



CHURCHER'S COLLEGE

HEALTH & SAFETY POLICY

SENIOR SCHOOL, JUNIOR SCHOOL AND NURSERY (INCLUDING EYFS)

April 2024

HEALTH & SAFETY POLICY

Contents	Page
1 Introduction	4
2 Related policies	4
3 Statement of Intent	4
4 Management Structure	6
5 Local Rules	11
5.4 Educational/External Visits Policy – See separate policy	12
5.5 Machinery Guarding and Work Equipment	12
5.6 Fire Safety Policy - See separate policy	12
5.7 Science Teaching	12
5.8 First Aid – See separate policy	13
5.9 Grounds and Gardens Staff	13
5.10 COSHH Regulations	13
5.11 Electricity at Work Regulations	14
5.12 Swimming Pools – see separate normal and emergency operating procedures	14
5.13 Use of School Facilities by Members of the Public	14
5.14 Minibus – see separate guidelines	14
5.15 Accident Reporting and Investigation	15
5.16 Providing and Using Work Equipment Safely (PUWER 1998)	18
5.17 Display Screen Equipment and Eye Tests	18
5.18 Manual Handling	19
5.19 Personal Protective Equipment	19
5.20 Noise	20
5.21 Management of Health & Safety at Work Regulations 1999	20
5.22 Safety of Pressure Systems	20
5.23 Management of Contractors	21
5.24 Slips and Trips	21
5.25 Working at Height	21
Appendix 1 Accident or Incident Report Forms	22

Authorised by	Bursar
Date	April 2024

Date of next review	April 2025 or earlier as required
Circulation	Published on the School's website and available from the Junior School and Senior School Offices on request
Status	Complies with The Education (Independent School Standards) Regulations 2014 (SI 2014/3283)

1 Introduction

This policy relates to all sections of Churcher's College including the Senior School, Junior School and Nursery, including the Early Years Foundation Stage (EYFS). Throughout this policy document, the terms 'the School', 'the College' and 'Churcher's College' refer to all sections of Churcher's College.

2 Related policies

The following policies, procedures and resource materials are also relevant to the School's health and safety policy and procedures:

- Administration of Medicines
- Adverse Weather
- Critical Incident Management
- Educational/External Visits
- First Aid
- Fire Safety
- Fire Evacuation Procedures
- Lone Working Procedures
- Minibus Guidelines
- Risk Assessment Policy
- Safeguarding and Child Protection Policy and Procedures
- Working at Height Procedures
- Site Security & Workplace Safety Policy
- Swimming Pool - Emergency Operating Procedures
- Swimming Pool – Normal Operating Procedures

3 Statement of Intent

3.1 The Governors of Churcher's College recognise that under the Health and Safety at Work etc Act 1974 the School has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and that the School has certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.

3.2 The School's policy is to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and

Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School.

- 3.3 The School will take all such steps as are reasonably practicable:
- 3.3.1 to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
 - 3.3.2 to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
 - 3.3.3 to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently;
 - 3.3.4 to develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels;
 - 3.3.5 to provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;
 - 3.3.6 to control effectively the activity of all outside contractors when on the School's premises. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by requiring copies of the contractors' Safety Policies and Risk Assessments at the Tender stage in line with the Construction (Design and Management) Regulations 2015 (CDM);
 - 3.3.7 to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing;
 - 3.3.8 to ensure that this Policy is used as a practical working document and that its contents are publicised fully;
 - 3.3.9 to constantly review the details of this Policy and to keep it in line with changes in current legislation. At least one Governor sits on the Health, Safety & Welfare Committee which meets at least once a term and HS&W matters are a standing item on every, termly full Governing Body meeting.
- 3.4 The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 3.5 Reference is made here to the requirements under The Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the school's health and safety policies and practices. It is the intention of the School to follow the advice given by the DfE *Health and Safety: responsibilities and duties for schools (Nov 2018, updated April 2022)*.

3.6 As set out in the Risk Assessment Policy, the School will carry out and maintain written risk assessments of the risks to the health and safety of its employees whilst they are at work as required by the Management of Health and Safety at Work Regulations 1999.

3.7 Governors may as necessary appoint Consultants to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School.

4 **Management Structure**

4.1 The Governors

4.1.1 The Governors will monitor constantly the effectiveness of the implementation of this Policy and will revise it where necessary. The Governors will ensure that any changes in this Policy will be drawn to the attention of all employees.

4.2 Headmaster

4.2.1 Except when specified otherwise, the term "Headmaster" used throughout this Policy document refers to the Headmaster of Churcher's College (Senior School). When required, the Head of the Junior School and Nursery will be specifically nominated.

4.2.2 The Headmaster is responsible to the Governors for the overall management and internal regulation of the School. In liaison with the Bursar, the Headmaster is charged with monitoring the effectiveness of the Health and Safety Policies contained in this document. Specifically, the Headmaster will:

4.2.2.1 ensure the co-operation of all Teaching Staff at all levels as regards working to this Policy;

4.2.2.3 ensure that members of the Management Teams, Heads of House and Heads of Department fully understand their responsibilities for Health and Safety and are given both the time and the encouragement to pursue them;

4.2.2.3 take steps to ensure that any changes in curriculum and any changes in working practices by the Teaching Staff are considered for their health and safety implications;

4.2.2.4 be a member of the School's Health, Safety and Welfare Committee.

4.3 Bursar

The Bursar is the Responsible Officer for Health and Safety Matters. The Bursar will:

4.3.1 be a member of the School's Health, Safety & Welfare Committee;

4.3.2 monitor the effectiveness of this Policy and report back to Governors, and the Headmaster as appropriate;

4.3.3 recommend changes in the Health and Safety Policy in the light of experience;

- 4.3.4 have responsibility for obtaining, interpreting and disseminating all relevant Health and Safety information to the School via the normal line-management structure;
- 4.3.5 be the liaison point with the School's Health and Safety advisors and ensure that their services are used appropriately;
- 4.3.6 in a line management function, be responsible for the safe operation for all administrative, maintenance, cleaning and support staff;
- 4.3.7 be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School's functions are appropriately used and kept up to date;
- 4.3.8 where individual employees in the various support functions are given posts of intermediate responsibility, ensure that those individuals are given the necessary instruction and encouragement to carry out the functions that they have been given;
- 4.3.9 establish a system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, should if necessary be discussed by the School's Health, Safety & Welfare Committee;
- 4.3.10 following completion of work associated with COSHH Regulations, ensure that the ordering of substances is through his department, so that decisions may be taken for additional Assessments;
- 4.3.11 be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified;
- 4.3.12 be responsible for the selection of maintenance contractors and the monitoring of all activities on the School premises, and in this liaise fully with the School architects and professional advisers;
- 4.3.13 maintain and follow any applicable Local Rules under Part 5 of this Policy;
- 4.3.14 delegate some of his listed responsibilities to the Heads of Department and managers of support functions, as deemed appropriate.

4.4 Heads of Department

The term "Heads of Department" includes all members of the Teaching Staff at Churcher's College nominated to that position.

Heads of Department will be responsible to the Headmaster for the following:

- 4.4.1 ensuring that his/her department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the School;

- 4.4.2 ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
- 4.4.3 ensuring that these teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters;
- 4.4.4 notifying the Headmaster of any matters which they feel are beyond their competence to deal with;
- 4.4.5 reporting to the Bursar any new health and safety risks relating to School premises for appropriate investigation;
- 4.4.6 ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external trips as detailed in the separate policy for Educational/External Visits;
- 4.4.7 as regards the COSHH Regulations, notifying directly to the Estates Manager any new substances that are required to be purchased by their department;
- 4.4.8 ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the separate policy for Fire Safety.
- 4.4.9 maintaining and following any applicable Local Rules under Part 5 of this Policy.

4.5 Science/D&T Technical Support Staff

These staff at Churcher's College are responsible to their Head of the Department as appropriate for the actions detailed below. At the Junior School and Nursery, these actions are the responsibility of the senior Science Teacher:

- 4.5.1 isolating gas supplies to laboratories at the end of each teaching day;
- 4.5.2 the constant security of all toxic and highly flammable substances which may be used in their department;
- 4.5.3 to this end ensuring that all stores are kept securely locked when not actually being supervised;
- 4.5.4 ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;
- 4.5.5 ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the prep rooms;
- 4.5.6 maintaining and following any applicable Local Rules under Part 5 of this Policy.

4.6 Heads of Non-teaching Support Departments

This section refers to the Line Managers who are in charge of the Maintenance, Catering, and Grounds and Gardens Departments at Churcher's College Senior School and the Junior School and Nursery:

- 4.6.1 these Line Managers will be responsible to the Bursar for the safe running of their activities. They will be responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy;
- 4.6.2 they will be responsible for ensuring that staff have appropriate training according to the needs of their work;
- 4.6.3 they will undertake the necessary training pursuant upon completion of work under the COSHH Regulations;
- 4.6.4 they will be responsible for ensuring that all agreed systems of work are followed;
- 4.6.5 where they come across matters that they feel are not within their competence to deal with, they should refer the matter to the Bursar;
- 4.6.6 they should be responsible for investigating any accident or incident of a type specified by the Bursar and reporting accordingly
- 4.6.7 maintaining and following any applicable Local Rules under Part 5 of this Policy.

4.7 The Health, Safety & Welfare Committee

4.7.1 The Health, Safety & Welfare Committee is established as follows and will meet as indicated although members have recourse to call for an emergency meeting should circumstances so dictate.

- a. Headmaster (Chair)
- b. Bursar
- c. Head of Junior School and Nursery
- d. Deputy Head (Pastoral)
- e. Deputy Head (Staff and Co-curricular)
- f. Senior Teacher (Wellbeing, Inclusion and Safeguarding)
- g. Teaching Staff Representative
- h. Director of Sport
- i. Director of Digital Systems
- j. School Nurse(s)
- k. Estates Manager
- l. Head of Catering (Sodexo)
- m. Compliance Officer
- n. Captains of College
- o. Bursar's PA (Minute Taker)
- p. The Governor nominated for Health and Safety

4.7.2 The Health, Safety & Welfare Committee meets once a term or more frequently as required.

4.7.3 Minutes of the meetings will be taken.

4.8 Employees

4.8.1 the employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions and must be fully aware of their duties under Sections 7 and 8 of the Health and Safety at Work Act etc 1974, and also under the specific Codes of Regulations;

4.8.2 they must wear and use all Personal Protective Equipment and safety devices that are provided for their protection, report all losses and obvious defects to the Estates Manager and co-operate fully with the management when the latter are pursuing their responsibilities under the above Act;

4.8.3 they will observe all Safety Rules and Regulations, both statutory and School and conform to any safe systems of work that may be developed;

4.8.4 they must report all accidents, incidents and damage to their line manager.

4.9 Training

4.9.1 the School will comply with the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training;

4.9.2 before entrusting any task to an employee the School will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others;

4.9.3 The appropriate Head of Department or support staff manager in the school will ensure that employees are provided with Health and Safety training:

- a. on recruitment: this induction training will give general Health and Safety training on the risks associated with the School's undertaking, including arrangements for first aid, fire and evacuation;
- b. on their being exposed to new or increased risks due to transfer or change of responsibilities, or due to the introduction of new or changed work equipment or technology;
- c. periodically as refresher training, as appropriate.

4.10 Competent persons

Under the Management of Health and Safety at Work Regulations 1999, Regulation 7, the School has appointed the following Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions:

4.10.1 Health & Safety Matters: Bursar / Headmaster / Head of the Junior School and Nursery

4.10.2 Fire Evacuation Procedures: Estates Manager

4.10.3 Electrical Work: the School's Electrical contractor or site team electrician (it is the School Policy that all electrical works on the supply side of switches and power sockets are carried out by a Contractor or qualified and certified in house electrician).

4.10.4 Pressure Systems: Estates Manager

4.10.5 Display Screen Equipment: Director of Digital Systems

4.10.6 Eye & Eyesight Tests: HR Manager

5 Local Rules

5.1 It is the School's intention that in this part of the Policy, which will be constantly enlarged, specific standards will be established to cover specific risks and these standards will be constantly monitored.

5.2 Local Rules are extant covering the following areas, and are detailed below, as are the Officers responsible for ensuring that each Rule reflects current legislation:

Rule	Responsible Officer
School Trips	Deputy Head – Staff and Co-Curricular (Senior School) Head of Upper School – EVC (Junior School and Nursery)
Machinery Guarding	Head of DT
Fire Evacuation Procedures	Estates Manager
Science Teaching	Head of Science (Senior School) Deputy Head of Junior School & Nursery
Medical	School Doctor / School Nurses
Grounds	Estates Manager
COSHH Regulations	Bursar & Estates Manager
Electricity at Work Regulations	Estates Manager
Swimming Pools	Director of Sport & Bursar
Use of Facilities by the Public	Bursar & Estates Manager
PUWER 1998	Estates Manager
Display Screen Equipment	Director of Digital Systems

Manual Handling	Bursar & Estates Manager
Personal Protective Equipment	Bursar & Estates Manager
Noise	Bursar & Estates Manager
Management of H&S at Work Regulations 1999	Bursar
Safety of Pressure Systems	Estates Manager
Instructions for Contractors	Estates Manager
Site Security	Bursar & Estates Manager

5.3 Health and Safety at Work issues are also reflected as appropriate in School Policy documents.

5.4 Educational/External Visits Policy – See separate policy

5.5 Machinery Guarding & Work Equipment

5.5.1 It is the intention of the School that all machinery, whether static or mobile, academic or support, will be guarded, according to the relevant assessed risks, in accordance with the HSE Guidance for Providing and Using Work Equipment Safely.

5.5.2 More specifically the matters of guarding will be those detailed in BS5304:1988 and other relevant standards with interpretation of the standards being provided by the school's Health and Safety Consultants.

5.5.3 All machinery will be serviced annually or as otherwise recommended by the equipment manufacturer.

5.6 Fire Safety Policy – See separate policy

5.7 Science Teaching

5.7.1 Experimental Safety: the method of conducting all experiments in the curriculum will be according to the guidance and best practice of CLEAPPS and ASE (The Association for Science Education).

5.7.2 Eye protection: the School will again follow the guidance and best practice of CLEAPPS and ASE in this respect.

5.7.3 Fume cupboards: it is the policy of the School that fume cupboards will be assessed once a year by a suitable expert or consultant.

5.7.4 Chemical storage: it is the policy of the School that chemical storage will be in accordance with best practice of CLEAPPS and ASE. However, specific guidance on the extent to which this is interpreted will be given by Consultants as required.

5.7.5 Radioactive: it is the policy of the School to comply with the Ionising Radiation Regulations 2017 in full. The School will use the radioactive sources as required by the Science curriculum, and will not carry out independent experiment outside the

standard syllabus. The School will appoint its Science Advisor as Radiological Protection Advisor, and the appropriate departmental heads will be appointed as Radiological Protection Supervisors. Local rules will be produced jointly by the RPA and RPS's and these will incorporate the policy of informing, instruction and training of all individuals using such radioactive sources, and the arrangements for leak-testing, accounting and storage of all radioactive sources.

5.8 First Aid – See separate policy

5.9 Grounds and Gardens Staff

5.9.1 All staff who use chain saws will be provided with hearing protection, visors, safety footwear and the correct ballistic clothing. They will have been on a chain saw training course and work will proceed according to the current HSE Guidance Note. It is current practice for chain saw work to be carried out by approved contractors only.

5.9.2 All pesticides will be safely and securely stored and will be under lock and key except when being manipulated. The person responsible for the spraying of pesticides will have been on a course approved under the Control of Pesticides Regulations 1986 (as amended in 1987) and will hold a certificate of competence issued by the National Proficiency Tests Council.

5.9.3 Pesticides and flammable liquids are always to be stored separately.

5.9.4 The 5 mph speed limit at both the Senior School and Junior School and Nursery is to be observed at all times by drivers of tractors and other Grounds and Gardens vehicles.

5.10 COSHH Regulations

5.10.1 The School will take all necessary steps to comply with the above Regulations.

5.10.2 The School will undertake the appropriate statutory examinations of all engineering controls that are part of the Regulations.

5.10.3 The School will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken. Such information will be provided via a suitable in-house Basic Health and Safety Course, or via a suitable online H&S training course made available by the School.

5.10.4 It is recognised that substances to which the Regulations apply will be used in the teaching of Science, the teaching of art, the teaching of D&T, in offices, and by the Maintenance, Support, Caretaking and Grounds staff.

5.10.5 The supplier of substances hazardous to health is required by law to provide Data Sheets concerning such substances. Each Department involved in the use of such substances must keep a folder in which will be listed the Data Sheets for each such substance brought into the School, together with a written assessment of the exposure of all persons who may use or be exposed to these substances.

5.10.6 The School will set up a system whereby the Bursar will be aware of any change in purchase policy so that new substances may be effectively monitored.

5.11 Electricity at Work Regulations

5.11.1 The School will take all necessary steps to comply with the above Regulations and follow the HSE guidance in booklet HSG85.

5.11.2 The School recognises that they have to introduce a formalised system of maintenance for all electrical systems.

5.11.3 The School will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.

5.11.4 The School will prepare an inventory of all electrical apparatus used in the School, and this will be routinely inspected and tested and an appropriate register kept. All such apparatus will be visually inspected at the start of each term and any defects rectified. Where pupils bring electrical equipment onto the School premises this will be similarly inspected.

5.11.5 The School will ensure that any temporary systems, e.g. stage lighting and control gear, are inspected and tested by a competent person annually. In addition, the School will ensure that fixed stage electrical installations are inspected and tested annually by a competent person, and, following any changes, before being energised.

5.11.6 The School recognises that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards, and written instructions prepared to control the risks.

5.11.7 The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors at voltages above 25 volts, or when large short-circuit currents could flow.

5.12 Swimming Pool – see separate normal (NOP) and emergency (EAP) operating procedures.

5.13 Use of School Facilities by Members of the Public

5.13.1 The School will ensure that all members of the public using the facilities of the School will be given sufficient information in order to allow them to avoid any risks to their Health and Safety.

5.13.2 An agreement form will be used by the School as a contract with the hirer. This will carry a specific clause stating that the hirer will ensure adequate supervision and take responsibility for the Health and Safety of persons using the facilities.

5.14 Minibus – see separate guidelines.

5.15 Accident Reporting and Investigation

5.15.1 The School will take all necessary steps to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

5.15.2 The details of any accident or incident where first aid is required must be reported, either by the casualty, by someone acting on their behalf, or by a member of staff on behalf of a pupil, using the appropriate Accident or Incident Report form as at Appendix 1.

5.15.3 "Near misses" must also be reported. A "near miss" is defined as follows:

An incident where a culmination of events could have led to an injury or where there was an incident but the injury caused was not reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), but could have been more severe under slightly different circumstances and where one or more of the following factors apply:

- the condition, design or maintenance of the premises or equipment appeared to be a factor in the incident; or
- there may have been inadequate supervision of an activity to prevent an incident; or
- there may have been failings in the organisation and management of an activity.

In the context of sports and adventurous activities, a minor incident or injury not requiring first aid that arises from the normal rough and tumble of the activity, and where none of the above factors applies, is not considered a reportable incident or near miss and does not need to be reported.

5.15.4 In the event of a reportable accident, incident or "near miss" (as described above), a report must be made by the appropriate member of staff.

5.15.5 **Pupils:** In the event of an accident or incident involving a pupil, it is the responsibility of the member of staff witnessing the event to take the immediate requisite action, including where necessary ensuring that the pupil is taken/escorted to the Medical Room to be attended to by a School Nurse (Senior School) or a First Aider (Junior School and Nursery). It is also the responsibility of that member of staff to investigate the event, or to ensure the relevant Head of Department does so. Any accident or incident involving a pupil where first aid is required or where the parent is advised to take the pupil to hospital or to a minor injuries unit, must also be reported to the Senior Teacher (Wellbeing, Inclusion and Safeguarding) or Head of the Junior School (as appropriate) as soon as possible by submitting an incident report form which is located on the S drive. Any serious accident or incident requiring the involvement of Emergency Services must be reported to the Bursar and the Deputy Head (Pastoral) immediately.

5.15.6 **Staff/other adults:** In the event of an accident or incident or involving a member of staff or other adult on the school site, assistance should be sought from the School

Nurse (Senior School) or First Aider (Junior School and Nursery). The member of staff witnessing the incident should escort the individual to the Medical Room/Medical Centre as required. If the individual is a visitor to the school site, it would always be expected that the member of staff would escort them. Any serious accident or incident requiring the involvement of Emergency Services must be reported to the Bursar immediately.

- 5.15.6 **Near misses:** Near misses (as defined above) must be reported, either using an incident report form (see Appendix 1) or by emailing the details to the Bursar (in relation to defective premises or equipment) or Deputy Head (Pastoral) / Head of the Junior School (in relation to inadequate supervision or organisation of an activity), as applicable.
- 5.15.7 Every accident, incident or “near miss” must also be investigated in order to discover how a repetition can be avoided; over time, the accumulation of this data becomes an important aid to the identification of trends and the assessment of the effectiveness of work methods and risk control measures.
- 5.15.8 The level of investigation should be in keeping with the nature of the accident or incident, and the scale of its actual or possible consequences. The investigation should discover the following:
- a. what happened;
 - b. the lessons which can be applied to similar circumstances in the future;
 - c. what changes are necessary to risk control measures to prevent any repetition.
- 5.15.9 A common trap is to concentrate on looking for the cause of an accident or incident rather than for ways and means to prevent a re-occurrence. The two are related but it is usually more important to ensure that incidents of that type do not happen again, rather than to describe definitively the cause of one particular incident.
- 5.15.10 Another danger is that the investigation may be used as a vehicle to allocate blame; it is often easier to accept that an individual rather than the system has failed. To err is human, but it is rare that “human error” is a complete explanation. When people make mistakes, it is often because of a failure:
- a. in their method of work;
 - b. of management, for, by example, setting unrealistic targets, workloads or allocating inadequate resources;
 - c. to appreciate training requirements.
- 5.15.11 The answer is not to blame the individual but to improve operational systems.
- 5.15.12 Every investigation is to be recorded on an Accident or Incident Report Form (see Appendix 1) and processed according to the instructions on the Form. Those

completing the Form should ensure that they do not leave themselves open to legal comeback as a result of loose or lax wording. All sections of the Form must be filled in as specifically as possible.

5.15.12 Where appropriate, a copy of the completed Accident or Incident Report Form will be made available for discussion at the next Senior Management, Governor or Health, Safety & Welfare Committee meetings.

5.15.13 In the case of a death or specified major injury or condition the Health and Safety Executive must be notified immediately e.g. by telephone and this must be followed up with a written report. For dangerous occurrences and other reportable incidents, the Bursar is responsible for RIDDOR reporting which is completed online.

5.15.14 Up-to-date requirements may be ascertained online but checks should occur if any of the following occur:

- a. the death of any person as a result of an accident arising out of or in connection with work;
- b. any employee suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work;
 - i. fracture of the skull, spine or pelvis;
 - ii. fracture of any bone in the arm or wrist, but not a bone in the hand. A fracture of any bone in the leg or ankle but not a bone in the foot;
 - iii. amputation of a hand or foot, finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
 - iv. loss of sight of an eye, a penetrating injury to a chemical or hot metal burn to an eye;
 - v. either injury (including burns) requiring immediate medical treatment or the loss of consciousness resulting in either case from electric shock from any electrical circuit or equipment, whether or not due to direct contact;
 - vi. loss of consciousness resulting from lack of oxygen;
 - vii. decompression sickness requiring immediate medical treatment;
 - viii. either acute illness requiring treatment or loss of consciousness resulting in either case from absorption of any substance by inhalation, ingestion or through the skin;
 - ix. acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected materials;
 - x. any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours;
- m. any other person (including pupils, visitors, members of the public etc) suffering an injury arising out of or in connection with work where the person is taken directly from the scene of the accident for hospital treatment;

- n. any of the dangerous occurrences as listed in the Health and Safety Executive Guidance Document (RIDDOR 2013).
- o. the person at work is incapacitated for his or her normal work for more than three days as a result of an injury ("over three day" injury) caused by an accident at work;
- p. the death of an employee if this occurs some time after reportable injury which led to that employee's death, but not more than one year afterwards.

5.16 Providing and Using Work Equipment Safely (PUWER Regulations 1998)

5.16.1 The school will follow the guidance of the HSE set out in the Booklet INDG291 (rev1 03/13),

5.16.2 The School utilises abrasive wheel grinders. Under the above Regulations, no person is allowed to set up any abrasive wheel unless he/she has been trained, is competent and has been appointed by the College.

5.16.3 The persons appointed by the College are:-

- a. Head of DT
- b. Estates Manager

5.16.4 Tool posts on abrasive wheel grinders are required to be adjusted as close as practicable to the exposed part of the abrasive wheel. All staff are expected to be vigilant and to carry out checks whenever they use the grinder and before pupils use a grinder and to carry out the necessary adjustments to the tool posts to ensure they are so maintained.

5.16.5 If eye shields are provided these must be kept in a clean and good condition.

5.16.6 Eye protection (BS2092.I) must be worn when abrasive wheel grinders are used.

5.17 Display Screen Equipment and Eye Tests

5.17.1 It is the policy of the School to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 utilising the guidance given in the HSE Booklet INDG36 9 (rev 4 04/13).

5.17.2 The School will carry out a suitable and sufficient analysis of all user workstations to assess the Health and Safety risks.

5.17.3 The School fund the reasonable costs of basic eye tests for Display Screen Equipment users, on request, and at appropriate regular intervals (at most once per year) as recommended by the optician or optometrist.

5.18 Manual Handling

5.18.1 It is the policy of the School to comply with the Manual Handling Operations Regulations 1992 utilising the guidance given in the HSE Booklet INDG143 (rev4).

- a. The School will avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.
- b. Where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out. The person(s) responsible for carrying out these assessments is the Estates Manager or Caretaking and Cleaning Manager or Junior School Site Manager as appropriate.
- c. The School will take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable, and provide employees with general indications on the weights of loads.

5.19 Personal Protective Equipment

5.19.1 It is the policy of the School to comply with Personal Protective Equipment at Work Regulations 1992 as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022 based on the HSE Guidance Booklet - ISBN 9780717667468.

5.19.2 The School recognises that Personal Protective Equipment is a last resort and that wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk, then suitable Personal Protective Equipment will be provided to employees/workers.

5.19.3 Where it is determined that Personal Protective Equipment is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.

5.19.4 All Personal Protective Equipment will be maintained and accommodation provided for it when it is not in use.

5.19.5 Employees/workers will be informed, instructed and trained on the risks which the Personal Protective Equipment will avoid; or limit; the purpose and manner in which the equipment is to be used and action they need to take to ensure it remains in good repair and efficient working order.

5.19.6 The person nominated to co-ordinate the above on behalf of the School is the Estates Manager assisted by the Caretaking and Cleaning Manager (Senior School) and Junior School Site Manager (Junior School & Nursery).

5.20 Noise

5.20.1 The School is aware of the Noise at Work Regulations and will follow the HSE guidance in the Booklet INDG362 (rev 2-11/12). Where it believes that employees and pupils / visitors are exposed to noise levels that would represent a safety risk, appropriate hearing protection will be provided and worn.

5.20.2 It is believed that these controls will be necessary in the following routine operations:

- a. Grass cutting operations;
- b. Use of chain saws;
- c. Use of all woodworking machinery;
- d. Strimmers;
- e. Driving of tractors unless provided with C cabs.

5.21 Management of Health & Safety at Work Regulations 1999

5.21.1 It is the policy of the School to comply with the Management of Health and Safety at Work Regulations 1999 and its Approved Code of Practice.

5.21.2 The School will make suitable and sufficient assessments of the risks to Health and Safety of its employees whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions.

5.21.3 Where the Risk Assessment identifies any appropriate Health Surveillance this will be carried out following consultation with suitably qualified and Competent Persons.

5.21.4 To assist in undertaking the measures identified by the Risk Assessment as necessary to comply with relevant statutory provisions, the School has appointed a number of Competent Persons (see Section 4.10). Co-ordination of the necessary measures and Competent Persons will be carried out on the School's behalf by the Bursar and Estates Manager.

5.22 Safety of Pressure Systems

5.22.1 The School will take all necessary steps to comply with the Pressure Systems Safety Regulations 2000 and the HSE Guidance in Booklet INDG261 (rev2-11/12).

5.22.2 The School recognises that the Regulations will apply to all pressure systems on site containing steam at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than 5 bar (7psi)

5.22.3 The School will use manufacturers' literature and information available from their Competent Person who carries out current thorough examination and test of pressure systems, to establish the safe operating limits of its pressure systems.

5.22.4 The School will then arrange for the Competent Person to carry out examination of the pressure system in accordance with the written scheme.

5.22.5 The School will provide adequate and suitable instructions to employees who have to operate pressure systems and this will include training, close supervision, provision of data and, if necessary, schematic or flow diagrams to help with the identification of important controls, valves etc.

5.22.6 The School will ensure that its pressure systems are properly maintained in good repair so as to prevent danger.

5.22.7 The School will ensure that it keeps the correct documentation. This documentation will consist of the following:

- a. an initial report and examination of the pressure system upon it being taken into use;
- b. the last report of examination of the pressure system made by the Competent Person;
- c. any other reports if they contain relevant data to assist safe operation, or referring to repairs and modifications;
- d. information referring to data supplied by the designers or manufacturers.

5.23 Management of Contractors

5.23.1 Where Contractors are carrying out work which falls within the definition of the Construction (Design and Management) Regulations 2015 the School will follow the HSE Guidance in INDG 411.

5.24 Slips and Trips

5.24.1 The School will take all necessary steps to prevent and minimise slips and trip incidents in accordance with the HSE Guidance in the Booklet INDG225 (rev2-11/12).

5.25 Working at Height

5.25.1 The School will take all necessary steps to prevent falls from height in accordance with the Work at Height Regulations 2005 and the HSE Guidance in the Booklet INDG401 (rev2-01/14).

APPENDIX 1

Report No:

CHURCHER'S COLLEGE

PUPIL ACCIDENT OR INCIDENT REPORT

PART 1

For completion as follows:

Senior School - *by School Nurse / 1st Aider*

Junior School & Nursery - *by Junior School Administrator*

Name of Casualty			
Form			
Date of Birth			
Date & Time of Accident or Incident			
Nature of Injury			
Description of Treatment Given			
Date		Signed: <i>School Nurse / 1st Aider / Administrator</i>	

PART 2

For completion by appropriate member of staff who witnessed the event or was first on the scene

Where and How the Accident or Incident Occurred <i>(attach sketch if appropriate)</i>	
Was proper supervision being exercised at the time?	
List of Witnesses:	

Report No:

CHURCHER'S COLLEGE

STAFF/OTHER ADULT ACCIDENT OR INCIDENT REPORT

PART 1

For completion as follows:

Senior School - ***by School Nurse / 1st Aider***

Junior School & Nursery - ***by Junior School Administrator***

Name of Casualty			
Department			
Date of Birth (if under 21)			
Date & Time of Accident or Incident			
Nature of Injury			
Description of Treatment Given			
Date		Signed: <i>School Nurse / 1st Aider / Administrator</i>	

PART 2

For completion by injured person, unless incapacitated or a visitor, in which case the appropriate member of staff

Where and How the Accident or Incident Occurred <i>(attach sketch if appropriate)</i>			
Was proper supervision being exercised at the time?			
List of Witnesses:			

Whether any defect in school premises or equipment could be contributory cause.			
Any Other Observations or Comments			
Date		Signature	

PART 3

For completion by the Bursar

RECOMMENDATIONS

Date		Signature	

All forms to be sent to the Headmaster's EA for processing, plus a copy to the Head of Junior School & Nursery where the incident involved Junior School & Nursery staff or other adults

PART 4

HEADMASTER'S DECISION

Date		Signature	

Distribution of Report:

Fully completed form to be filed by the Headmaster's EA

Copy to be placed on staff member's file