- Identification of potential fire hazards in the premises.
- Identification of people who may be at risk.
- Documented evaluation of the risk (Fire risk assessment).
- The implementation of measures to control the risks.
- Production and implementation of a written emergency fire action plan.
- Ensuring an adequate means of escape in the event of a fire.
- Ensuring that escape routes are kept clear.
- Ensuring sufficient fire-fighting appliances are available and properly maintained.
- An adequate means of warning in the case of a fire is available.
- Providing suitable information, instruction and training to staff, including fire drills.
- Ensuring fire safety precautions and systems are subject to appropriate testing, maintenance, and inspection.
- The review of fire risk assessments annually or when conditions change.
- Keeping documented records of fire safety related matters in the organisation's fire logbook.

6. Arrangements for Special Hazards

There are a number of special hazards, which have potentially serious consequences, and which have been identified as 'high risk' in the Organisation's risk assessments.

This section of the policy identifies these hazards and is in addition to normal risk assessment procedures. They include:

- Work with Asbestos-Containing Materials
- Work in Noisy Areas
- Vibration and the Use of Power Tools
- Use of Mobile Scaffolding Towers
- Use of Ladders and Step Ladders
- Lone Working
- Hot Works
- Working at Height or on Fragile / Flat Roofing
- Plant and Machinery

These activities will require a task / project specific risk assessment to be made prior to the commencement of work. The SVP - Operations will have the responsibility for making these specific risk assessments. All those to be involved in the work will be made aware of the control measures for the identified risks and any procedures to be followed.

6.1. Asbestos and or Asbestos Containing Materials (ACM's)

Hampton Court House acknowledge their responsibilities under the Control of Asbestos Regulations 2012 and will ensure that at any asbestos on site is identified and risk assessed. A documented asbestos management plan shall be completed, arrangements shall be continuously monitored, and documentation shall be reviewed annually. Appropriate information regarding asbestos on site shall be provided to relevant persons.

When asbestos is suspected or known to be in any material to be handled by our employees, work

is not to be undertaken until a sample has been analysed, an assessment carried out and appropriate control measures put in place.

Any employee discovering material that is suspected of containing asbestos is to stop work immediately and inform the person in charge of the job. All employees involved in site work will receive annual "Asbestos Awareness Training" delivered by a competent person.

All site employees will be issued with a copy of pocket card issued by the HSE, INDG 418 "ASBESTOS KILLS – A quick guide to protecting yourself", at induction. See Asbestos Management Policy for mor information.

6.2. Noise at Work

Hampton Court House acknowledges that Noise at work is subject to the Control of Noise at Work Regulations 2005 and will ensure that noise assessments as required by the Regulations are undertaken when the noise action levels are likely to be reached.

Noise is not normally an issue when carrying out normal type of work. It is not considered that noise levels will generally exceed the first action level during a normal working day.

Where noise levels are identified to be equal to or exceed the lower exposure action value a specific noise assessment shall be carried out for the task, with control measures implemented as appropriate.

Instructions for safeguarding hearing will be given to employees as appropriate by the SVP - Operations.

6.3. Hand Arm Vibration

Hand Arm Vibration (HAV) at work is not normally a significant hazard in work undertaken by this Organisation. Handheld power tools are used for short duration during maintenance work and only for a small proportion of working hours.

Hammer action drills are used, but for less than 30 minutes in a single day.

It is considered that the action level is not likely to be approached during normal work activity.

A specific risk assessment will be carried out by the SVP - Operations should the occasion arise where there is a known or suspected hazard arising from using power tools.

6.4. Electrical Safety

HCH will manage, so far as reasonably practicable, all electrical systems and electrical equipment falling under its control in such a manner as to minimise the risk of any person using such systems to a tolerable level. For more information please refer to the Electrical Safety Policy.

6.5. Lone Working

Lone Working will only be allowed after a risk assessment has been carried out to assess the nature of the work, the workplace and the specific risks to the lone worker.

Where it is not possible for the work to be done safely by one person, arrangements will be made to provide back up and assistance.

All employees who work alone will be given instruction and training on recognising the risks, the precautions to be taken and the procedure for requesting assistance.

Lone working will not be allowed where significant hazard or risk has been identified.

6.6. Hot Works

Hot Works will only be undertaken after a task specific risk assessment has been carried out to identify any special risk factors.

A permit to work system may be used where appropriate to control hot work.

The person in charge of the work will ensure that all necessary equipment and procedures are in place before work commences.

Hot work will cease one hour before the end of the working day and a specific fire check will be made before vacating the area. – See Hot Works Policy for more information.

6.7. Working at Height

Working at Height in a school environment takes many forms. Whether this involves the use of a small step ladder to access items stored on a high shelf, hanging items from a ceiling or undertaking roof works, it is important that anyone operating at height is competent to do so in a safe manner and uses suitable safety equipment for the job at hand. Before undertaking any work at height staff must be familiar with the schools Working at height policy and ensure that they are operating in accordance with it.

6.8. Plant and Machinery

The Organisation acknowledges its broad responsibilities under the Health and Safety at Work etc. Act 1974, together with the Provision and Use of Work Equipment Regulations (PUWER)

The SVP - Operations will ensure:

- Safe operating procedures are in place for its plant and equipment.
- These procedures are overseen by the Premises Manager.
- The Premises manager will carry out daily and weekly checks of safety interlocks, guards and emergency stops and will report any defects for remedial action without delay.
- All daily checks will be logged on a machine log kept at the machine.
- Preventive maintenance will be implemented for all safety-critical components of machinery, e.g. interlocks.
- All maintenance, repair etc. work on plant or equipment that may incur a risk to the health or safety of contractors or any other persons will be subject to a risk assessment and, where necessary, a positive isolation procedure.

6.9. Stress

The Health and Safety Executive defines Work Related Stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. HCH recognises that workplace stress can affect the health and safety and well-being of all employees and also recognises the need to identify and reduce the potential for workplace stressors occurring as a result of workplace and other influences.

All employees are encouraged to raise issues of concern about stress with the Head of HR who will take all such matters seriously and arrange for the appropriate support as circumstances dictate.

6.10. Smoking

In accordance with The Health Act 2006, it is the policy of this Organisation that all our employees have a right to work in a smoke-free environment. Smoking anywhere on site is strictly prohibited.

Employees should contact the SVP - Operations for advice on the course of action to be taken in a situation where the prohibition is not being observed.

6.11. Environmental Impact

The Organisation recognises that its activities may have environmental implications, and therefore pursues a policy designed to minimise environmental damage.

The Organisation's operations will be managed and organised so as to reduce so far as is

reasonably practicable environmental damage caused by noise, dust and damage to groundwater and drainage systems.

6.12. Safeguarding

Hampton Court House recognises its moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

See separate 'safeguarding and child protection policy' for further information.

6.13. Educational Visits

The school takes its responsibilities for ensuring the safety of children whilst on school trips very seriously. The Principal will be responsible for ensuring that school day trips are planned, organised, undertaken, controlled, monitored and reviewed.

Trips involving adventurous activities, overseas visits or overnight stays require additional approval from school Governors.

See separate 'Trips and Educational Visits Policy' for further information.

6.14. Infectious Diseases

In order to protect the health and well-being of our staff and other relevant persons, the organisation will endeavour to follow current Public Health England advice, with all risks assessed by a competent person and subsequent 'reasonably practicable' control measures implemented.

See 'COVID-19 Risk Management Plan' for further information.

6.15. Medicines

The organisation recognises that most children will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term perhaps requiring them to complete a course of medication. It is also acknowledged that other children have medical conditions or medical needs that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, will be able to take part in most normal school activities.

See 'Administration of Medicines Policy' for further information.

6.16. New and Expectant Mothers

HCH recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers. There may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers HCH will ensure that:

- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained.
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.
- Where relevant, a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.
- Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work or suspension with pay.

6.17. Violence at Work

The School recognises that in certain situations, violent behaviour towards staff may occur. We will take all reasonable measures to protect staff from violence and aggression which includes:

- Actual or threatened physical assaults.
- Psychological abuse.
- Verbal abuse which includes shouting, swearing and gestures.
- Threats.

To achieve this objective, we will:

- Ensure our premises are kept secure.
- Undertake risk assessments of potential conflict situations to determine the control measures necessary to protect staff.
- Provide information, instruction and training where necessary.
- Not tolerate violence or challenging behaviour towards our employees.
- Support and assist the employees involved in any incident.
- Support their decisions regarding the pressing of criminal charges.
- Keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

6.18. Information for Employees and Others

Copies of this policy document will be made available to employees, appointed contractors and other relevant persons on request.

Employees will be issued this policy document on joining the Organisation asked to thoroughly read it, sign the acknowledgement slip, and return it to the office.

During induction all new employees will be introduced to the generic risk assessment system.

Employees will also be advised regarding the procedure to be used regarding other employers sharing a particular workplace, for example, during third party organised events on the organisation's site.

6.19. Management of Contractors

Health and safety aspects will be given equal consideration to commercial matters in the choice of and Appointment of any Contractor, Consultant or other relevant person or entity.

For all contracts of a substantial nature, the agreement or contract between the two parties will specify the legislation and standards to which the contractor will be expected to comply and will

require the contractor to adhere to Hampton Court House's Health and Safety Policy. Where relevant (for those contractors employing 5 or more persons) they will be asked for a copy of their own Health and Safety Policy which will be examined properly before any decision is made. The SVP - Operations is responsible for managing these arrangements.

Long-standing contractors will be asked periodically to provide copies of their revised Health and Safety Policy documents together with their insurance policies etc.

Written risk assessments will be requested from contractors in respect of any significant risks associated with their work.

Method Statements will be required for all construction work and all work involving higher risk such as roof work and hot work. Where very small contracting companies are used, Hampton Court House may assist in producing the method statements and will monitor the contractors' adherence to them.

The Organisation will ensure that contractors are provided with information and instructions concerning any hazards on site and the procedures for avoiding hazard areas.

6.20. Compliance with CDM 2015

Whenever the Organisation is directly or in-directly involved in planning, implementing or the provision of direct labour, sub-contracted labour or hired labour it will ensure the principles of CDM 2015 are applied wherever projects are undertaken involving construction, demolition or dismantling.

6.21. Events

Hampton Court House is committed to ensuring that weddings and other events held on the property outside of school hours are subject to robust safety measures. All weddings and events will be appropriately planned, organised and supervised with the health, safety, and welfare of all relevant persons given the highest consideration throughout.

For further details see the organisation's 'Event Safety Management Plan', or 'Licenced Event Safety Management Plan' documents.

6.22. Monitoring of Health and Safety

Hampton Court House has a clear commitment to Monitor and Measure the way health and safety is managed throughout it organisation and it operations. Monitoring will be carried out in a systematic way, in accordance with a plan co-ordinated between the external Health and Safety Consultancy and the SVP - Operations.

The purpose of monitoring will be to review regularly the arrangements in place for the management of health and safety, in order to determine whether they are adequate and effective and whether further measures are required in order to meet a proper level of health and safety management.

The monitoring plan will normally encompass the following:

- Weekly, daily, and monthly documented checks carried out by the Deputy Head -Compliance and Caretaker.

  Accident and incident records will be reviewed by the SVP - Operations on a regular basis
- Risk assessments will be reviewed annually or when the risks are known to have changed.
- A review of health and safety management will be carried out annually.
- An annual review carried out by the external Health and Safety Consultancy.
- An annually workplace inspection by the external Health and Safety Consultancy.

7. Safety Policy Monitoring and Review

The Health and Safety at Work etc. Act 1974 requires the Organisation to monitor the effectiveness of this Policy in terms of the use made of it by both management and work force.

Review of the safety performance of the Organisation is the responsibility of the SVP - Operations and the review and functioning of the Policy is a joint task between the external Health and Safety Consultancy.

Annually, the SVP - Operations will review the contents of this policy document in liaison with others as necessary and indicate ways in which our safety performance can be improved.

Where necessary the appointed health and safety consultant will be invited to attend site meetings with clients' or other contractors' representatives where health, safety and welfare may be considered.

Discussions could include their safety policies, risk assessments, working practices, safety performance or any other related matters covered by legislation which may have a potential impact on the Organisation.

The SVP - Operations will monitor health and safety standards to ensure compliance with this policy, current legislation and guidance as well as industry best practices.

The Organisation may also, where circumstances and conditions require, instruct the external Health and Safety Consultancy / Advisors to conduct safety inspections on the Organisation's behalf.