

September 2018

Health and Safety Policy



The New Beacon
Brittains Lane
Sevenoaks
Kent TN13 2PB

THE NEW BEACON



HEALTH & SAFETY POLICY

Health and Safety Policy

The Health and Safety Executive (HSE) recommends that good health and safety is about keeping things simple, being proportionate and focusing on the real risks. Procedures should be clear and concise with assessment of risk being practical – not a paper chase or an exaggeration of risk.

1 General Statement of Policy

1.1 The New Beacon is committed to ensuring the health, safety and welfare of its employees and pupils and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

1.2 While the School will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is a responsibility of all employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or of any other person.

1.3 The School will wherever is reasonably practical provide and maintain a healthy and safe working environment with the aim of eliminating all instances of occupational incidents, accidents and illnesses. The School will pay particular attention to:

- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
- The provision and maintenance of equipment and systems of work that are safe
- Arrangement for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
- The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other people.

1.4 The School also recognises its duty to protect the health and safety of all visitors to the School, including parents, contractors and temporary workers, as well as any members of the general public.

1.5 If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, it is the employee's duty to report this as soon as possible to their line manager; the Health and Safety Officer or the Headmaster.

2 Responsibilities for Health and Safety (delegation of tasks)

2.1 The Governing Body has overall responsibility for health and safety in the School. This is exercised through the Headmaster, the Health and Safety Officer and the Health & Safety Committee, which meets every term and has responsibility for overseeing, monitoring and reviewing health and safety policy and procedures in the School and for reporting back to the Headmaster and the Governing Body on Health and Safety matters. The Health and Safety Officer, Pippa Edwards, chairs this committee, representatives are: Katharine Long (H & S Governor), Eddie Knipe (Middle and Senior School), Iain Presnell (PE, Science, Junior School), Gary Tassell (Non-teaching Staff and Site), Christina Alteirac (Pre-Prep and Junior School) and Judith Bibby (Senior Matron).

2.2 The Headmaster has the day-to-day responsibility for managing Health and Safety and risk assessments and has delegated the detailed implementation and management of the School's policy to the Health and Safety Officer, assisted by the H& S representatives. The Health and Safety Officer and the Headmaster will familiarise themselves with all relevant health and safety legislation and take external expert advice when required.

2.3 In the absence of the Headmaster, the responsibilities for health and safety will be assumed by the Health and Safety Officer.

2.4 **Visitors:** all members of staff are responsible for their visitors at all times whilst on the school site. The school office staff will be notified when members of staff are expecting visitors. Visitors sign in and out and wear a visitor's badge at all times.

2.5 **Organisation:** The roles and duties of those staff with specific responsibilities for implementing the School's health and safety policy are included under their relevant sections i.e. First Aid, Fire, Boarding, Ground, Site, Maintenance, Catering, Science, D & T, Art and Sport.

2.6 **External Risk Assessment Advisers:** The school has appointed Assurity Risk Management Consultants to provide external advice and to conduct an annual visit.

3 The School's Arrangements

3.1 Accidents

Both the Health and Safety Officer and the Headmaster (via the H & S Officer) are to be notified of all accidents and near-miss (no injury) incidents and the following details entered in the accident books:

- Full name, address and occupation of the injured person
- Date and time of the accident/incident
- Place where the accident/incident occurred
- Clear concise description of the accident/incident
- Cause and nature of the injury
- Name, address and occupation of the person entering the details (if not the injured person).

3.1.1 Accident and Near Miss Report Books are located:

- For Children – in the Matrons' Dispensary and with the Junior School Secretary
- For Staff (including contractors) and all visitors – in the Matrons' Dispensary

Accident and near miss records will be kept for at least 3 years from the date of the last injury, though it is prudent to retain these records indefinitely. In any event, they should not be destroyed or disposed of without the prior consent of the school's insurers.

3.1.2 The Health and Safety Officer is to investigate all incidents. Serious accidents or potentially serious, will be investigated and provision put in place as soon as is reasonable practical to avoid reoccurrence.

3.1.3 The school must notify the enforcing authority (HSE) by the quickest practicable means (normally by telephone) and complete and submit (RIDDOR) Form F2508 within 10 days, where:

- Any person dies as a result of an accident in connection with work
- Any person at work suffers a major injury as a result of an accident in connection with work
- Any person at work suffers an injury as a result of an accident in connection with work and is taken from the school to a hospital for treatment which requires admittance for more than 24 hours
- There is a dangerous occurrence.

The latest HSE RIDDOR reporting stipulations for schools are to be found on the HSE website here:

<http://www.hse.gov.uk/pubns/edis1.pdf>

3.2 First Aid

A full list of qualified first aiders is kept with the Headmaster's PA and with the Junior School Secretary, in addition to being displayed in the Common Room.

Matrons, Judith Bibby and Jen Bateman-White, are responsible for maintaining all first aid boxes and are the main point of contact for first aid in the school.

Location of First Aid boxes:

Dispensary (matron)

Sports Office/Foyer The New Beacon Centre

The New Beacon Centre Kitchen

Junior School (plus an additional for cleaner – kept in cleaning cupboard)

Science

Pantry

Kitchen

Art Room

Pre-Prep

D.T. Room

Site Manager's shed

Grounds Manager's compound

Swimming Pool building

Pool plant room

The separate **First Aid Policy** sets out all the information relating to pupils bringing in medication, storing of such in the Dispensary etc.

3.2.1 A defibrillator has been installed in the reception area of the main school building opposite the bottom of the stairs to boarding. This has pads for paediatric and boys over 12 years/adults. Staff training in its use takes place every three years.

3.3 Fire Precautions

Responsibility for fire drills:

Fire Officers – Gary Tassell and Assistant Head (Admin) Eddie Knipe

Fire Marshalls: All site and grounds staff

Frequency: Boarders - 1 per term, whole school - 1 per term

Calling the Fire Brigade: Headmaster's PA/school office staff (date and time taken to be recorded and passed to the fire officer).

Assistant Head (Admin), Eddie Knipe, write reviews after each fire practice/fire and recommends areas to be improved.

Escape Routes: Fire Officers

Fire Alarms: Serviced termly Crawley Fire Protection Ltd.

Fire Equipment: Services termly Crawley Fire Protection Limited

3.4 Supervision. The allocated class teachers and/or their assistants are responsible for the supervision of children during lesson times. Outside classroom times, the responsibility rests with the duty members of staff.

3.5 Out-of-School Educational Visits. The Trip Leader has ultimate responsibility, this is delegated to supervising staff and occasionally parent helpers. Under common law, the teacher has the ultimate responsibility for acting “in loco parentis”. The supervising staff will follow the fire evacuation of the venue if applicable. Educational visit risk assessments focus on the real risks and are checked by the H & S Officer. The Headmaster signs off all risk assessments for educational visits in advance. Visits Risk Assessments are filed with the H & S Officer.

3.6 Hazards. All members of staff are responsible for the identification of hazards and report hazards to the Health and Safety Officer or the Site Manager directly, so that the hazard can be assessed and the appropriate work can be carried out to ensure that there is no risk to safety. Classroom/office checklists are completed annually.

3.6.1 Known Hazards and Locations:

Hazard - Swimming pool chemicals

Stored - Plant Room (kept locked), in suitable secure storage.

Guidance - Manufacturer’s instructions to be followed

Protective clothing to be worn

Daily record of use to be kept

Safety Data sheets to be displayed.

Hazard - Fertilizers and weed killers

Stored – Grounds Manager’s compound (kept locked).

Guidance - Manufacturer’s instructions to be followed.

Protective clothing to be worn if recommended.

Record of use to be kept

Used only during school holidays

Fire extinguisher to be kept in shed.

Hazard - Cleaning materials

Stored: By Pantry Supervisor in locked cupboards: on the ground floor; The New Beacon Centre;

DT Block; Music and Art Block and the Swimming Pool Store Room.

Guidance - Manufacturer's instructions to be followed

Protective clothing to be worn if recommended

Are not put into other containers

Are kept in locked cupboard when not in use.

Hazard – Paint materials (Including oil based)

Stored: By Site Manager in locked cupboards by the theatre corridor.

Guidance - Manufacturer's instructions to be followed

Protective clothing to be worn if recommended

Are not be put into other containers

Are kept in locked cupboard when not in use

3.7 Environment. All defects in heating, lighting, ventilation, etc. are reported to the Site Manager who is responsible for progressing repairs.

3.8 Inspections. The Health and Safety Officer and the Site Manager carry out inspections of the buildings each year after members of staff complete their classroom checklists in September. Assurity Risk Management Consultancy undertakes an annual inspection. All electrical appliances belonging to the school are tested annually.

3.8.1 It is the responsibility of staff (and boarders) and parents association (NBPA) to notify the Health and Safety Officer of any electrical appliances brought on to the premises. Staff should not allow any pupils to use their electrical appliances until they have received a TESTED sticker with the date noted.

3.8.2 Any electrical equipment brought onto the premises by staff or students should be tested & stickered before use.

3.9 Information. Staff can obtain information on health and safety from the Health and Safety Officer. Further information can be obtained from The Health and Safety Executive (HSE)

<http://www.hse.gov.uk/pubns/edis1.pdf>

3.10 Substances. Before a new substance/chemical is introduced to the school, staff should seek authorisation from the Health and Safety Executive and COHSH, who will also advise on their storage requirements.

3.10.1 Any TOXIC, CORROSIVE, HARMFUL, HIGHLY FLAMMABLE, IRRITANT, EXPLOSIVE OR OXIDISING substances must be kept in containers with labels specifying the HAZARD IN WORDS and/or SYMBOLS. If chemicals and other materials are transferred to other containers any warning labels on the original packaging must also be transferred. Also the new container must be labelled clearly of its contents.

3.10.2 On no account should soft drink containers be used for the storage of hazardous substances.

3.11 New Staff. The Headmaster is responsible for ensuring that all new members of teaching, non-teaching staff and temporary staff are issued with a copy of the Staff Handbook and receive a briefing on Health and Safety by the Health and Safety Officer or their line manager as part of their induction programme. All members of staff are invited to discuss the general policy and specific aspects of it with the Health and Safety Officer at any time or via the H & S reps at the termly H & S Committee meetings.

3.11.1 Work Experience Students (under 18 years). The Headmaster will approve all applications for work experience at The New Beacon. The Headmaster's PA will contact an adult with parental responsibility for each applicant to arrange a meeting with the student to enable DBS checks to be undertaken and to ascertain if there are any medical/behavioural issues the school should be aware of. This information is needed to ensure that the work experience that we can offer will be appropriate.

3.11.2 The New Beacon understands that Students undertaking 'Work Experience' will be treated as an employee for their duration of work experience. This is how they will be legally be viewed if an accident occurs. 'Work Experience' students will sign in and out daily and will wear a visitor's badge and be allocated a member of staff to supervise their workday schedule.

3.11.2 When inducting 'Work Experience' students, the member of staff supervising should explain any risks and how they are controlled, checking that the student fully understands what they have been told and will ensure students know how to raise health and safety concerns. 'Work Experience' students must never be left in charge of pupils and must never operate dangerous machinery. Staff must never assume a student undertaking 'Work Experience' can apply the same 'common sense approach' as an experienced adult!

3.12 Electrical Safety. To comply with the Electricity at Work regulations 1989, the fixed electrical circuits, etc. within the school are inspected and tested at least every five years by a competent person. Records are kept by the Facilities Manager. Oakleaf Electrical carries out these inspections on behalf of the school.

3.13 Hire of School Facilities to Outside Organisations. The School, on a regular basis, hires out the facilities to outside organisations in order to generate an additional income stream and to foster stronger links between the school and the wider community. The Development and Facilities Manager is responsible for managing all such lettings; the Site Manager and Grounds

Manager are responsible for ensuring all the facilities are well maintained, well-lit and kept in a safe condition for use by the School and external sports clubs.

3.13.1 The School has a duty of care to ensure, so far as is reasonably practicable, that there are no health and safety risks within the facilities to be hired and that the hirers/visitors will be reasonably safe in using the premises for the purposes for which they have been permitted to be there. The Development and Facilities Manager will ensure that hirers visit in advance to familiarise themselves with the facilities and will prepare and keep on file: a Hire Agreement, signed by the external organisations, their Safeguarding Policy, a copy of their Public Liability Insurance Certificate and emergency contact number.

3.13.2 The Development and Facilities Manager shall ensure that Health and Safety information is provided to sports clubs hiring the facilities covering:

Fire precautions and procedures

Swimming Pool - Normal Operating Procedures and Emergency Action Plan

Any known health and safety hazards (e.g. as a result of maintenance work to the facilities)

A contact number/email is available to be used in the event of an emergency.

Any equipment not to be used is clearly identified to external hirers so that it cannot be operated either intentionally or accidentally.

Any out of bounds areas are notified to the hirers (e.g. sports fields, pond, and children's adventure playground).

Any hazardous substances are locked away.

Safe access and egress is provided to disabled persons, should the hirer indicate that they are likely to attend.

Adequate lighting is provided for access ways; corridors; toilets; changing rooms - everywhere external hirers have permission to use.

Access paths and floors are clean, adequately lit, free from obstruction and do not present a trip or slip hazard.

4. Sports Clubs Hiring the Facilities will:

Hold a register of attendees, where appropriate, so they can check that everyone is out of the building in an emergency.

Understand that they are responsible, as far as is reasonably practicable, for the health and safety and welfare of their attendees. This includes providing their own first aid kit/defibrillator etc.

Understand they should brief attendees on the emergency procedures.

Understand that the school may not be able to provide assistance in the event of an emergency (e.g. evenings, weekends or during holiday periods) when they must make their own arrangements to contact the emergency services.

Residential lettings to external hirers do not take place.

5. FIRE SAFETY POLICY

General Statement of Policy

5.1 The New Beacon will take all reasonable steps to comply with its legal obligations to staff, pupils and visitors under the Fire Precautions (Workplace) Regulations 1997 (as amended). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall Health and Safety Policy.

5.2 Employees' Responsibilities

5.2.1 All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully in complying with procedures that we may introduce as a measure to protect the safety and well-being of our staff, pupils and visitors.

5.2.3 The Assistant Head (Admin) is responsible for ensuring a suitable fire policy and procedures are put into working practice and that these procedures are regularly monitored.

5.2.4 The Site Manager is responsible for ensuring that all members of staff have fire extinguisher training every two years.

5.2.5 The Boarding House Master is responsible for carrying out 'out of hours' emergency evacuation practices for the boarding house and ensuring that all children and staff are accounted for at the given assembly point. He is also responsible for checking the conditions of dormitories and will check to ensure that pupils have not brought items onto the premises that could cause a fire.

5.2.6 The Assistant Head (Admin) keeps records of all fire practices and takes action should there be any issues. The Boarding House Master logs all fire practices, including walking every new boarder through the fire escape routes.

5.2.7 All staff have a responsibility to report concerns of a fire risk to the relevant department head or Health and Safety Officer for assessment. They are also responsible for ensuring they do not create a fire risk that could endanger the lives of pupils or other staff.

5.2.8 The person(s) responsible for each play/production/concert will assess the risks in the Theatre/New Beacon Centre and will take precautions to reduce/eliminate all risks and will ensure the emergency evacuation exits are pointed out at the beginning of each performance.

5.2.9 The Head Cook is responsible for ensuring that all the members of kitchen staff are aware of potential fire hazards and will ensure the department takes all necessary precautions to minimise the risk of fire.

5.2.10 The Head of Pantry is responsible for ensuring all members of pantry staff are aware of emergency evacuation procedures – including lone-workers (evening cleaners) and will ensure the department takes all necessary precautions to minimise the risk of fire

5.3 The School's Arrangements, Fire Procedure Day & Night

5.3.1 FIRE PROCEDURE – DAY & NIGHT

The continuous sounding of the Fire Alarm bell indicates that the school premises should be evacuated for reasons of fire or any other emergency.

In the event of hearing the alarm ALL students and staff MUST exit the building via the nearest primary exit, unless prevented by fire from so doing.

All pupils, staff, contractors and visitors will proceed immediately to The Alpine area of the lower sports field. All will make their way to the assembly point in an orderly manner via the nearest safe fire exit route – there will be no talking en route.

ALL pupils will assemble on The Alpine and line up in teaching class order. If the fire alarm is sounded during lessons, staff will accompany the class they have been teaching. At other times during the day teachers, where possible, should stand with their own class. Visiting pupils should assemble, with accompanying staff, at the far end of The Alpine to be checked by their own staff, who must report anyone missing to the member of staff in charge of checking the New Beacon pupils.

Members of staff not accompanying children, should, where possible, do a sweep of the area in their proximity on their exit from the building.

Designated staff will take the visitors book and 'out of school' books and will register all staff and visitors.

5.3.2 DAYTIME DRILL

Between the hours of 08:00 and 14:30 a roll call will be taken, on The Alpine, by one of the teachers on duty. If a duty member of staff is unavailable, the most senior member of staff present should take the initiative and begin the roll call. The other duty member of staff will check, if possible, the location of the fire in liaison with the Headmaster or site staff and will meet the Fire Officer at the front of the School when the fire engines arrive.

Up-to-date records of children and staff out of school is kept in the main office and will be brought to The Alpine by the School Secretary or in her absence the Headmaster's P.A, along with the visitors book.

5.3.3 NIGHTTIME DRILL

Between the hours of 18:00 and 07:30 the roll call on The Alpine will be conducted by the Boarding-House Master (in his absence, the senior residential Matron). The location of the fire will be checked, if possible, by the Site Manager (in his absence the Boarding-House Master – boys will be supervised by matron) who will report to the arriving Fire Officer. The senior residential Matron will bring a record of any children in school overnight.

5.3.4 AFTER THE EVENT

No one may re-enter the building until told to do so by the attending Fire Officer. In the event of an organised practice, the Assistant Head (Admin) will have called the Fire Department to alert them, in these circumstances the building may be reoccupied once the person responsible for the roll call has accounted for all pupils, staff and visitors.

Any sounding of the fire alarm must be recorded, by the Assistant Head (Admin), in the Incident Book located by the Main Fire Panel (date, time, comments on behaviour, time for engines to arrive, time to account for all pupils etc).

5.3.5 VISITORS/PARENTS

It is the responsibility of HOD's, team coaches, Headmaster to brief any visiting staff of these procedures, as appropriate. In the event of the alarm sounding when parents are in the school all members of staff will advise them to congregate on The Alpine with the non-teaching staff.

6. DEPARTMENT SPECIFIC H & S

6.1 DESIGN AND TECHNOLOGY HEALTH & SAFETY RULES

The DT Room should always be locked when not in use.

The window blinds should be lowered during holidays.

Children are only allowed in the D & T room when the teacher is present and are reminded of the following:

1. Be sensible, don't play about or run.
2. Keep the room clean and tidy.
3. Always wear an apron.
4. Don't fiddle with other children's work.
5. Talk quietly.
6. Ask before using sharp tools.
7. Don't take tools out of the room.
8. When using a glue gun, use gloves and a board and keep your fingers away from the hot glue.

Power Tools Safety Rules – boys are reminded:

1. Always ask before using, a teacher must supervise as you work.
2. Know how to turn the machine OFF, before you start.
3. Wear goggles if there is a notice telling you to do so.
4. Use Guards.
5. Roll up sleeves and tuck in ties.
6. If it doesn't work, don't fiddle, tell the teacher.
7. Always stand behind the safety tape around the machinery.

6.2 THE SCIENCE HEALTH AND SAFETY RULES

The Science block is always locked when not in use.

The Chemicals are stored in a lockable cupboard.

Boys are instructed:

1. Never go into a science laboratory without permission.
2. Always walk into the laboratory and never run or push anyone.

During the lesson boys must:

1. Always know exactly what they are doing, if not, ask.
2. Always wear safety goggles/spectacles when told to do so.
3. Roll up sleeves and tuck in ties
4. Always put their bag under the table or where your teacher tells you.
5. Always put their stool under the table if they leave their seat for any reason.
6. Always stand when doing practical work and put their stool under the table.
8. Always report an accident or breakage immediately. If they spill anything on themselves, immediately wash with water and call for the teacher's help.
8. Never put anything in their mouth. Do not eat, drink or chew.
9. Never interfere with equipment.
10. Never make up their own experiments.
11. Never put anything down the sink unless told to do so.
12. Never sit on the tables or benches.

At the end of the lesson:

1. Always wash hands after an experiment.
2. Always wipe the tables and sink areas if they are wet.
3. Always leave the Science classrooms clean and tidy.

In addition to the above Safety Code, pupils learn the correct names and location of apparatus within the laboratory. Pupils should use the correct names of apparatus when talking to staff and their peers.

7. DRIVING ON SCHOOL BUSINESS

The School has a legal duty to take all reasonable steps to ensure the health, safety and welfare of those who need to drive as part of their job. This policy sets out the procedures for work-related driving, including necessary employee compliance, and basic guidelines on driver health. The policy also takes account of the relevant provisions of the Road Traffic Act 1988 and the Guide for Operators of Passenger Transport.

Arrangements will be made to cover those who would prefer not to drive on school business.

7.1 Use of School Minibuses

7.1.1 Eligibility: All drivers MUST be over 25 years old (for our insurance purposes).

7.1.2 Drivers who passed their test before 1 Jan 97:

Drivers who passed their car (category B) test before 1 Jan 97 were automatically granted an additional category D1 (not for hire or reward) entitlement. This is shown as code D1 (101) on the licence and enables the licence holder to drive a minibus provided the vehicle is either not operated for 'hire or reward', or the vehicle has a Small Bus Permit. For as long as they hold the D1 entitlement, these drivers may drive a 9 – 16 seat minibus under a Small Bus Permit. On expiry of the licence, the D1 entitlement may be renewed provided the driver can meet the necessary standards of health. This involves a compulsory medical examination.

7.1.3 Drivers who passed their test on or after 1 Jan 97:

Those who pass(ed) a car test on or after 1 Jan 97 are no longer granted the category D1 entitlement. However, they may still drive a 9 – 16 seat minibus as the school holds S19 Permits' (one for each minibus) providing the following conditions are met:

- The driver has held the category B licence for at least 2 years and is over 25 years old.
- The driver receives no payment or consideration for driving the vehicle other than out-of-pocket expenses.
- The minibus and load does not exceed the maximum permitted for S19 permits.

7.1.4 **Insurance:** All members of staff are covered, under the School's insurance policy, to drive a vehicle owned or hired by the School on school business provided they are in possession of the appropriate licence. However, before doing so for the first time, members of staff are required to produce their licence for verification to the Headmaster's PA.

7.1.5 **Familiarisation:** Driving a minibus requires additional skills in order to be able to handle the vehicle safely; it is not simply like driving a large car. Staff with a category D1 on their licence, who have not driven a minibus before, will receive training in driving the vehicle so they are fully familiar with it, before taking out any passengers.

7.1.6 **Private Use:** Any member of staff wishing to drive a school vehicle for non-school business

must first obtain written permission from the Headmaster. Depending upon the circumstances, a charge may be raised for this.

7.1.7 Non-Members of Staff: Non-members of staff (e.g. parent volunteers) are not insured under the school's policy and therefore not permitted, as a matter of course, to drive a school minibus.

7.1.8 In order to comply with our legal duties, staff should observe the following procedures:

- a. School minibuses are inspected weekly by site staff but, before starting a journey, the driver should carry out a visual check of the vehicle and check that items such as lights, brakes, warning instruments, windscreen washers and wipers are in good working order and that mirrors are set at the correct angle for you. The Site Manager has check-sheets for recording any concerns. If a defect is suspected, it must be reported to the Site Manager immediately. If a defect is suspected, staff should not take a risk and attempt to drive the vehicle until it has been attended to.
- b. Maintenance checks are carried out by site staff, weekly. Services and MOT's are organised by the Site Manager, annually.
- c. Route planning and consultation with other drivers undertaking the same trip should be made in advance. Ensure sufficient breaks are built in, to prevent driver fatigue, and allow for bad weather or traffic congestion to alleviate driver stress. Satnavs are provided for both New Beacon minibuses. These are stored in the glove compartment after use.
- d. Staff must take a mobile phone on school journeys. A School mobile phone is available from the school Network Manager. Mobile phones should be switched off by the driver whilst driving. Calls should only be made or taken by the driver when the vehicle is parked. The additional member of staff accompanying the driver should be the one who makes calls if the minibus is in transit.
- e. Staff should always drive within speed limits and according to the prevailing weather conditions.
- f. Before driving, staff should familiarise themselves with the emergency procedures to follow in the event of an emergency such as illness, vehicle breakdown or accident.
- g. Luggage and equipment should be stowed carefully so as not to obstruct gangways and exit doors.
- h. The driver is responsible for concentrating on the road; an additional member of staff must accompany the boys and be responsible for ensuring that passengers remain seated whilst the vehicle is moving and that seatbelts are worn at all times. The exception being for sports fixtures that are local. Sports staff have been given a list of schools where the Headmaster and Director of Sport have agreed are considered safe for one member of staff to drive the minibus and supervise the boys without needing an additional member of staff on the minibus.

i. Keep doors closed until you have come to a complete stop and always park so passengers can alight on the pavement and not on the road. Where passengers have to exit from the rear of the minibus, they should be supervised until safely away from traffic hazards.

j. New legislation does not allow minibuses to be taken overseas unless fitted with a tachometer.

Ill Health and Driving: All members of staff are responsible for ensuring that they are fit to drive. Drivers should be aware that some medications can cause drowsiness and affect their ability to drive safely. Staff should not drive if over-tired and certainly not transport pupils.

Documentation: MOT certificates, log-books, service checks, weekly checks, staff category D1 , S19 permits (displayed in front driver's window on each minibus), licence copies, records of minibus MiDAS training, with dates noted for renewing the training.

7.2 Use of Privately Owned Vehicles:

7.2.1 Where employees use their own vehicle on school business, insurance cover is provided under the School's 'Occasional Business Use Policy'. Nevertheless, employees are responsible for ensuring that their vehicle is maintained in a roadworthy condition and be in possession of a valid MOT certificate (where appropriate).

7.2.2 For staff using their own vehicles, a copy of the employee's driving licence, insurance documents, and MOT certificate, if relevant, should be kept on file by the Headmaster's PA.

Employee Duties:

7.2.3 Section 7 of the HSWA Act 1974 places a responsibility on employees to assist the employer through compliance with legal requirements; members of staff are asked to co-operate by:

- Ensuring their insurance is up-to-date
- Providing documentation when asked to do so, including updated information on any changes to their documentation
- Undertake regular eye tests and ensure that any necessary glasses/lenses are worn for driving
- Read any updates that may be issued by the School on road safety matters. These may include information on good practice, legal changes, etc.

7.2 Traffic on School Site

A one-way system is in operation on the school site and a maximum speed limit of 5 mph.

7.3 Parents Assisting with School Transport

The New Beacon reminds parents who are helping with educational visits, if giving lifts to other pupils, to follow the law, e.g. children under 12 should use a booster seat unless they are over 135 cm. Only children whose parents have given permission will be transported in other parents' cars. The trip leader will collect parents' consent when planning an educational visit if children are being transported in parents of staff cars.

8. NOISE AT WORK POLICY

The New Beacon will take all reasonable steps to reduce any excessive noise levels that may exist in the workplace under the Control of Noise at Work Regulations (CNWR) 2005, introduced on 6 April 2006.

The New Beacon will undertake assessment of the risk to staff of excessive noise in the workplace, using control measures to reduce noise levels above 85dB. If noise levels cannot be reduced below 80dB, staff will be provided with hearing protection as well as information, instruction and training in these Regulations.

9. CHILDREN OF STAFF IN THE WORKPLACE

Members of staff, who come into the school during the holidays to work or for Inset days, may ask if they bring their children with them. Consent should be given by the Headmaster in advance.

9.1 Children must be properly supervised in order to comply with the provisions of Section 3(1) of the HSAW Act 1974, concerning the safety of non-employees.

9.2 Members of staff are welcome to bring their children to work with them, under the following conditions:

- Visiting children must be registered at the Front Office so that, in the event of having to evacuate buildings in an emergency, the school knows who is on site and can take appropriate action. Should the Front Office not be manned, the child should be signed in to the visitor's book and should remain under the supervision of the parent at all times.
- Visiting children (under 18 years) must not be left to supervise school pupils.

10. Smoking on Site

In order to protect all employees, pupils, parents, visitors and contractors from exposure to second hand smoke and to assist compliance with the Health Act 2006, New Beacon does not allow smoking within the school site. With effect from 1 July 2007, it is against the law to smoke within any building or vehicle belonging to the School, except Staff Accommodation located away from the school site. This policy applies to all employees, pupils, parents, visitors, hirers and contractors.

11. SWIMMING POOL HEALTH & SAFETY

All staff/hirers must follow the New Beacon swimming pool Normal Operating Procedures (NOP) and Emergency Action Plan (EAP)

The swimming pool is kept locked at all times. Pupils can only enter if accompanied by staff as part of their school lessons or if attending an after-school club.

Site staff have been trained in pool plant operation and are qualified in Pool Plant and Water Treatment testing. The Pool Plant room is risk assessed and monitored. PPE equipment and clothing have been provided and must be worn.

11.1 Pupils are reminded to:

- Use the showers before a lesson; blow their nose and use the lavatory.
- Never enter the pool unless a member of staff is present.
- Not jump or dive unless instructed to do so:
- Dive or jump only from the deep-end and swim away towards the middle of the pool
- Not swim back to the deep-end wall if people are waiting to jump or dive in.
- No running on the poolside.
- Be aware of other swimmers.
- Starting blocks may only be used under strict supervision.

11.2 Staff Swimming

Staff may use the school swimming pool out of school hours when the facility has not been hired out.

Staff must sign the 'pool staff signing-in log' showing the time in and out of the building

The pool may only be used if the member of staff in charge signs to acknowledge that none of their group is under the influence of drink or drugs.

There must be at least two adults (over 18 years) swimming, at least one must be a member of staff. A max of 10 people should be in the pool for staff swimming sessions.

Staff must make sure all doors and windows are securely locked after swimming, showers are turned off and lights are out.

If any members of staff bring small babies/toddlers to swim, all nappies must be taken away and not left in the general waste bins.

12. PUPIL ACCESS TO AREAS OF RISK

These areas are kept locked unless a member of staff is present. There are notices posted, warning children not to enter these rooms without a member of staff.

12.1 Basement (Main School)

Pupils are not allowed in the Basement area without permission. The Armoury is located in the cellar and is kept locked. The Shooting Master and Site Manager are the only staff with keys.

12.2 The Mopo Pond

The Mopo Pond is out of bounds and is fenced off. Lifesaving equipment is present. The gate is always kept padlocked.

12.3 Adventure Playground/Garden Pitch

The adventure playground is for the Reception, Year 1 and 2 children to play on and for after-school club to use. Pupils may only play with appropriate adult staff supervision. The equipment is serviced annually. Annual inspection reports are filed with the H & S Officer.

12.4 Astro Pitches

Boys are allowed supervised play on the astro pitches at break and over lunch times and as part of their lessons only.

12.5 Boarding House

Boys who board do not enter the boarding house during the school day unless accompanied by a member of school staff. Boys who do not board may not access the boarding house at any time.

12.6 The Kiln Room; Science or DT rooms are locked unless a teacher is present to accompany the boys.

12.7 The Site Managers shed is kept locked with a number pad for access.

12.8 The Grounds Manager's compound is kept locked.

12.9 The Site and Grounds' staff shed is out of bounds to the boys. This shed is not always kept locked. There are no dangerous tools or chemicals stored in the shed.

13. CONTRACTORS

POLICY STATEMENT

As site occupiers, The New Beacon will plan, co-ordinate, control and monitor the activities of contract companies, to effectively minimise the risks presented to employees, other persons on site and the public.

The New Beacon is committed to ensuring that where any construction work is carried out at its premises, it is done so without risks to the health and safety of its employees or others and in accordance with the requirements of the CDM Regulations 2015 – see link below.

<http://www.hse.gov.uk/construction/cdm/2015/legal.htm>

Safety Rules and Procedures

Site safety rules will be issued to all contractors and will be clearly stated in contractual arrangements together with any special health and safety requirements likely to affect cost or time-scales. The New Beacon will make arrangements for the exchange of all relevant information arising from risk assessments and emergency procedures, in particular the steps required to protect contractors' employees from our undertakings in the workplace.

Selecting Contractors

The New Beacon will request Method Statements and Risk Assessments from all contractors and will advise parents, pupils, hirers of facilities and staff when work is being carried out that could impact on their normal routine.

Co-ordination

A competent named individual will be appointed to co-ordinate each contract usually Laura Butterworth, Business Manager or Gary Tassell, Site Manager, including at least daily site visits and out of normal hour's communications. This individual will be expected to encourage and develop the right safety culture amongst contractors.

MRP

Reviewed September 2018

Next Review September 2019