



Mary Hare Policy: **HSP001**

HEALTH AND SAFETY
POLICY

Policy Owner: **Principal**

Date Approved: **April 2024**

Approved by: **Board of Trustees**

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Registered charity 1048386

Securing the future of deaf children and young people

Policy Version Detail

Reviewed Date:	Version:	Details of change:
8 Aug 22	1.0	Throughout document: Changes to senior staff; Policies changes including broadening of Premises Management Policy HSP014; Removal of references to Mill Hall Appendix 1: Removal of in-house technician for School Vehicles repair/checks and addition of external garage for Section 19 checks, etc Appendix 6: Update of First Aiders list as per School Nurses latest records Appendix 8: Updated Insurance Schedule Appendix 11: Removed specifics to Coronavirus and replaced with infection control
Jan 24	2.0	Revision throughout and Re-issue

Contents:

Chapter	Item	Page
1.	Statement of Intent	2
2.	Legislative Framework.....	3
3.	Roles and Responsibilities	3
4.	Accidents and Incidents.....	9
5.	Codes of Practice, Rules, Procedures	10
6.	Hygiene.....	18
7.	Compliance	20
8.	Implementation, Informing, Training	21
9.	Monitoring and Review	22
Annexes:		
A.	Legislation, Regulations, and Policies Referenced in this Policy	23
B.	Mary Hare Organization Chart (Safety)	28
C.	Medical and First Aid	29

1. STATEMENT OF INTENT

The Board of Trustees and Principal of Mary Hare recognize the legal and moral obligation to ensure that a safe and healthy environment is maintained for all, and that the effective management of Health, Safety and Welfare of its staff, pupils, contractors and visitors is fundamental in providing and maintaining an environment which enables Mary Hare to achieve its strategic aims.

We acknowledge and accept our responsibility to take all reasonably practicable steps to provide adequate controls of health and safety risks arising out of or from its work activities, and to establish, embed and maintain safe working procedures, through a positive safety culture, to ensure the health, safety and welfare of persons engaged in School activities, and those who enter School premises.

In recognising these duties, Mary Hare shall:

- Comply, as a minimum, with all applicable health and safety legislation and regulations in all its activities;
- Provide safe places, conditions and practices of work;
- Define Mary Hare's safety management organisation and the responsibilities and duties of all employees, and others who enter Mary Hare premises;
- Consult with employees in the development of arrangements for health, safety and welfare, and work with them to achieve their implementation;
- Provide employees, pupils, contractors and visitors with suitable and adequate information, instruction and training to safeguard their health and safety, whilst on Mary Hare premises;
- Provide adequate resources for the ongoing implementation of its health, safety and welfare obligations;
- Select contractors who have effective safety management arrangements for work at the Mary Hare;
- Provide a safe and secure learning environment, safe equipment and appropriate supervision for all staff, pupils, parents and other visitors;
- Ensure that appropriate arrangements are implemented to protect the health, safety and welfare of staff and pupils whilst on both UK and overseas visits;
- Have robust procedures in place in case of emergencies.

Management and supervisory staff are required to maintain safe working conditions. They are required to appraise employees under their control with these requirements and to monitor compliance with them. Employees are also required to understand their responsibilities, to act responsibly and to do all they can to prevent injury to themselves and other persons, to cooperate in the implementation of this Policy, and promote a positive safety culture. Mary Hare is committed to actively promoting the health and wellbeing of staff and pupils and the continuous improvement of its health and safety performance by a pro-active programme of actions, monitored through the Board.

Andrew Strivens
Chair of Board of Trustees

Robin Askew
Chief Executive Officer and Principal

2. LEGISLATIVE FRAMEWORK

2.1 Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings.
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.

Other Legislation, Regulations and Policies pertinent to Mary Hare and/or referenced in this Policy are detailed at Annex A.

3. ROLES AND RESPONSIBILITIES

3.1 Definitions

3.1.1 “The Board” – the corporation of Mary Hare: the Board of Governors, Trustees and Directors.

3.1.2 “Mary Hare” – all elements of Mary Hare School and associated activities, but excluding the Joint Ventures with Starkey, ie the Hearing Aid Repair Shop and the Mary Hare Hearing Centre, collocated in Newbury.

3.2 The Board

3.2.1 The Board have ultimate responsibility for the implementation of Health and Safety legislation and ensuring that everyone associated with Mary Hare is kept healthy and safe; as a means of discharging that responsibility, they are to ensure that Mary Hare has an agreed and appropriate Health and Safety Policy, and that it is appropriately implemented, including through providing sufficient resources.

3.2.2 The Board aims to provide a safe and healthy environment for all working and learning within Mary Hare. They recognise that a policy alone cannot do this, and that good working practices and procedures are essential to prevent accidents and improve safety. To achieve this, day to day responsibility for implementing this policy has been delegated to the Principal/CEO, Robin Askew.

3.2.3 The Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

3.2.4 The Board, as the employer, also has a duty to:

- Ensure that all strategic decisions take account of health and safety policies and good practice; and therefore require all strategic proposals to include a health and safety impact assessment.

- Assess the risks to staff and others affected by school activities to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

3.2.5 The Board will nominate at least one governor with responsibility for health and safety; the Health and Safety Governor is Julie Shepherd. The Health and Safety Governor will:

- Report their findings regularly to the Board general meetings, and/or at any time when urgency so demands.
- At least once a term, inspect a chosen aspect of the health and safety arrangements, including accident and other relevant records.
- Bring to the Board reports and recommendations of the Health and Safety Committee.
- Ensure that the Chair of the Finance Committee is made aware of any resource issues arising.

3.3 Principal/Chief Executive Officer

The Principal/Chief Executive Officer is responsible for health and safety day-to-day. This involves:

- Implementing the Health And Safety Policy, ensuring compliance with the requirements of all relevant legislation.
- Ensuring that there are enough staff to safely supervise pupils.
- Ensuring that Mary Hare buildings and premises are safe and regularly inspected.
- Reporting to the Board on health and safety matters.
- Providing adequate training for all staff to enable them to safely carry out their duties.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that risk assessments are in place and reviewed regularly, ensuring staff, pupils and visitors are not exposed to unacceptable risks.
- Ensuring that all relevant activities are risk-assessed, and that staff, where necessary, have access to appropriate specialist training and personal protective equipment.
- Ensuring that the Board's Health and Safety Policy is updated whenever necessary and that there are arrangements to ensure compliance with current legislation and best practice in the management of Health and Safety.
- Ensuring that the Board is kept informed of Health and Safety issues, including any higher risk trips.
- Ensuring that there are regular Health and Safety internal inspections/audits of Mary Hare premises.
- Ensuring an annual external audit of Mary Hare's Health and Safety Policy and procedures is carried out by an approved consultancy.
- Ensuring that all staff with health and safety responsibilities are trained and competent to carry them out.
- Ensuring adequate health and safety resources are available to meet health and safety requirements.
- Chair the Health and Safety Committee, ensuring that it discharges its responsibilities.

In the Principal's absence, Peter Robson, the Chief Operating Officer, assumes the above day-to-day health and safety responsibilities.

3.4 Health and Safety Committee

3.4.1 The Health and Safety Committee is established to determine the operational health and safety management measures necessary to deliver the Board's Health and Safety Policy.

3.4.2 The Health and Safety Committee will review this policy annually, identify trends, and provide a forum for staff consultation. The Health and Safety Committee is not a committee of the Board, but the Health and Safety Governor will bring its recommendations and reports to the Board each term.

3.4.3 The Health and Safety Committee's main functions are:

- To consider the effectiveness of this Policy's implementation.
- To ensure that the annual review of this Policy is undertaken.
- To review serious incidents at committee meetings, or sooner if deemed necessary.
- To identify trends in accidents and incidents with a view to preventing re-occurrence.
- To provide a forum for consultation with staff on health and safety matters.

3.4.4 The Committee is chaired by the Principal, and comprises the COO, the Health and Safety Lead, the Health and Safety Governor, and a representative mix from among the Senior Management, and staff from across Mary Hare, to be agreed from time to time by the Health and Safety Governor and the Principal.

3.4.5 The schedule of meetings will be publicised in advance by an all staff email together with the agenda at least two weeks prior where operationally possible. Minutes of meetings will be available on the SharePoint, redacted only to respect the privacy of individuals and any legal considerations.

3.4.6 All staff are to be invited to put forward any matters concerning health and safety at Mary Hare. This will normally be done through a Safety Representative for their department, Head of Department or Line Manager.

3.5 Executive Committee and Senior Leadership Team

The members of the Executive Committee/Senior Leadership Team (SLT) are responsible for promoting a positive safety culture and ensuring that everything under their responsibility is carried out in a healthy and safe manner. This includes:

3.5.1 Ensuring adherence in all respects to the Health and Safety Policy and ensure that the necessary resources for implementation are available.

3.5.2 Ensuring that risk assessments are undertaken where necessary.

3.5.3 Ensuring that all work procedures under their control are safe and without risk to health.

3.6 Health and Safety Lead

The nominated Health and Safety lead is Ian Wright, the Head of Operations. He is assisted by Christine Davis, the Health and Safety Coordinator. His responsibilities are:

- To provide advice, support, and guidance as appropriate to the Board, Executive Committee and SLT.
- To be the focal point for the day-to-day reference of Health and Safety and to give advice and guidance where appropriate.

- To attend appropriate Health and Safety Training Courses to enable him to discharge his responsibilities effectively.
- To coordinate and implement good health and safety practices and procedures throughout Mary Hare and to encourage a positive safety culture.
- To initiate and support audits and inspections of all Mary Hare's sites and that relevant reports are produced.
- To ensure Fire Risk assessments are carried out, actions are completed, and regular monitoring is in place.
- To arrange relevant health and safety training for all staff, including induction and refresher training.
- To ensure all statutory testing and inspection is carried out in accordance with legislation and monitored for effectiveness, and any remedial actions are completed.
- To ensure the Asbestos Register is kept up to date.
- To ensure all health and safety policies are kept up to date on the SharePoint and make any changes to policy following changes in legislation.
- To organize and attend Mary Hare's Health and Safety Committee meetings, including providing secretariat services.
- To produce reports for Health and Safety Committees and Board meetings as required.
- To ensure health and safety training records are up to date.
- To ensure that accidents, near misses and untoward events are investigated and appropriate follow-up action is taken.
- To assist with and provide advice to staff on the completion of Risk Assessments.
- To monitor contractors on site and ensure they follow appropriate policies, including consulting the Asbestos Register.

3.7 Heads of Department and Line Managers

Heads of Department and Line Managers are responsible for ensuring that arrangements and practices for their areas of responsibility comply with this policy. In particular, they are to ensure that:

- The health, safety, and welfare of everyone in the buildings/areas within their responsibility.
- All substances covered by the Control of Substances Hazardous to Health (COSHH) Regulations are listed and have the appropriate Safety Data Sheet.
- Suitable and sufficient risk assessments are undertaken within their area, of all activities, equipment and processes that pose a risk to Health and Safety. These risk assessments must be signed, dated, and reviewed on an annual basis and a current copy uploaded to the SharePoint. They must also be shared with all staff, and evidence that staff have been made aware must be retained.
- Appropriate training in safety matters is available to and undertaken by relevant staff.
- Equipment used for teaching in delivery of the curriculum is fit for purpose and safe to use.

3.8 Staff

3.8.1 All Mary Hare staff have a duty to ensure the safety of all pupils, themselves and those who work with them, and cooperate with Mary Hare on health and safety matters. In addition, staff are to:

- familiarise themselves with this policy, to take reasonable care that all procedures are safely carried out, and to seek expert advice in any case of doubt.
- To ensure that any risk assessments associated with their role are sufficient, and are read, understood, and complied with. To warn their manager and anyone at immediate risk of any special or newly identified hazards in existing procedures, or risks in new procedures, and to seek necessary amendments to reflect best practice.
- Work in accordance with training and instructions, including using provided equipment and PPE, and to report accidents or incidents promptly.
- Ensuring they only use equipment or machinery which they are trained and competent to use, and that is both fit for purpose and safe to use.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Follow, demonstrate and model safe working and hygiene practice to pupils.
- Understand emergency evacuation procedures and their role in enabling emergency evacuation, and feel confident in implementing them.

3.8.2 New and expectant mothers. Staff are encouraged to advise their HoD/HoF/Line Manager and/or HR as soon as possible if they are pregnant. Risk assessments will be carried out whenever any employee or pupil notifies Mary Hare that they are pregnant.

3.8.3 The Risk Assessment should be monitored and amended as necessary throughout the course of the pregnancy by the Line Manager and/or HR.

3.8.4 Appropriate measures will be put in place to control risks identified; specific risks may include:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.
- Some pregnant women will be at greater risk of severe illness from COVID-19.

3.8.5 During pregnancy, and/or on return to work, expectant/new mothers may use the Ladies' Rest 'Green' Room.

3.8.6 Occupational stress. We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment. HR can advise on available resources to assist with high levels of occupational stress. Where necessary and advised by HR, staff are strongly recommended to make use of the Occupational Health services.

3.9 **Pupils.** Pupils are responsible for:

3.9.1 Behaving in an appropriate manner so as not to injure themselves or others or cause damage by their actions.

3.9.2 Observing the safety rules throughout Mary Hare, and as given to them by members of staff.

3.9.3 Not misusing, neglecting, or interfering with any equipment provided for Health and Safety.

3.10 Parents/Carers and Visitors

3.10.1 All visitors have a responsibility to take care of themselves and others under the Health and Safety at Work Act 1974 section 7.

3.10.2 Visitors and parents/carers are responsible for following the School's health and safety guidance and advice. They are also to report any health and safety incidents, including any that may become apparent after the incident or construed a near-miss, and which occurred in School time, to a member of staff.

3.10.3 Employees responsible for supervising or looking after any visitor are to ensure that they inform them of the health and safety arrangements which may affect them during their visit.

3.11 Contractors

3.11.1 Contractors are to follow company and Mary Hare health and safety policies and practices, including HSP013 Control of Contractors Policy. Before work begins, the contractor is to liaise with the Operations Supervisor for estates/maintenance work, or relevant Mary Hare manager for other tasks, who will ensure that they have been adequately briefed and appropriate precautions taken. Contractors are to provide evidence that they have completed an adequate risk assessment of all their planned work.

3.11.2 All Contractors are required to sign in via Reception, where information regarding basic health and safety is available - if they have not been on site before, they are to be given an H&S induction by their host.

3.11.2.1 A Permit to Work is required for a number of activities as defined in HSP013 Control of Contractors Policy, eg hot work, confined spaces, excavation work, etc.

3.11.2.2 The Head of Operations/Operations Supervisor will liaise with the contractor and Health and Safety Coordinator, and issue a Permit to Work as and when required.

3.11.3 All visitors, unless they are frequent visitors with known DBS clearance, are to be escorted and will be the responsibility of the member of staff they are visiting.

3.11.4 Please refer to the HSP013 Control of Contractors Policy for further information and guidance.

3.12 Temporary Workers

3.12.1 The duty of care to employees also extends to those who may be employed temporarily in any areas of Mary Hare.

3.12.2 All temporary staff are required to receive a basic Health and Safety Induction carried out by their Head of Department or Line Manager, which covers fire evacuation procedures, first aid and accident reporting procedures and access to relevant risk assessments.

3.13 **Organisation Chart – Safety.** The Mary Hare organization chart for safety is at Annex B.

3.14 **Health and Safety Advice.** Any member of staff who requires advice or guidance on any health and safety matter can contact the Head of Operations or the Health and Safety Coordinator by email on c.davis@maryhare.org.uk or i.wright@maryhare.org.uk, or by phone on 01635 244283/244295.

4. ACCIDENTS AND INCIDENTS

4.1 In a serious medical emergency, especially where there is threat to life, call 999. Otherwise, the School Nurses can be contacted via Reception, or on 07787 537395 for urgent advice. Out of hours, call NHS on 111 for advice. Further information on Medical services and First Aid is at Annex C.

4.2 **Accident reporting, recording and investigation.** HSP002 Accidents Incidents and Near Misses Policy provides further information.

4.2.1 **Immediate Action on Accident/Incident.** In the event of an accident, should medical help be required, then the first recourse during the school day is the Medical Centre, augmented by a qualified first aider if available. In addition, staff should inform their head of department/line manager. Visitors should be attended by their nominated host. After school hours, the nearest available first aider should be sought.

4.2.2 **First aiders.** Mary Hare ensures there are Qualified *First Aid* and *Emergency First Aid at Work* Trained Staff within the workforce; training is provided in-house. The current List of First Aid qualified staff is available in the Medical Centre, in department offices, and on SharePoint [Medical Information for Staff](#).

4.2.3 **Recording accidents.** All accidents, incidents or near misses must be reported via Mary Hare's online system reporting system *Handsam*. Any employee who witnesses, or is the subject of, an accident, dangerous occurrence, or near miss, must notify their line manager, and record it on *Handsam* as soon as possible after the accident occurs. Reports can be made by any member of staff who witnesses an incident, but ideally by the member of staff or first aider who deals with it; only one report must be made for each incident. Members of the public visiting the Arlington Arts Centre or other public-facing element of Mary Hare have modified reporting processes.

4.2.4 Records held in the first aid and accident book will be retained by Mary Hare for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then destroyed. Information about injuries may also be kept in the individual staff or pupil's record; those involving young people must be kept until the youngest person is aged at least 21 or in line with the longest period required. Records concerning incidents of serious ill health and disease must be kept for 40 years.

4.2.5 **Preventing re-occurrence.** Where accidents are found to be caused by faulty equipment, premises or unsafe systems of work, action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

4.2.6 **Health and Safety Committee.** Summaries of all accidents will be brought to the Health and Safety Committee, who will take steps to identify trends and review any measures taken or being considered to prevent a reoccurrence.

4.3 **Reporting to the Health and Safety Executive.** The Head of Operations, or in his absence the Health and Safety Coordinator, will determine if an accident would be classified as a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 Legislation; all such incidents will be reported to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident, except where indicated otherwise in the Legislation. The only contact with the HSE on such matters should be the Head of Operations/Health and Safety Coordinator, the Principal or COO. Should an incident be reportable under

RIDDOR, then a formal investigation into the incident will be undertaken by trained investigators. The outcome of the Report will be presented to the next available Health and Safety Committee meeting.

4.4 Notifying parents/carers. The Principal/Head Teacher or their designated staff member will inform parents/carers of any accident or injury sustained by any pupil and any first aid treatment given, on the same day or as soon as reasonably practicable.

4.5 Reporting to child protection agencies. The DSL or Designated Deputy DSL will notify both our host LA (West Berkshire) and Placing LA of any serious accident or injury to, or the death of, any pupil while in the school's care.

4.6 Reporting to Ofsted. The Principal will notify Ofsted of any serious accident, illness or injury to, or death of, any pupil while in the School's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

5. CODES OF PRACTICE, RULES, PROCEDURES

5.1 Defect Reporting Procedures. All staff have a responsibility for their own and others' health and safety and are therefore responsible for ensuring that any defective, damaged, or untested equipment is brought to the attention of the site maintenance team via the online management system *Spiceworks*, or through email help@maryhare.on.spiceworks.com.

5.2 Fire Precautions and Emergency Plans

5.2.1 Comprehensive Fire Risk Assessments have been completed for all buildings within Mary Hare and copies of the documents are available from the Head of Operations and via SharePoint/online fire safety portal.

5.2.2 Actions arising from the fire risk assessments are circulated to the appropriate staff to address. Actions taken are recorded on hard copy and online fire safety portal.

5.2.3 Statutory tests and weekly checks are recorded on Mary Hare's online Fire Safety Portal.

5.2.4 Fire safety management and the emergency evacuation procedures are stated within HSP017 Fire and Evacuation Policy, which is reviewed annually, covered in annual refresher training, and made available to all staff on SharePoint.

5.3 Site security

5.3.1 The Head of Operations is responsible for the security of the School site, but all staff should remain alert to any incidents or individuals who could pose a threat to security or safeguarding; any such concerns should be reported immediately through line management or duty senior staff.

5.3.2 The Caretaker and/or On-call Maintenance Staff are key holders and will respond to an emergency when informed.

5.4 Lighting. Adequate standards of lighting will be maintained throughout Mary Hare Site. Wherever possible workplaces should be illuminated by natural light. Any instances where lights are not operational or levels are too low should be reported through *Spiceworks*.

5.5 Control of Substances Hazardous to Health (COSHH)

5.5.1 Schools are required to control hazardous substances, which can take many forms, eg: chemicals, or products containing chemicals; fumes; dust; vapours; mists; gases and asphyxiating gases; germs that cause diseases, such as leptospirosis or legionnaires disease.

5.5.2 COSHH risk assessments are to be completed by heads of department/line managers and circulated to all employees who work with hazardous substances. Guidance is in HSP003 COSHH Policy, and further advice can be obtained from the Health and Safety Coordinator. Staff are to be provided with protective equipment where necessary.

5.5.3 All regularly used products will have Safety Data Sheets (SDSs) and COSHH risk assessments to accompany each product.

5.5.4 The COSHH files should be maintained and kept by each Department:

Area	Responsibility	Location of File
Housekeeping	Housekeeping Manager	Housekeeping Manager’s Office and within local housekeeping stores
Catering	Head Chef	Head Chef’s Office
DT	Head of DT	DT Office
Facilities and Estates (including Grounds/ Horticultural Chemicals)	Operations Supervisor	Operation Supervisor’s Office
Science	Head of Science	Prep Room
Swimming Pool	Head of PE Operations Supervisor	PE Office Pool Plant Room
Care	Care Team Leaders	Within Care Offices

5.5.5 Staff are to use and store hazardous products only in accordance with instructions on the product label. Hazardous products are wherever possible to be kept in their original containers, with clear labelling and product information - any decanted substances should also clearly display the product information, dilution rates and safety information. Pupils may only access hazardous substances where absolutely necessary for educational need, and then under strict supervision and only in accord with appropriate risk assessments and procedures.

5.5.6 Any hazardous products are to be disposed of in accordance with specific disposal procedures.

5.5.7 Emergency procedures, including procedures for dealing with spillages, are to be displayed near where hazardous products are stored and in areas where they are routinely used.

5.5.8 Please refer to HSP003 COSHH Policy for further information, guidance, and training.

5.6 Personal Protective Equipment

5.6.1 Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a suitable final control measure. PPE may be provided only after a risk assessment has considered all other control measures to mitigate the risk, but nonetheless an element of risk still remains. Correctly worn, PPE will minimise residual risk and allow work processes to continue, eg providing hearing protection to protect against noise.

5.6.2 PPE needs to be fit for purpose and compatible with other equipment.

5.6.3 The Head of Department or Line Manager is responsible for periodic checking of PPE and for ensuring the equipment is worn by the employee/student when required.

5.7 Maintenance and Inspection of Equipment

Equipment is inspected and tested as per the applicable regulations.

5.8 Gas safety

Gas is provided at Mary Hare through LPG tanks and bottles. Installation, maintenance and repair of fixed gas appliances and fittings will only be carried out by a competent and qualified Gas Safe registered engineer.

- Gas pipework, appliances and flues are to be regularly maintained.
- All rooms with gas appliances are to be checked to ensure they have adequate ventilation.

5.9 Legionella

5.9.1 Water risk assessments and checks are undertaken by a professional contractor (currently *Hydrotech*). The Head of Operations is responsible for ensuring that the identified operational controls are conducted and appropriately recorded.

- This risk assessment will be reviewed every 2 years or when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by, eg temperature checks, heating of water, disinfection/descaling of showers and outlets.

5.9.2 The Water Hygiene Logbook is overseen by the Operations Supervisor and Health and Safety Coordinator.

5.9.3 An external contractor is employed to carry out many of the requirements of water testing under HSE's Approved Code of Practice (ACoP) L8.

5.9.4 The Operations Supervisor is responsible for carrying out temperature recording and flushing of hot/cold water systems in school buildings.

5.9.5 Heads of Care are responsible for organising flushing of hot/cold water systems in residential houses as required.

5.9.6 For arrangements on water safety and legionella management, please refer to HSP014 Premises Management Policy.

5.10 Asbestos

5.10.1 An Asbestos Register is maintained by Head of Operations, and all buildings where Asbestos has been identified or presumed have been surveyed and are re-inspected annually. Staff are briefed on the hazards of asbestos, the location of any asbestos in their workplace, and the action to take if they suspect they have disturbed it; known instances of Asbestos are marked. Maintenance and IT staff are to undertake Asbestos Awareness Training.

5.10.2 Arrangements are in place to ensure that contractors are made aware of any Asbestos on the premises and are briefed to ensure that it is not disturbed by their work, unless they have been specifically briefed to do so, in which case they are to take appropriate precautions.

5.10.3 Contractors and staff are to be advised that if they discover material that they suspect could be Asbestos, they are to stop work immediately, report the fact to the Operations Supervisor or Head of Operations. They may only resume work when the area is declared safe.

5.10.4 Further arrangements for managing asbestos are to be found in HSP014 Premises Management Policy.

5.11 Radioactive Sources

5.11.1 Mary Hare School has a small number of radioactive sources securely stored in the Science Building.

5.11.2 The Science Department has a designated Radiation Protection Supervisor (RPS) and uses CLEAPSS via the Local Authority as their Radiation Protection Adviser.

5.12 Equipment

5.12.1 All equipment and machinery is maintained in accordance with the manufacturer's instructions, and/or when additional checks are required.

5.12.2 When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

5.12.3 All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

5.13 Electrical Infrastructure

5.13.1 Only appropriately trained staff members can undertake any wiring. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only to be carried out by a competent person.

5.13.2 Permanently installed electrical equipment is to be connected through a dedicated isolator switch and adequately earthed. All isolator switches and circuits are clearly marked to identify the relevant equipment.

5.13.3 All electrical infrastructure is subjected to a Electrical Installation Condition Report (EICR, also known as Electrical Safety Certificate) every 3-5 years (or annually for swimming pool).

5.13.4 Please refer to HSP014 Premises Management Policy for further information and guidance.

5.14 Electrical equipment

5.14.1 All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.

5.14.2 Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

5.14.3 All staff have a responsibility to carry out a pre-use visual check of electrical items to assess safety. If a potential hazard is identified, then use of the equipment is to cease immediately and made safe wherever possible, and the matter is to be reported as soon as possible through *Spiceworks*, or directly to Operations Supervisor if the danger is immediate.

5.14.4 Electrical apparatus and connections are not to be touched by wet hands and will only be used in dry conditions unless they have an appropriate IP rating.

5.14.5 Throughout Mary Hare there is a rolling programme of Portable Appliance Testing (PAT) organized by the Operations Supervisor. All mains electrical items plugged into a socket should display a valid PAT sticker; an inventory of tested items is held by the Operations Supervisor. Any new electrical equipment is to be PAT tested before use (request through *Spiceworks*).

5.14.6 The Operations Supervisor is responsible for monitoring the work of electrical contractors ensuring anyone working on or with electrical items has been made aware of any relevant information.

5.14.7 Please refer to HSP014 Premises Management Policy for further information and guidance.

5.15 PE equipment

5.15.1 Risk Assessments are completed for all sporting activities and equipment used. These are undertaken by the Head of PE and uploaded to the SharePoint.

5.15.2 Staff are responsible for visual pre-use checks on equipment, which should be recorded appropriately. Any concerns about the condition of the gym floor or other apparatus are to be reported to the PE staff or Operations Supervisor.

5.15.3 Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff are to check that equipment is safe and set up correctly.

5.15.4 An independent competent contractor inspects fitness suite, sports hall, gym and play equipment on an annual basis. Visits are coordinated by the Operations Supervisor.

5.16 Display screen equipment

5.16.1 All staff who use computers daily as a significant part of their normal work are to undertake a display screen equipment (DSE) self-assessment; 'significant' is taken to be continuous/near continuous spells of an hour or more at a time. This assessment will then be used to inform management of any necessary adjustments or provision.

5.16.2 Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

5.16.3 Please refer to HSP004 Display Screen Equipment Policy for further advice and guidance.

5.17 Specialist equipment

5.17.1 Parents/carers are responsible for the maintenance and safety of their child's wheelchair and mobility aids. In school, staff promote the responsible use of wheelchairs and mobility aids.

5.17.2 Where used, oxygen cylinders are to be stored in a designated space, and staff are to be trained in the safe storage and replacement and removal of oxygen cylinders.

5.18 Mary Hare Vehicles

5.18.1 The Head of Operations is responsible for the management of Mary Hare minibuses and other vehicles.

5.18.2 All Mary Hare vehicles are taxed, MOT tested and insured as appropriate for relevant school use. The Mary Hare fleet is maintained and serviced by external contractor who undertakes repairs as necessary and conducts DVLA Section 19 checks.

5.18.3 Staff are required to meet the requirements of Mary Hare's insurers to drive school vehicles and will undertake driver training.

5.18.4 Refer to HSP021 Vehicles and Driving Policy for further requirements, advice and information.

5.19 Lone working

5.19.1 Lone working may include: late working; home or site visits; weekend working; management duties; cleaning duties; working in a single occupancy office; remote working and/or remote learning; or self-isolation.

5.19.2 Potentially dangerous activities will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

5.19.3 Further details on procedures are in HSP008 Lone Working Policy.

5.20 Working at height

5.20.1 We will ensure that any work carried out at height is properly planned, supervised and carried out by competent people with the training/qualification, skills, knowledge and experience necessary to do the work.

5.20.2 The Operations Supervisor maintains towers, platforms and ladders for working at height.

5.20.3 Pupils are prohibited from working at height or using ladders unless it is part of a recognized curriculum, the activity has been appropriately risk assessed, and teaching staff have the appropriate training/qualifications for the equipment used.

5.20.4 Before working at height or using a ladder, staff are to have had appropriate training, and are expected to conduct an appropriate inspection to ensure equipment safety.

5.20.4.1 Only trained staff are to erect or use the tower, with appropriate supervision by staff who hold a recognised qualification.

5.20.4.2 Staff will wear appropriate footwear and clothing when working at height.

5.20.5 Contractors are expected to provide their own ladders or access equipment for working at height.

5.20.6 Access to high levels, such as roofs, is only permitted by trained and appropriately authorised persons.

5.21 Manual handling

5.21.1 It is up to individuals to determine whether they are fit to lift or move eg loads, equipment or furniture, referring to guidance in HSP015. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they are not to undertake the task and ask for assistance.

5.21.2 The School will ensure that proper mechanical aids and lifting equipment are available, and that staff are trained in how to use them safely.

5.21.3 Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take a more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly held. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

5.22 Housekeeping, Cleaning and Waste Disposal

5.22.1 All staff are responsible for ensuring the premises are kept clean and tidy and to minimise the accumulation of rubbish, especially in circulation spaces.

5.22.2 All members of staff are responsible for arranging to clear up any spillages which occur whilst they are in charge of the area concerned or which they have caused.

5.22.3 Spillages of hazardous substances or substances that require special procedures for disposal are to be treated and disposed of safely in accordance with the appropriate risk assessment sheet and current legislation.

5.22.4 Any spillages should be cleaned away immediately, and signs should be erected to warn people of potential slip hazards. Contact the Housekeeping Manager or Operations Supervisor for assistance. The Housekeeping Manager organizes routine cleaning operations and will arrange for in-depth cleaning as appropriate, although that may be several days hence.

5.22.5 The Operations Supervisor is responsible for ensuring that all school pathways are clear and maintained.

5.22.6 Broken glass is disposed of in recycling containers supplied by the waste disposal contractor.

5.22.7 Light tubes are to be taken to the maintenance yard for collection and disposal by the waste disposal contractor.

5.23 Safety Signs

5.23.1 Any safety signs displayed will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

5.23.2 Areas will be identified where signs are required and employees, pupils, visitors, and contractors are expected to adhere to the displayed signage at all times.

5.24 **Snow and Ice.** The Operations Supervisor ensures sufficient quantities of salt/grit are available to help clear snow and ice from the premises and various equipment is available to aid snow clearance. Full details are included in HSP020 Snow and Ice Policy.

5.25 **Off-site visits.** Please refer to RCP011 Residential Trips and Activities Policy for further advice and guidance, but when taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them

- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate. For other trips, there will always be at least one first aider on school trips and visits.

5.26 **Lettings.** This Policy applies equally to lettings. Those who hire any aspect of the School Site or any facilities will be made aware of the content of this Health And Safety Policy, and will have responsibility for compliance.

5.27 **Violence at work**

5.27.1 We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

5.27.2 All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/HoD/HoF immediately. This applies to violence from other staff pupils, or visitors.

5.28 **Smoking/Vaping**

5.28.1 Mary Hare is a designated no smoking area. The Board have prohibited smoking and vaping at anywhere on the premises or grounds of Mary Hare and in vehicles under its control, except in the purpose-built smoking shelter at the side of Arlington Arts Centre.

5.28.2 Employees are not permitted to smoke or vape when teaching or supervising pupils or when they may otherwise come into contact with pupils.

5.28.3 The policy applies equally to all people who have business in the premises including contractors, pupils, parents, and other visitors.

5.29 **Animals**

5.29.1 **Animal Care.** The Animal Care department is to ensure compliance with the [Animal Welfare Act 2006](#), which places a duty on animal owners to ensure their animal's welfare needs are met. These needs include:

- Suitable environment: animals' living quarters are to be kept clean and separate from food areas.
- Dispose of animal waste regularly, and keep the areas clean.
- Suitable diet.
- Ability to exhibit normal behaviour patterns.
- Any need the animal has to be housed with, or apart from, other animals.
- Protection from pain, suffering, injury and disease. Wherever necessary, veterinary advice is to be sought on animal welfare and animal health issues.

5.29.2 All staff and pupils handling animals are to comply with the following:

- Appropriate PPE is to be provided and worn.
- Hands are to be washed before and after handling any animals.

- Pupils are to be appropriately supervised when interacting with animals.

Risk assessments are to be completed for all animal species and any other specific risks within the department.

5.29.3 Other Animals

5.29.3.1 **Therapy Pets.** Any pets used for therapy are to be assessed and considered suitable to be used as therapy animals, eg by an organisation such as [Pets as Therapy](#) or [Therapy Dogs Nationwide](#). Certifying bodies can help train pets to develop, or avoid, specific behaviours. In addition, the pet will be fully vaccinated, wormed and protected against fleas.

5.29.3.2 **Registered Assistance Dogs.** Registered assistance dogs required by staff are permitted on site.

5.29.3.3 **Personal pets.** Personal pets are not to be taken into teaching environments, and any brought onto site should first seek permission of the Principal, including for walking animals in the grounds. Such permission may be denied, or if granted can subsequently be withdrawn, eg if concerns have been raised about the pet, or it causes disturbance or alarm to Mary Hare vocational animals.

6. HYGIENE

6.1 Infection prevention and control

6.1.1 We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

6.1.2 Handwashing.

- Wash hands with liquid soap and warm water, and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

6.1.3 Coughing, sneezing, and spitting.

- If you are suffering from a cough or sneezing, you are to cover your mouth and nose with a tissue, and dispose of the tissue responsibly, washing hands afterwards.
- Spitting is not acceptable, especially in front of pupils.

6.1.4 Personal protective equipment when dealing with medical matters

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment.

6.1.5 Infectious disease management

- We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.
- We will follow local and national guidance on the use of control measures including:
 - Following good hygiene practices
 - We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)
 - Implementing an appropriate cleaning regime
- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned [twice a day]
- Keeping rooms well ventilated
- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

6.1.6 Cleaning of the environment

- Maintain a clean environment, and clean any contaminated areas thoroughly.
- Any toys and equipment are to be cleaned regularly and thoroughly.

6.1.7 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately, wearing personal protective equipment, and use appropriate spillage kits.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface.
- Never use mops or vacuum cleaners for cleaning up blood and body fluid spillages – use disposable paper towels and discard as clinical waste as described below. Do not flush paper towels down toilets.

6.1.8 Laundry

- Wash laundry only in a designated laundry facility, never rinse by hand.
- Wear personal protective clothing when handling soiled linen or clothing.
- Wash soiled linen separately at the hottest wash the fabric will tolerate.

6.1.9 Clinical waste

- Always segregate domestic and clinical waste.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins. Used sharps are only to be disposed of in designated sharps waste containers.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection by a registered waste contractor.

- Further advice can be had from the Medical Centre staff.

6.1.10 **Pupils vulnerable to infection.** Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children.

6.1.11 **Exclusion periods for infectious diseases.** The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

6.1.12 In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

6.2 **Noise.** Please refer to HR for further advice and guidance.

6.2.1 In order to comply with the Noise at Work Regulations 2005, daily or average weekly noise exposure levels must not exceed 80dB.

6.2.2 Where there is likelihood of this happening, noise-monitoring checks will be carried out.

6.2.3 Control measures will be put in place to reduce the noise levels as far as is reasonably practicable.

6.2.4 If it is not possible to reduce, the noise levels below 80dB employees will be issued with appropriate hearing protection and hearing protection zones will be set up.

6.2.5 If an employee raises a matter related to noise in the workplace, the Head of Operations will take all necessary steps to investigate circumstances, take corrective action and advise the employee accordingly.

6.2.6 Where employees are found to be exposed to high-level noise, appropriate health surveillance and occupational health advice will be sought.

7. COMPLIANCE

7.1 **Response to Health and Safety potential non-compliance issues.** Where a serious Health and Safety issue has been identified, it is to be reported immediately to the Head of Operations or, in their absence, the Chief Operating Officer. In all cases the following action is required:

7.1.1 If practicable, remove the hazard immediately to resolve the risk.

7.1.2 If removal of the hazard is not practicable, then a Risk Assessment will be undertaken by the Head of Operations (or in their absence by the Health and Safety Coordinator) within 24 hours and signed by both the Principal and the Chief Operating Officer and agreed as an acceptable risk. A copy of the Risk Assessment will be sent to the Health and Safety Governor, and if necessary highlighted to the next Health and Safety Committee Meeting.

7.1.3 Where a non-compliance has been identified, an Action Plan with clear deadlines must be agreed to resolve it and the Head of Operations given responsibility for ensuring it is completed. Should it become apparent the deadline cannot be met, the Head of Operations must provide the Chief Operating Officer, and the Health and Safety Governor, with a written explanation, and this must be issued before that deadline passes.

7.1.4 In all cases advice from a competent person / body such as the local authority, fire service, appointed health and safety consultant or Health and Safety Executive must be actioned.

8. IMPLEMENTATION, INFORMING, TRAINING

8.1 Information Dissemination Procedure

8.1.1 Information and instruction on health and safety matters is given to staff through their Head of Department or Line Manager on an on-going basis.

8.1.2 All staff undertake online health and safety training both before employment and during the year.

8.1.3 Current documentation relating to all health and safety matters is available on SharePoint.

8.1.4 The Health of Operations will carry out update briefings to staff as and when required, and at least annually (start of new academic year).

8.1.5 New staff are required to sign to confirm they have read and understood all health and safety documentation relevant to their role, including relevant risk assessments, overseen by their Line Manager.

8.1.6 It is the responsibility of teaching staff to ensure that pupils are advised of the relevant health and safety information, through lessons and if appropriate at school assemblies.

8.2 Training.

8.2.1 Our staff are provided with training covering health and safety matters as part of their induction process, which is refreshed annually at inset days at the start of each academic year.

8.2.2 Staff who work in higher risk environments, eg science labs, DT, woodwork, plumbing, animal care, are to undertake any additional health and safety training identified through risk assessment.

8.2.3 The following training courses are arranged by individuals (accessed online via the Mentor Online eLearning portal at: <https://mentorlive.natwestmentor.co.uk>), or through the Head of Operations or the School Nurse as indicated:

Training Course:	Organized by:
First Aid at Work	School Nurse
Emergency First Aid at Work	School Nurse
Manual Handling (online)	self
Working at Height (online)	self
Asbestos Awareness (online)	self
Legionella Awareness (online)	self
Risk Assessment (online)	self
Use of Fire Extinguishers	Head of Operations
Fire Safety Awareness (online)	self
Fire Warden Training (online)	self
General Health and Safety Awareness	Head of Operations
Display Screen Equipment (DSE) (online)	self

8.2.4 All new staff are required to undertake specified online health and safety training modules prior to their employment starting.

8.2.5 The Head of Department or Line Manager is to carry out role and/or area specific health and safety inductions for all new staff within the first two weeks of starting their employment.

8.2.6 This induction will be recorded, and a copy provided to the Head of HR.

8.2.7 Records of all Health and Safety related training is kept by HR (and for care staff the Care Quality and Compliance Officer), who are also responsible for ensuring employees undergo appropriate refresher training as and when required.

9. MONITORING AND REVIEW

9.1 Arrangements for monitoring Health and Safety

9.1.1 Each year an independent specialist will be appointed to undertake an audit of the operation of the health and safety policy, the scope of this will be determined by the Health and Safety Committee.

9.1.2 The appointed Governor and Head of Operations are responsible for ensuring that inspections of Mary Hare's premises are carried out regularly, and within each academic year, the whole site is to be inspected via a schedule of premises inspections.

9.1.3 The inspection will produce a report of non-compliance and any other reasonable actions required to ensure the health, safety and welfare of all employees, pupils, and visitors to Mary Hare.

9.1.4 Any defects/recommendations arising from reports will be dealt with by Facilities and Estates; the online maintenance portal used where required.

9.1.5 The Head of Operations will report any non-compliance issues, results of any external and internal audits to the Health and Safety Governor, through the Health and Safety Committee.

9.2 **Policy Monitoring.** This Policy will be reviewed by the Head of Operations every year, or as required through change of circumstance or introduction of new legislation.

9.3 **Policy Review.** Apart from changes of names related to roles, each amendment will be reviewed by the Health and Safety Committee, and then submitted to the Board for approval.

Annexes:

- A. **Legislation, Regulations and Policies Referenced in this Policy.**
- B. **Mary Hare Organization Chart (Safety).**
- C. **Medical and First Aid.**

ANNEX A: LEGISLATION, REGULATIONS AND POLICIES REFERENCED IN THIS POLICY

In addition to those Regulations listed at 2.1, the following Legislation, Regulations and Policies are Referenced in of are pertinent to this Policy:

- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.
- [Animal Welfare Act 2006](#).
- Mary Hare follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.
- [Corporate Manslaughter and Corporate Homicide Act 2007](#)
- [Equality Act 2010](#)
- [Occupiers Liability Act 1984](#)
- [Management of Health and Safety at Work Regulations 1999 as amended](#)
- [Provision and Use of Work Equipment Regulations 1998](#)
- [Manual Handling Operations Regulations 1992](#)
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Personal Protective Equipment at Work Regulations 1992](#) as amended
- [Control of Asbestos Regulations 2012](#)
- [Ionising Radiation Regulations 2017](#)
- [Electricity at Work Regulations 1989](#)
- [Health and Safety \(Safety Signs and Signals\) Regulations 1996](#)
- [Health and Safety \(First Aid\) Regulations 1981](#)
- [Control of Substances Hazardous to Health Regulations 2002](#) as amended
- [L8 \(ACOP 4th Edition\) Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems](#)
- [Control of Vibration at Work Regulations 2005](#)
- [Control of Noise at Work Regulations 2005](#)
- [Employers' Liability \(Compulsory Insurance\) Act 1969](#)
- [Employers' Liability \(Compulsory Insurance\) Regulations 1998](#)
- [Health and Safety Information for Employees Regulations 1989](#)
- [Health and Safety \(Consultation with Employees\) Regulations 1996](#)
- [Working Time Regulations 1998](#) as amended

- [Smoke-free \(Premises and Enforcement\) Regulations 2006](#)
- [Smoke-free \(Signs\) Regulations 2007](#)
- [Smoke-free \(Exemptions and Vehicles\) Regulations 2007](#)
- [Lifting Operations and Lifting Equipment Regulations 1998](#)
- [Pressure Systems Safety Regulations 2000](#)
- [Supply of Machinery \(Safety\) Regulations 1992 \(as amended\)](#)

Other Relevant Legislation and Guidance

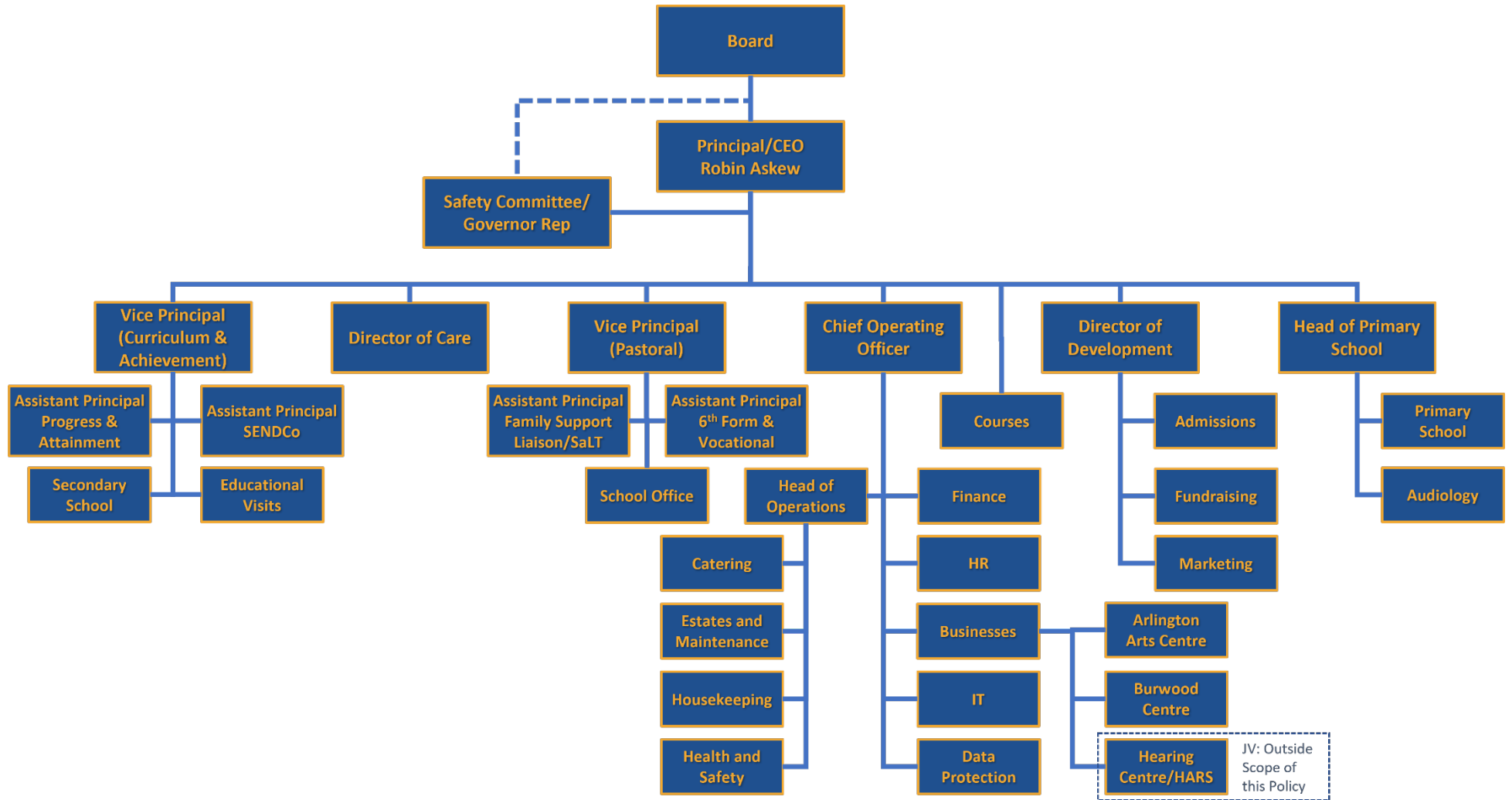
- [The Education \(School Premises\) Regulations 1999, National Minimum Standards – Residential Special Schools](#)
- [Department of Education - Health and Safety: Advice on legal duties and powers Education Regulations](#)
- Ofsted [Social Care Common Inspection Framework \(SCCIF\): Boarding Schools and Residential Special Schools](#)
- Sections of this policy are also based on the [Statutory Framework for the Early Years Foundation Stage](#)

Mary Hare Policies

- **Behavioural Issues.** Refer to SCH001 Behaviour Policy.
- **Bullying and Harassment.** Refer to SCH009 Anti Bullying Policy.
- **Child Protection.** Refer to RCP012 Safeguarding and Child Protection Policy.
- **Safe Management of Contractors/Permits to Work.** Please see HSP013 Control of Contractors Policy.
- **Display Screen Equipment (DSE).** Refer to HSP004 Display Screen Equipment Policy.
- **First Aid and Medication.** Refer to RCP020 Medical Policy.
- **Lettings.** Refer to SMG001 Lettings and Events policy.
- **Lone Working and Personal Safety.** Refer to HSP008 Lone or Isolated Working Policy.
- **Manual Handling.** Refer to HSP015 Manual Handling Policy.
- **Risk Assessments.** Refer to HSP011 Risk Assessment Policy.
- **Site Security/School Security.** Refer to HSP014 Premises Management Policy.
- **Swimming Pool.** Refer to HSP006 Pool Safe Operating Procedures (PSOP)
- **HSP002 Accidents, Incidents, and Near-Misses Policy**
- **HSP003 Control of Substances Hazardous to Health Policy**
- **HSP013 Control of Contractors Policy**
- **HSP014 Premises Management Policy (covers fire, asbestos, water hygiene/legionella, electrical, etc)**
- **HSP017 Policy for Fire Alarms and Evacuation.**
- **HSP020 Snow and Ice Policy**
- **HSP021 Vehicles and Driving Policy**
- **SMG001 Lettings and Events Policy**

- **Educational Visits/Trips Policy**
- **RCP012 Safeguarding and Child Protection Policy**
- **RCO020 Medical Policy**
- **RCP016 Emergency Management Plan**

ANNEX B: ORGANIZATION CHART - SAFETY



ANNEX C: MEDICAL AND FIRST AID

The nearest Minor Injuries Unit is: West Berkshire Community Hospital, London Road, Thatcham RG18 3AS, tel: 01635 273300, open 0830-1700.

24hr Accident and Emergency services are available at the following hospitals:

- Basingstoke and North Hampshire Hospital (14.4 miles): Aldermaston Road, Basingstoke, Hampshire, RG24 9NA, tel:01256 473 202.
- Royal Berkshire Hospital (16 miles): Craven Road, Reading, Berkshire, RG1 5AN, tel: 0118 322 5111.
- Great Western Hospital (18.5 miles): Marlborough Road, Swindon, SN3 6BB, tel: 01793 604020.

The School GP is Dr Stephanie White, The Downland Practice, East Lane, Chieveley, RG20 8UY, tel: 01635 248251.

If you require first aid attention, please contact any member of staff who will either assist you or send for the nurse or a qualified first aider.

FIRST AID BOXES

The School Nurses keep records of where First Aid boxes are kept and when they are checked. Travelling First Aid bags are available from the Medical Centre. First Aid boxes are located:

- Reception
- Mansell House
- Arlington Manor
- Murray House
- Howard House
- Blount Hall – Kitchen Area
- Gym – Outside Office
- Maintenance – Workshop
- CDT – Staff Office
- School:
 - Staff Room
 - Library
 - Food Technology Room
 - Science Prep rooms.
- Jean Carnarvon Hall - Kitchen
- Arlington Arts Centre
- Swimming Pool and Plant Room
- Minibuses

DEFIBRILLATOR/ AUTO-ADRENALINE INJECTORS/EMERGENCY ASTHMA INHALERS

A Defibrillator is located on the South wall of Arlington Arts adjacent to the main entrance. Ring the emergency services via 999 for the access code to the box. All staff are shown how to use these items at the start of the academic year mandatory training by the School Nurse.