



The New Beacon

EX FUMO DARE LUCEM

Health and Safety Policy

ISI Policy Number	11
Version	2.0
Revised by	Peter Young (DFO)
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1. General Statement of the Policy

Introduction

Under the terms of the Health and Safety at Work Act 1974, every employer has a duty to ensure the health, safety and welfare at work of all employees as far as is reasonably practicable. The Governors of The New Beacon attach the utmost importance to the safety, health and welfare of its employees and recognise that they have certain duties towards pupils, the public and people who use the premises.

The Governors accept their responsibilities as designated within the provisions of the Health and Safety at Work Act 1974 and Regulations made under that Act, and Approved Codes of Practice under that Act.

It is also the duty of every employee to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work and to co-operate with the employer so far as it is necessary to enable the employer to provide a safe working environment. To this effect the Governors (through the Head, the Director of Finance & Operations) will take the necessary steps, so far as is reasonably practicable, to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school's operations can work. They will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. The Head and Director of Finance & Operations will report to the Governors on Health & Safety issues at termly governor meetings.

Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so. The HSE encourages a proportionate, common-sense approach. Procedures should be clear and concise with assessment of risk being practical.

Statement of Intent

To comply with the provisions of the Act, the school has a health and safety policy of which the following are the aims:

- a. To provide and maintain a safe and healthy working environment for each member of staff.
- b. To ensure that employees familiarise themselves with the fire regulations posted around the buildings and are kept fully informed of fire warnings and escape procedures.
- c. To ensure that any accident involving personal injury occurring on the school's premises is reported and the details recorded in the accident book in the Medical Room.
- d. To investigate such accidents. Analyse their cause and take any corrective action.
- e. To provide all employees with the information, instruction, training and supervision they need to work safely and efficiently.
- f. To ensure that first aid and welfare facilities are available.
- g. To ensure that the employees are aware of their legal and moral obligations, to take reasonable care for the health and safety of themselves and others, by observing all safety regulations and promptly reporting any potential hazard to the Director of Finance and Operations.
- h. The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- i. To consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.
- j. The safe use, storage, handling and transport of articles and substances.

Co-operation

All aspects of health and safety remain the Governors' responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this, employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school's risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to the Director of Finance and Operations all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

Policy Review

This policy will be brought to the attention of all employees and regularly reviewed and revised as necessary. In conducting the policy reviews, due regard will be given to the following:

- **Policy:** Is the policy fit for purpose and up to date?
- **Organisation:** A review of the school's organisation including changes to ensure that responsibilities for health and safety are clearly always defined to all employees at every level.
- **Planning & implementing:** Planning is the key to ensuring health and safety works and includes setting objectives, identifying hazards, assessing risks, implementing procedures for the elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.
- **Measuring performance:** Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.
- **Monitoring and Review:** A third party regularly monitor the School's Health and Safety procedures and are contracted to provide year-round Health and Safety advice and information. They conduct an annual Health and Safety support visit each year, which includes an assessment of the site as well as staff training. They also conduct a three-yearly full Health and Safety audit. The documents produced because of these visits form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

Signed:
(Head of The New Beacon)

Date:

Signed:
(Chair of the Board of Governors)

Date:

2. Responsibilities for Health and Safety (delegation of tasks)

- i. The **School Governors** are responsible for health and safety within The New Beacon. However, responsibility for the 'day-to-day' implementation of the policy is delegated to the Head on behalf of the Governors. The Governors will:
 - Monitor the effectiveness of the implementation of this policy.
 - Review the policy annually and ensure this document is revised when necessary.
 - Ensure that sufficient financial provision is made available to support the policy.
 - Review and discuss the termly Health and Safety Committee minutes which are shared with all Governors in advance of each termly meeting of the full Governor's body.
- ii. The **Head** is responsible to the Governors for safe functioning of all school activities. The Head will:
 - monitor the effectiveness of the policy and report back to the Governors as appropriate.
 - report to the Governors through the Pastoral and Education Committee on the effectiveness of the Health & Safety Policy and any changes made.
 - consult with the Director of Finance & Operations over health and safety issues.
 - recommend changes to policy considering experience.
 - ensure the cooperation of all staff as regards to the working of the policy, including any changes in the policy.
 - ensure that the Heads of Section, Department Heads, teachers and all employees are aware of their responsibilities.
 - take account of any health and safety implications when reviewing the school curriculum.
 - be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out with adequate records maintained available for inspection.
 - ensure that a system is in place for the reporting of all accidents/incidents and that they are properly investigated.
- iii. The **Director of Finance & Operations** is responsible for the operational and financial side of the school. The DFO will:
 - monitor the effectiveness of the policy and report to the Governors through Governors' Meetings, including reporting any Health and Safety incidents and the outcome of investigations into their causes.
 - advise the Head of any changes in the law, approved codes of conduct and their implications for the improved safety of the school environment.
 - Be responsible for ensuring that investigations into accidents are carried out as required and ensuring that accidents/incidents are reported to RIDDOR as required.
 - Ensure that adequate insurances are maintained including Employer's Liability and Public Liability.
 - Liaise with The New Beacon's health and safety advisors and arrange an annual assessment on behalf of The Governors.
 - be responsible for assessing all accidents/incidents, overseeing and assessing the accident folder on a termly basis and taking action if necessary.
 - Be responsible for Maintenance of Health & Safety records, and co-ordination of the School's preparation of risk assessments
 - Obtain or devise suitable training programmes which will improve the knowledge and awareness of members of staff with regard to health and safety.
- iv. **Head of Senior, Middle & Junior Schools, Head of Early Years and Heads of Department** are responsible to the Head. They will:
 - ensure that the staff in their department understand the policies and the various legal requirements.
 - report any accidents/incidents to the Director of Finance & Operations so that they can be appropriately investigated.
 - ensure that their staff cooperate fully with the implementation of this policy and changes.
 - notify the Director of Finance & Operations under COSHH Regulations of any new substances they require

to purchase for their department. This should only apply to Art and Science departments.

- Heads of Science – on hearing the fire alarm, should make safe any experiments where practical without putting their own lives in danger.
- ensure that they are aware, and members of their department, where their safest means of escape is in the event of a fire, the nearest call point and fire extinguishers.
- Prepare and maintain Risk Assessments related to their department, workplace or area of responsibility.

v. The **Estates Manager** is responsible to the Director of Finance & Operations. The Estates Manager will:

- ensure that all staff in his department are aware of their responsibilities and appropriately qualified to execute their roles.
- ensure that all employees have appropriate training for tasks/projects to be carried out, taking advice from the Director of Finance and Operations in this respect.
- refer to the Director of Finance & Operations any matters which they feel to be outside their level of competence or authority to deal with.
- ensure that all procedures in place are adhered to and any new policy is communicated to his staff.
- ensure that any accidents are properly reported and investigated and that the Director of Finance & Operations is informed.
- Ensure that staff have the appropriate clothing and, where necessary, protective equipment/clothing to carry out tasks/projects.
- be responsible for the liaison with outside bodies that may use the school's facilities. All users should be made aware of school procedures.
- be responsible for all outside contractors ensuring that they receive a copy of the school's "H&S Requirements for Contractors" and that the appropriate permits are issued considering "CDM Regulations 2007", as updated in 2015.

vi. **Employees**

Every employee has a statutory duty whilst at work to take reasonable care for the health and safety of themselves and of other persons, including visitors to the school who may be affected by their acts or omissions at work. You must ensure that you:

- are fully aware of your duties under sections 7 and 8 of the Health & Safety at Work Act 1974. These are:
 - **HSW Act, Section 7:** it shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
 - **HSW Act, Section 8:** no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- understand, support and implement The New Beacon's Health and Safety policy.
- understand and familiarise yourself with emergency evacuation procedures. It is your responsibility to know what to do if you discover a fire, the location of normal and emergency exits, the location of the nearest fire alarm points, and what to do when the Fire Alarm sounds.
- report any areas where you feel the school could improve its procedures to aid in the health and safety of The New Beacon via the Director of Finance and Operations .
- understand and familiarise yourself with all school policies and procedures. These can be found on the school intranet under "School Policies".

vii. **Health and Safety Committee**

- This is chaired by the Director of Finance and Operations. Other members of the committee are the Deputy Head (Admin), Estates Manager, Head of Science, Director of Sport, Heads of Art and DT, Lead on First Aid, Boarding House Parent, Head of Catering
- It meets termly to oversee, monitor and review the Health and Safety Policy and H&S procedures in the School. Points of concern and items raised by employees are discussed. Any accidents and near-misses are

discussed and remedial actions agreed.

- The Director of Finance and Operations will report the results of the annual visit carried out by the School’s Health and Safety advisors, at the first meeting following receiving the report and the report will be reviewed by all members of the Committee.
- The termly H&S committee meeting minutes are shared with all staff and with governors.

3 The School’s Arrangements

The School has in place a number of specific policies that focus on particular areas of risk or concern (in addition to a range of policies and procedures relating to the Safeguarding and Health and Safety of pupils):

<ul style="list-style-type: none"> • Critical Incident Management Policy • Fire Risk (prevention and procedures) Policy • First Aid Policy • Educational visits and Off-site Activities Policy • Medication Policy • Alcohol, smoking and substance abuse Policy • Occupational Stress Policy • Driving Policy 	<ul style="list-style-type: none"> • Safer Recruitment Policy • Risk Management and Risk Assessment Policy • Legionnaires Policy • Asbestos Management Policy • Art Health and Safety Policy • DT Health and Safety Policy • Science Health and Safety Policy • Attendance Register Policy • Swimming pool safety Policy
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In addition, the following general precautions and policies are in place across the School:

- **ARRANGMENTS FOR RISK ASSESSMENTS:** See Risk Management and Risk Assessment Policy.
- **TRAINING** of staff in Health and Safety, including assessment of risk: Training is essential to maintain a safe working environment. INSET training at the start of each term includes a H&S briefing, and specific training where required (e.g. fire extinguisher, fire warden, first aid etc). Online courses are shared with staff via EduCare (manual handling, risk assessment training etc). All teachers, as well as the Director of Finance and Operations, have received training in completing risk assessments.
- **CONSULTATION with employees:** It is recognised that communication between staff is crucial for the maintenance of a safe working environment. The Head 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. Staff are given a termly H&S update on INSET day. All members of staff are invited to discuss the Health and Safety policy and specific aspects of it with the Director of Finance and Operations at any time or via the H&S representatives at the termly H&S Committee meetings.

- **Recording, Reporting and Investigating Accidents:** Both Director of Finance and Operations and the Head (via the DFO) 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).

Accident and Near Miss Report Books are located:

- For Children – in the Medical Room and with the Junior School Secretary
- For Staff (including contractors) and all visitors – in the Medical Room

For staff, accident and near miss records will be kept for at least 3 years from the date of the last injury. For pupils, accident records should be kept for 3 years after their 18th birthday as this is the statute of limitations for them making a claim. In any event, they should not be destroyed or disposed of without the prior consent of the school's insurers. The Director of Finance and Operations is to investigate any significant incidents to understand causes. Serious accidents, or potentially serious, will be investigated and provision put in place as soon as is reasonably practical to avoid reoccurrence. The school must notify the enforcing authority (HSE) by the quickest practicable means and complete and submit (RIDDOR) Form F2508 within 10 days, according to the published guidance (<http://www.hse.gov.uk/pubns/edis1.pdf>)

- **OFF-SITE 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 Director of Finance and Operations. The Head signs off all trip forms for educational visits in advance. The trip form should not be signed off by the Head if the risk assessment is not completed and appropriately signed. Visits Risk Assessments are filed with the Director of Finance and Operations. (See also the School's 'Educational Visits and Off-site Activities Policy')
- **EMERGENCIES:** The School's approach to dealing with Health and Safety emergencies is detailed in its 'Emergency Procedures.
- **FIRST AID:** The School arranges for the training of qualified first aiders, and their names are displayed in the Common Room and Medical Room and also held by the Head's PA and the Junior School Secretary. The First Aid Lead is responsible for maintaining all first aid boxes and are the main point of contact for first aid in the school. Locations of First Aid boxes are detailed in the School's 'First Aid' Policy, which also sets out information relating to pupils bringing in medication and the storage of that medication. Defibrillators can be found in the reception area of the main school building opposite the bottom of the stairs to boarding and on the external wall of The New Beacon Centre. These have pads for paediatric and boys over 12 years/adults. Staff training in their use takes place every three years.
- **OCCUPATIONAL HEALTH SERVICES:** The School's approach to managing stress in the workplace is detailed in its 'Occupational Stress policy'.

- **WORKPLACE SAFETY:** checklists for classrooms / offices are sent to staff annually and the Director of Finance and Operations reviews responses and liaises with the Estates Manager to undertake appropriate remedial works to ensure a safe environment for pupils, staff and visitors.
- **SCHOOL SECURITY:** Procedures / infrastructure in place to ensure the safety of pupils, staff and visitors and protect them from the risk of injury or loss while on School premises, as well as to ensure the physical security of the School's assets include:
 - Timed electronic entry and exit gates to the site
 - Metal security fencing surrounding the site
 - Staff passes or key codes required to access school buildings
 - CCTV on Grounds compound
 - Security alarms fitted to New Beacon Centre, Science Centre and DT block
 - Staff car parking permits
 - All staff wear identity passes on lanyards to be clearly visible at all times
 - Visitors are issued with a Visitor pass or badge, to be clearly displayed
 - Each evening the school caretaker closes all windows and locks all doors
- **VIOLENCE TO STAFF:** The School aims to provide an environment free from harassment, intimidation and violence. The School does not tolerate or condone the use of violence against its staff. Where violence (physical or threatening behaviour) is offered by one member of staff to another, the incident may, if appropriate, be dealt with via the School's disciplinary or grievance procedures. Staff are encouraged to enquire, observe and report any unwanted activity in the School but are actively discouraged from placing themselves in danger or taking personal risks. See also the School's 'Behaviour Policy' which outlines the School Rules which reference respect for all adults at The New Beacon and reject uncivil behaviour. See also The New Beacon 'Intimidation and Harassment Policy'.
- **MANUAL HANDLING:** Storage arrangements are designed to minimise the lifting and carrying of heavy objects. Equipment that is used regularly is not be stored at a high level. Manual handling training is organised by the Director of Finance and Operations for estates staff and other specific groups as and when necessary. Please see the Manual Handling Risk Assessment.
- **SLIPS AND TRIPS:** Slips and trips are the most common of all accidents in schools. Staff receive guidance and training via H&S briefings on INSET days and via online courses on EduCare. Staff are encouraged to deal with any hazard that they encounter or report it immediately. The School's standard procedures require that spillages are cleared up immediately and / or cautionary warning signs displayed.
- **ON SITE VEHICLE MOVEMENTS:** The School aims to minimise the safety risks to all users (staff, pupils, parents, visitors, contractors) as a result of vehicular traffic. A one-way system is in operation on the school site. A maximum speed limit of 5 mph applies and is clearly signposted. There are traffic calming measures including speed bumps and a speed warning sign that lights up when a car passes. Staff drivers are instructed to be always vigilant of other vehicles and pedestrians, and to always give-way to pedestrians on site. Well-lit zebra crossings are in place at key crossing points for pedestrians. Fencing along the pavements keeps pupils away from vehicles. Parking is only permitted in designated areas. Traffic Marshalls are deployed if an event is likely to attract significant numbers of visitors (e.g. for sports tournaments, Prizegiving day etc). Where practicable, deliveries and waste collections are scheduled to take place outside of School working hours. Construction or extensive maintenance projects are designed, planned and implemented to ensure adequate segregation of the site, plant and equipment from other school users. Any adverse incident involving vehicles or pedestrians should be reported and investigated as soon as possible.

- **MANAGEMENT OF ASBESTOS:** See Asbestos Management Policy, which includes Asbestos Location Register. Estates staff complete regular Asbestos awareness training.
- **CONTROL OF HAZARDOUS SUBSTANCES including the use and storage of chemicals:**

The School controls the use of hazardous substances in various ways: completing Risk Assessments, holding Data Sheets, restricting the access (e.g. stored in locked cupboards), ensuring the use of PPE. Before a new substance/chemical is introduced to the school, staff should seek authorisation from the Director of Finance and Operations, who will also advise on their storage requirements. 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. On no account should soft drink containers be used for the storage of hazardous substances.
- **WORKING AT HEIGHT:** The Estates Manager is responsible for ensuring all work at height is properly planned, supervised and carried out by competent people, selecting the right type of equipment for working at height, and ensuring that all equipment used is properly maintained. Working at Height training is undertaken by all estates staff and specific other members of staff where it is deemed that there is a higher risk of working at height. Please see the Working at Height Risk Assessment.
- **SELECTING AND MANAGING CONTRACTORS:** Most contractors, and their records for safe working operations, are well known to the School. The H&S Contractors Handbook is shared with new contractors to brief them on The New Beacon's Health and Safety practices. Method statements and Risk assessments are obtained from them, as well as public liability documentation. The School will advise staff, pupils, parents, and hirers of facilities when work is being carried out that could impact on their normal routine. The school 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>
- **MAINTENANCE OF PLANT AND EQUIPMENT:** The Estates Manager is responsible for the maintenance (and where necessary examination and testing) of plant and equipment (such as electrical equipment, ventilation, gas appliances, lifting equipment and glazing safety), and executes an annual programme to inspect and monitor high risk items.
- **FIRE SAFETY, including testing of alarms and evacuation procedures:** 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. Termly fire drills are carried out for both the whole school (during the school day) and for boarders (outside of normal school hours). The Assistant Head (Admin) is responsible for writing a review after each fire drill, recommending any areas for improvement. The fire alarms and other fire safety equipment is serviced termly by Crawley Fire Protection Limited. See 'Fire risk (prevention and procedures) policy.
- **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, and to those pupils who are driven by members of staff. See 'Driving Policy'.

APPENDICES

1. HAZARDS AND PUPIL ACCESS TO AREAS OF RISK
2. WORK EXPERIENCE STUDENTS AND EMPLOYEES UNDER 18
3. LETTING OF FACILITIES
4. NOISE AT WORK
5. NO SMOKING ON SITE

1. HAZARDS

All members of staff are responsible for the identification of hazards and report hazards to the Director of Finance and Operations or the Estates 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.

1.1 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 – Site 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 Estates Manager in locked cupboards by the theatre corridor. 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

1.2 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.

- 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 Estates Manager are the only staff with keys.
- The Mopo Pond: is out of bounds and is fenced off. Lifesaving equipment is present. The gate is always kept padlocked.
- 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 Director of Finance and Operations.
- Astro Pitches: Boys are allowed supervised play on the astro pitches at break and over lunch times and as part of their lessons only.
- 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.
- The Kiln Room; Science and DT rooms are locked unless a teacher is present to accompany the boys.
- The Estates Manager's shed is kept locked with a number pad for access.
- The site compound is kept locked.
- 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.

2. Work Experience Students and Employing Children Under 18 Years of Age:

The Head will approve all applications for work experience at The New Beacon. The Head'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.

2.1 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 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.

2.2 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. Letting 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 Estates Manager is responsible for managing all such lettings, 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.

3.1 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 Estates 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.

3.2 The Estates 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.

3.3 Sports Clubs Hiring the Facilities will:

Hold a register of attendees, where appropriate, so they can check that everyone is evacuated 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.

4. 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.

5. No Smoking on Site Policy

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 or vaping 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.