



# Health & Safety Manual

Whole school	WEBSITE
Statutory?      Yes	
Reviewed: June 203	Full Document:
Next review: June 2024	Full document:

### **About Health and Safety**

Health and Safety aims to reduce injury and ill health that arise out of work activities. Workplace injury and ill health are mostly not the result of unusual or exceptional circumstances.

A comprehensive assessment of potential risks in all areas of the school and in all activities can prevent both injury and ill health significantly. This is what the Health and Safety Policy at King's Ely sets out to achieve.

### **About this manual**

The academic and support staff departments at King's Ely share the responsibility for implementing the Health and Safety Policy of the school specifically in relation to their particular department.

The issues concerned may differ between departments. This manual aims to address the whole range of issues that can arise.

The manual is a working document to help Heads of Departments fulfil their responsibilities. Sections will be updated as necessary.

The manual contains policies and procedures. It does not include risk assessments. These are filed separately.

### **Who should read this manual?**

This manual should be accessible to all staff at the school. As part of their induction training, all new staff should be shown how to access the manual either as a hard copy or preferably on the school intranet.

- All members of staff should read and note The Health & Safety Policy Statement and Section 2. Key Functions in Health & Safety Management, particularly in relation to their individual role.
- All Heads of Departments and Senior School Management should read the whole manual and note issues of relevance.
- Heads of Departments should identify relevant sections in the manual that apply to their staff and ensure that risk assessments have been completed for all activities in their department, and that staff have been given the appropriate information and training.
- All staff should be reminded of the importance of reporting hazards, accidents and incidents and be encouraged to do so.
- The Chief Operating Officer is responsible for revising the manual from time to time and keeping it up to date.

# KING'S ELY

## HEALTH & SAFETY MANUAL

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# King's ELY

## HEALTH & SAFETY POLICY STATEMENT

King's Ely regards the promotion of Health and Safety measures as a mutual objective for management and employees at all levels. The Governing Body recognises its duty to comply with the Health and Safety at Work etc Act 1974 and associated regulations, and the duty of Governors, employees, and others to take care of pupils in the same way that prudent parents would. King's Ely's policy is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all our employees, and to provide adequate resources and such information, training and supervision as they need for this purpose. We accept our responsibility for the Health & Safety of pupils, guests, visitors, and contractors on the School's premises and for pupils, employees and others when engaged in off-site activities elsewhere, as well as our duty to promote pupils' welfare.


King's Ely is committed to achieving high standards; hence it follows that minimising risk to people and property is inseparable from all other School objectives. The School encourages the active participation of all staff in the achievement of our safety goals. We encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the Health and Safety Committee.

The allocation of duties for safety matters to implement this policy is set out below:

- The Governors and Principal recognise and accept their responsibilities under Health and Safety legislation. As responsible employers, the requirement to provide a safe and healthy working environment for all employees, and others affected by the school's activities and to promote pupils' welfare, so far as is reasonably practicable, is acknowledged. They also provide leadership by developing a culture within the school which incorporates Health and Safety into all activities.
- The Principal and Chief Operating Officer ensure effective implementation of the policy by making arrangements for the involvement of employees at all levels in Health and Safety.
- The School Health and Safety Consultants provide advice and guidance on policy and the effectiveness of School's procedures.
- The Principal, Heads of School, Chief Operating Officer, Business Manager, the School's Health and Safety Co-ordinator and Heads of Academic and Support Department promote a responsible attitude towards health and safety by day to day management in accordance with the policy and provide a safe environment for all in their areas of responsibility. They also arrange induction training for new employees, maintain training records, and ensure legal compliance with accident reporting procedures and that any investigations are undertaken in a timely manner. In addition, the Chief Operating Officer maintains all School buildings, traffic routes and points of access and egress to the School, and grounds.
- Heads of Department and Support Staff Managers monitor the ongoing effectiveness of facilities, equipment, and systems, including emergency systems, and report any deficiencies via the most appropriate reporting system to ensure the safety of all at King's Ely.
- Staff, pupils, visitors, and contractors are expected to take all reasonable care of themselves, and for the health, safety and welfare of others at King's Ely and recognise that controlling health and safety risks is an essential part of everyone's daily life.

The Governors and Principal are committed to this Policy and all staff are required to comply. They are encouraged to support the Governors' and Principal's commitment to continuous improvement in the School's health and safety performance. The policy will be made available to employees, parents, pupils, and other interested parties.

Our policy will be kept up to date and in line with changes in current legislation. To ensure this, the policy and the way in which it has operated, will be reviewed annually and when significant changes are made to policy or procedures.



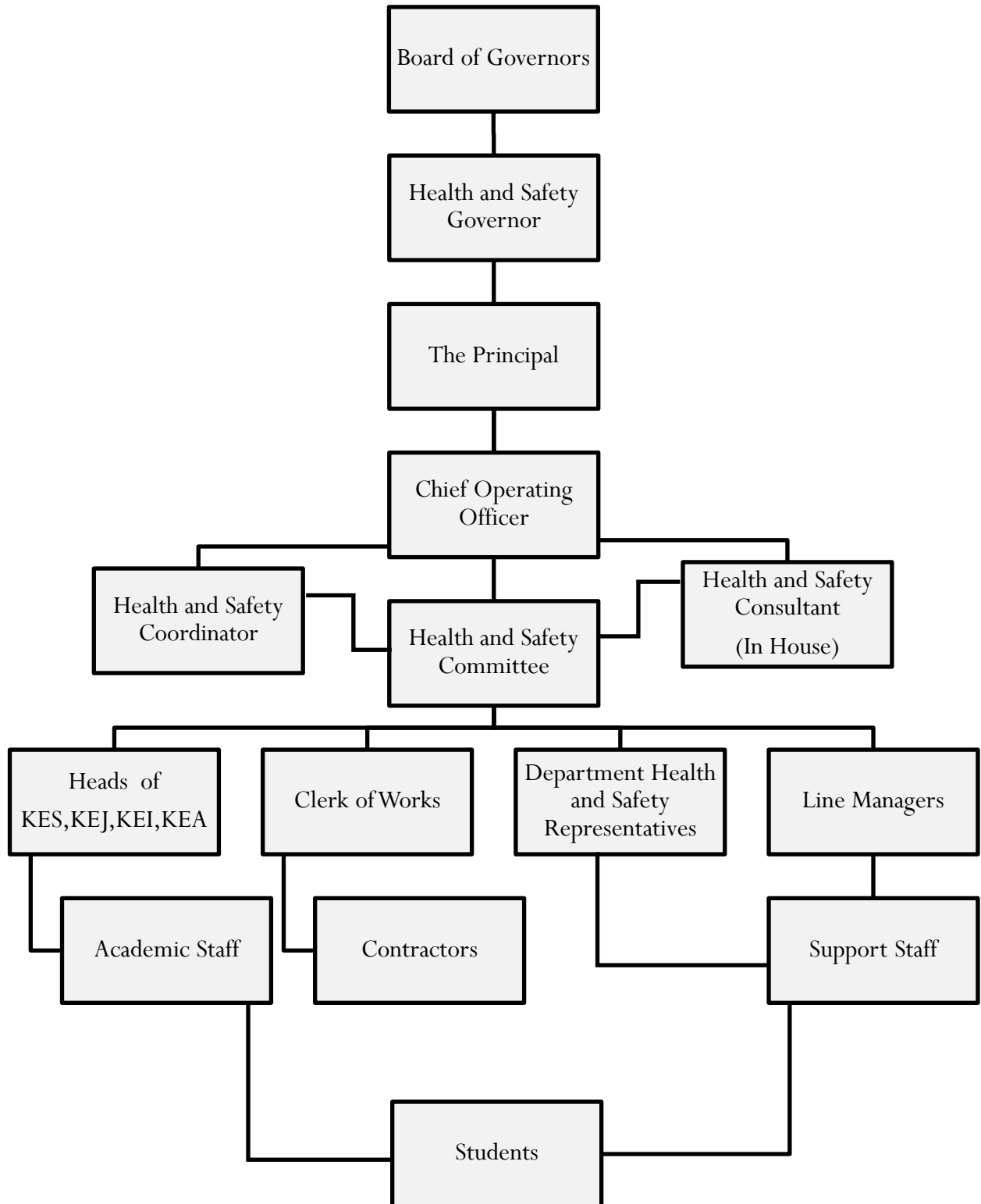
David Day  
Chairman of the Board of Governors  
Dated: June 2023



John Attwater  
Principal  
Dated: June 2023

## 2. KEY FUNCTIONS IN HEALTH & SAFETY MANAGEMENT

### King's Ely Health and Safety Staff Organisational Chart



## **School Governors and Principal**

- Ratify the Health & Safety policy
- Monitor Health & Safety performance by receiving reports from the Chief Operating Officer
- Ensure that there are enough resources, including financial resources, to enable suitable systems and controls to be implemented
- To appoint a designated Governor to the Health and Safety Committee, who will attend the health and safety committee meeting each term

## **Chief Operating Officer**

- Appoint specialist Health & Safety Consultant
- Annual review of Health & Safety Policy
- Chair Health and Safety Committee meetings once each term
- Ensure departmental risk assessments are reviewed to confirm that adequate control measures are in place and to ensure legal compliance.
- PA acts as Secretary for the Health & Safety Committee meetings
- Issuing of an agenda for each meeting and by preparing minutes
- Ensure that all staff are competent to implement and achieve compliance with the Health & Safety Policy
- Ensure that the Health & Safety policy is implemented throughout the organisation and that it is regularly reviewed and updated where necessary
- Ensure that a proactive management strategy is implemented whereby health, safety and environmental risks are identified, managed, monitored and reviewed
- Ensure the proactive management of the school's security procedures
- Ensure that health, safety and environmental issues are included in any strategic business plans
- Ensure the Company's responsibilities under health, safety and environmental legislation are implemented within their area of authority
- Ensure that anyone who is used or appointed to deal with health, safety and environmental issues is competent

## **Health Safety Co-ordinator**

- Day-to-day management of health & safety in accordance with the Health & Safety policy and specifically to cover communal parts of the school not covered by Department Heads.
- Ensure adequate site fire and emergency procedures are in place
- Arrange for Support Staff and Heads of Academic Departments to be informed and trained
- Ensure health & safety activities within the relevant area of authority are co-ordinated effectively
- Ensure legal compliance with RIDDOR accident reporting procedures throughout the school
- Follow up on Health & Safety Consultants advice and guidance
- Ensure testing of fire & alarm and emergency lighting systems in accordance with written procedures
- Ensure arrangements including records for annual inspection of fire extinguishers are in place
- Ensure arrangements for annual inspections and records of water storage tanks and monthly monitoring of the temperature of calorifiers and water outlets are in place

- Ensure arrangements for portable appliance testing in accordance with the School's procedures are followed
- Arrange for annual eyebolt (ladder restraints) testing where needed
- Ensure arrangements and records for gas safety checks are in place
- Ensure arrangements for testing of swimming pool water quality are in place

### **H&S Consultant**

- Develop and assist in the implementation of the Health & Safety Policy
- Participate in Health & Safety Committee meetings as requested
- Conduct audits and inspections as requested
- Respond to requests from the Chief Operating Officer & Health and Safety Co-ordinator for information or for advice and guidance specific to King's Ely
- Pass information received on health & safety matters to appropriate people
- Help with accident or incident investigations where requested
- Keep the Chief Operating Officer and Health & Safety Co-ordinator informed of legislative changes that are relevant to the school and provide advice on how to comply
- Increase health & safety competency within the school by providing health & safety training
- Provide consultancy and advice to support the school in achieving the highest standards of health and safety throughout the school
- Carry out annual audit on school practices and procedures

### **Managers & Supervisors of Support Departments**

- Day-to-day management of health & safety within their department
- Arrange for staff to be informed and trained
- Check procedures are followed in the department
- Ensure that suitable and sufficient risk assessment of reasonably foreseeable risks within their scope of control is undertaken and kept up to date. These assessments may be delegated to suitably trained and competent staff, but the managers and supervisors are responsible for ensuring that they are undertaken and that they are of suitable quality.
- Ensure that staff affected by the risk assessments are aware of their contents and are trained appropriately as identified by the assessments.
- Ensure staff that are affected by the contents of the risk assessments are aware of the hazards and have received appropriate training.
- Ensure all injuries, other accidents and near miss incidents are reported and investigated
- Report any major accidents and near misses to the Health & Safety Co-ordinator immediately and take any necessary action
- Provide general Health & Safety induction training for new employees
- Maintain training records for all employees
- Report any health and safety issues to the Health and Safety Co-ordinator
- Control of contractors in line with school procedures

## **Other staff**

- Check work area is safe
- Check equipment used is safe before use
- Ensure protective equipment is used when needed
- Bring problems to their supervisor or manager's attention

## **Academic Staff**

### **Principal and Senior Leadership Team,**

- Participate in the School Health & Safety Committee
- Act on directives from the Health & Safety Committee within an agreed time frame
- Pass information received on health & safety matters to appropriate people
- Bring to the attention of the Chief Operating Officer any concerns relating to health & safety
- Review health & safety issues each term with the Heads of Department to:
  - check health & safety procedures are being followed
  - review accident and ill health records and near miss reports and take action as necessary
- To ensure departmental risk assessments are reviewed to confirm that adequate control measures are in place and to ensure legal compliance

### **Heads of Departments (HoDs)**

- Manage day to day health & safety matters within their department in accordance with the school policy
- Ensure the Health & Safety Policy is understood and implemented by all staff within the department
- Completion of departmental risk assessment
- Arrange for the development of departmental procedures with reference to health & safety and check that procedures are followed within the department and take action to rectify any irregularities by dealing with issue or reporting
- Record details of all accidents and near miss incidents in the relevant school accident book, or in central accident record book in Administration Office Reception
- Report any major accidents and near misses to the Health & Safety Co-ordinator immediately and take any necessary action
- Investigate minor accidents and near misses and report findings to the Health & Safety Co-ordinator
- Arrange for staff to be informed and trained. Ensure Chief Operating Officer is provided with relevant training information for recording purposes.
- Control of contractors in line with school procedures

### **Teachers**

- Ensure the Health & Safety is understood and implemented by all pupils within the classroom and department
- Conduct risk assessments before all practical work and ensure adequate control procedures are in place
- Review risk assessments on completion of practical work and inform Head of Department of any hazards not adequately controlled



- Complete termly classroom checklist
- Carry out visual safety checks of classroom/work areas and equipment before use
- Participate in Health & Safety inspections as required
- Conduct risk assessments for all out of school visits and review these following each out of school visit to ensure lessons learned are applied to future excursions
- Record all accidents and near miss incidents in the school's accident book and inform Head of Department
- Assist in accident investigation
- Report any health & safety issues and areas of concern to Head of Department

### **Teachers & Support staff in Laboratories and Design & Technology**

- Gas supplies should be isolated, and laboratories & workshops should be locked when the rooms are not in use
- Ensure the constant security of all substances harmful to health which may be used in their department
- To this end ensuring that all stores & classrooms are kept securely locked when not actually being supervised
- Be responsible for ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm

### **Boarding House – House Masters and Mistress (HsM)**

Apart from the normal supervisory role, House Masters & House Mistresses, will have very specific duties, as follows:

- Ensuring that all fire doors are kept closed, this work being undertaken by themselves and not delegated to pupils
- Make arrangements for night-time fire practices at the agreed frequency
- Ensure that all pupils and sleeping-in domestic staff in the house are fully familiar with all fire instructions
- Ensure that house risk assessments and audits are completed at relevant intervals
- Raise developing health, safety and maintenance issues with the relevant departments

### **Boarding and Day Houses – House Masters and Mistress (HsM)**

- Constantly monitor all the rooms for correct use of electrical equipment
- Ensure that all means of escape in case of fire are always kept free and unobstructed
- Contact the Chief Operating Officer if there are issues with health and safety arrangements

### **Classroom, Laboratory & Theatre Technicians**

- Keep informed and up to date on all safety issues by attendance at relevant courses and by review of publications
- Identify specific safety issues in courses undertaken and make recommendations to the Head of Department
- Carry out duties assigned by the Head of Department such as checking that annual inspections of portable mains operated electrical equipment have been completed in accordance with departmental procedures
- Assist in accident investigation as directed by the Head of Department

## **Employees**

- In addition to the specific responsibilities detailed earlier in, this section all employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions.
- Wear and use all personal protective equipment and safety devices that are provided by the school for their protection.
- Observe all safety rules & regulations both statutory and school and conform to any safe systems of work that may be developed.
- Report all accidents, incidents and damage to their immediate supervisor.

### **2.1 Consultation of Employees**

To enable the school to fulfil its health and safety responsibilities employees are consulted on health and safety matters, this is achieved by:

- Termly Health and Safety Meetings, including termly communications to all staff on health and safety items to be raised with the all staff publication of meeting minutes via email, SharePoint and notice boards.
- Representation on the health and safety committee by a wide cross section of the departments within the school including the common room club, support staff, heads of section and governor representative.
- Health and safety meeting information communicated to Governors
- Induction training for all staff at beginning of employment.
- Staff training on health and safety matters
- Staff consultation on the risk assessment and audit processes
- Annual health and safety manual review with consultation of relevant departments and ratified by Governors
- Health and Safety Information highlighted on notice boards
- Maintenance reporting processes

### **2.2 Health & Safety Committee**

#### **Overall aims**

To act as a focus for Health & Safety issues in the school and to ensure that all members of the school receive sufficient information and encouragement to maintain high standards of Health & Safety.

#### **Terms of Reference**

- To monitor the school's overall Health & Safety Policy.
- To review health & safety audits and ensure that corrective action is implemented as necessary within agreed periods.
- To review all accidents and incidents with emphasis on action to avoid recurrence.
- To monitor accident statistics within the school looking for trends.
- To consider staff Health & Safety Training needs.
- To promote Health & Safety awareness in the school and examine ways of achieving this.

#### **Composition of Committee**

It is important that the committee contain a 'mix' of people covering levels of seniority and a spread of department interests. Above all, members should be 'enthusiasts' for health & safety and at all times set a good example to others.

The Principal  
The Chief Operating Officer (Secretary)  
A Governor  
Head KEA  
Head KEP  
Head KES  
Executive Officer & Company Secretary  
Health and Safety Co-ordinator  
A representative from each part of King's Ely i.e., KES , KEP, KEA.  
Director of Boarding  
Heads of following departments:  
Deputy Head Co-Curricular  
Sport  
Science Technicians  
Ely Scheme  
Clerk of Works  
Domestic Bursar and Letting Manager  
Support Staff Managers  
Common room club representative  
The Chief Operating Officer may invite the school's health and safety consultant to participate in meetings.

### **Frequency of meetings**

The committee will meet once per term with additional emergency meetings should circumstances dictate. All items for the agenda to be received one week prior to the meeting with minutes circulated within two weeks of the meeting.

Minutes of the meeting will be displayed on staff notice boards & on SharePoint

# 3. RISK ASSESSMENT PROCEDURE

## 3.1 Introduction

The Management of Health & Safety at Work Regulations 1999 (and amendments) requires employers to make a suitable and sufficient assessment of the risks to health & safety of:

- Their employees while at work
- Other persons who may be affected (e.g. customers, contractors, delivery persons, other visitors etc.) **Please note in the context of Health & Safety, school pupils or students are classed as visitors.**

The objective is to identify any hazards, and measures that need to be taken to comply with the law, to reduce the risk of accidents and to promote staff and students' welfare.

### The basis of the risk assessment

The assessments have been conducted under several headings such as major hazard groups including:

- Slips, trips and falls
- Fire
- Security
- Chemicals
- Safeguarding, staff recruitment and selection related issues.

The assessments have considered the following:

- The hazards – A hazard is something with potential to cause harm. This can be dangerous equipment, or a chemical or an activity such as lifting.
- The risks – The risk is the likelihood that the hazard will cause harm, how serious that harm might be, and how many people might be affected. The risk rating is a combination of these factors and considers the existing controls to reduce risk. Ratings of high, medium or low have been used.
- Any specific relevant legislation
- The identification of persons who might be at risk – this should include young or inexperienced workers, those working alone, or vulnerable person.
- The existing control measures – the procedures that we use now to reduce the risk of an accident.
- Further action required – where the existing control measures are not adequate either to meet legal requirements, or to reduce the risk, additional controls measures should be listed with an indication of timescale.

### Control Measures

When trying to reduce risk, the most effective measure is to eliminate the hazard altogether –no hazard means no risk.

It is not always possible to remove a hazard, but it may be possible to separate people from it – for instance, a guard can separate an operator from a sharp blade.

The least effective control measure is to rely on a sign or notice e.g. “dangerous machine”. We must look at effective controls. This might be a combination of control measures e.g. guards, training, supervision and the use of signs.

Control measures must be checked on a regular basis to make sure that they are working effectively.

## **Assessment under other Regulations**

Separate risk assessments have been conducted as follows:

- Control of Substances Hazardous to Health (COSHH)
- Manual Handling
- Legionella
- Display Screen Equipment

These areas are therefore not detailed in this assessment but may be cross-referenced.

## **Department assessments**

### **Academic**

The **Academic Head of Department** is responsible for

- Completing risk assessments
- Communicating the outcomes to departmental staff
- Maintaining a copy of all relevant risk assessments, which must be made available to all departmental staff
- Forwarding a copy of completed risk assessments to the Health & Safety Co-ordinator

Members of King's Ely staff leading educational visits, along with the appropriate Educational Visits Coordinator (EVC), are responsible for carrying out and recording risk management for each planned visit and for identifying suitable and sufficient control measures for any significant risks i.e. those that may cause serious harm to an individual, or harm several people. For EYFS, the ratios will be considered as part of the risk management process and recorded on the risk management form. Please refer to the Policy for Educational Visits (included as Chapter 8 of this Health & Safety Manual) for full guidance.

### **Classroom Checklist**

Classroom Checklist are completed termly by academic staff which allows a standardised risk assessment of teaching environments to be completed identifying common hazards present within a classroom. The Classroom Checklist are based on HSE 'Health and Safety Checklist for Classrooms' who advise that the checklist can be completed by members of staff to help ensure ordinary classrooms meet minimum health and safety standards.

### **Pupil Welfare**

At King's Ely, Individual Welfare Plans (IWPs) (below, page 17) are used as a means of risk assessing and managing challenging behaviour.

### **Support Departments Managers & Supervisors of Catering, Domestic, Maintenance, Custodians, Grounds & Gardens, and School Medical Centre, are responsible for:**

- Completing risk assessments
- Communicating the outcomes to departmental staff
- Maintaining a copy of all relevant risk assessments, which must be made available to all departmental staff
- Forwarding a copy of completed risk assessments to the Health & Safety Co-ordinator

## **Training**

Staff who carry out risk assessments may require instruction and information on how to conduct a risk assessment. Advice and guidance are available from the Health & Safety Co-ordinator and from the EVCs.

## **3.2 Management of Risk Assessments**

It is necessary for the school to ensure that all areas of work and other activities conducted throughout the school and off-site are adequately covered by risk assessments. It is also necessary that these risk assessments are suitable and sufficient. To achieve this, the following process has been established:

- A master list of all risk assessments will be maintained
- A review date will be established for each risk assessment (i.e. DD/MM/YYYY and not just MM/YYYY)
- The Health & Safety Committee will monitor to ensure that risk assessments have been reviewed on schedule
- Where considered appropriate by the Health & Safety Committee, the school's external Health & Safety Advisor will be asked to review risk assessments to determine their adequacy

## **3.3 Generic Risk Assessment**

Generic risk assessments are created for a general task but are not specific to the tasks that may be carried out at King's Ely. As much as generic risk assessments can be used as guidance in identifying hazards and controls, a site-specific risk assessment must be completed. The potential problem of using generic risk assessments is that it may not clearly identify hazards that could only be present at specific locations.

## **3.4 Safer Recruitment of Staff**

The school recognises that as part of its safeguarding responsibilities it is paramount that all staff are fully and appropriately vetted through Safer Recruitment before being appointed. The School's Recruitment Policy, available on the [School's website](#) (covers the main recruitment principles, supported by a robust process to ensure all the necessary steps are followed. Risks are minimised by ensuring there are checkpoints during each recruitment campaign to ensure sign off before proceeding to the next stage (e.g. all the necessary requirements are fulfilled and evidenced before an offer letter is sent). The risks are monitored via the monthly review of the appropriate risk register as well as the regular checks of recruitment and Single Central Register (SCR) by Governors and SLT members. All staff responsible for recruitment of staff are trained in Safer Recruitment by Cambridgeshire County Council.

## RISK ASSESSMENT

Area or Activity	
Who might be at risk?	
Contacts	
Description of activity	

Assessment of risk rating

**The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by multiplying the PROBABILITY by the SEVERITY of The risk. (R= P x S)**

PROBABILITY (P)	SEVERITY (S)	RISK FACTOR $P \times S = R$	COMMENTS
1 = Highly Improbable, only likely in exceptional circumstances	1 = A trivial injury would arise	1 – 4 Low risk	The School’s objective is to introduce controls to reduce the risk for most activities to low.
2 = Might happen, but on the balance this is unlikely.	2 = the resultant injury would require first aid treatment		
3 = There is a 50/50 chance that the event will happen	3 = someone would be incapacitated for > 7 days because of the injury	5 – 9 Medium risk	Additional controls are needed and should be planned. If additional controls require long term work (> 4 weeks) then short-term procedures should be modified to reduce risk in the interim period wherever possible.
4 = More likely to happen than not to happen	4 = One person would suffer a major injury (as specified in RIDDOR)		
5 = Virtually certain to happen	5 = Death or multiple injuries would result	10 - 25 High Risk	Where risk remains high after existing controls are considered then the activity should not take place until additional controls have been implemented. I.e. STOP the activity.

HAZARD	WHO IS AT RISK?	Existing Controls (action taken to reduce risk)	RISK RATING			Is the risk adequately controlled? If not list further action required	Date completed
			P	S	R		

Name of assessor:		Date of assessment:			Planned review date:		
People consulted in conducting this assessment		Name:	Position:		Name:	Position:	
Date reviewed:		Reviewed by:		Date reviewed:		Reviewed by:	



KING'S ELY  
INDIVIDUAL WELFARE PLAN  
FOR MANAGING CHALLENGING BEHAVIOUR



<b>NAME OF CHILD/YOUNG PERSON</b>		<b>DATE OF BIRTH</b>		<b>DATE OF PLAN</b>	
<b>HOUSE</b>		<b>TUTOR NAME</b>		<b>HsMs NAME</b>	
<b>PLAN COMPLETED BY</b>				<b>HoY NAME</b>	
<b>REVIEW PLAN COMPLETED BY</b>					

**RISK RATING MATRIX**

<p><b>SEVERITY (S) EMOTIONAL</b></p> <p>5. Death/Disability Death/ suicide, severe depression, long term mental health issues</p> <p>4. Major Injury Long term/ repeated deliberate risk-taking. Emotional impact severe enough to trigger referral to another service e.g. CAMHS/GP/EP and/or significant medical intervention e.g. attempted suicide/ anorexia/ school refusal</p> <p>3. &gt;3 day injury Emotional response that results in deteriorating/ erratic attendance, withdrawing/ not engaging, anxiety, fear, worry; impacts on behaviour of others (e.g. negativity, irritability, negative emotions, lack of concentration, lack of motivation)</p> <p>2. Minor Injury Significant distress or upset that can be addressed or resolved within a few days i.e. has no lasting negative impact</p> <p>1. Property Damage Upset/ distress that subsides relatively quickly and with minimal additional support i.e. within a day or so</p> <p><b>LIKELIHOOD (L)</b></p> <p>5. Very Likely</p> <p>4. Likely</p> <p>3. Possible</p> <p>2. Unlikely</p> <p>1. Very unlikely</p>	<p>(S)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td style="background-color: #cccccc;">1</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td style="background-color: #cccccc;">2</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr> <tr><td style="background-color: #cccccc;">3</td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr> <tr><td style="background-color: #cccccc;">4</td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr> <tr><td style="background-color: #cccccc;">5</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr> <tr><td style="background-color: #cccccc;">X</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> <p style="text-align: right;">(L)</p> <p><b>SCORE</b></p> <p>1-8 = LOW RISK</p> <p>9-15 = MEDIUM RISK</p> <p>16-25 = HIGH RISK</p>	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25	X	1	2	3	4	5
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## 4. ACCIDENT REPORTING PROCEDURES

### 4.1. Definition

- An accident is any unplanned event that results in injury or ill-health of people, damage or loss of property, products, materials or the environment or a loss of business opportunity
- Accident reporting is a formal written procedure, which must follow every accident

### 4.2. Accident Reporting

- All accidents, no matter how minor must be recorded in the school accident book/s. It is not necessary for an injury to be sustained by an individual - accidents where property or material damage occurs must also be recorded, as investigation of these incidents can help prevent injuries.
- In the event of death, a specified major injury or a dangerous occurrence (refer 3. below) the Academic Heads of Departments or the Support Staff Managers must immediately notify the Chief Operating Officer and The Principal.
- In the case of minor injuries, property damage or near miss incidents, it is the responsibility of each employee to complete an accident report if they or one of their staff or pupils were involved in an incident at the school.
- Where an accident involves anyone other than King's Ely staff and students, the Health and Safety Co-ordinator is responsible for completing the accident report.
- We are no longer registered with Ofsted, as we do not offer a place to children below the age of 2, therefore there is no requirement to notify Ofsted of a serious accident, illness or injury

### 4.3. Legal Obligations

Reporting accidents and ill health at work is a legal requirement. We have legal obligations under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 13).

RIDDOR 13 requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

#### **What action is required?**

##### **Death or major injury**

If there is an accident connected with work and:

- one of our employees, or a self-employed person working on our premises is killed or suffers a major specified injury (including as a result of physical violence);
- a member of the public is killed or taken to hospital.

We must notify the enforcing authority immediately (by telephone) even at weekends. They will ask for brief details about the business, the injured person, and the accident; and within ten days, we must follow this up with a completed accident report form (F2508). If not, fatality then contact the centre on the next available working day

Definitions of major injuries are given later.

**Accidents can now be reported via a central reporting centre:**

Telephone	0845 300 9923 (Available 0830 to 1700 Mon to Fri)
Fax	0845 300 9924
E-mail	<a href="mailto:riddor@natbrit.com">riddor@natbrit.com</a>
Internet	<a href="http://www.riddor.gov.uk">www.riddor.gov.uk</a>
Postal address:	Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

### **Over seven-day injury**

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-seven-day injury you must send a completed accident report form (F2508) to the enforcing authority within fifteen days of the incident. An over-seven-day injury is one that is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non-workdays).

### **Disease**

If a doctor notifies the School that your employee suffers from a reportable work-related disease, then you must send a completed disease report form (F2508A) to the enforcing authority. A summary of the reportable diseases is given later. Under RIDDOR Regulations the reporting of COVID 19 is required when transmission is attributed to a workplace exposure

### **Dangerous occurrence**

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g. by telephone). A summary of the reportable dangerous occurrences is given later.

Within ten days, you must follow this up with a completed accident report form (F2508).

## **4.4. Person responsible**

It is the responsibility of the Chief Operating Officer or in their absence the Health and Safety Co-ordinator to carry out the necessary notification immediately, then to complete the RIDDOR form (see attachment) and send to the enforcing authority within specified time of the injury or dangerous occurrence.

The Principal should be notified immediately of all major accidents.

## **4.5. Accident Book**

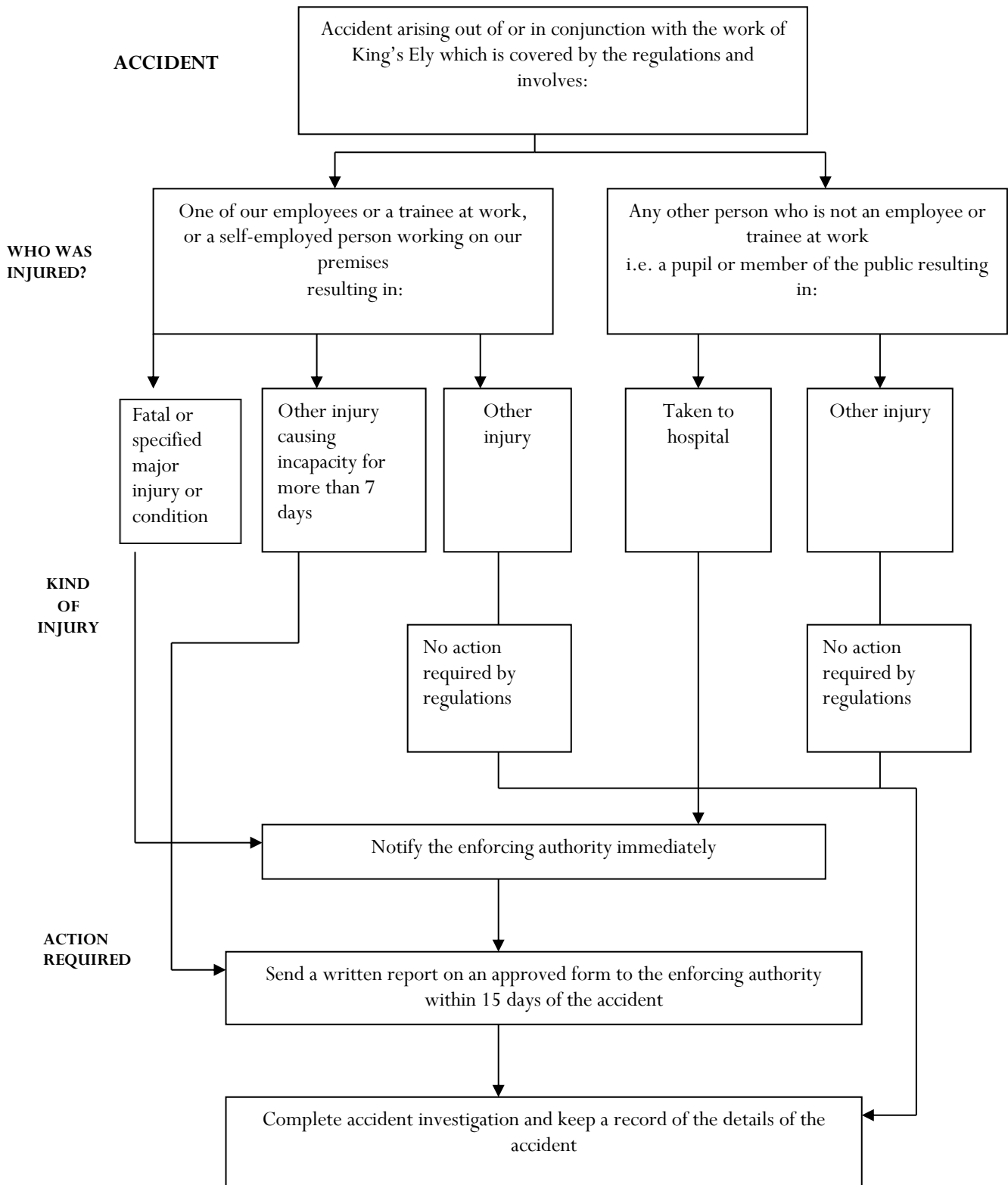
From January 2004, the accident book must be compliant with the Data Protection legislation. Accident books are held at KEA, KEP, Medical Centre, Administration Reception, Catering Department, Domestic Manager's Office and Old Palace Reception.

## **4.6. Action steps**

The flow diagram on the attachment summarises the action that must be followed whenever accidents occur:

# KING'S ELY

## ACCIDENT REPORTING



## **4.7. Definitions of major injuries, dangerous occurrences, and diseases**

### **Reportable major injuries are:**

- fractures, other than to fingers, thumbs, and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

### **Reportable dangerous occurrences are:**

This list summarises relevant examples of the dangerous occurrences:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- explosion, collapse or bursting of any closed vessel or associated pipe work.
- failure of any freight container in any of its load bearing parts;
- plant or equipment coming into contact with overhead power lines.
- electrical short circuit or overload causing fire or explosion.
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- accidental release of a biological agent likely to cause severe human illness.
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- malfunction of breathing apparatus while in use or during testing immediately before use.
- collapse or partial collapse of a scaffold over five metres high or erected near water where there could be a risk of drowning after a fall.
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or released.
- The following dangerous occurrences are reportable except in relation to offshore workplaces:
  - unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false work.
  - explosion or fire causing suspension of normal work for over 24 hours.

- sudden, uncontrolled release in a building of 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point;
- 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air.
- Accidental release of any substance that may damage health.

**Reportable Occupational diseases include:**

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent

## 4.8 HEALTH & SAFETY ACCIDENT INVESTIGATION

As a part of our overall Health & Safety procedures, significant accidents will be investigated to determine the cause and influencing factors and to see if procedures need to be reviewed. **Academic & Support Staff Department Heads** and the **Health & Safety Co-ordinator** are responsible for accident investigation. For major accidents, or those accidents where a serious injury could have occurred, it may be necessary to involve the **Chief Operating Officer**. In these cases, an investigation report will be tabled at the next Health & Safety Committee meeting.

Remember under RIDDOR it is a legal requirement to report major injuries and incidents where staff have more than 7 days absence from work as a result of an injury or work-related ill health. Inform the **Principal** and **Chief Operating Officer** immediately of all major injuries. Under these circumstances, a more detailed report will be required.

King's Ely recognises that near misses, if investigated, can sometimes prevent future accidents from occurring, therefore staff are encouraged to provide information to the Health & Safety Co-ordinator on all near misses, some of which some may be reportable under RIDDOR.

The following forms should be used to investigate near misses and accidents, at the discretion of the Health & Safety Co-ordinator a more detailed report may be needed.

The following statement should be displayed on notice boards around the School.

### Hazard/Near Miss Reporting

**What should you do if you notice a hazard/near miss?**

You should report it immediately to your Line Manager.

In fact, Health and Safety legislation requires employees to report hazards.

The immediate hazard/near miss reporting process allows employees to report hazardous conditions or practices as they notice them.

This procedure allows for prompt reporting and subsequent corrective action without waiting for a regular inspection. Hazards/near misses can be reported by verbally reporting it to your Line Manager or Health & Safety Co-ordinator who will fill out a simple form, which may help prevent an accident in the future.

## Hazard/Near Miss Report Form

### When you see one report it!

Name:	Date:
Location:	
Equipment/Location/Task etc.	
Description of the hazard:	
Suggested corrective action:	
Signature:	Passed to H/S Coordinator on
H/S Coordinator remarks:	
Corrective action taken:	
Signature of Health Safety Coordinator:	Date:
In the opinion of the Health Safety Coordinator is further corrective action required:	<b>YES/NO</b>
Further corrective action taken by King's Ely (if required)	

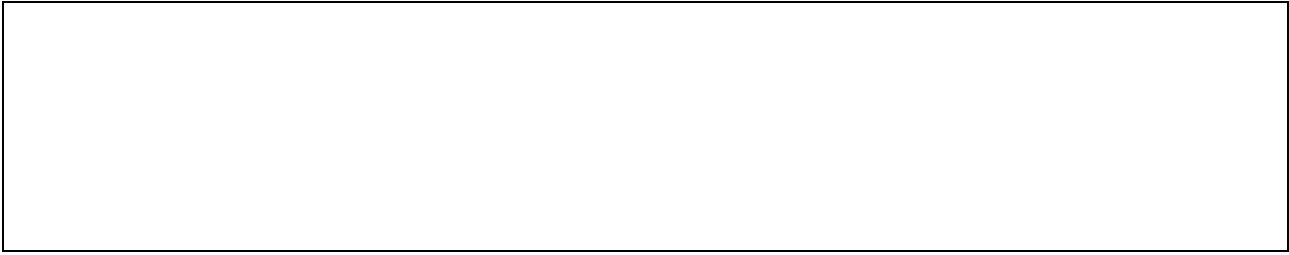
# ACCIDENT INVESTIGATION FORM

To be completed by the Health and Safety Co-ordinator/Line Manager

Accident Ref No:		Date of accident:	
Name of injured person:		Time of accident:	
Occupation of injured person:		Site/Department:	
<b>1. Investigation Team (please list persons involved in the investigation)</b>			
<b>2. Where and when did the accident/incident/near miss happen?</b>			
<b>3. Persons involved (excluding the injured/affected person)</b>			
<b>4. What activities were being carried out at the time?</b>			
<b>5. Was there anything unusual or different about the working conditions?</b>			
<b>6. Were there adequate safe working procedures in place and were they followed?</b>			
<b>7. What injuries or ill health effects, if any, were caused?</b>			
<b>8. If there was an injury, how did it occur and what caused it?</b>			
<b>9. Was the risk known? If so, why wasn't it controlled? If not, why not?</b>			
<b>10. Did the organisation and arrangement of the work influence the adverse event?</b>			
<b>11. Was maintenance and cleaning sufficient? If not, explain why not.</b>			
<b>12. Were the people involved competent and suitable?</b>			
<b>13. Did the workplace layout influence the adverse event?</b>			



<b>14. Did the nature or shape of the materials influence the adverse event?</b>		
<b>15. Did difficulties using the plant and equipment influence the adverse event?</b>		
<b>16. Was the safety equipment sufficient?</b>		
<b>17. Did other conditions influence the adverse event?</b>		
<b>18. What were the immediate, underlying and root causes?</b>		
<b>19. Do similar risks exist elsewhere? If so, what and where?</b>		
<b>20. Have similar adverse events happened before? Give details.</b>		
<b>21. Which risk control measures should be implemented in the long and short term?</b>		
<b>Control Measure</b>	<b>Completion Date</b>	<b>Person Responsible</b>
<b>22. Which risk assessments and safe working procedures need to be reviewed and updated?</b>		
<b>Control Measure</b>	<b>Completion Date</b>	<b>Person Responsible</b>
<b>Signature of Investigator:</b>		
<b>Print Name:</b>		
<b>Date of Investigation:</b>		
<b>The findings of this investigation need to be communicated to the following managers, union and employee safety representatives:</b>		



A copy of a completed accident investigation report should be sent to the **Health and Safety Co-ordinator/Line Manager**. File originals in the Health & Safety Records File. The causes of accidents must be discussed with staff to avoid reoccurrence. The influencing factors which may result in causing accidents are listed on the following page.

### **INFLUENCING FACTORS:**

There are three areas that may influence health & safety in the workplace.

- Occupational factors: Some jobs have obvious hazards e.g. cuts for kitchen staff.
- Environmental factors: Consider factors such as lighting, ventilation, noise, dust, temperature (especially for out-door workers), ice causing slippery conditions etc.
- Human factors: There are several human factors that may contribute to the cause of accidents:
  1. carelessness
  2. complacency
  3. haste
  4. distraction
  5. lack of attention
  6. being under the influence of alcohol/drugs
  7. lack of training
  8. inexperience
  9. disregard of safety rules

## 5. SAFETY TRAINING, INDUCTION AND EMPLOYEE INFORMATION

### 5.1 Legal Requirements

Training is a legal requirement in many of the Health and Safety Regulations. Under Section 2 (c) of the Health and Safety at Work etc. Act 1974; there is a legal obligation for all employees to be:

- Trained and provided with information, instruction and supervision
- To ensure their health and safety so far as is reasonably practicable.

### 5.2 Responsibility

It is the responsibility of all levels of management under the guidance of the **Principal** and the **Chief Operating Officer** to ensure that all employees receive safety training.

**Academic & Support Staff Department Heads** and the **Chief Operating Officer** are responsible for induction training in all aspects of safety which must be done on the first day of employment or as soon as is practicable, and for the regular instruction of all employees under their control.

### 5.3. Health & Safety

The **Chief Operating Officer and Health & Safety Co-ordinator** are responsible for arranging specific courses to ensure health & safety-training needs throughout the school are met. These will include:

- First Aid and emergency aid
- Statutory Health & Safety Qualifications
- Fire Safety Including Fire Marshall Training
- COSHH
- Manual Handling
- Display Screen Assessment
- Job specific Health and Safety training

### 5.4. Induction training

All new staff will undergo induction training on day one (see section on induction training), employees must be shown and given time to read:

- The School Health & Safety Policy Statement
- Health & Safety Law Notice (displayed around school, including main reception staff rooms and all departments)
- Fire Evacuation Procedures
- Any relevant C.O.S.H.H information
- Other job-related safety information
- Staff handbook
- Intruder protocol
- Accident procedures

- First Aid arrangements
- Risk Assessment
- Manual Handling
- Movement around school site

## **5.5 Training Records**

Proper training records must be produced and maintained for each member of staff and must contain records of induction, refresher and other training and must be available for examination when required.

## **5.6 On-going Training**

Training is an important element in ensuring health & safety at the school and will be conducted on a regular basis. In addition to Induction Training, Department Heads will be expected to conduct on-the-job training on an as needed basis.

## **5.7 Training Objectives**

### **First Aid**

- The schools Medical Centre staff are trained (3-day course) and updated as necessary to retain certification
- There is first aid cover across the school site
- Sports Staff trained in first aid
- Acremont staff to be trained in OFSTED approved early years first aid
- All Ely Scheme technical staff to be trained and updated as necessary to retain certification

### **Support Staff**

- A minimum of one person in each department to be trained in emergency aid

### **Swimming Pool**

- All lifeguards to be trained in pool rescue and emergency aid

## **Health & Safety Qualifications**

### **Level 1 – Health & Safety Certificate**

- All members of Health & Safety Committee to achieve certificate (or higher qualification) within twelve months of appointment to the committee

### **IOSH Managing Safely Certificate or equivalent**

- Senior support staff

### **NEBOSH Certificate**

- Chief Operating Officer, Health & Safety Co-ordinator

## **COSHH Training**

### **Academic**

- Relevant Department Heads to be trained on COSHH assessment
- Science technicians to be COSHH trained as USERS

### **Support Services**

- Catering Team to be trained on COSHH
- Domestic Team to be trained on COSHH
- Custodians to be trained on COSHH
- All users of hazardous substances to receive training in safe use of hazardous substances used and emergency procedures
- Grounds Team to have Lantra COSHH training

## **Manual Handling**

### **Support Services**

- Domestic Departments to be trained on Manual Handling
- Catering Departments to be trained on Manual Handling
- Grounds/Gardens Department to be trained on Manual Handling
- Custodians and selected other staff to be trained on Manual Handling
- All Staff to receive Manual Handling Training, those involved in manual handling where a risk remains despite the implementation of other control procedures

## **Food Handling**

- All catering staff to be trained in Food Hygiene
- All Matron to be trained in Food Hygiene
- KEA Breakfast Club Staff to be trained in Food Hygiene
- Relevant members of the academic staff to be trained in Food Hygiene

## **Fire Training**

- All staff trained in fire awareness at induction
- All staff to be trained at regular intervals on fire awareness
- Designated fire Marshalls to receive specific training

## **Safe Use of Display Screen Equipment**

ALL DSE users and any others identified during Induction, Section 15.3 DSE should be covered in full for anyone who uses DSE significantly as part of their normal work routine. A full risk assessment should be completed annually for these people



**King's Ely**  
**HEALTH & SAFETY TRAINING RECORD**  
**INDUCTION TRAINING FOR NEW STAFF**

TICK TOPICS COVERED DURING INDUCTION TRAINING		TICK BOX
OFFICE USE ONLY		
All Safeguarding checks in place (confirm with personnel before commencement of induction)		
Child protection induction training (3-year refresher required)		
New Staff Member		
Staff handbook and health & safety policy (available locations)		
Responsibilities – Hierarchy of responsibilities and everybody's responsibility for health and safety		
Fire information including - the need to familiarise yourself with each new building, fire evacuation procedure, school evacuations, fire prevention, types of extinguishers and their safe use.		
Intruder alert protocol and action on how to deal directly with an intruder		
Security - Identification badges must be worn whilst at work, staff responsibilities to secure buildings.		
Accident report procedure – including accident forms, accident investigations and near misses		
First Aid – how to identify first aiders, restocking first aid kits and use of an AED.		
Medical Centre – opening times and their role in assisting ill health and injury		
Safe use of machinery and hazardous substances – only use equipment and substances you are employed and trained to use, ensure machinery and substances are suitably restricted from students		
Maintenance reporting – report maintenance and pest related issues via Maintenance support system. In an emergency situation, make area safe and report immediately to reception		
Electrical Safety – report faulty equipment, be aware of your surroundings, in the event of power failure contact reception,		
Risk Assessment – explanation of the risk assessment process, the importance of risk assessments being completed for school events.		
Classroom checklists – carried out termly and returned to the Health and Safety Coordinators		
There is a "Strictly No Smoking" policy in the Kings School Buildings. Location of smoking sheds highlighted		
Manual handling – always ask for help when moving loads or awkward items. Try to keep the natural curvature of the spine and bend knees when lifting. Use trolleys where possible. Always plan route. Make sure there are no obstacles in the way (e.g. boxes or containers on the floor). Make sure someone takes charge when more than one person is involved. Make sure there is sufficient lighting. Avoid stairs if possible		
Working at height – restriction on working at height		
Absences must be reported by your start time on the day of absence to your Head of section, as early as is practicably possible and regular contact in the case of long-term absences		
Avoid prolonged use of display Screen equipment (DSE) and take regular breaks, use adjustable seat, avoid glare on screen and report any issues to the health and safety coordinator.		
Additional documents provided – Copy of Induction presentation, fire procedure, health and safety arrangements, emergency contact information, health and safety general guidance, manual handling and step ladder guidance, display screen equipment advise, HSE Health and Safety Law Information.		
Name of new staff member	Signature	Date
Trainer	Signature	Date

## 6. FIRE & EMERGENCY PROCEDURES

### 6.1. Introduction

- The Chief Operating Officer is responsible for ensuring that adequate fire and emergency procedures are in place.
- The Chief Operating Officer is responsible for ensuring that Fire Risk Assessments have been completed covering the whole school.
- All staff and pupils have a responsibility for their own safety, the safety of their colleagues, guests, visitors and the school's contractors in the event of a fire or other emergency.

### 6.2 General Fire Precautions. The Regulatory Reform (Fire Safety) Order 2005(which commenced 1st October 2006)

This regime of fire safety enforcement came into force on 1st October 2006 and affects employers and those who are responsible for, non-domestic, industrial, commercial, and residential premises. Self-employed people and the voluntary sector are also to be brought within this legislation.

This order simplifies, rationalises, and consolidates most existing fire safety legislation. It provides for a risk-based approach to fire safety allowing more efficient and effective enforcement by the fire and rescue service. At the core of the legislation lies the **Risk Assessment**

This is an organised appraisal of the school's work activities and enables the school to identify potential fire hazards and to decide who (**including employees, pupils, and visitors**) might be in danger in the event of fire, and their location. The school evaluates the risks arising from the hazards and decides whether the existing fire precautions are adequate, or whether more needs to be done.

The legislation places the responsibility for fire safety on the school who should appoint a 'responsible person/s' for its buildings, King's Ely appointed persons are the **Chief Operating Officer** assisted by the **Health & Safety Co-ordinator and** must take steps to reduce or remove the risk.

It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire. It also states that emergency routes and exits must be indicated by signs.

Fire certificates are no longer issued and have become invalid, however inspections by the fire authority continue. Failure to comply with the new regulations may result in legal action resulting in fines and/or up to two years imprisonment.

Routine inspections cover electrical appliances, fire doors and partitions, decorations and furnishings, open flame devices, general storage, flammable and combustible substances, smoking areas, fire exits, housekeeping and cleaning, fire appliances, fire instruction, fire alarms and detection devices and sprinkler systems.

**The Regulatory Reform (Fire Safety) Order 2005** supersedes all other fire acts.

### **The Fire Safety (England) Regulations (2022)**

The fire safety act came into force on 23<sup>rd</sup> January 2023 and has been created as a result of the enquiry into the events of the Grenfell Tower fire in 2017.

The regulations create additional requirements on residential building of multiple occupancy where there are two or more sets of domestic premises. Buildings that are above 11 meter require additional controls. Buildings over the height of 18 meter require again further controls. King's Ely do not have any building over 18 meters of height.



To comply with these regulations the school will notify new residents as soon as resonantly practical and annually thereafter on the following.

- Provide residents with instruction on
  - How to report a fire
  - Information of the evacuation strategy for the building (total evacuation)
  - Information on what residents must do once a fire has occurred
- Provide resident with information on
  - The importance of fire door and that they should be kept shut when not in use
  - Residents must not tamper with the self-closing devices
  - Resident must report any faults or damage immediately to the Maintenance department

When the building is of a above 11 meters in height and where there are two or more domestic premises it is required to carry out additional check on fire doors

- Fire doors that are in communal areas will be inspected at 3 monthly intervals
- Fire doors which are entrances to accommodation will be inspected annually

### **6.3 School Responsibilities**

- An audible fire alarm system must be installed and must be capable of being heard in all areas of the school.
- All alarm systems (e.g. call points systems) must be simple to operate, be in a conspicuous position and have clear operating instructions.
- All fire alarm systems must be checked by operation at least once per term and recorded via SharePoint on each occasion. All false alarms must be investigated, and the incident recorded.
- Health & Safety Co-ordinator must check reports on drills or service visits, all alarms are audible in all parts of the school. All failures or faults must be notified immediately so that repairs can take place as soon as practicable
- All areas of escape must be clearly marked and those exits kept free from all obstruction AT ALL TIMES.
- Corridors which form fire routes to have covered fireproof notice boards.
- No fire exits will be locked other than by a suitable device which allows evacuation without the use of a key.
- Suitable and sufficient fire doors must be provided, capable of isolating areas of the accommodation and an emergency lighting system must automatically operate during evacuation if the main lighting system fails.
- Portable fire extinguishers of the correct type must be provided throughout all the school buildings. There is no expectation to use an extinguisher, they should only be used in an emergency by staff who have received training in the practical use of fire extinguishers.
- All equipment/apparatus provided to extinguish fires must be overhauled at least annually. It must be replenished immediately if partially or totally discharged whether by accident or design.
- A comprehensive emergency evacuation procedure must be devised, and regular drills must be carried out to ensure familiarity by occupants i.e. once each term. Copies of the procedure must be conspicuously posted on notice boards.
- Visitors are informed when signing in at reception of the fire evacuation procedures and safety information, this is also displayed on contractors and visitor's badges, (when alarm sounds, they should leave the building by the nearest exit and return to the reception where badge was issued).

The evacuation procedure must include special arrangements for physically disabled or sensory-impaired staff, pupils, or visitors to the school.

## **6.4 Responsibilities of Heads of Departments & Support Staff Managers, Chief Operating Officer and Health & Safety Co-ordinator.**

- A fire risk assessment must be conducted and documented for each school building. This is reviewed following each incident and modified as necessary. In addition, assessments are reviewed annually.
- In the event of a fire, the first duty is to prevent loss of life or injury.
- All staff must be trained in the fire evacuation procedure and must be included in fire drills instigated by the Health & Safety Co-ordinator. The training must be recorded.
- All pupils, visitors, staff and temporary staff must be shown where the fire exits are situated and must be accounted for in the event of a fire or fire drill, as far as is practicable.
- Department Heads, Support Staff Managers and Health & Safety Co-ordinator must report all faults with fire safety equipment to the Chief Operating Officer immediately.
- Fire doors must be kept shut unless in constant use. In the situation that a door is required to be kept open then an automatic closure device must be fitted

## **6.5 Cause of Fires**

**Some of the common causes of fires are:**

- Faulty electrical systems and equipment.
- Smoking in prohibited areas.
- Friction, e.g., poorly lubricated bearings in an appliance.
- Portable heaters.
- Open flames, e.g., cooking equipment.
- Hot surfaces, e.g., cooking and serving equipment.
- Flammable liquids, e.g., hot cooking oil, alcohol
- Reflective surfaces, e.g., Mirrors
- Arson.

**Some of the contributory factors are:**

- Poor housekeeping.
- Failure to follow instructions or procedures.
- Lack of knowledge or ignorance.
- Mistakes.
- Lack of maintenance.
- Failure to report faults.

## **6.6 Practical Fire Safety and Prevention**

- All fire exit routes, and fire doors must always be kept free of obstructions.
- Fire doors must be kept shut unless in constant use. In the situation that a door is required to be kept open then an automatic closure device must be fitted

- Fire extinguishers and fire blankets must be stored on the correct wall bracket or fire station and not moved to other locations or employed for other purposes, e.g. door stop. They must be at readily accessible heights and conspicuously marked with an unobstructed sign at high level. Fire extinguishers must only be used by those staff who have received training in their practical use.
- All fire alarm systems are tested weekly from a different call point (where possible) to ensure that it is in working order and by an external company on a 6-monthly basis in accordance with BS 5839-1
- Emergency lighting is tested monthly internally and by an external company on a 6-monthly basis in accordance with BS 5266-1
- Good housekeeping and tidy storage of all materials and waste will reduce the risk of a fire.
- Report any faults on electrical or gas equipment and cease the use of it if there is an obvious or real risk of a fire.
- Regular cleaning and maintenance of deep fat fryers will reduce the risk of a fat fire in the catering operation, (wet chemical fire extinguishers must be provided in main kitchens).
- Deep cleaning of extraction systems will be completed and certificated at least annually. Records for inspection will be kept in Catering Manager's office.

## **6.7 Fire Training**

Staff training in fire evacuation procedure must include:

- Keep calm, quiet and do not panic.
- Operate the nearest fire alarm point and contact the emergency services, administration office or site security (if there is evidence of a real fire)
- If possible, turn off the gas or electric supply to all equipment, preferably with the quick shut off valve or emergency stop button.
- Close doors and windows if practicable.
- Do not attempt to extinguish or smother the fire unless it is safe to do so.
- Leave the premises in an orderly manner by the nearest available safe route.
- Proceed to the nominated assembly point and complete any registration responsibilities.
- The senior person at the incident will take responsibility for reporting any missing staff to the Fire Brigade as soon as they arrive.

Only staff, who have received fire training, including practical use of firefighting equipment, must attempt to extinguish any small fire and then the following applies:

- Personal safety is paramount, and no risks must be taken.
- If the fire gets larger, cease any attempts to extinguish it and leave the premises.
- Attempt to extinguish or smother the fire by using only the correct extinguisher or fire blanket. If in any doubt at all, do not attempt to tackle the fire.

All marshals and deputy marshals will undergo fire marshal training which will include practical use of appliances.

Details of training will be recorded and will include:

- the date of instruction or exercise
- the duration
- the name of the person giving the instruction

- the names of the people receiving the instruction, and
- The nature of the instruction or training.

### **Pupil Information**

It is the responsibility of relevant academic staff (Heads of School, Hsm's Tutors) to inform pupils of their fire evacuation responsibilities and to enforce these requirements during a fire evacuation

- If you hear a continuous loud siren, it means that the fire alarm has been activated and you are required to evacuate immediately by the nearest safe exit
- Walk in silence closing doors as you go and leave personal belongings behind
- At the assembly point, line up in silence and assist the teacher with the register
- Remain at the assembly point until you are given permission to re-enter a building
- Never re-enter a building when a fire alarm is sounding

## **6.8 PROCEDURE FOR EVACUATION OF KING'S ELY BUILDINGS IN THE EVENT OF FIRE**

The Health & Safety Committee accept that, at certain times of day, it is impossible to account, at short notice, for the whereabouts of every member of the school.

### **On the sounding of the Alarm System in any building:**

- Keep calm, quiet and do not panic.
- Operate the nearest fire alarm point and contact the emergency services, Administration office or site security (if there is evidence of a real fire)
- If possible, turn off the gas or electric supply to all equipment, preferably with the quick shut off valve or emergency stop button.
- Close doors and windows if practicable.
- Do not attempt to extinguish or smother the fire unless it is safe to do so.
- Leave the premises in an orderly manner by the nearest available safe route.
- Proceed to the nominated assembly point and complete any registration responsibilities.
- The senior person at the incident will take responsibility for reporting any missing staff to the Fire Brigade as soon as they arrive.

THE BUILDING(S) WILL BE EVACUATED and Pupils and Staff will marshal as follows:

**The Marshalling Areas will be as follows: -**

## **AREA 'A'**

### **King's Ely Prep School**

Assembly point: Barton Farm Tennis Courts  
Marshal: Deputy Head of KEP  
Deputy Marshal: Head KEP

### **Technology Department**

Assembly point: Barton Farm Tennis Courts  
Marshal: Design and Technology  
Deputy Marshal: Design & Technology staff

### **Swimming Pool**

Assembly point: Barton Farm Tennis Courts  
Marshal: Lifeguard

## **AREA 'B'**

### **Hereward Hall**

Assembly point: Hereward Hall Garden  
Marshal: Hereward Hall House Master, Vice Principals PA,  
Deputy Marshal: Hereward Hall House Tutor, & Head and Deputy Head PA

### **Administration Reception**

Assembly point: Coral Car Park  
Marshal: Health and Safety Coordinator  
Deputy Marshal: Chief Operating Officer

### **Barton Farmhouse - Domestic Services**

Assembly point: Coral Car Park  
Marshal: Domestic Manager  
Deputy Marshal: Domestic Manager

### **Sports Hall**

Assembly point: Coral Car Park  
Marshal: Head of Rugby  
Deputy Marshal: Sports Staff

### **Maintenance Buildings**

Assembly point: Coral Car Park  
Marshal: Laundry Supervisor  
Deputy: Maintenance Manager

## **AREA 'C'**

### **Porta**

Assembly point: Cherry Hill Garden  
Marshal: Librarian  
Deputy Marshals: Assistant Librarian

### **Monastic Barn**

Assembly point: Cherry Hill Garden  
Marshal: Catering Manager

Deputy Marshal: Deputy Catering Manager

The Catering Manager should ensure that any delivery vans or any vehicles under or near the Dining Hall archway are removed in an emergency to ensure rapid pedestrian movement.

### **Hermitage**

Assembly point: Hill House Garden  
Marshal: Head of Business Studies

### **Cherry Hill**

Assembly point: Hill House Garden  
Marshal: Head of MFL & Head of English

### **Hill House and Hill House Annex –**

Assembly point: Hill House Garden  
Marshal: Hill House Mistress  
Deputy Marshals: Resident House Tutor & House Matron

## **AREA ‘D’**

### **School House**

Assembly point: School Lane  
Marshal: School House Housemaster  
Deputy Marshals: Resident Tutors & House Matrons

### **Priory**

Assembly point: Rear courtyard  
Marshal: Priory Housemistress  
Deputy Marshal: Resident Boarding Assisatnt

## **AREA ‘E’**

### **Choir House**

Assembly Point: Choir House Lawn  
Marshal: Choir House Housemistress  
Deputy Marshals: House Matrons & Tutors

### **Etheldreda at Canonry House**

Assembly point: Front Car Park  
Marshal: Etheldreda Housemistress  
Deputy Marshals: Resident tutor and House matrons

## **AREA ‘F’**

### **Old Hereward**

Assembly point: Hayward Theatre Tennis Courts  
Marshal: Director of Boarding and Biology Technician

### **Osmond, Wilkinson, Torfrida, Withburga and Silver Street Classrooms**

Assembly point: Hayward Theatre Tennis Courts  
Marshal: House: Day House Hsm’s, Head of Maths  
Deputy Marshal: Tutors

### **Science Block**

Assembly point: Hayward Theatre Tennis Courts  
Marshal: Chemistry Technician  
Deputy Marshal: Physics Technician

### **Art, Drama and Hayward Theatre Complex**

Assembly point: Hayward Theatre Tennis Courts  
Marshal: Director of Art, Director of Drama and Theatre  
Deputy Marshal: Head of Fine Art, Theatre Technician

### **Gibson Music Department**

Assembly point: Hayward Theatre Tennis Courts  
Marshal: Director of Music  
Deputy Marshal: Performance Arts Administrator

### **Learning Support**

Assembly point: Hayward Theatre Tennis Courts  
Marshal: SENCO  
Deputy Marshal: Learning Support Assistant

## **AREA 'G'**

### **King's Ely Acremont House**

Assembly point: Nursery playground  
Marshal: Head of KEA  
Deputy Marshal: Head of KEA Secretary

### **King's Ely Acremont Nursery**

Assembly point: KEA Garden and Front Courtyard  
Marshal: Head EYFS  
Deputy Marshal: Deputy Head of Nursery

## **AREA 'H'**

### **Bishop Woodford House**

Assembly point: Garages to the left of the car park  
Marshal: Lead Nurse  
Deputy Marshal: Nurses

## **AREA 'J'**

### **Catherine Needham Building**

Assembly point: Front of the building  
Marshal: Head of Classics  
Deputy Marshals: Classics Teacher

## **AREA 'K'**

## **The Old Palace**

Assembly point: Rear Garden  
Marshal: PA to the Principal, OP Receptionists Sixth Form Supervisor, OP Chef Supervisor

## **Wendreda**

Assembly point: Op Car Park  
Marshal: Wendreda House Mistress  
Deputy Marshal: Resident Tutor, House Matron

## **PLEASE NOTE**

### King's Ely Senior

If evacuation takes place during lesson times, then pupils will be sorted by sets and roll calls will be taken by sets, using set lists brought to the marshalling areas by teaching staff. For that purpose, every set teacher should keep up-to-date set lists within his/her classroom which should include names, initials, and houses of pupils. At other times roll calls will be by house.

### King's Ely Prep

If evacuation takes place during the school day, the pupils will be sorted by year groups and roll calls will be taken by forms list, using the brought to the assembly points from King's Prep reception by a member of staff. At other times roll calls will be taken by boarding house list

### Kings Ely Acremont and King's Ely Acremont Nursery

If evacuation takes place during the school day pupils will be escorted to the assembly point and counted by class, an up-to-date list of absentees is brought to the assembly point to ensure that all pupils are accounted for.

All pupils and staff will remain in the marshalling area unless instructed otherwise.

The marshal or Deputy marshal may take charge of the situation.

## **Emergency Calls to Authorities**

- **Fire** - When the emergency is known to be a fire, then the Fire Service should be the first to be contacted, via the normal 999 procedure. The Police and ambulance should subsequently be requested as necessary.

## **The Principal & Chief Operating Officer must be informed immediately after the emergency services have been contacted**

Printed Instructions for fire and evacuation procedure per building are displayed in the appropriate School buildings and, where necessary, in separate rooms. The evacuation procedure for each building is to be identical, whether for a fire or any other emergency.

## **Fire Practices**

It is very unlikely that complete evacuation of the whole school will be necessary.

Far more likely is the necessity for evacuation of a single building as a result of fire or perhaps escape of gas. It is vitally important therefore that the fire "sirens" are checked, and that pupils and staff are familiar with evacuation procedure. To that end:

- Every house must have a practice at least once a term. For boarding houses, the first practice should be a "night" practice early in the Michaelmas term. A record must be kept of the dates and times of practices and of the time taken for evacuation. This is to be checked by the Chief Operating Officer each term.



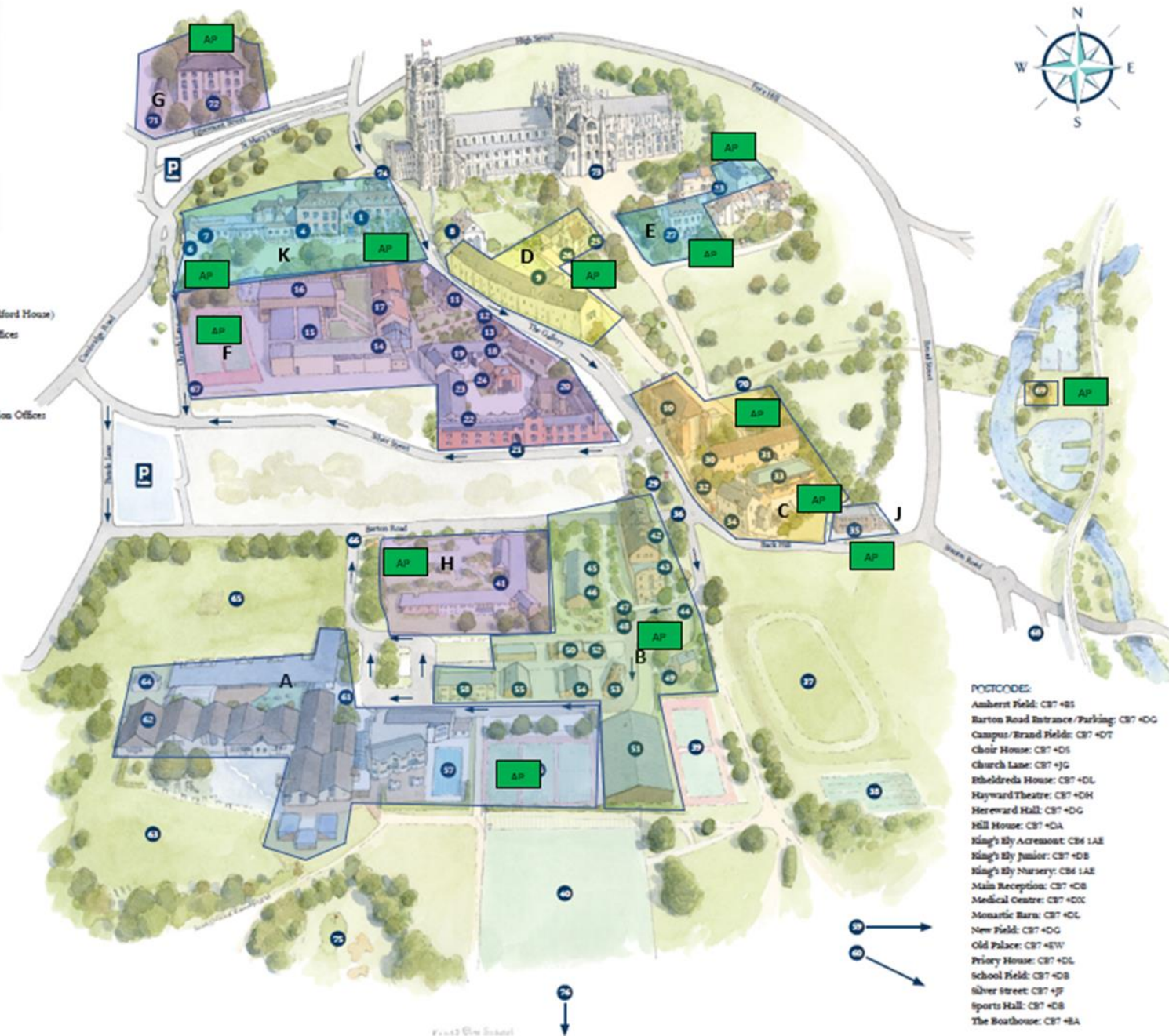
- Every classroom block will have a practice termly. Teachers should be alerted to the time and date by Heads of Departments.
- Records of fire drills should be forwarded to the Health and Safety Coordinator.
- When the fire siren sounds teachers should escort their classes out and take roll calls in the way relevant to the section of the school

Please see plan attached for evacuation areas.

# King Ely - Fire Marshal Zone Information



- |  |  |
|--|--|
| 1 Old Palace                             | 36 Netball/Tennis Courts                   |
| 2 Principal's Office                     | 37 Astrourf                                |
| 3 Admissions/Marketing                   | 38 Medical Centre (Bishop Woodford House)  |
| 4 Sixth Form Centre                      | 39 Head of Senior / Academic Offices       |
| 5 Old Palace Visitor Parking             | 40 Hereward Hall                           |
| 6 Old Palace Student Parking             | 41 Barton Farm Parking                     |
| 7 Wendreda                               | 42 Staff Common Rooms                      |
| 8 Queen's Hall                           | 43 Main Reception / Administration Offices |
| 9 School House                           | 44 Nearly New Uniform Shop                 |
| 10 The Porta Library                     | 45 Custodians Office                       |
| 11 Learning Support                      | 46 PE Classroom                            |
| 12 Hayward Theatre Entrance (Pedestrian) | 47 Junior Drama Studio                     |
| 13 Exam Office                           | 48 Sports Hall/PE Office                   |
| 14 Hayward Theatre                       | 49 PE Store                                |
| 15 Drama Studio                          | 50 Ely Scheme                              |
| 16 Art Centre                            | 51 Laundry                                 |
| 17 Music School                          | 52 Grounds/Yards                           |
| 18 Withburgs                             | 53 Netball/Tennis Courts                   |
| 19 Torfrida                              | 54 Swimming Pool                           |
| 20 Old Hereward                          | 55 Technology Block                        |
| 21 Silver Street Entrance (Pedestrian)   | 56 Amherst Field                           |
| 22 Wilkinson                             | 57 Campus & Brand Fields                   |
| 23 Omsod                                 | 58 King's Ely Junior                       |
| 24 Science Block                         | 59 Morbey Hall                             |
| 25 Priory House                          | 60 Paddock Field                           |
| 26 Prior Cruden's Chapel                 | 61 School Pavilion                         |
| 27 Etheldreda                            | 62 School Field                            |
| 28 Choir House                           | 63 Barton Road Exit                        |
| 29 Barton Square                         | 64 Church Lane Entrance                    |
| 30 Catering Office                       | 65 Train Station                           |
| 31 Monastic Barn                         | 66 Bathouse                                |
| 32 Hermitage Classroom                   | 67 Cherry Hill Park                        |
| 33 Cherry Hill Classrooms                | 68 King's Ely Nursery                      |
| 34 Hill House                            | 69 King's Ely Acremont                     |
| 35 Catherine Needham                     | 70 Cathedral South Door                    |
| 36 Barton Road Entrance                  | 71 Cathedral West Door                     |
| 37 New Field                             | 72 Golf Course                             |
| 38 Cricket Nets                          | 73 Assault Course                          |



- POSTCODES:
- Amherst Field: CB7 +B5
  - Barton Road Entrance/Parking: CB7 +DG
  - Campus/Brand Fields: CB7 +DT
  - Choir House: CB7 +D5
  - Church Lane: CB7 +JG
  - Etheldreda House: CB7 +DL
  - Hayward Theatre: CB7 +DH
  - Hereward Hall: CB7 +DG
  - Hill House: CB7 +DA
  - King's Ely Acremont: CB6 1AE
  - King's Ely Junior: CB7 +DB
  - King's Ely Nursery: CB6 1AE
  - Main Reception: CB7 +DB
  - Medical Centre: CB7 +DB
  - Monastic Barn: CB7 +DL
  - New Field: CB7 +DG
  - Old Palace: CB7 +EW
  - Priory House: CB7 +DL
  - School Field: CB7 +DB
  - Silver Street: CB7 +JF
  - Sports Hall: CB7 +DB
  - The Bathhouse: CB7 +BA

# 7. Pool Safe Operating Procedure (PSOP)

## Introduction

King's Ely is dedicated to providing a safe and enjoyable swimming experience to all users. To ensure the smooth operation of the pool and to prioritise safety, the Pool Safe Operating procedure outlines these arrangements. This includes the Normal Operating Procedures (NOP), Emergency Action Plans (EAP), and in addition to this the risk assessments. .

The school's primary goal is to maintain a safe and hygienic environment within the swimming pool facility. Achieving this requires the cooperation of all pool users. By adhering to these requirements outlined in these documents, it will contribute to creating a safe, clean, and fun swimming experience for all users.

The NOP sets out the way the pool operates on a daily basis. It includes details of layout, equipment, manner of use, user group characteristics and any hazards or activity related risks.

The EAP give specific instructions on action to be taken, by all staff, in the event of any emergency.

Staff must not only be aware of the PSOP, the NOP and the EAP but should be instructed and trained to work in accordance with the provisions therein.

Where a pool is hired by organisations, such as swimming clubs, the relevant sections of the plan must be made known to the organisation and, where necessary, training given, and regular checks made to ensure compliance.

Details of documentation, training provided, and checks will be recorded.

All parts of the PSOP should be regularly reviewed and particularly following the installation of new equipment or after a major incident.

## Normal Operating Procedure

### Swimming Pool Design

King's Ely's swimming Pool was built in 1979 to celebrate the Queen's Silver Jubilee; it is an open-air pool of 25m x 12.5m (312.50m<sup>2</sup>)

### Swimming Pool Depth

Shallowest point – 0.9m

Deepest point – 3.5m

Cubic metres of water – approx. 650m<sup>3</sup>

### Swimming Pool Profile

The pool has a gradual slope from 0.9m at its shallowest point to 1.8m at approximately 15m. Thereafter the pool has a steep slope from a depth of 1.8m to its deepest point of 3.5m. This depth is then maintained for the rest of the deep end of the pool. The pool is constructed of concrete with a gel coat, and tiles. The pool has nine individual skimmers at surface level, with two more drains at the bottom of the deep end for circulation. Skimmer/sump guards with 4mm to 8mm gaps cover these. Water re-enters the pool through four main inlets in the end wall of the shallow end.

Handrails are at water level down both sides of the swimming pool with four sets of steps in the corners. 2 x 5 run ladders in the deep end, and 2 x 3 run ladders in the shallow end.

The depth is marked at equal points down each side on the inside of the pool. – 0.9m, 1.4, 1.8m and 3.5m. A Green surface on the pool edge marks water deeper than 1.8 and is a designated diving area. Signage is also displayed along the side of the pool highlighting depths at 0.9, 1.4 and where the suitable diving area is located. Flags can now be displayed at 5 meters from the end of the pool for use during lane swimming. There are two manual roller covers situated on mounts at the far end of the pool (deep end) for use overnight, and when the pool is closed.

### Swimming pool enclosure

Pool compound is made up from high tensile wire fencing with barbed wire along the top for extra security. There are three gate entrances all secured by padlock. Two either side of the pool plant room, one facing the tennis courts and one in the far corner of the compound.

The compound has a sheltered decked area, which provided a shelter for the Lifeguards whilst they are not required to supervise the pool. The station includes storage for swimming equipment, lane ropes, first aid equipment, emergency

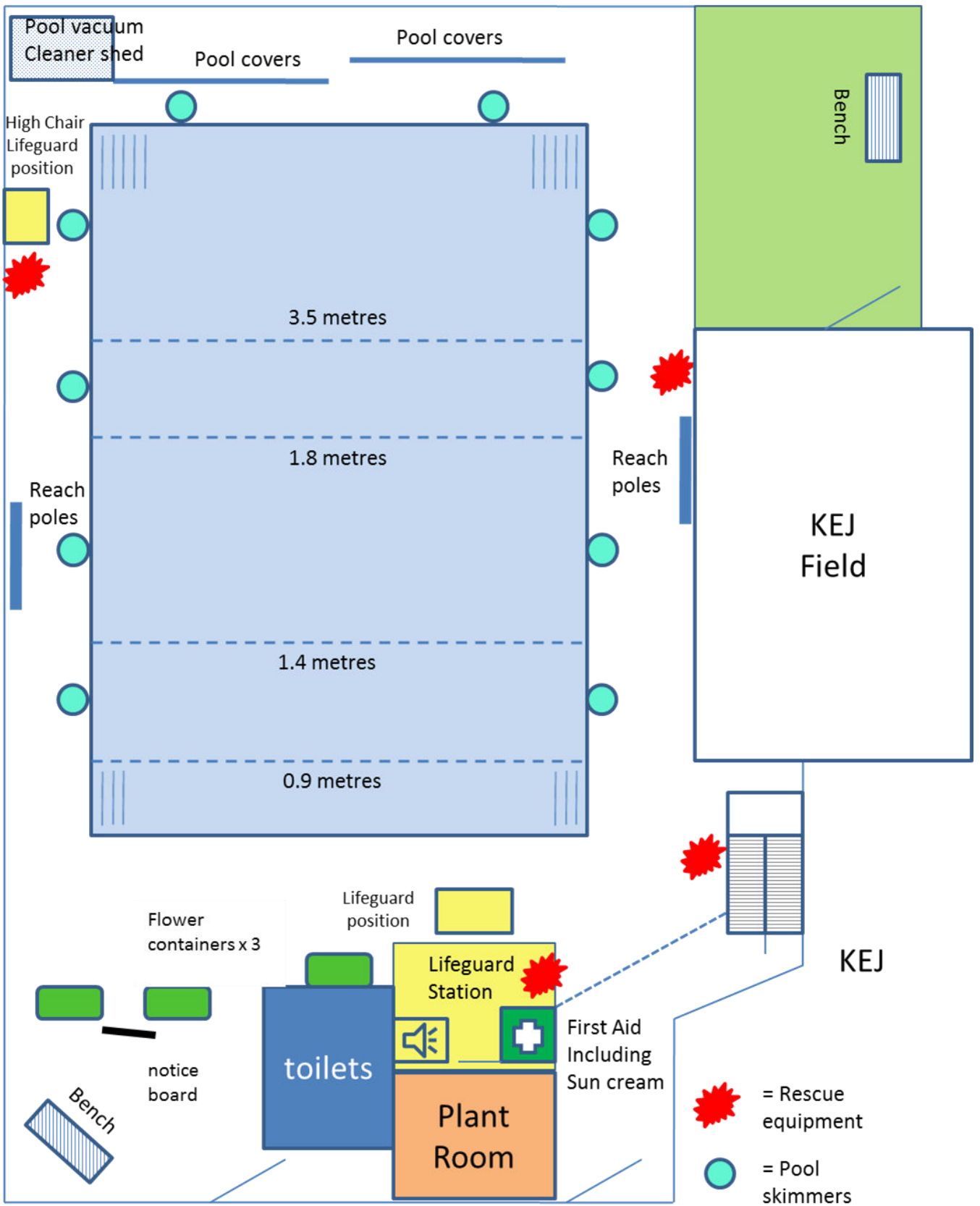
telephone, an accident book and the safety information notice board. Positioned in the deep end is a highchair, which gives lifeguards an elevated position to see the whole pool area.

The compound has a conifer hedge running down approximately 10m of the left-hand side, along the back, and back down the right for about 10m. There are areas of grass running along the back of the enclosure, in the far corner, and in front of the plant room.

There is a fire escape coming from the 2<sup>nd</sup> storey of the King's Ely Prep School, and a fire door from the bottom classroom, which is fenced to prevent unauthorised access to the swimming pool. On the side of the fire escape, there is a life ring.

The pool surround is made up of rubber matting with a concrete area around the skimmers and edging stones along the pool itself. The main entrance of the pool is made up of concrete slabs. Over the Lent and Michaelmas terms, there are temporary toilets in place inside the main gate. There is a storage shed in the left-hand corner of the deep end that is used for storage of chemicals and a water testing station. This is only accessible to authorised personnel. The spinal board is kept in the lifeguard station.

# King's Ely Swimming Pool Plan



## Health and Safety

King's Ely is aware of its obligations under the Health and Safety at Work Act 1974 and recognises that accidents, incidents, and ill health are preventable in many cases. It is our intention to foster the necessary organisational arrangements and culture to control the risks to the best of our ability. This procedure applies to all staff, contractors, swimmers, external users of the pool and visitors.

### **7.1 Legislation**

Every pool operator is responsible for its health & safety responsibilities. Under the Management of Health & Safety at Work Regulations (MHSWR) 1999 the school is responsible for conducting a risk assessment relating to use and maintenance of the swimming pool, there is a master copy of this which is kept with the Health and Safety Coordinator and a copy is displayed along with the PSOP within the lifeguard file (issued to all lifeguards). In addition, the MHSWR requires the school to:

- Make arrangements for implementing the health and safety measures identified to reduce risk.
- Appoint competent people to help them implement the arrangements.
- Provide clear information and training to employees.
- Set up emergency procedures.
- Establish procedures for employees to follow if a situation of serious or imminent danger were to arise.
- Consult with employees on health and safety matters.

### **7.3 Responsible Person**

**Chief Operating Office** – Managerial oversight for the general operation of the swimming pool and to provide sufficient resource to maintain and operate the swimming pool in line with the PSOP

**Health and Safety Coordinator, Deputy Head Co-Curricular** - To assist the Chief Operating Office in the day-to-day management of the swimming pool by reviewing and implementing the arrangements outlined in the PSOP

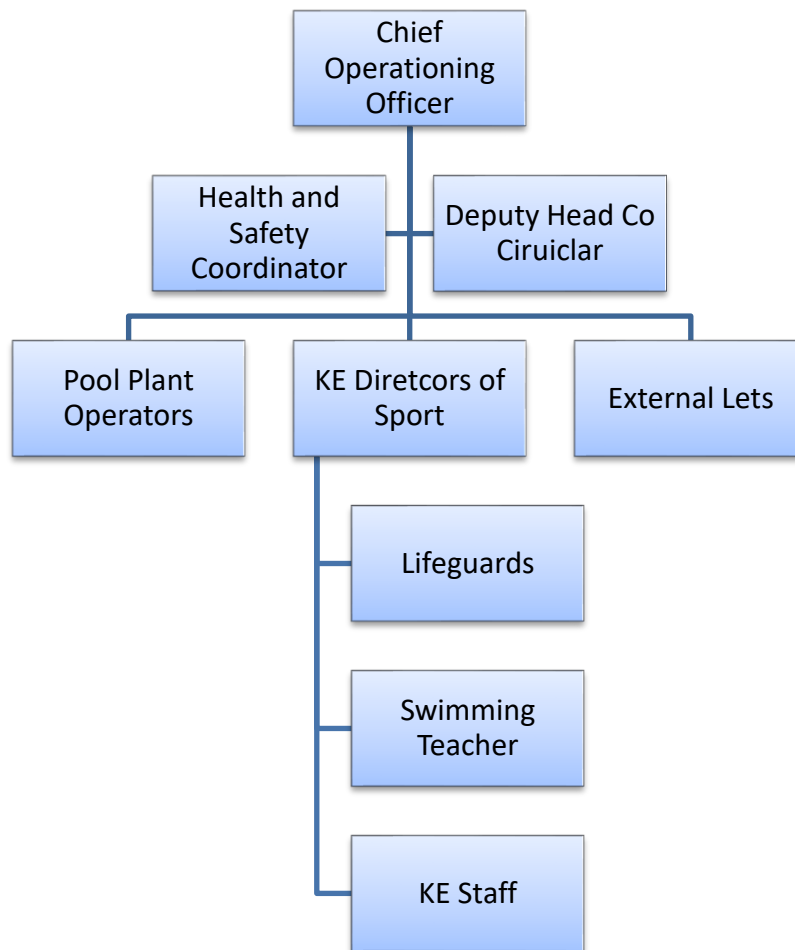
**Grounds and Gardens Manager** – to maintain the swimming pool enclosure, plant and water quality to the requirements outlined in the PSOP

**KE Directors of Sport** – to ensure that Academic and Co-circular session under their responsibility is operated inline with the PSOP and to highlight the necessary training requirement of their team to ensure that the ongoing operation of the swimming pool.

**National Pool Lifeguard Qualified Lifeguard (NPLQ), National Rescue Award for Swim teacher and Coaches Lifeguard (NRASTC) and swimming teachers** – To conduct their duties as outlined in their training and PSOP to ensure the safety of all users of the swimming pool and the swimming pool enclosure.

**All Staff** – To only use the swimming pool when instructed and supervised by an appropriately trained member of staff who understand the arrangements of the PSOP and to assist those member of staff as instructed.

**It is the responsibility of all staff to report accident and near misses associated with the swimming pool and any deficiencies in procedure or the condition of the swimming pool.**



### Potential Risks

The swimming pool enclosure has the potential to be a high-risk environment without the suitable controls in place. The significant risk associated with King's Ely Swimming pool.

- Weak or non-swimmers exceeding their swimming capabilities
- Age and experience of users in and around the pool
- Unauthorised access to pool, and enclosure
- Unruly behaviour
- Known and unknown health problems – i.e., asthma, epilepsy, and heart problems
- Diving into insufficient depths of water
- Non-English-speaking swimmers failing to understand instructions
- Overcrowding of the pool and enclosure
- Poor supervision, and rule enforcement
- Poor pool water quality
- Users consuming food and drink before and during swimming – especially alcohol
- Users not complying to signage, and health and safety rules
- The use of an outdoor swimming pool during a thunderstorm.

To reduce the level of risk presented by this identified risk the following arrangements must be maintained

- Nobody must enter the pool enclosure until a duty staff member is supervising the enclosure
- The maximum bather load in the pool at any one time should not exceed 80
- The minimum number of swimmers inside the pool enclosure shall be 2 plus lifeguard
- Overall, there must be at least 1 appropriate lifeguard for the session (NPLQ / NRASTC) per 20 swimmers (but see also additional supervision levels below):
- Training for NPLQ and NRASTC must include rescue, resuscitation and first aid procedures and must maintain their training by attending ongoing training.
- The lifeguards are responsible for the safe supervision of the pool and its users and are responsible for briefing any adult supervisors.
- Lifeguards are to ensure that suitable behaviour is observed in and around the pool which should include
  - no ducking,
  - no running,
  - no gymnastics and acrobatics,
  - no pushing of other users,
  - no bombing,
  - no back dives or acrobatic jumps
  - ensure that diving only takes place in specified areas except during coached session or gala where ASA competitive start award is applicable.
- Ball games are only permitted when they do not affect other users of the pool and are at the discretion of the lifeguard.
- The use of inflatables (with the exception of swimming aids) is not allowed during general swimming sessions.
- The duty staff must then ensure that pool supervision is continuous until the last user has left including the checking of the changing area, and the pool enclosure is locked.
- Thunderstorms: Risk of pool and enclosure being struck by lightning, and heavy rain affecting users. In the event that there are storms locally or imminent around the school area, any swimming or activities taking place in the pool enclosure must cease, the pool enclosure evacuated and closed. The pool must only be re-opened a minimum of 30 minutes after the last thunder or lightning is witnessed
- The pool is not open to the general public and must only be used by those authorised to do so by King's Ely or external lettings
- Risk management must be taken by the lifeguards and duty staff unless otherwise instructed.
- When there is a change of supervisor during a session it must be made clear who is taking responsibility for the safety and security of the swimming pool.

All approved supervisors of the pool are to ensure that the PSOP is followed at all times

In addition to these identified controls there are additional processes that need to be maintained in the normal operation of the pool.

### **Supervision of Lessons:**



To ensure the safety of all Swimmers during swimming lessons, the following supervision guidelines are implemented:

- Prior to admitting pupils to the pool area, there should be a qualified staff member present on the poolside.
- The lead teacher(s) must have a comprehensive understanding of their responsibilities and must have read and understood the PSOPs.
- The maximum teacher/pupil ratio should not be exceeded.
- Swimming teachers may supervise pupils in the water during swimming lessons. The number of Swim teachers in the water will be determined based on the specific needs of the pupils in the lesson and the evolving circumstances of the session, such as staggered pupil changing.
- The swimming group must be counted before, during, and after the lesson to ensure all swimmers are accounted for.
- Before leaving the pool area, the lead responsible person, must conduct a final scan of the pool to ensure all swimmers have exited.
- Unattended re-entry to the pool area should not be permitted for swimmers.
- Changing rooms must have adequate supervision at all times.
- On final locking of the swimming pool enclosure all area ne checked including changing rooms and gates all gates must be confirmed as locked

By adhering to these supervision procedures, the safety of pupils can be effectively maintained during swimming lessons.

### **User Behaviour**

To ensure a safe and respectful environment in the swimming pool, the following user behaviour guidelines are to be promoted and enforced :

- Pupils should not enter the water unless specifically directed to do so.
- Where appropriate, swimmers should be familiar with the emergency procedures to evacuate the pool.
- Pupils should be encouraged to use the toilet before entering the water.
- Jewellery must not be worn during swimming activities, as it can pose a hazard.
- Long and shoulder-length hair must be tied back to prevent interference with swimming.
- Users must wear appropriate swimwear, such as swimming costumes, trunks, or swimming shorts, while using the pool.
- Modified costumes or additional clothing worn for cultural or religious reasons are acceptable as long as they are close-fitting.
- Additional clothing may be worn when specified by a particular session i.e. shorts and T- shirt for Ely Scheme activities, ongoing lifeguard training
- The use of flippers and snorkels should only occur under appropriate supervision.
- Shouting should be discouraged, except in emergency situations.
- Acrobatics in the pool are not allowed.
- Running on the poolside is prohibited to prevent accidents.
- Users must not push or pull others into the water.
- Bombing, jumping or diving into the water in a way that disrupts other pool users is not allowed.
- The use of glass containers anywhere within the pool complex is prohibited.

### **Staff Training**

All staff that are operating the swimming pool must have authorisation from the Health and Safety Coordinator or Deputy Head Co- circular to ensure that appropriately trained staff are supervising the swimming pool and that they have been briefed on the King's Ely PSOP.

To ensure that the staff supervising the swimming pool maintain their level of competency they are required to complete the following ongoing training.

**NPLQ** – must complete a competency test before their first duty at the swimming pool including a depth test to the deepest part of the swimming pool. There after they must complete ongoing monthly training to maintain their level of competency

**NRASTC** – Must complete a depth test to the deepest part of the swimming pool on their first use of the King’s Ely Swimming pool. Thereafter they must carry out 1 hour of training per half term to maintain their level of competency

As of 16/06/2023		
Name	Qualification	Expiry
Paris Matthews	National Pool Lifeguard Qualification (NPLQ)	02/09/2024
Maddison Webster	National Pool Lifeguard Qualification (NPLQ)	14/04/2025
Jimmy Rayland’s	National Pool Lifeguard Qualification (NPLQ)	02/06/2025
James Houlston	National Rescue Award for Swim Teachers and Coaches (NRASTC)	31/08/2024
Dominique Gilbert	National Rescue Award for Swim Teachers and Coaches (NRASTC)	31/08/2024
Harrison Palmer	National Rescue Award for Swim Teachers and Coaches (NRASTC)	31/08/2024
Molly Armstrong	National Rescue Award for Swim Teachers and Coaches (NRASTC)	31/08/2024
Ruth McAlinden	National Rescue Award for Swim Teachers and Coaches (NRASTC)	31/08/2024
Dan Parratt	National Rescue Award for Swim Teachers and Coaches (NRASTC)	31/08/2024
Hayley Mortimer	National Rescue Award for Swim Teachers and Coaches (NRASTC)	29/04/2025

### **Pool Supervision**

To ensure the safe supervision of the swimming pool the following levels must be maintained. It is important to note that this is specific to the supervision of swimmers and is a minimum requirement. Additional staffing may be deemed necessary to assist with the control of a specific group due behavioural issues, medical issues, changing areas, whilst waiting for a session etc,

#### **King's Ely free swim session**

1. Minimum of National Pool Lifeguard Qualification (NPLQ) at a ratio 20:1 swimmer to 1 lifeguard
2. One additional member to actively assist the lifeguard in the supervision of the pupils within the swimming pool enclosure

#### **King's Ely Senior & King’s Ely Prep Swimming lessons**

1. A minimum of one qualified National Rescue Award for Swimming teacher and coaches (NRASTC) at a ratio of 20:1 swimmer to lifeguard

#### **King's Ely Acremont Swimming lessons**

1. Minimum of National Pool Lifeguard Qualification (NPLQ) at a ratio 20:1 swimmer to 1 lifeguard
2. Additional swimming teachers appropriate to the competency of the group

### **Swimming Lessons and Gala's that allow diving at the shallow end of the pool**

1. Minimum of two National Pool Lifeguard Qualification (NPLQ) at a ratio 20:1 swimmer to 1 lifeguard
2. 1 ASA competitive start award teacher

### **Ely Scheme activities** (Buoyancy Aids used) take place supervised by BOTH of:

1. A minimum of one qualified National Rescue Award for Swimming teacher and coaches (NRASTC) at a ratio of 20:1 swimmer to lifeguard
2. One additional member to actively assist the lifeguard in the supervision of the pupils within the swimming pool enclosure

### **Kayaking sessions**

1. Minimum of British Canoeing Awarding Body Paddle Sports Instructor at a maximum ratio of 6:1

### **Rowing Capsize Drill Sessions**

1. A minimum of one qualified National Rescue Award for Swimming teacher and coaches (NRASTC) at a ratio of 20:1 swimmer to lifeguard
2. School Rowing coach

### **For Staff swimming session (Lane Swimming Only)**

3. Minimum of one National Pool Lifeguard Qualification (NPLQ) at a ratio 20:1 swimmer to 1 lifeguard

### **External Hire**

This should be agreed with the external hire of the swimming pool relevant to the type of external booking

### **Lifeguard Position**

Due to the varied sessions of the pool, there are several positions suitable for a lifeguard to be positioned depending on different area of use within the pool. Each position should provide an unobstructed view of the swimming pool including the area directly beneath their position. In each position the lifeguard must be able to observe all areas of the pool within 10 second and be able to reach a casualty within 20 seconds.

The following position is guidance on suitable locations.

- Shallow end use only
  - The Lifeguard should stand on the side on the pool at the shallow end. The side and position of the lifeguard can vary depending on the position of the sun. The Lifeguard should be able to see all areas that are used by swimmers including the area directly beneath them
- Deep end use only
  - The Lifeguard should stand on the side on the pool at the deep end. The side and position of the Lifeguard can vary depending on the position of the sun. The Lifeguard should be able to see all areas that are used by swimmers including the area directly beneath them
- Whole pool
  - When the entire pool is being used the Lifeguard shall stand in the middle of the pool (near the 1.4-meter signage) to allow observation of the entire pool including the area directly below them. This position can be on either side of the pool depending on the position of the sun
- Lifeguard chair position
  - The lifeguard chair must only be used when
    - There is a structured swimming session supervised by a sports teacher/swimming coach that are directly supervising their group's

- There is a second lifeguard supervising the opposite side of the pool allowing them to observe the area directly below the chair.

### **Staffs breaks**

There are periods when Lifeguards are on duty, and it is not possible for regular rotation due to staffing numbers. However, between lessons and planned session there are natural breaks when the swimming pool is empty where it is important that the Lifeguards take time away from observing the pool but must remain vigilant.

### **Staff/Lifeguard and supervisor duties**

One of the major roles of a lifeguard is the prevention of incidents; to help achieve this it is the responsibility of the lifeguard to fulfil the following duties.

- To ensure safe use during bathing activities
- To ensure the correct levels of supervision are maintained according to the number of swimmers
- To enforce all pool rules and normal operating procedure.
- To enact the emergency action plan when required
- To open and secure the pool enclosure before and after use, ensuring there are no users present including the changing rooms and that all exits are secure.
- To ensure that all safety equipment is in place and in working order including first aid equipment, rescue equipment and emergency phone before the start of the shift
- To constantly watch the pool paying particular attention to the pool bottom and to ensure that swimmers in difficulty are not overlooked.
- To monitor water clarity and in the event that the pool bottom becomes in any way obscured to immediately evacuate the pool.
- To be aware of swimmers with limited ability to ensure that they swim within their capabilities.
- To be aware of swimmers with limited command of English. International students who are unable to understand Lifeguards commands are to be accompanied by appropriate supervising adult
- To ensure evacuation procedure is capable of being universally understood (three blasts of a whistle means you must immediately and safely get out of the pool).
- The lifeguard on duty should wear the torpedo buoy to allow quick rescue whilst on duty.

### **Poolside Rules for Lifeguards**

- Staff must always be alert and fit for work
- Pool staff must always appropriate uniform for supervision of the pool and have to be competent to swim in the clothing that they are wearing.
- Pool staff will patrol different areas of the pool refraining from standing together to avoid distraction from maintaining concentration of the supervision of the swimming pool.
- Lifeguards must not use MP3 players, laptops, books, and smart watches or anything else that may distract them from observing the pool. The result of using such items may result in disciplinary actions
- Mobile phones must only be used in emergencies

### **Swimming pool supervisors' maintenance responsibilities**

The lifeguards are responsible for maintaining the general housekeeping of the pool surround. This included

- Reporting of any maintenance issues around the swimming pool enclosure
- To ensure that the lifeguard station is maintained in a satisfactory condition
- To ensure that the pool surround is kept clear of any trip hazards i.e. returning swimming floats back to storage after the end of swimming lesson

### **Swimming pool covers**

Swimming pool covers are used to help maintain the cleanliness and temperature of the swimming pool whilst not in use. The swimming pool covers should be pulled over the swimming pool after the last session of the day.

### **Removal of covers**

The covers should be removed using the winch handle on the pool cover frame. Please be aware of manual handling issues when removing covers. The preferred position is to kneel/crouch at the winch rather than bend from the waist.

When removing the covers:

1. Remove the cover closest to King's Ely Junior Prep first, followed by the second cover closest to the tennis courts.
2. Ensure that the edge of the cover is straight and does not touch the upright of the pool cover frame.
3. If the pool cover starts to hit the upright of the pool cover frame, partially remove the cover to get a straight edge and start again.
4. Ensure that the ropes are tidy and located under the cover to prevent a trip hazard

When putting covers on:

1. Place the cover closest to the tennis courts on first followed by the second cover
2. The pool cover is pulled by walking with the rope along the length of the swimming pool. You should not walk directly along the pool edge to reduce the likelihood of falls into the pool
3. Ensure that when pulling the cover that no one is standing next to the winch handle as this will spin whilst the cover is being pulled onto the pool
4. In the event that you are unable to pull the cover onto the pool by yourself, then ask for assistance. If this is still not possible then leave the cover off of the pool.

## **Pool Plant Operations and Maintenance**

### **Maintenance**

To maintain the pool enclosure and water quality to the maintained standard the following maintenance activities will take place by the King's Ely Support teams. These members of staff are not lifeguard trained and must not allow access to the pool enclosure other than another authorised user. When works are carried out around the edge of the swimming pool where there is an increased risk of falling into the swimming pool a lifejacket must be worn.

- Maintenance operatives must wear PPE in accordance with manufacturer's guidelines. (Vapour and dust masks, gloves etc.).
- Brushing – is to be carried out regularly to remove sediment and small dirt particles from water and can be used as an aid to remove algae that forms on the bottom, and sides of the pool, in conjunction with the water treatment chemicals.
- Vacuuming – To be done when required to remove larger particles and debris from the pool.
- Skimmers baskets – are emptied as required to remove foreign objects from the pool, and to aid in pool water circulation.
- Pool surround – grass; to be cut as required. Poolside – will be wash/ rinsed at least twice weekly
- Backwashing procedure – 3 minutes in backwash position or until sight glass runs clear. 30secs in rinse (normal operating) position, and the set back to normal.

- Pool maintenance and cleaning equipment is to be kept in the pool vacuum storage shed which must be locked when not in use
- All the above must only be carried out when the pool or its surround are **NOT** in use.

### **Pool water quality**

- Chlorine levels are aimed to be at 1-2mg/l for normal operating. With a minimum to maximum range of 0.5mg/l – 8mg/l. In the event the chlorine levels reach 8 mg/l bathing will be ceased until levels are rectified.
- Ph. is kept at 7.2 – 7.4 for normal operating. With a minimum and maximum range of ph6.8 – ph8.
- Combined chlorine should be kept to an absolute minimum. For normal operating, it should be kept to half or less than free chlorine. If the combined exceeds the free chlorine, then the pool should be closed, until corrected
- Total dissolved solids – Should be kept to below the tap water TDS plus 1000.
- Cyanuric acid range should be kept between 50-100mg/l with a maximum range of 200mg/l
- Water Clarity – water clarity should be scaled between, 1-10 visually. 1 being very poor and 10 being perfectly clear. Water clarity should not impair the lines on the bottom of the deep end.
- Balanced water – should aim to be 0 – 0.3.
- Regular water dilution is carried out to maintain water level and account for bather loads and Maintenance.

### **Chemicals used for water correction**

- Chlorine – Stabilised Chlorine (Sodium Di- chlorisocyanuric mini tablets) tables are used in the pool and are best suited for this type of disinfection. Chlorine should be frequently added to maintain normal operating level.
- PH Minus – (Sodium Bi-Sulphate) granules are added if ph. increases over normal operating recommended level (7.2-7.4)
- PH Plus – (sodium bicarbonate) granules are added if ph. falls below normal operating recommended level (7.2-7.4)
- Flocculent / water clarifier will be added as required.

### **Water testing**

- Free and total chlorine are tested along with ph. Three times a day seven days a week, using dpd no.1 and dpd no.3 for chlorine and phenol red for ph. using 10 ml water samples with a digital photometer
- Water temperature is tested along with ph. and chlorine.
- Tds (total dissolved solids) is tested 3 times a day along with the chlorine and temperature testing.
- Total alkalinity and calcium hardness are checked once a week on a Monday, using a 50 ml water sample and tablet method.
- A balanced water test is carried out every week to include the testing of total alkalinity and calcium hardness along with the above tests.
- Cyanuric acid is tested once a week using the relevant test kit in a 10 ml sample of water.
- Biological testing is carried out monthly by and external contractor

### **Plant room management**

- Both pumps are running while pool is in use.

- Pressure gauges are monitored and results recorded daily. After back washing the pressure should be noted and if exceeds over 25% of original pressure another back wash should be carried out or if there is a pressure difference of 7 psi between inlet and outlet gauges.
- Flow rate is monitored and recorded 3 times a day, if rate drops below 2000 ltr/ m this could indicate the need to a backwash.
- Check filters daily for excess air in the system.
- Any chemicals stored in the plant room are kept at least 1 meter apart in a safe secure and leak proof container.
- A first aid kit is stored in the plant room including eyewash.
- All relevant ppe is to hand in the plant room and stored in a secure locker.
- A copy of all Msds, risk assessments and pool data log sheets are kept in the plant room. Pool data log sheets are kept in the storage shed.
- Only authorised personnel are allowed in the plant room during normal operating times
- Plant room is always kept clean and free from obstacles
- All relevant safety signs are clearly displayed, and in good condition.

# Emergency Action Plan (EAP)

## Introduction

A crucial responsibility of poolside staff, including lifeguards, swimming teachers, and any supporting staff, is to proactively prevent and minimize the likelihood of swimmers encountering difficulties while in the water. This requires utilising their training and experience to intervene early in any potential situation to avert incidents from occurring.

While prevention is the primary objective, it is essential that all staff members are aware of the appropriate actions to take when an incident does occur. The following procedures outline the necessary steps:

### **In the event that emergency services are required the swimming pool address is**

King's Ely swimming pool, (enter from Barton Road main entrance opposite Barton Square).

King's Ely

Barton Road

Ely

Cambridgeshire

CB7 4DB

What 3 Word Location: mimics.ballparks.plot

### **Action to be taken in the event of a swimmer in difficulty:**

#### **Action by the lifeguard:**

Immediate action must be taken upon observing a swimmer in difficulty, regardless of whether the lifeguard needs to enter the pool or not. Follow these steps:

1. Lifeguard must blow the whistle 3 times to alert others that they are taking action.
2. This will promptly inform staff members that there is a problem, and that assistance may be required.
3. Perform rescue procedures in accordance with your training, ensuring the swift and safe removal of the swimmer from the water and bringing them to the poolside.
4. Administer first aid as necessary. Assess the situation and determine if emergency services are required. King's Ely Medical Centre team may be available during term time
5. If an ambulance is deemed necessary, instruct staff to contact emergency services.
6. After the incident is resolved, promptly complete the appropriate incident report forms, and immediately submit them to Health and safety coordinator.

By adhering to these procedures, poolside staff can effectively respond to and manage situations where swimmers are in difficulty, prioritising the safety and well-being of all individuals involved.

#### **Action by other staff:**

This procedure should be promptly initiated after the alarm has been raised. Follow these steps:

1. Assess the situation: If the lifeguard in the water requires immediate assistance, prioritise providing aid.
2. Clear the pool or guide swimmers to the side of the pool, based on the severity of the incident.
3. While the pool is being cleared, evaluate whether an ambulance is necessary and assign someone to contact emergency services.
4. Assist in lifting the swimmer out of the pool as instructed by the lifeguard and assist with the administering of first aid as per the lifeguard instructions. Reassess if an ambulance is required, and if so, follow the instructions above to summon emergency services.
5. If an ambulance is not necessary, continue providing further assistance and then assist in supervising other students on the poolside until the incident is resolved. During King's Ely term time the Medical Centre staff may assist with the administering of first aid as necessary



6. Once the incident is over, promptly inform the senior management about the incident.

## **Action to be taken in the event of a suspected spinal injury in the Pool**

### **Action by the lifeguard:**

Immediate action must be taken upon observing a swimmer in difficulty, regardless of whether the lifeguard needs to enter the pool or not. Follow these steps:

1. Lifeguard must blow the whistle 3 times to alert others that they are taking action.
2. This will promptly inform staff members that there is a problem, and that assistance may be required.
3. Perform rescue procedures in accordance with your training, ensuring the swift and safe removal of the swimmer from the water with the use of the spinal board provided.
4. Administer first aid as necessary. King's Ely Medical Centre team may be available during term time.
5. In the event of a suspected spinal injury and ambulance must be called.
6. After the incident is resolved, promptly complete the appropriate incident report forms, and immediately submit them to Health and safety coordinator.

### **Action by other staff:**

This procedure should be promptly initiated after the alarm has been raised. Follow these steps:

1. Assess the situation: If the lifeguard in the water requires immediate assistance, prioritise providing aid.
2. Clear the pool as quickly and calmly with the least disturbance of the water as possible.
3. While the pool is being cleared, on confirmation of a suspected spinal injury assign someone to contact the emergency services.
4. Assist in lifting the swimmer out of the pool as instructed by the lifeguard and assist with the administering of first aid as per the lifeguard instructions.
5. Continue with providing further assistance and then assist in evacuating other swimmers from the poolside until the incident is resolved. During King's Ely term time the Medical Centre staff may assist with the administering of first aid as necessary.
6. Once the incident is over, promptly inform the senior management about the incident.

## **Action to be taken in the event of a drowning in the Pool**

### **Action by the lifeguard:**

1. Lifeguard must blow the whistle 3 times to alert others that they are taking action.
2. This will promptly inform staff members that there is a problem, and that assistance may be required.
3. Perform rescue procedures in accordance with your training, ensuring the swift and safe removal of the swimmer from the water and bringing them to the poolside.
4. Administer first aid as necessary. King's Ely Medical Centre team may be available during term time. Assess the situation and determine if emergency services are required.
5. If an ambulance is deemed necessary, instruct staff to contact emergency services.
6. Regardless of whether an ambulance is required, if a swimmer has inhaled water in a near drowning experience then they should be advised to seek medical help due to the risk of secondary drowning.
7. After the incident is resolved, promptly complete the appropriate incident report forms, and immediately submit them to Health and safety coordinator.

### **Action by other staff:**

This procedure should be promptly initiated after the alarm has been raised. Follow these steps:

1. Assess the situation: If the lifeguard in the water requires immediate assistance, prioritise providing aid.
2. Clear the pool or guide swimmers to the side of the pool, based on the severity of the incident.
3. While the pool is being cleared, evaluate whether an ambulance is necessary and assign someone to contact emergency services.

4. Assist in lifting the swimmer out of the pool as instructed by the lifeguard and assist with the administering of first aid as per the lifeguard instructions. Reassess if an ambulance is required, and if so, follow the instructions above to summon emergency services.
5. If an ambulance is not necessary, continue providing further assistance and then assist in supervising other swimmers on the poolside until the incident is resolved. During King's Ely term time the Medical Centre staff may assist with the administering of first aid as necessary
6. Once the incident is over, promptly inform senior management about the incident.

### **Action to be taken in the event of a serious injury in the pool**

Action to be taken in the event of a drowning in the pool

#### **Action by the lifeguard:**

1. Lifeguard must blow the whistle 3 times to alert others that they are taking action.
2. This will promptly inform staff members that there is a problem, and that assistance may be required.
3. Perform rescue procedures in accordance with your training, ensuring the swift and safe removal of the swimmer from the water and bringing them to the poolside.
4. Administer first aid as necessary. King's Ely Medical Centre team may be available during term time. Assess the situation and determine if emergency services are required.
5. If an ambulance is deemed necessary, instruct staff to contact emergency services.
6. After the incident is resolved, promptly complete the appropriate incident report forms, and immediately submit them to Health and safety coordinator.

#### **Action by other staff:**

This procedure should be promptly initiated after the alarm has been raised. Follow these steps:

1. Assess the situation: If the lifeguard in the water requires immediate assistance, prioritise providing aid.
2. Clear the pool or guide swimmers to the side of the pool, based on the severity of the incident.
3. While the pool is being cleared, evaluate whether an ambulance is necessary and assign someone to contact emergency services.
4. Assist in lifting the swimmer out of the pool as instructed by the lifeguard and assist with the administering of first aid as per the lifeguard instructions. Reassess if an ambulance is required, and if so, follow the instructions above to summon emergency services.
5. If an ambulance is not necessary, continue providing further assistance and then assist in supervising other students on the poolside until the incident is resolved. During King's Ely term time the Medical Centre staff may assist with the administering of first aid as necessary
6. Once the incident is over, promptly inform the senior management about the incident.

### **Minor First aid incidents**

Minor first aid treatment can only be completed if supervision of the pool can be maintained. If this is not possible the pool should be evacuated whilst the treatment is taking place. A fully equipped first aid kit is located in the lifeguard hut. Where treatment is required, the lifeguard hut can be used as a first aid point in which to treat someone. Minor incidents such as cuts and bruises may be dealt with on poolside as long as care is taken to comprehensively disinfect any spillages of blood.

The lifeguards will check the first aid kit before every shift and replace any used or faulty items.

An accident form should be completed after the administering of first aid and passed to the Health and Safety Coordinator.

### **Adverse Weather Conditions (Thunderstorms)**

Due to King's Ely being an outside swimming pool there is a risk to life in the event of lightning striking the swimming pool.

In the event that there are thunderstorms heard locally or imminently around the school area, any swimming activities taking place in the pool enclosure must stop, the pool enclosure evacuated, including the lifeguards and closed. The pool must only be re-opened a minimum of 30 minutes after the last thunder or lightening is witnessed. In the event of heavy rain that affects the visibility of the lifeguards, the pool should be evacuated and closed. The pool should only be reopened once conditions are suitable.

### **Dealing with Disorderly Behaviour.**

#### **In the event that you have a disorderly behaviour by a swimmer i.e not observing the rules required by the PSOP**

1. On the first occurrence, sound your whistle and inform them of their contravention
2. On the second occurrence for the same offence and an obvious contravention of your previous instruction ask the individual to leave the swimming pool enclosure
3. If there is any refusal to leave the pool then, evacuate other pool users until the individual leaves the pool.

Any action required after point 1 should be reported to the school for discipline action. Verbal and physical or online abuse is not acceptable to any member of the King's Ely community and will not be tolerated.

### **Fire Procedure**

In the unlikely event that there is a fire within the pool enclosure or surrounding buildings, that affects the safety of the pool users.

1. Sound one long blast of the whistle asking the pool to be evacuated
2. Evacuate all users out of the exits to the tennis courts.
3. If safe to do so, lock the pool enclosure to prevent access to the unsupervised pool.
4. In the event that you see smoke and fire contact the emergency services ((9)999 and main reception (01353 660700) or the Custodians (07879495029).) If there are no signs of smoke and fire, contact Main Reception or Custodians for further instruction.

### **Bomb Threat**

In the unlikely event that there is a bomb threat within the pool enclosure or surrounding buildings, that affects the safety of the pool users.

1. Sound one long blast of the whistle asking the pool to be evacuated
2. Evacuate all users to an area designated by the Police or school.
3. If safe to do so, lock the pool enclosure to prevent access to the unsupervised pool.
4. Maintain the safety of swimmers and do not return to the area to collect belongings until authorised to do so.

### **Chemical Leak / Spillage**

In the event that there is a chemical leak within the pool enclosure

1. Sound one long blast of the whistle asking for the pool to be evacuated
2. Evacuate all users to the KEP Paddock Field via the back gate of the swimming pool whilst also considering the wind direction.
3. Carry out first aid as required and if necessary contact the emergency services
4. Contact the Grounds and Gardens Manager, highlighting the suspected chemical leak.

### **Power Failure**

#### **In the event of a power failure which affects the pool plant equipment**

1. Sound one long blast of the whistle asking for the pool to be evacuated

2. Contact the Grounds and Gardens manage for further guidance on what action is necessary

### Emergency equipment (as per swimming pool layout map)

- 1 x spinal board
- 2 x reaching pole
- 1 x floatation ring
- 1 x first aid kit – in lifeguard station
- 3 x throw ropes
- 2 x throw bags
- 2 x torpedo buoy
- 1 x Phone

The nearest school AED is located at the Sports Hall (Code C247XY) and is always accessible by contacting the emergency services.

### In the event of contamination.

For contamination of pool water with for example, faeces, or vomit,

1. Sound one long blast of the whistle asking for the pool to be evacuated
2. Carry out any first aid as required.
3. Contact the Grounds and Gardens manage for further guidance on what action is necessary

### Pool maintenance and contamination emergency contacts;

Pool plant operators	Will Temple	07768 466 361
	Chris Young	07796 148 866

### Other numbers.

Site Security (Custodians)		07879 495 029
Chief Operating Officer	Mark Hart	07768 565 770
Health & Safety Co-ordinator	Andrew Wallis	07920 862 873

### Water contamination removal procedure.

- **Faeces, (solid)** - pool should be evacuated and contaminant removed using appropriate equipment. Once all stools removed pool can be re-opened.
- **Faeces lose or runny stools** - pool should be evacuated, closed and the stools removed, pool should be left to run at least six turn over periods with flocculent added. After the 6 cycles the pool filters should be backwashed and more flocculent added once this procedure is carried out the pool can be re-opened.
- **Vomit and blood** – pool should be evacuated, and contaminant removed using the appropriate equipment once completely removed and the contaminant dispersed the pool can be re-opened.
- **Pool water Clarity** – If the pool water becomes cloudy enough to obscure visibility to the lines in the bottom of the deep end, the pool must be evacuated, and closed. The pool plant operators informed so they can carry out maintenance to correct the problem. This is usually due to high numbers of bathers consistently using the pool, and usually in hot weather.

### Excessive combined chlorine

- Caused by excessive ammonia reacting with the free chlorine in the swimming pool low levels should be maintained with regular freshwater dilution and good quality user hygiene.
- Excessive combined chlorine will cause runny, and stinging eye's, and can affect breathing. These symptoms are not associated with the free and total chlorine levels, and are solely the amount of ammonia, which causes the symptoms.

### **Pool Plant Emergency shut off**

- In case of an emergency where the pumps need to be shut down. The Emergency cut of switches for the pumps are located and marked in the plant room. They are found on the left-hand wall, above the tables and beside the fuse board, marked pump 1 and pump 2.

### **Pool Plant room first aid, and emergency equipment**

- First aid equipment, which includes 1 x first aid kit and 1 x eyewash station are to be found on the back of the plant room door.
- 1 x fire extinguisher is to be found on the back of the plant room door.
- 1 x life jacket is to be found in pool vacuum storage shed.

In the event that a situation arises that is not included in the PSOP the lifeguards are authorised to use their judgment and close the swimming pool. Risk management must be taken by the lifeguards and duty staff unless otherwise instructed.

# 8. EDUCATIONAL VISITS

## 1. INTRODUCTION

King's Ely believes in a broad curriculum and understands that trips away from school can often extend the boundaries of learning. Such visits should:

- enhance pupils' understanding of curricular activities;
- provide opportunities to practise skills;
- develop pupils' social skills.

We also recognise and accept that visits present challenges to the health and welfare of pupils. Educational visits will therefore be planned and operated in accordance with the following whole school policy so that everyone involved understands his or her responsibility to ensure that pupils and staff can participate fully in educational visits in reasonable safety.

This policy should be read in conjunction with the following other school policies:

- Behaviour Policy;
- Child Protection Policy;
- Crisis Management Policy;
- Digital Use Policy;
- Health & Safety Manual (including the first aid policy);
- Missing Child Policy.

## 2. ENSURING UNDERSTANDING OF BASIC REQUIREMENTS

As an employer, King's Ely is required to ensure that its employees are provided with:

- appropriate guidance relating to visits and activities;
- employer-led training courses to support the guidance to ensure that it is understood;
- suitable systems and processes to ensure that those trained are kept updated;
- access to advice, support and further training.

As an employee, staff are required to:

- take reasonable care of their own and others' health and safety;
- co-operate with their employers over safety matters;
- carry out activities in accordance with training and instructions;
- inform the employer of any serious risks.

These duties apply to all school visits. Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

Staff are supported by trained Educational Visits Coordinators (EVCs) in each section of the school. The Heads of Sport also act as Visit Coordinators for their areas of responsibility. The EVCs undertake a formal revalidation at regular intervals. All visit leaders have training and support from the EVC. All new staff have 'visit leader training' as part of their induction programme. Where an employee experiences problems with finding the material they are looking for, or requires clarification or further help and guidance, they should consult the EVC.

## 3. APPROVAL AND NOTIFICATION OF ACTIVITIES AND VISITS

The Principal is ultimately responsible for any trip out of school and will ensure that visits comply with relevant regulations and the school's own health and safety manual.

Miss Hayley Mortimer is the EVC for KES, Mr Andrew Marshall for KEP and Harriet Gervasio for KEA and KEAN. Mrs Rosie Evans (Vice Principals' and Co-Curricular Administrator) is also trained and can offer advice and support. The EVCs assist staff with the organisation of school trips, as well as supporting the sections Heads in the process of approving all trips.

The competence of the visit leader is the key component in ensuring the safety of the participants. Assessment, training and support of visit leaders are a priority of the EVCs.

The approval process and procedures for day, adventurous and residential visits are set out in detail on SharePoint . All School trips have a named leader who must be an employee at King's Ely. The approval paperwork is to be completed by the trip leader. Sport fixtures and trips as part of the weekday activities programme are approved by the Director of Sport who liaises with the EVC.

#### 4. RISK MANAGEMENT

As an employer, King's Ely has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable". This requires that proportional (suitable and sufficient) risk management systems are in place, requiring King's Ely to provide such support, training and resources to its employees as is necessary to implement this policy.

HSE endorse this approach through their "[Sensible Risk Management](#)" and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves. DfE also make clear that they support this approach through their guidance here "[Health and Safety: Advice for Schools](#)".

There is a legal requirement for the risk management process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people. For EYFS, the ratios will be considered as part of the risk management process and recorded on the risk management form <http://www.hse.gov.uk/services/education/case-studies.htm>

#### 5. EMERGENCY PLANNING AND CRISIS MANAGEMENT

A critical incident is an incident where any member of a group undertaking an off-site visit has:

- suffered a life- threatening injury or fatality;
- is at serious risk; or
- has gone missing for a significant and unacceptable period.

All trip leaders are provided with a copy of the King's Ely Guidelines for Action in the Event of an Emergency detailing procedures and contact details for the Crisis Management team. **If at any stage during the visit, the leader has any concerns s/he should not hesitate to contact a member of the Crisis Management team.**

#### 6. MONITORING AND EVALUATION

Any serious incidents (disciplinary/medical etc.) should be reported immediately to the EVC and after each off-site visit; trip leaders should contact the EVC to briefly evaluate the experience.

#### 7. PRE-VISIT ASSESSMENT

##### a) Leaders

It is an expectation that all trip leaders and assistants have been assessed by the EVC as competent to undertake such responsibilities as they have been assigned in line with statutory requirements and best practice guidelines.

## b) Staff

It is an expectation that all staff involved in off-site activities have assessed by the trip leader in conjunction with the EVC as competent to undertake such responsibilities as they have been assigned in line with statutory requirements and best practice guidelines.

Staff competence in first aid, minibus driving, lifesaving etc. may also be needed, depending on the activity. Volunteers will also require induction training and, where necessary, a Disclosure and Barring Service (DBS) check. Training requirements should be identified as part of the risk management process.

## c) Adventurous Activities

King's Ely acknowledges the immense educational benefits that adventurous activities can potentially bring to young people, and fully supports and encourages adventurous activities that are correctly planned, managed, and conducted. Competences to lead outdoor activities should be demonstrated by holding the relevant National Governing Body (NGB) award where it exists. Where there are queries, regarding the competencies/experience required the EVC will contact outdoor professionals for advice.

## d) Centres and Providers

All centres and providers used by the school for the provision of adventure activities will hold a current Adventure Activities Licensing Authority (AALA) licence. All reasonable checks should also be made to ensure the integrity of providers before a booking is confirmed, and references should be sought (preferably from similar educational establishments to King's Ely).

## e) Preliminary Visits

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. The EVC will advise on this in each specific case. A pre-visit is usually required for visits where there is a high complexity factor and the visit has not happened previously.

## 8. SUPERVISION

In general terms, the law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is "effective". Effective supervision should be determined by proper consideration of:

- Staff competence;
- Activity - nature of the activity (including the type of activity, duration, skill levels involved);
- Group - age of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics);
- Environment - location of the activity, as well as the time of year and prevailing conditions;
- Distance away from the school.

However, as an exception to the above, Ofsted and DfE guidance prescribe specific ratios for Early Years Foundation Stage (EYFS). The EYFS ratios are 1:3 for one-year olds, 1:4 for two-year olds, 1:8 for 3- and 4-year olds - this is always our absolute minimum, but most trips have higher supervision, depending on the nature of the trip

For Years 1 -13, we adhere, in normal circumstances, to the following recommended staff to pupil ratios for general visits and off-site activities (for high-risk activities, higher ratios will be considered):

Ratio	Pupils' Year Group
1:6	1- 3 inclusive (with a higher ratio for the under 5s)
1:10	Years 4 – 6
1:15/20	Years 7 upwards (with a larger ratio permitted for over 16s)
1:10	All visits abroad



## 9. INSURANCE FOR OFF-SITE ACTIVITIES AND VISITS

The School holds comprehensive travel insurance for staff and pupils, vehicles, and drivers used for all pupils are insured. Details of the Policy are held by trip leaders and available to parents upon request.

## 10. INCLUSION

Every effort should be made to ensure off-site activities and visits are available and accessible to all; irrespective of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex; sexual orientation<sup>1</sup>.

## 11. MEDICAL

Before departure, the trip leader will collect details of pupils' and staff medical or special educational needs. The Medical Centre will supply a list of pupil medical details prior to each trip. Parents should inform the trip leader of any recent developments.

Any specific student medical issues are to be included in the trip risk management planning.

It is desirable that all staff-supervising students on a school trip have knowledge of appropriate first aid.

The medical centre requests that:

- Final lists of pupils going on trips are emailed to the medical centre at least one week before collection of kits.
- Only staff who have completed the medication training may collect trip kits and administer medication on trips.
- The trip bags AND the red folder provided should be returned to the medical centre as soon as possible.
- If the trip kit contains epi-pens, it is essential they be returned to the medical centre as soon as the trip has returned.

## 12. PLANNING

Planning should reflect the consideration of legal and good practice requirements, ensuring that:

- The plan is based on King's Ely procedures;
- All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process;
- Parents and/or guardians have given their consent to their child accompanying a trip having been made fully aware of the supervision procedures, potential risks, and the fact that, if their child misbehaves, they may be required to make arrangements to get them home. They should realise that other sanctions may be imposed, especially in the interests of safety of the pupil or other members of the party. Prior to any overseas trips, parents are invited to attend a meeting with the group leader;
- There are contingency arrangements (in the event of unfavourable weather conditions, transport breakdown or other failure or in the event of a pupil having to be sent home) and emergency procedures (including contact details and permission for emergency medical treatment if the parents cannot be contacted);
- An Educational Visit Summary giving details of the trip including all contact numbers has been completed, is held by all accompanying adults and is displayed in the school office (KEP)/ trips board (KES/KEI)/ staff room noticeboard (KEA/KEAN);
- Careful thought has been given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements **must** be followed. Please refer to the Driving, Safety and Supervision on School Journeys document;
- The appropriate passports and visas have been obtained.

## 13. CONSENT

14. Almost all trips require communication with parents as specific information needs to be given on timings, equipment etc. and consent to payment gained. The only exception is for short/local visits as part of a lesson.

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<sup>1</sup> Protected Characteristics: Equality Act 2010

## Other Journeys

### Walking

#### a) To the Cathedral

- In the case of King's Ely Prep, year's three to six should walk together as larger groups, supervised by an adult. Years seven and eight may walk in smaller groups, with staff spread amongst the children.

#### b) To the playing fields

- Access to playing fields nearest to the school site is regulated by sports staff
- Buses are used to transport students from Barton Square to the Amherst Field. The bus stops on the Amherst Field side to allow students to exit the bus without needing to cross the road. (N.B. there is a walking assessment in place if students do need to walk to the Amherst field)

#### c) To the river

- In the case of King's Ely Prep, children should always be closely supervised when walking to the river. Staff should give firm instructions when crossing roads and boundaries must be explained when in Jubilee Gardens. Staff should be spread amongst the children

#### d) King's Ely Acremont Children - Walking in Ely

- Children must be briefed about standards of behaviour and relevant safety rules before embarking on the walk. For example, they need to be reminded not to run into the road after hats on a windy day.
- After placing the children in twos, a head count must be carried out at the beginning and as required, during the walk
- An adult should be at the front, back and middle of the line
- An adult should walk alongside the children on the side nearest the road
- The adult leader must walk at a pace suitable for the children to avoid them running and tripping, and to prevent gaps widening
- The safest route via Downham Road should always be taken when venturing into the centre of Ely and visiting the Cathedral
- Designated crossings must be used where possible, and an adult must be placed in the centre of the road until all children have reached the other side
- A first aid kit must always be taken
- Inhalers and medicine for children with medical conditions must be packed

Children will need to wear sun hats and sun cream in hot weather

## 9. DRIVING SCHOOL VEHICLES

### GENERAL POINTS RELEVANT TO ALL DRIVING.

- Drivers must be medically and legally fit to drive
- Drivers must be over the age of 21 and no more than 75 years of age. Any driver reaching the age of 70 must renew their license and D1 entitlement
- You must observe all speed limits relevant to the vehicle you are driving and be aware of weather and road conditions
- Do not overload the vehicle, only 1 person per seat. Ensure luggage and passenger weight is evenly distributed and does not exceed the vehicles permitted weight
- Mobiles phones must never be used by drivers whilst driving any school vehicle or vehicle carrying school passengers whilst on school duty, including via Bluetooth. This policy applies to all colleagues, irrespective if you are driving a passenger vehicle with students / staff on board or a support vehicle / van
- For a driver to make or receive a call or send / read a text message, a safe place must be found to pull off the road, stop and switch off the engine, before using any mobile telephone
- The use of a Mobile Phone for Navigation purposes only is permitted, as long as:-
  - The phone is fixed in a cradle, with the display on the mobile screen or the mobile device stowed elsewhere in the vehicle and connected to the vehicle's infotainment system, via a cable or Bluetooth connection
  - The route has been pre-set and enabled, before the journey commences
- You must not drive if under the influence of alcohol or illicit drugs. You must take account of the 'morning after effect'. Over the counter medicines may impair concentration
- Seat belts (drivers and passengers) must always be worn
- Avoid distractions, always concentrate when driving
- If two drivers are present, change driver at least, every two hours. Share driving with a second person if the driver has already worked for more than eight hours that day (excluding breaks)
- If you are the sole driver, a common-sense approach should be taken. One or two breaks, totalling at least 45 minutes in any 4.5 hours of actual driving, must be taken
- Familiarise yourself with the operation of all controls within the vehicle and the emergency instructions in the vehicle packs. Ask if unsure about anything before driving
- Read the 'Driving School Vehicles' Risk Assessment available in the vehicle folder
- All drivers must have passed the school's driver assessment test, for the appropriate vehicle, with an external assessor, if they are driving a school minibus
- All drivers must have formal written approval, to drive a school vehicle (i.e. are on the 'Authorised Driver' list)
- All drivers must inform the Transport Manager of any driving incidents, penalty points / driving convictions or if a driver has a medical condition that a doctor or the DVLA deems them unfit to drive
- All drivers must request a re-familiarisation briefing, if they have not driven a minibus for a long period, e.g. more than a year or at any time if they don't feel confident

## **DRIVING SCHOOL MINIBUSES**

The information below relates to driving minibuses (11 to 16 passenger seats) in the UK. These rules combine the VOSA \ DVLA regulations with additional conditions required by School Policy and by our Insurers. All school minibuses have an annual class 5 MOT, for PCV (Passenger Carrying Vehicle).

**Note: driving abroad (EU):** Minibuses can only be driven outside the UK by a person holding a PCV category D1 or D licence. The vehicle must be fitted with tachograph, which must be used by each person driving the vehicle (to keep a log of driving hours). Check with the Transport Manager at least 14 days in advance of the scheduled departure, if you plan to drive a minibus outside the UK.

### **Driving Speed Limits**

- Drivers are instructed to follow the mandatory speed limits. These are displayed in the Minibuses

#### ***When driving a school vehicle (up to 9 seats - 4x4 and cars)***

- Single carriageways: 60mph
- Dual carriageways: 70mph
- Motorways: 70mph
- Maximum Speed: 60mph if towing a trailer

#### ***When driving a school vehicle (up to 12 seats), excluding 4x4 and cars***

- Single carriageways: 50mph
- Dual carriageways: 60mph
- Motorways: 70mph (60mph if towing a trailer)

#### ***When driving a school vehicle (More than 12 seats):***

- Single carriageways: 50mph
- Dual carriageways: 60mph
- Motorways: 70mph (60mph if towing a trailer)

- School 12- & 17-seater Minibuses are limited to 62mph, eliminating the possibility of exceeding the national speed limit on a motorway.
- Speed Limit information is displayed in minibuses

### **Section 19 Permit for Minibuses with 12-17 seats**

The school uses the Section 19 Permit system. This permit is issued to groups who do not operate for profit. The Section 19 Permit removes the need to hold a PCV category D licence if certain conditions are fulfilled. These permits are not transferable to another organisation using our vehicles, but we can transfer the permit to hired vehicles of the same type.

- The rules covering the driver licensing requirements depend on the size and weight of the vehicle and when the driver passed their test. Drivers who hold a passenger carrying vehicle (PCV) driver's licence, a PCV Community licence or a Northern Ireland licence corresponding to a PCV driver's licence, can drive and be remunerated for driving a vehicle of any size.

### **Vehicles with 7 or fewer seats:**

- Drivers must have held a full licence category, B (cars), for at least 2 years and must be 21 or over.

### **Minibuses with 12 to 17 seats:**

Different conditions apply, depending on when the driver obtained a full licence to drive vehicles in category B (cars).

### **Drivers granted a full licence to drive vehicles in category B (car, not automatic) before**

## 01 January 1997

- These drivers were automatically granted additional entitlement D1, to drive a small bus not used for hire or reward (condition '101' shown against the D1 on the driving licence). For as long as they hold D1 entitlement, these drivers may drive a small bus (up to 16 passengers) of any weight, used under the Section 19 Permit. There is no restriction on them receiving payment.
- On reaching the age of 70, the driver will need to renew their car licence. They can also apply to the DVLA to renew the D1 entitlement, but will need to take a compulsory medical examination, as they must meet required health standards. They can continue to drive a small bus under a permit on the same conditions as before, if they pass the medical examination. The renewed car licence and D1 entitlement are normally valid for 3 years.

## Drivers who passed their car test on or after 01 January 1997

Drivers who passed their car test on or after 01 January 1997 are not granted D1 entitlement. Category B entitles them to drive a small bus (12 seats or less) under the Section 19 Permit, but only if all the following conditions are met:

- They have held a full category B car licence for at least 2 years
- They receive no payment or other consideration for driving, other than out-of-pocket expenses
- The vehicle has a maximum gross weight, not exceeding 3.5 tonnes (4.25 tonnes including specialised equipment for the carriage of disabled passengers)
- For drivers aged 70 or over, that they don't have any medical conditions which would disqualify them from eligibility for a D1 licence and their license is valid
- No trailer is being towed
- Where the driver's licence only authorises the driving of vehicles with automatic transmission, that only a vehicle with automatic transmission is used

## Driving hours

- Plan to minimise driving during normal sleeping hours
- When driving before 6am or after 10pm, this should be for short trips only (maximum 2-hour duration)
- Ensure no early morning driving follows late-night working and / or driving with a minimum of 10 hours off duty / rest

## King's Ely Policy on Towing (Applicable for passenger vehicles, not vehicles used by the Grounds / Gardens / Maintenance departments)

*For clarity, the policy is divided into 2 sections*

- Firstly, for driving the 16-Seater Minibus and towing the Compact Trailer
- Secondly, for driving the Toyota Hi-Lux vehicles or other cars, with the rowing, compact, kayak or canoe trailer.  
**This is a King's Ely Policy and does not necessarily mirror what one is legally allowed to do, as a qualified driver**

## 17-Seater Minibus (16 passenger seats) + Compact Trailer (Max combined weight of trailer 750kg)

To drive this minibus, you either need to have:

- Completed a D1 course, **or**
- Obtained your license before 01 January 1997, which means that you are granted a D1 (with a 101 exemption) and D1E, license code

## King's Ely policy restricts who can drive the 17-seater minibus and be able to tow and the maximum weight, that one is able to tow:

- a) The maximum weight that King's Ely will allow to be towed, is 750kg. This is irrespective, even if one holds an advanced driving qualifications such as PSV or PCV license
- b) The **only** trailer that can be towed, is the 'Box Trailer', which weights approximately 400kg. This then allows for the maximum weight of suitcases / equipment to be 350kg and a combined weight of 750kg

### **Irrespective of what the DVLA allow, the only drivers that are allowed to drive the minibus and tow are:**

1. Drivers that can demonstrate that they have extensive experience of towing. This needs to be approved, in writing, by the Transport Manager
2. Drivers who have been approved by the Transport Manager to be eligible to tow, as they have completed an Assessment, which has been organised by King's Ely
3. Noneligible drivers, even without passengers, are not allowed to tow, with the 17 seater Minibus

### **To drive a King's Ely car or 12-seater Minibus**

- a) To drive a school vehicle, you are required to hold a full, valid Driving License.
- b) If you obtained your license after 01 January 1997, you have a category BE code on your licence.

### **To drive a King's Ely 17-seater Minibus**

If you obtained your license prior to 01 January 1997, you were granted a D1 (with a 101 exemption) and a D1E license code.

- King's School restricts who can drive the Hi-Lux vehicles, or any other vehicle owned by the school and tow. Those that are allowed to tow, can tow any trailer if it does not exceed 3,500kg or the Towing Capacity of the vehicle, which is determined by the type of trailer used i.e. braked or un-braked
- Irrespective of what the DVLA allow, the **only drivers** that are allowed to drive the Hi-Lux or any other school vehicle and tow are:
  - a) Drivers that can demonstrate that they have extensive experience of towing. This needs to be approved, in writing, by the Transport Manager
  - b) Drivers who have been approved by the Transport Manager to be eligible, as they have completed an Assessment, which has been organised by King's Ely.

### **Practising to Tow**

If you wish to receive 'training' to tow, either in a 17-seater minibus, or in a King's Ely truck / car, please contact the Transport Manager

- Any such 'training' will be usually provided by a colleague within the transport department, who can demonstrate that they have suitable experience, to provide such training, but do not necessarily hold a qualification to instruct

### **Further Requirements when towing a trailer**

- In the event of an accident, it is likely that the trailer will obstruct the rear doors. The law prohibits the towing of a trailer unless all the passengers of the vehicle have access to an exit on the nearside of the vehicle. In effect this means that access to a separate side door other than the front passenger seat will be required if a trailer is being towed, as the front nearside door alone is not judged to offer adequate egress to all passengers
- The number plate on the trailer must correspond with the towing vehicle
- For any trailer over 750kg a breakaway chain must be used, which will activate the handbrake should the coupling break
- All trailers should be serviced and checked at least annually, and the check needs to be carried out by qualified motor engineer
- Trailers and vehicles should be loaded carefully, with weight distributed evenly and thought about route planning, gradients, terrain, etc.
- All trailers should be driven within the specific speed limit and road conditions:
  - Built-up areas: 30mph
  - Single carriageways: 50mph
  - Dual Carriageways: 60mph
  - Motorways: 60mph
- Trailers and vehicles should be loaded carefully, with weight distributed evenly and thought about route planning, gradients, terrain, etc. The following checks must be done on each trailer, before commencing any journey
  - Trailer – Pre-use check

- Visual inspection – No visual defects
- Tyre condition
- Tyre pressure
- Jockey wheel – in working order and lockable
- Break chain attached
- Number plate matches vehicle
- Trailer lights working correctly
- Power Lead is secured off the floor but with sufficient slack for cornering
- Vehicle mirrors adjusted to see the length of the trailer
- **Loading**
  - Load is evenly packed including sufficient nose weight (50kg)
  - Is the coupling height correct? i.e. Not excessively nose down or nose up
  - Load is secure

### **Checking vehicles before use**

- a) **Daily Checks** - On any given day the first person to drive a vehicle must complete the 'Daily Check List'. These checks include:

- Lights, brake lights, indicators, brake function, tyres pressures and condition
- Seat belts are working
- There are no dashboard warning lights
- Screen wipers and washers
- Fuel level is more than half
- Emergency contact details are available
- Section 19 permit is displayed
- Vehicle is clean and free of rubbish

- b) **Weekly Check** – At the start of each week or if the vehicle has not been driven for 7 or more days, you must complete the Weekly Engine Compartment Checks, before commencing the journey. These include:-

- oil, coolant, brake and windscreen washer levels. Top up as necessary
- hoses and belts
- that an ice scraper, warning triangle and hi-vis vest are available

### **Tyre Pressures**

A visual check must be done before each journey. Tyre pressures are checked weekly, by a member of the Transport Team, if the vehicle is located on site.

### **Faults Found**

Any fault discovered, which may affect the vehicle or passengers' safety **MUST BE REPORTED IMMEDIATELY TO THE TRANSPORT MANGER. THE VEHICLE MUST NOT BE USED.**

### **Checking vehicles after use**

Drivers must ensure that:

- Lights are off and handbrake is on
- The vehicle is free of all rubbish /and student belongings
- Any internal /external damage is reported
- If the fuel level is less than half full, **YOU MUST** refill the vehicle before returning the keys
- If the First Aid kit has been used report to the Transport Manager when returning the keys
- Windows are closed and all doors are locked

## **Supervision of pupils / passengers:**

### ***Before the journey:***

- Plan breaks - avoid long spells of driving when children might get bored and restless
- Only allow passengers to board when the vehicle is at a standstill and safely parked
- Ensure children are supervised when boarding the vehicle
- Where KEA and KEP pupils are being transported, an assessment should be made as to whether a second adult is required, to travel in a supervisory capacity by the trip organiser
- Check nothing is caught in doors that all luggage is secure and gangways and exits are clear
- All passengers are wearing correctly fitted seat belt / child seat (see separate guidance on use of child seats within vehicles with eight passenger seats or less)
- Children should not sit in the front seat if they are the only passenger

### ***During the journey:***

- Ensure passengers do not distract the driver with their behaviour. If there is a need to do so, stop the vehicle in a safe place and resolve the issue(s) causing driver distractions before continuing the journey
- Approach each stop slowly and with care
- Inform the school of delays so that information can be passed to parents. Each school minibus has a mobile telephone for this purpose (although it must not be used whilst driving the vehicle)
- If there is a risk of fire, evacuate the vehicle and move occupants to a safe place

### ***In the event of an emergency or breakdown on a motorway:***

- Stop where possible on the hard shoulder, as far away from the carriageway and passing traffic
- Make sure passengers are evacuated with care, to the other side of the crash barrier, irrespective of the weather conditions as swiftly as possible. Follow the additional guidelines in the document 'Protocols for Incidents in Transit with School Vehicles', found in the folders within each vehicle, as well as the Vehicle Pouches
- Further guidelines are provided in 'Vehicle Emergency Procedures Guidelines' document, held in vehicle packs

### ***At the destination:***

- Supervise children when leaving the vehicle
- Never allow passengers to leave until the vehicle is at a complete standstill and safely parked
- Take care when reversing
- Do not leave children alone if no one has come to collect them
- Report problems or incidents that occurred during the trip to the Transport Manager.
- Clear the vehicle of rubbish

## **Use of Seat Belts, Child Restraints and 'Booster' / Child Safety Seats**

### **The driver is responsible for ensuring that:**

- All passengers are wearing seat belts and they are appropriately adjusted according to the height of the passenger
- Children under 3 years of age use an appropriate child restraint (baby seat, child seat, booster seat or booster cushion); Children aged between 3 and 11 years, and less than 1.35 metres tall or below 36kg use an appropriate child booster seat or adjustable seat belt  
See: [www.gov.uk/child-car-seats-the-rules](http://www.gov.uk/child-car-seats-the-rules) for more information
- By law, booster seats are only required in vehicles with less than 8 seats and there are exemptions where there is an emergency need to convey the passenger, but no booster / safety seat is available

## **DRIVING PUPILS IN SCHOOL CARS (NOT MINIBUSES)**



For these purposes, a car is defined as a vehicle under 3,500kg and 8 passenger seats. These vehicles can be driven on a normal car (category B) licence, regardless of the date the licence was issued. The same rules apply as for minibus driving, except that the driver only needs to be at least 21 years old, and the license only needs to have been held for 12 months (for insurance purposes).

Furthermore, as per the King's Ely Safeguarding Policy, staff must not give lifts to individual children except in exceptional circumstances and, if they do so, the child should sit in the rear seat if there is only one passenger and the member of staff must always do their utmost to inform another adult, preferably a parent / HsM, DSL or DSO, that this is happening.

### **DRIVING OTHER SCHOOL VEHICLES – UTILITY VEHICLES (UP TO 3,500kg e.g. Transit Vans)**

These vehicles can be driven on a normal car (category B) licence. The rules for driving these vehicles without pupils are below. Our insurers insist those driving such vehicles must.

- Be at least 21 years old and if over 70 only by permission from the Transport Manager
- Have held a full driving licence for at least 1 year
- Have provided a DVLA license printout to the Transport Manager
- Have received written confirmation that they are now on the 'authorised driver' for specific vehicles

*Where the Transport Manager deems it necessary, drivers of school vehicles may be required to complete an independent driving assessment.*

### **DRIVING PUPILS IN STAFF-OWNED CARS**

The school has an additional insurance policy covering staff when carrying pupils in their own vehicles whilst on school business. Staff may receive mileage expenses at the standard school rate but otherwise must not receive hire or reward.

Staff must ensure that the car they are using to transport pupils is roadworthy taxed, insured and has a current MOT. Furthermore, as per the King's Ely Safeguarding Policy, staff must not give lifts to individual children except in exceptional circumstances and, if they do so, the child should sit in the rear seat if there is only one passenger and the member of staff must always do their utmost to inform another adult, preferably a parent, that this is happening.

### **FURTHER INFORMATION SOURCES**

Further information about driving license categories, weights of vehicles, child safety seats and Section 19 Permits can be found via the following web links:

<https://www.gov.uk/driving-licence-categories>

<https://www.gov.uk/vehicle-weights-explained>

<https://www.gov.uk/child-car-seats-the-rules>

<https://www.gov.uk/child-car-seats-the-rules/when-a-child-can-travel-without-a-car-seat>

<https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport>

### **OTHER JOURNEYS**

#### ***Use of Taxis, Coaches and Public Transport for organised school trips***

Taxis are sometimes booked by the school and used by pupils, particularly when travelling to and from airports at the start and end of each term. Coaches are also hired when needed to transport pupils on school excursions. These arrangements should be made via reception to ensure that only authorised companies are used. The coach and taxi drivers are all DBS checked by their employers who then write to us confirming that a satisfactory check has been received.

When travelling by coach or occasionally by public transport (such as the train to London), pupils are always accompanied by members of staff. The number of staff members will always be adequate for the number of pupils being transported and is approved in advance by the relevant Educational Visits Co-ordinator.

### **CONTROL OF VEHICLES ON SCHOOL SITE**

To ensure the safety of pedestrians on site, it is important that suitable controls are in place, to reduce the risk created by a pedestrian 'coming into contact' with moving vehicles and that the vehicles are suitably controlled to reduce the likelihood of an incident whilst on site. To facilitate this, the school has created a risk assessment (Movement around School Site Risk Assessment), which assesses the foreseeable risks that are created; the following controls are in place and to reduce these risks as far as reasonably practicable.

- Speed restriction signage and traffic management signage across the school site
- Clear road markings and speed bumps
- Pick up and drop off areas
- Pedestrian only areas to reduce vehicle / pedestrian contact
- Crossing points for safe access across roads
- Suitable outside lighting
- Crossing patrol person to control traffic at the top of Back Hill at specific times of day and special events to create a safe route for KEP pupils
- Marshalling of student pick up times when staffing allows
- Marshalling of special event
- Reminders sent to staff regarding safe driving
- Reverse buzzers on school maintenance vehicles
- Speed activated road sign

# 10. HAZARDOUS SUBSTANCES

## 10.1 COSHH ASSESSMENT

### Definitions

Substances that are 'hazardous to health' include substances labelled as dangerous (i.e., Acute toxic, explosive, flammable or corrosive) under other statutory requirements, agricultural pesticides and other chemicals and substances with occupational exposure limits. They also include harmful micro-organisms and substantial quantities of dust and indeed any material, mixture or compound used at work, or arising from work activities, which can harm people's health.

### Assessment

- An assessment is required to identify all hazardous substances, which are used at each location. All cleaning products and other potentially hazardous products are listed and a copy of these will be held in departments, all hazardous products have been identified.
- All chemicals are purchased from approved suppliers and no other hazardous substances can be used under any circumstances.
- We have endeavoured to find the least hazardous chemical for each specific task - and we will substitute less hazardous chemicals if and when these become available. We rely to a large extent on the manufacturers and suppliers of these products to keep us abreast of new developments.
- The safety data sheets, which are always easily accessible, detail specific information about each of these substances. Our policy is to up-date this information whenever new information is provided by our suppliers, or whenever a new product is purchased.

### Staff Information

All staff who use these chemicals have been informed about the hazards - and know where to find information about each product should this ever be required. Staff training and information is provided on these products on a regular basis relevant to the department i.e. Science, Design and Technology, Art, Domestic, Grounds.

### Personal Protective Equipment (PPE)

- PPE (e.g., gloves) will be available for staff. All PPE will be kept in good condition and replaced as necessary.
- Hands should always be washed after using chemicals.
- Any cuts should be properly covered with a sterile waterproof plaster (in food preparation areas a blue waterproof plaster should be used), and then disposable gloves worn, before handling any chemical.

### Supervision

**Department Heads** must supervise staff especially those who have only recently been trained to ensure:

- they are using chemicals in the correct way
- PPE is worn where appropriate

## **Pesticide Use**

All chemicals which fall under the Control of pesticides regulations 1986 to include; Herbicides, fungicides, insecticides and algacides and those which are used by the school will be safely and securely stored under lock and key except when being manipulated. The person(s) responsible for the use of pesticides will have been on an approved course and hold a certificate of competence issued by the National Proficiency tests council for that specific task and will include the safe handling and storage of chemicals as a minimum. Only persons with relevant qualifications for the task being carried out as risk assessed will be allowed to use such chemicals. Any other use must be under the supervision and direction of a qualified person.

National Proficiency tests council; Tel 01203 696553; Fax: +44 (0) 24 7669 6128, Email: [information@nptc.org.uk](mailto:information@nptc.org.uk)  
Tel.No..

## **Science Teaching**

### **Experimental safety**

The method of conducting all experiments in the curriculum will be according to the standards laid out by CLEAPSS in their laboratory Hazcard, 'Practical Procedure' documents or third-party worksheets. CLEAPSS information available at <http://science.cleapss.org.uk>

The chemicals used will be according to the recommended restrictions in CLEAPSS 'Chemical stocklist' document E233.

### **Eye protection**

The School recognise that eye protection is a difficult matter. Note is taken of the guidance in section 3.2.2 of the CLEAPSS Laboratory handbook. However, it is understood that complete protection for the pupils will be available only if box goggles manufactured to EN166 are provided and worn.

### **Fume cupboards**

It is the policy of the School that fume cupboards will be assessed once a year. This will conform to the 14-month requirement for the examination of engineering controls under the COSHH Regulations.

The minimum standard required by the Department of Education and Science is a flow rate of 0.3M/sec with the sash at its maximum working height and the difference between the greatest/least and the mean air velocity below 30%. Saturation measurements should also check on any fume cupboards fitted with a filter system.

### **Chemical Storage**

It is the policy of the School that chemical storage will be along the general lines of that laid out in the CLEAPSS Laboratory Handbook and guides

### **Microbiology**

It is a policy of the School that all microbiological experiments will be assessed and categorised in accordance with CLEAPSS Microbiology Guides. The School will ensure that techniques and precautions appropriate to the level will be adopted as in CLEAPSS guides GL270 to GL283.

The treatment of contaminated equipment, treatment of spillages and disinfection procedures will be in accordance with the above guides .

## **10.2 THE USE OF RADIATION**

### **Radioactive Sources**

It is the policy of the School to comply with the Ionising Radiations Regulations 2017 in full.

The School will use the radioactive sources as required by the science curriculum and will not carry out independent experiment outside the standard syllabus.

The Head of Physics is appointed as the RPS (Radiation Protection Supervisor) and the RPA (Radiation Protection Advisor) for the whole school is:

Jon Fear BSc (Hons), MSRP, MISTR

T: 020 759 43045

M: 07711 684 746

E: [j.fear@imperial.ac.uk](mailto:j.fear@imperial.ac.uk)

W: <http://www3.imperial.ac.uk/safety>

The Head of Physics will be responsible for producing the local rules necessary under the Ionising Radiations Regulations referred to above and in formulating these local rules reference will be made to the guidance provided by CLEAPSS.

### **Radon**

Radon is a colourless, odourless, radioactive gas that occurs in rocks and soils, some building materials and water. The ground is the most important source as radon can seep out and build up in houses and indoor workplaces. The highest levels are usually found in underground spaces such as basements. High concentrations are also found in some buildings because warm air rising draws radon from the ground underneath buildings to enter through cracks and gaps in the floor. Radon produces a radioactive dust in the air we breathe. The dust is trapped in our airways and emits radiation that damages the inside of our lungs. This damage, like the damage caused by smoking, increases our risk of lung cancer.

King's Ely is located in a low-risk radon area with 'less than 1% of homes above the action level'. Measuring of basement areas was completed in February 2023 and confirmed that radon levels are below the action level of 300 Bq m<sup>-3</sup> as an annual average. Monitoring of these area will be repeated on a 10 yearly basis.

## **10.3 MANAGEMENT OF ASBESTOS**

### **Introduction**

Asbestos is no longer manufactured in the UK and is not used in new building materials. However, it has been used extensively in the past for many purposes and may be present in areas such as roofing, floor and ceiling tiles, cement cladding, gutters and pipe lagging. The risk from asbestos comes from inhaling its fibres, which can cause cancer in the chest lining and lungs. If asbestos fibres do not become airborne, e.g., if the asbestos is in good condition and not disturbed, exposure does not occur. People in the building and maintenance trades can be inadvertently exposed when working in buildings. This can lead to repeated exposure, which may be high depending on the tools being used.

### **Identification**

Management surveys and refurbishment and demolition surveys are being carried out around the school on a priority basis to identify the location of asbestos containing materials. This is being carried out by Walker & Turpin Consultants Limited. A management survey involves a minor intrusive inspection of premises to identify asbestos containing materials and sampling of these suspected materials to confirm if they contain asbestos. When major refurbishment work takes place, a refurbishment and demolition survey is carried out. This involves a fully intrusive survey of the buildings materials to identify asbestos containing materials and sampling of these suspected materials to confirm if they are asbestos containing materials. A level 1 inspection was carried out by Alpha Materials Assessment Ltd in 2004. This was a non-invasive survey of all premises, which was carried out to find out if there is asbestos, how much, and in what condition. All materials that

cannot be ruled out should be presumed to contain asbestos. The findings of the survey are all contained in the Asbestos Risk Register held in the Administration Office.

### Asbestos Register

A detailed and accurate record of the findings of the survey are kept in the Administration Office highlighting whether asbestos containing materials are present, where they are located, what condition they are in and what type of asbestos is there (if known). This register is also available online to relevant support staff and distributed to contractors where relevant.

### Risk assessment

Overall buildings of King’s Ely where it has been shown asbestos is present, or liable to be present, a standardised assessment has been carried out by Walker & Turpin Consultants Limited to produce a ranking of materials which reflects the risk they present to people working on or near them. This will be reviewed annually or when work takes place within the specific property.

A standardised assessment approach based on that suggested by HSE in HSG264 will be used.

The assessment will consider the **hazard** the materials present to human health in terms of their likelihood of releasing fibres into the environments. The potential for fibre release can be determined by these factors (material assessment)

- Extent of damage/ deterioration
- Surface treatment
- Product type
- Asbestos type

The **risk** they present to people working on or near them can be determined by considered these factors

- occupant activity
- likelihood of disturbance
- human potential exposure
- maintenance activity

Any asbestos removal or encapsulation works risk assessments will be retained for 40 years

### Management Plan

The Chief Operating Officer and Clerk of Works prepare and implement a plan setting out how the risks from any asbestos found will be managed based on the following.

<b>Good condition</b>
<ul style="list-style-type: none"> <li>• Monitor condition yearly</li> <li>• Employees, contractors, and other workers likely to disturb material informed</li> </ul>
<b>Minor damage</b>
<ul style="list-style-type: none"> <li>• Repair or encapsulate material</li> <li>• Monitor condition of material 12 monthly</li> <li>• Employees, contractors, and other workers likely to disturb material informed</li> </ul>
<b>Poor condition</b>
<ul style="list-style-type: none"> <li>• Remove by licensed contractor</li> </ul>
<b>Asbestos disturbed</b>

- Remove by licensed contractor

If the assessment indicates that any repair or removal work needs to be done this will be prioritised and carried out by a specialist/licensed contractor.

Where asbestos containing material is in a sound condition, as identified in the condition survey, it will be left in place. Checks will be carried out to ensure that the material remains in a safe condition at a frequency dependant on the likelihood of damage (to be determined for each situation – each term or yearly). Records to be kept with the Asbestos Risk Register.

Our policy is to remove asbestos where possible.

#### Accidental Disturbance or Discovery of ACMs

If during the course of any work ACMs are accidentally disturbed or it is suspected that previously unknown ACMs are discovered the work must be stopped immediately. The room/ area must be evacuated and warning signs put up to ensure that nobody enters.

The Chief Operating Officer will be notified and will co-ordinate with the Clerk of Works and Health and Safety Coordinator to take appropriate action. Guidance is available from the HSE at:  
<http://www.hse.gov.uk/pubns/guidance/em1.pdf>

If it is the case that known ACMs have been accidentally disturbed a specialist consultant should be appointed to assess the damage and recommend the course of action to take.

If it is suspected that previously unknown ACMs have been discovered a specialist consultant will be appointed to identify and, if necessary, analyse the material. If it is confirmed that the material contains asbestos the advice of the consultant should be followed to address the risk.

Following the disturbance or discovery of any ACMs the relevant Asbestos Register, Risk Assessment and Management Plan are updated accordingly.

If the release or escape of fibres into the air were of a sufficient quantity to potentially cause damage to health, then the Chief Operating Officer will complete a notification to the Health and Safety executive as per the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

#### **Information**

Information about the location and condition of asbestos containing materials will be provided to employees, building maintenance contractors, and other visiting contractors including telephone/computer engineers. They will be told that there are potential risks to their health if they disturb it and of the possibility of coming across hidden asbestos materials.

Contractors are not permitted to start work before they are given the relevant information on any asbestos present and are issued with a permit to work.

## **KING'S ELY MANAGEMENT OF ASBESTOS**

The management of asbestos is controlled by King's Ely to protect its students, employee's, contractors and visitors and the School takes all practicable steps to manage asbestos effectively and safely.

### **Policy**

Management of Asbestos is included in King's Ely Health and Safety Manual, which is available to all staff. This allows the school to heighten awareness of how asbestos is managed.

### **Risk Assessment**

King's Ely has risk assessed asbestos within the school and this is included in the health and safety manual to allow all staff to see the risk assessment. Asbestos has been highlighted in department risk assessments where it may be a potential hazard to employees.

### **Asbestos Register**

King's Ely keeps an asbestos register, which consists of a type 1 survey, a rolling programme of management surveys and refurbishment/ demolitions survey where major works have taken place. The asbestos register is stored in the Administration Office and available to all staff and contractors that work on site.

Where major refurbishments are planned, a refurbishment/demolition survey is to be carried out.

### **Specialist contractors**

King's Ely has two specialist contractors on its approved contractors list that are licensed to survey or remove asbestos (Walker & Turpin Consultants and Alliance Asbestos Removal).

### **Control of Contractors**

King's Ely ensures the contractors are safely co-ordinated whilst working for King's Ely, by ensuring that work is planned correctly, contractors have an acceptable level of competency, permits to work are issued where necessary, and the work is monitored and reviewed whilst being carried out.

### **Permit to Work**

A permit to work system is in place to ensure that both the school and contractors are aware of the risk involved within the specific task and that adequate controls have been implemented to control these risks.

### **Waste Transfer**

Waste transfer notes are collected from the specialist asbestos contractors to ensure that the hazardous waste is correctly disposed.

### **Training**

The School has completed a programme of asbestos training, which includes management of asbestos and asbestos awareness training for the Maintenance, Custodians and ICT Departments.

### **Asbestos Protocol**

1. Identify areas of the school that contain asbestos by consulting the asbestos register before work commences.
2. If asbestos is suspected to be present but not identified in Asbestos Register do not disturb and inform your Line Manager who will notify the Chief Operating Officer/Clerk of Works.
3. Works should not take place on suspect material until a survey has taken place and confirmed its contents or the work has been appropriately planned and controlled.



## RISK ASSESSMENT

Area or Activity	Whole School Site
Who might be at risk?	Contractors, Maintenance Department, Custodians, General Staff and Pupils
Contacts	Chief Operating Officer
Description of activity	Day to day activities within the school environment have the potential to disturb asbestos containing materials (ACM)

Assessment of risk rating

**The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by multiplying the PROBABILITY by the SEVERITY of the risk. (R= P x S)**

PROBABILITY (P)	SEVERITY (S)	RISK FACTOR P x S = R	COMMENTS
1 = Highly Improbable, only likely in exceptional circumstances	1 = A trivial injury would arise	1 – 4 Low risk	The School's objective is to introduce controls to reduce the risk for most activities to low.
2 = Might happen, but on the balance this is unlikely.	2 = the resultant injury would require first aid treatment		
3 = There is a 50/50 chance that the event will happen	3 = someone would be incapacitated for > 7 days because of the injury	5 – 9 Medium risk	Additional controls are needed and should be planned. If additional controls require long term work (> 4 weeks) then short term procedures should be modified to reduce risk in the interim period wherever possible.
4 = More likely to happen than not to happen	4 = One person would suffer a major injury (as specified in RIDDOR)		
5 = Virtually certain to happen	5 = Death or multiple injuries would result	10 - 25 High Risk	Where risk remains high after existing controls are considered then the activity should not take place until additional controls have been implemented. I.e. STOP the activity.

HAZARD	WHO IS AT RISK?	Existing Controls (Action taken to reduce risk)	RISK RATING			Is the risk adequately controlled? If not list further action required	Date completed
			P	S	R		
Non-Disturbed Asbestos	All	<p>Management survey being carried out on a rolling programme</p> <p>Refurbishment and demolition survey carried out for major planned works</p> <p>Level 1 survey non-invasive survey was carried out and is still available.</p> <p>Asbestos register is located in Health and Safety Coordinators office containing specific risk assessments on individual buildings</p> <p>Surveys are available via school Teams area and hard copies in Health and Safety Coordinators Office</p> <p>Asbestos Awareness training completed by, Custodians, ICT, Maintenance, facilities Lent 2023</p>	1	5	5		

<p>Disturbance of existing identified asbestos containing material</p>	<p>Contractors Maintenance staff</p>	<p>Refer to asbestos register</p> <p>Asbestos awareness training for all staff that are likely to be in a position of disturbing asbestos</p> <p>Management surveys taking place on a rolling programme to highlight areas of asbestos.</p> <p>Condition survey carried out annually by approved asbestos surveyor and result shared with relevant staff and contractors.</p> <p>Surveys are available via school teams and hard copies in Health and Safety Coordinators office.</p> <p>Area of asbestos are highlighted with warning stickers in higher risk area's</p> <p>Areas of asbestos are removed where possible.</p> <p>Surveys provided to staff where disturbance of the fabric of the building is likely.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Risk adequately controlled</p>	
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Deterioration of identified asbestos	Contractors Maintenance staff	<p>Management surveys is being carried out on a rolling programme to monitor the condition of asbestos</p> <p>Any change in condition of asbestos containing material must be reported to Chief Operating Officer and Clerk of Works</p> <p>Annual condition survey carried out by asbestos surveyor</p> <p>Where possible and deemed necessary the school removes asbestos via a licenced contractor</p> <p>Asbestos awareness training provided to all staff that have the potential to come disturb asbestos</p>	1	5	5		
Buildings where asbestos not observed but constructed prior to 2000 would be deemed to potentially contain asbestos buried within the existing structure	Contractors Maintenance staff Custodians	<p>Asbestos register available in Health and Safety Coordinators Office and on school Teams area available to relevant staff,</p> <p>Rolling programme of management surveys taking place to cover all area's</p> <p>Where major works are taking place a refurbishment and demolition survey will be carried out and finding communicated to relevant staff</p> <p>Permit to work system in place for contractor work on asbestos containing material</p>	1	5	5		

Major construction /refurbishment work disturbing asbestos	Contractors Maintenance staff	New projects that are to be carried out are to have a demolition / refurbishment survey before work is to commence  Discovery of asbestos that has the potential to be disturbed during works will be removed by a licences  Permit to work system in place for contractors	1	5	5		
Disturbance of asbestos during surveying and removal	Contractors	Control of contractor system is in place  Any removal or surveying of asbestos is planned by the Clerk of Works and an approved contractor is appointed	1	5	5		

Name of assessor: Steven Taylor			Date of assessment: 4/11/2004			Planned review Date: 23/05/2023			
People consulted in conducting this assessment			Name:		Position:		Name:		Position:
			Fred Duffield		Clerk of Works				
Date reviewed:	28/5/15	Reviewed by:	Andrew Wallis	Date reviewed:	14/6/16	Reviewed by:	Andrew Wallis		
Date Reviewed	13/6/17	Reviewed by:	Andrew Wallis	Date Reviewed	31/5/18	Reviewed by:	Andrew Wallis		
Date Reviewed	28/5/19	Reviewed by:	Andrew Wallis	Date Reviewed	19/5/21	Reviewed by:	Andrew Wallis		
Date Reviewed	12/05/2022	Reviewed By	Andrew Wallis	Date Reviewed	23/05/2023	Reviewed by	Andrew Wallis		

# 11. WORK EQUIPMENT

## Definition

Workplace equipment is defined as 'any machinery, appliance, tool or installation for use at work. This includes items such as hand tools, ladders, woodworking machines, power presses and fall arrest equipment.

## Legislation

The two principal sets of regulations covering the safe use of work equipment are the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

- PUWER requires employers to select work equipment suitable for the work it is supposed to do and ensure it is used according to the manufacturer's instructions.
- The regulations also require employers to inspect work equipment where significant safety risks could result from incorrect installation or relocation, deterioration, or as a result of exceptional circumstances.
- In addition, PUWER requires employers to assess all mobile work equipment that is used at a workplace and install appropriate safety devices, such as adequate braking devices, to enable mobile equipment to brake properly on gradients, or protective cages to protect operators in the event of mobile equipment rolling over.
- LOLER applies over and above the general requirements of PUWER in dealing with specific hazards and risks associated with lifting equipment and lifting operations.

## Risk Assessments

It is a requirement under the above regulations to conduct risk assessments for all activities involving the use of work equipment. Refer to section 3 Risk Assessments for general risk assessments.

Specific risk assessments have been prepared for the following activities where more hazardous work equipment is used at the school:

- Use of Chainsaws
- Use Abrasive wheels
- Use of Woodworking machinery
- Driving Tractors
- Grass cutting operations and Use of strimmer's

These risk assessments should identify dangerous parts of equipment which could cause injuries. Areas that will be covered in these risk assessments include:

- whether there are components whose movements could pull limbs into a trap
- whether there are parts which are sharp, abrasive, hot, cold, or electrically live which could injure a person if they were touched
- whether hair, jewellery or clothing could become entangled in moving machinery
- whether there is a risk of components being thrown out of the machine

In addition, the risk assessment will not only deal with the machine when it is operating normally, but will cover the setting, maintenance and cleaning of the equipment. This is essential because dangerous parts of the equipment may become accessible during maintenance work, and the assessment will need to highlight that a different combination of protective measures may be needed.

## **Training and Instruction**

It is the responsibility of the school to ensure that work equipment is operated in a safe and correct manner. Managers, supervisors and operators must receive adequate training and instruction on the safe use of work equipment and how to report any defects.

Training will include:

- all health & safety aspects arising from the use of work equipment;
- any limitations on these uses;
- any foreseeable difficulties that could arise; and
- the methods for dealing with them.

In addition to the above, for certain types of machine, specific training requirements exist, and guidelines are available. These will be covered in detail in the specific risk assessments.

Training will be provided if there is a change in the working procedures or if any new technology or equipment is introduced into the workplace.

## **Employee responsibility**

Employees, especially machinery operators have a legal responsibility to ensure that work equipment is used in as safe a manner as possible. Machinery operators will be reminded of their responsibility as part of their training.

## **Lighting**

Another essential requirement in ensuring the safe operation of work equipment is the provision of adequate lighting. The school is responsible for ensuring that lighting in the workplace will be sufficient to:

- allow people to notice hazards and risks;
- be suitable for the environment and type of work;
- allow people to see properly and discriminate between colours;
- not cause glare, flicker or stroboscopic effects;
- not result in excessive differences in illuminance within an area or between adjacent areas; and
- be suitably positioned so that it can be maintained or replaced and disposed of safely.

## **Emergency Lighting**

In addition, employers are required to provide suitable and sufficient emergency lighting where a failure in the artificial lighting would put employees at risk.

Emergency lighting to be tested and checked on a monthly basis to ensure it works properly, priority will be given to more hazardous the environment.

## **Ventilation**

Good ventilation is also important for a safe and healthy workplace. The school is responsible for ensuring that workplaces are properly ventilated by an appropriate quantity of fresh or purified air so that stale, hot or humid air is replaced at a reasonable rate and that unpleasant smells are minimised.

Where a mechanical ventilation system is installed, it needs to be tested every 14 months, cleaned and maintained so that the system remains free of contamination and continues to work efficiently. However, in all cases, workers should not be exposed to uncomfortable draughts – and this applies whether air is supplied through a window opening or by an air conditioning system. This means that the direction of airflow must be controlled where mechanical systems are used.

## **11.1 WORKING AT HEIGHT**

### **Definition**

The HSE defines work at height as work in any place – including at, above or below ground level – where a person could fall a distance liable to cause them personal injury. Work includes moving around at a place (except by a staircase in a permanent workplace).

In practical terms this covers a wide range of activities, such as:

- using a ladder to carry out window cleaning, maintenance, and other tasks
- working on a flat roof, scaffold, man safe systems or from a mobile elevated work platform
- working on the back of a lorry or climbing fixed structures to perform maintenance activities
- working at ground level close to an excavation area that someone could fall into.

To control these risks, a permit to work system is in operation and will be used by internal staff and external contractors.

### **Legislation**

The Work at Height Regulations 2005(WAHR) came into force on April 6, 2005. The overriding principle of these regulations requires employers to do all that is reasonably practicable to prevent anyone falling.

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height. The School must ensure that:

- work at height is avoided where possible.
- work equipment or other measures are used to prevent falls when working at height; and
- where the risk of fall cannot be eliminated, safety equipment or other measures are used to reduce the risk.

The Regulations require the school to ensure:

- all work at height is properly planned and organised
- all work at height takes account of weather conditions that could endanger health & safety
- those involved in work at height are trained and competent
- the place where work at height is done is safe
- equipment for work at height is appropriately inspected; the risks from fragile surfaces are properly controlled
- the risks from falling objects are properly controlled

### **Maintenance**

To ensure that working at height equipment is suitable, it is inspected at least annually, by a competent person. Before daily use of a ladder, it must also be visually inspected by the user, to ensure that it is in a safe condition. In the event that equipment is faulty, it must be taken out of use and reported via the maintenance system. To ensure that the school has an



accurate record of all working at height equipment, any new equipment must be reported to the Health and Safety Coordinator

### **Risk Assessments**

It is a requirement under the above regulations to conduct risk assessments for all activities involving work at height.

### **Training and Instruction**

It is the responsibility of the school to ensure that everyone involved in the work is competent (or, if being trained, is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.

### **Ladder Use by Academic Staff**

Wherever possible the use of ladders will be avoided but there are occasions that the use of a ladder is unavoidable by academic staff. By supplying safe and suitable ladders, it can make a task easier to complete and help avoid the temptation to use inappropriate equipment. Although this is the case, it is important that only low-level tasks are carried out by academic staff and when higher access is required, it is carried out by a suitably trained member of staff.

To enable this to happen academic staff are limited to a height no greater than 3 rungs of a ladder. Ladders will be available in general areas of the school. When access is required above this height the Custodians, Maintenance team or Theatre Technician are to be contacted

A register of all school ladders will be maintained by the H&S coordinator

## **.Use of Step Ladder Guidance**

### **Ladder Use by Academic Staff**

Wherever possible the use of ladders should be avoided but there are occasions that the use of a ladder is unavoidable by staff

By supplying safe and suitable ladders and step stools it can make a task easier to complete and help avoid the temptation to use inappropriate equipment.

To reduce the risk from working at height the school provides 3 rung step ladders and step stool around the school to allow safe access but limits the height that people are able to work at.

In the event that a task requires you to access areas that are not accessible by a 3 rung ladder or step stool then assistance must be requested from the Custodian department.

What to consider before using a ladder

- Height
  - Can the area be reached by a 3 rung ladder or is assistance required?
- The Surface
  - Is the surface suitable to use a ladder, Is it flat, firm and level?
- Reach
  - Is the area you are accessing in easy reach of the ladder – over reaching may result in unbalancing the ladder and increase the likelihood of falls?
- Location
  - Is it safe to use a ladder in that location? Is there a possibility of you being knocked whilst on the ladder (doors, other staff, students)?
- Footwear
  - Are you wearing appropriate footwear to use on a ladder? No high heels or sandals
- Condition
  - Is the ladder in good condition with no broken parts? If there are, do not use the ladder and report it to the maintenance department

When using the ladder

- Always ensure that the ladder is fully assembled with the braces fully extended
- Ensure that the ladder is stable before starting to climb
- Where possible face the direction you need to work. This avoids the need to twist your body and keeps the weight over the ladder.
- Never work from the very top of the ladder always making sure that you have an area of ladder to lean against.

Once finished with the ladder please ensure that it is returned to its storage area.

**If you have any doubts or concerns regarding working at height, stop and ask for assistance.**

✓ *Meets British or European standard*

- BS 2037
- BS 1129
- BS 7377
- BS EN 131 (or EN 131)

✓ *ladder undamaged*

✓ *right height for the job*

✓ *flat shoes*

✓ *clean steps*

✓ *four non-slip feet*



✓ *no over-reaching*

✓ *good grip*

✓ *front-on*

✓ *firm & level base*

## **11.2 NOISE**

### **Legislation**

Under the Control of Noise at Work Regulations 2005, the school has a legal duty to reduce the risk of damage to employees' hearing.

In addition to the Control of Noise at work Regulations 2005, various regulations apply to noise or include specific provisions on noise, including: the Management of Health and Safety at Work Regulations 1999; the Provision and Use of Work Equipment Regulations 1998, the Supply of Machinery (Safety) Regulations 1992 and the Agriculture (Tractor Cab) Regulations 1974.

- Currently (under the Control of Noise at Work Regulations 2005) The lower exposure action value is a daily or weekly average noise exposure level of 80 dB, at which King's Ely must provide information and training and make hearing protection available.
- The upper exposure action value is set at a daily or weekly average noise exposure of 85 dB, above which King's Ely is required to take reasonably practicable measures to reduce noise exposure, such as engineering controls or other technical measures. The use of hearing protection is also mandatory if the noise cannot be controlled by these measures, or while these measures are being planned or carried out.
- There is an exposure limit value of 87 dB, above which no worker can be exposed (taking hearing protection into account).

### **Risk Assessment**

It is necessary to conduct a Noise Assessment where it is likely that employees will be exposed to the first peak action level or above.

The aim of the noise assessment is to:

- Identify the workers at risk from hearing damage
- Determine the daily personal noise exposure
- Identify any additional information to comply with the legislation

Noise assessments are required for the following operations within the school:

- Grass cutting operations
- Use of Chainsaws
- Use of woodworking machinery
- Strimmer's
- Driving tractors unless provided with Q cabs
- Music Department
- Design and Technology Department
- Laundry

### **A Low noise Purchasing Policy**

To reduce noise levels in the workplace, the school will ensure the specification for all new machinery includes a realistic noise output level, and that tenderers and suppliers are aware of their legal duties

# 12. MAINTENANCE

## 12.1 BUILDINGS & EQUIPMENT

All buildings and equipment will be kept in good repair and condition and service contracts will be maintained for all major items.

Work equipment must be maintained so that it continues to operate correctly and does not put people at risk.

Maintenance activities will only be carried out by competent individuals who are trained to do the work and will be carried out in accordance with any manufacturer's recommendation relating to the equipment.

Copies of all service contracts will be kept and all service visits under these contracts will be recorded.

Chief Operating Officer, Maintenance, Health and Safety Coordinator and Clerk of Works will identify and keep a register of all passenger and goods lifts, pressure vessels, lifting and access equipment (including eyebolts), gas insulation, electrical installations and fire safety equipment. Such equipment will be inspected by competent persons at the prescribed legal frequency. This is not the same as regular servicing. Report forms will be held with the register.

Any building maintenance faults should be reported to the Maintenance department via the Maintenance support system located on SharePoint.

Any defects to equipment noted by users should be notified to the Line Manager who will arrange repair or to permanently cease use.

If a risk of injury exists, use of the equipment must stop.

It is the responsibility of each individual to ensure all areas are secured when left i.e. windows shut, doors locked, and lights off.

Corrective action taken in relation to any defect notified by user, service engineer or as a result of periodic inspection should be recorded either in the maintenance book or against the service or inspection report. The **Chief Operating Officer** should take action to stop use if deemed necessary by a competent person following an inspection.

## 12.2 ELECTRICITY AT WORK

### **Legislation**

The Electrical Equipment (Safety) Regulations 2016 require that electrical equipment must be safe for humans and domestic animals, but also must not cause damage to property. Electrical equipment that satisfies the requirements of the 2016 Regulations must have the "CE marking" affixed to it.

Electrical safety in workplaces is specifically legislated for over and above the general duty of care owed by employers to their employees and members of the public under the HSW Act. The Electricity at Work Regulations 1989 establishes general principles of electrical safety. The Regulations not only require employers to prevent electric shock, but also have regard to all foreseeable risks. These should include the suitability, design, construction and installation of electrical equipment for specific tasks.

### **Actions to comply**

The School will take all necessary steps to comply with the above regulations by continuing the inspection and testing of the school electrical equipment.

- The School will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years, to the prevailing IEE regulations
- The School will prepare an inventory of all electrical apparatus used in the School and this will be routinely inspected and tested, and an appropriate register kept. All such apparatus are subject to a pre use check by users, and an inspection at the start of each term via the classroom checklist with any defects rectified. The School will ensure that any temporary systems e.g. stage lighting and control gear are inspected and tested by a competent person annually. In addition, the School will ensure that fixed stage electrical installations are inspected and tested annually by a competent person, and following any changes, before being energised.
- The School recognises that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instructions prepared to control the risks.
- The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.
- A programme for the inspection and test of portable electrical appliances has been established based on the following suggested initial intervals. Kitchen equipment and heavily used equipment will require more frequent inspection.

<b>Portable Appliance Testing (PAT)</b>			
<b>Offices and other low-risk environments only – suggested <u>initial</u>* intervals</b>			
<b>Equipment / environment</b>	<b>User checks</b>	<b>Formal Visual inspection</b>	<b>Combined inspection and testing</b>
Battery operated: (less than 20 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
Information technology: e.g. desktop computers, VDU screens.	No	Yes, 2 –4 years	No if double insulated – otherwise up to 5 years
Photocopiers, fax machines: NOT hand held. Rarely moved	No	Yes, 2 –4 years	No if double insulated – otherwise up to 5 years
Double insulated equipment NOT hand held. Moved occasionally, e.g. fans, table lamps, projectors	No	Yes, 2 –4 years	No
Double insulated equipment: HAND HELD e.g. some floor cleaners, desk lamps	Yes	Yes, 6 months – 1 Year	No
Earthed equipment (Class 1) e.g. electric kettles, some floor cleaners	Yes	Yes, 6 months – 1 Year	Yes, 1 –2 years
Cables (leads) and plugs connected to the above Extension leads (mains voltage)	Yes	Yes, 6 months – 4 Years depending on the type of equipment it is connected to	Yes, 1 –5 years depending on the type of equipment it is connected to

\* NB: Experience of operating the maintenance period over a period of time, together with information on faults found, should be used to review the frequency of inspection.

Source: HSE INDG236 Maintaining portable electrical equipment in offices and other low-risk environments

## **12.3 LEGIONELLA CONTROL**

### **Introduction**

Legionnaire's disease is a potentially fatal type of pneumonia contracted by inhaling tiny airborne droplets containing legionella bacteria. Legionella bacteria are common and can be found in water systems wet air conditioning plant, spa baths/whirlpools and fountains and water features.

Water systems must be operated so as not to allow proliferation of the organisms and to reduce exposure to water droplets and aerosol.

The approved code of practice and guidance, L8 "Legionnaires' disease – The Control of legionella bacteria in water systems" gives practical advice on the requirements to meet regulations such as COSHH 2002 (concerning the risk of exposure to Legionella bacteria) and the Management of Health and safety at work Regulations 1999.

### **Identification and risk assessment**

A risk assessment is required to determine the level of risk from legionella. The following systems at King's Ely were identified as being susceptible to colonisation by Legionella and to have a potential means for creating and disseminating water droplets to occupants inside and outside the building.

Hot and cold-water services which serve

- showers and basins

The **Chief Operating Officer** has been appointed by King's Ely to be managerially responsible and to provide supervision for the implementation of precautions.

The following systems were identified as being necessary to control the risks of Legionellosis.

### **Prevention and control**

#### **Cold water services**

- Cold water storage tanks are all fitted with lids
- Insulated against heat gain
- Water temperature at 20°C or below.
- Cold-water distribution pipes work below 20°C. Monitored monthly and recorded in log by Maintenance Department.

#### **Hot water services**

- Keeping hot water storage temperatures at 60°C. Monitored monthly and recorded in log by Maintenance Department.
- Review the need for anti-stratification pumps
- Keeping hot water distribution pipes at 50°C. Monitored monthly and recorded in log by Maintenance Department.

#### **Shower heads**

- Dismantle, inspect and descale quarterly. Recorded by Domestic Department.



- Little used outlets need to be identified and listed in the risk assessment and these must be flushed regularly by Domestic staff to ensure that stagnant water is not allowed to collect in showerheads and pipes of rooms not frequently used.
- Flushing of all water outlets is required after the summer holidays or any other period when water pipes have not been used frequently.

### Monitoring of precautions

All water services are routinely checked for temperature, water demand and inspected for cleanliness and use in accordance with the following scheme.

To assist King's Ely, an approved contractor has been appointed to assist with the annual and sixth monthly monitoring of the water systems.

Service	Check	Frequency
Hot Water services	Sample hot water calorifier and note condition of drain water	Annually
	Check temperature in flow and return at calorifiers	Monthly
	Check water temperature up to one minute to see if it has reached 50°C in the sentinel taps	Monthly
	Visual check on internal surface of calorifier for scale and sludge. Check representative taps for temperature as above on a rotational basis.	Annually
Cold water services	Check tank water temperature remote from ball valve and mains temperature at ball valve.	Six monthly
	Check that temperature is below 20°C after running the water for up to two minutes in sentinel taps.	Monthly
	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis.	Annually
Shower heads	Dismantle, clean and descale shower heads and hoses	Quarterly or as necessary
Little-used outlets	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols.	Weekly

An annual record sheet for all buildings is held in maintenance dept.

# 13. MANUAL HANDLING

## Introduction

Manual handling means the movement of a load from one place to another by the application of physical effort, and includes lifting, carrying, pushing or pulling.

Our aim is to reduce the risk of injury to King's Ely staff and pupils. Before any manual handling task, the following points should be considered:

- Assess the weight of the load
- Can manual handling of the load be avoided, and mechanical assistance be used instead? This could include the use of a trolley or lift.
- If not, do you need help moving the load?
- If more than one person is involved, you must work as a team with one-person supervising.

You can reduce the risks of injury:

- Store loads at waist height
- Use good handling technique (see training notes)
- Use task rotation
- Make the loads smaller and easier to handle
- Do not over-reach or twist when manual handling
- Make sure assistance is available if necessary
- Do not overload rubbish bags
- Make allowance for reduced strength as a result of tiredness, poor health, pregnancy and for young persons
- Check that clothing will not get in the way

## Assessment

Where the risk assessment indicates the possibility of risks to employees from the manual handling of loads, the requirements of the Manual Handling Regulations should be followed.

The Regulations establish a clear hierarchy of measures:

- (a) **avoid hazardous manual handling operations so far as is reasonably practicable** - this may be done by redesigning the task to avoid moving the load or by automating or mechanising the process;
- (b) **make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided;** and
- (c) **reduce the risk of injury from those operations so far as is reasonably practicable** - consideration should be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment should be explored.

**A formal assessment is not required for tasks, which do not involve a significant risk of injury.**

## Guidance on Manual Handling Operations

The normal operation of an activity area will involve a degree of manual handling of items, the majority of which will be of insufficient weight to need further assessment.

The following guidance should be considered to see if the task can be safely completed within the limits of the advice given. For the purposes of this guidance, the following assumptions have been made and any variance from them will require an allowance to be made:

### Working Environment

- Floor surfaces are flat and firm without changes in level where possible
- Adequate space to manoeuvre
- Comfortable working environment
- Sufficient well directed lighting
- Size and shape of the load make it easy to lift close to the body
- The load is on a suitable flat surface

### Physical Capability

- Staff are physically fit **with no current injuries or health problems** that could affect their ability to lift and carry
- The manual handling is being carried out by one person only
- Female staff are not pregnant

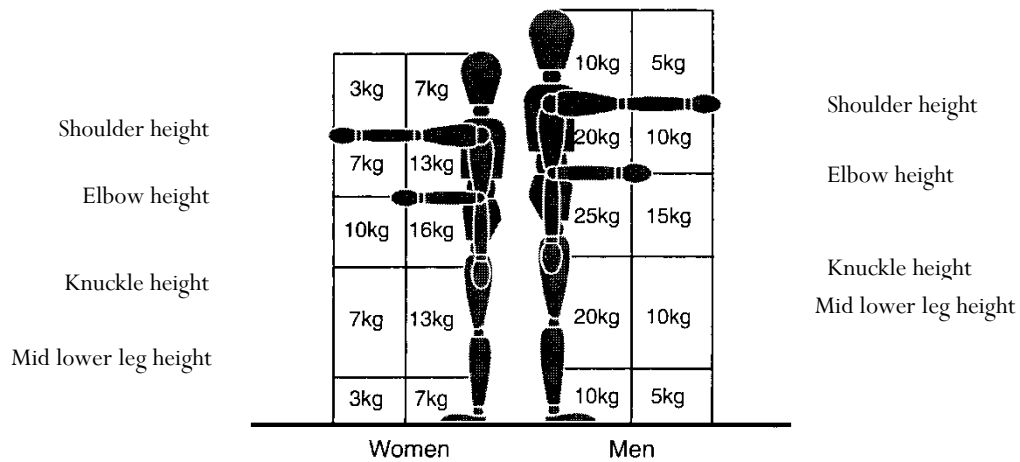
### Training

- All new staff will receive manual handling training during health and safety induction by the Health & Safety Co-ordinator or nominated person
- All existing staff have received training in manual handling
- All staff should follow the advice given in this manual with regards to manual handling, lifting techniques and use of equipment

The following diagrams show the official advisory weights that can be lifted or lowered safely for 95% of working people. If the load passes through one or more of the different weight zones, the smallest weight zone must be used.

There is no need for further assessment if the following guidance is complied with:

## General Risk Assessment Guidelines



- If the manual handling operation involves holding or lifting the load at arms-length, the maximum weight that can be lifted must be halved e.g. 20kg down to 10kg.
- If the manual handling operation involves turning with the load, the maximum weight that can be lifted must be reduced by 20%, e.g. 20kg down to 16kg.
- If the manual handling operation involves teamwork of two people then the weight that can be safely carried is two thirds of their combined total, e.g.  $2 \times 20 = 40\text{kg}$  down to 26kg.

## MANUAL HANDLING ASSESSMENT

LOCATION		TASK		
<b>1. DOES THE TASK INVOLVE</b>		<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1.1	HOLDING LOAD AWAY FROM THE TRUNK?	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	TWISTING?	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	STOOPING?	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	LARGE VERTICAL MOVEMENT?	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	LONG CARRYING DISTANCES?	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	STRENUOUS PUSHING OR PULLING?	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	POSSIBLE SUDDEN MOVEMENT OF THE LOAD?	<input type="checkbox"/>	<input type="checkbox"/>	
1.8	TWO OR MORE PERSONS?	<input type="checkbox"/>	<input type="checkbox"/>	
1.9	REPETITIVE HANDLING?	<input type="checkbox"/>	<input type="checkbox"/>	
1.10	INSUFFICIENT REST OR RECOVERY?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. IS THE LOAD</b>				
2.1	HEAVY?	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	BULKY/AWKWARD/UNWIELDY?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	DIFFICULT TO GRIP?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	UNSTABLE/UNPREDICTABLE?	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	HOT OR SHARP?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. THE WORKING ENVIRONMENT – ARE THERE</b>				
3.1	SPACE CONSTRAINTS ON GOOD POSTURE?	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	UNSTABLE OR SLIPPERY FLOORS?	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	CHANGES IN FLOOR LEVEL?	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	POOR LIGHTING CONDITIONS?	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	EXTREMES IN TEMPERATURE AND HUMIDITY?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. INDIVIDUAL CAPABILITY – DOES THE JOB</b>				
4.1	REQUIRE UNUSUAL STRENGTH, HEIGHT, ETC.?	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	HAZARD TO THOSE WITH A HEALTH PROBLEM?	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	HAZARD TO THOSE WHO ARE PREGNANT?	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	REQUIRE SPECIAL KNOWLEDGE OR TRAINING?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. REMEDIAL ACTION REQUIRED</b>		<input type="checkbox"/>	<input type="checkbox"/>	
WHAT AND BY WHEN?				
<b>ASSESSMENT CONDUCTED BY:</b>				<b>DATE:</b>
<b>ASSESSMENT REVIEWED BY:</b>				<b>DATE:</b>

# Manual Handling Guidance

What is Manual Handling?

- Any transporting or supporting of a load (including the lifting, carrying or moving thereof) by hand or by bodily force.

## The scale of the problem

- Manual handling injuries account for 19% of non-fatal injuries to employees
- Injuries to the back, neck and upper limbs account for 81% of musculoskeletal injuries.

According to NHS statistics, 80% of people will suffer back pain in their lives and 30% of people will suffer from chronic back pain. It is also highlighted that most strains and injuries to the back occur when repeating previously successful actions.

**Manual Handling injuries do happen, and they can happen to you if you do not lift within your personal capabilities.**

## What can happen?

Types of injuries

- Fractures
- Damaged muscles tendons and ligaments
- Spinal disc injuries
- Trapped nerves
- Abrasions and cuts
- Burns
- Work related upper limb disorders
- Hernias
- Death

## What can cause an injury from manual handling?

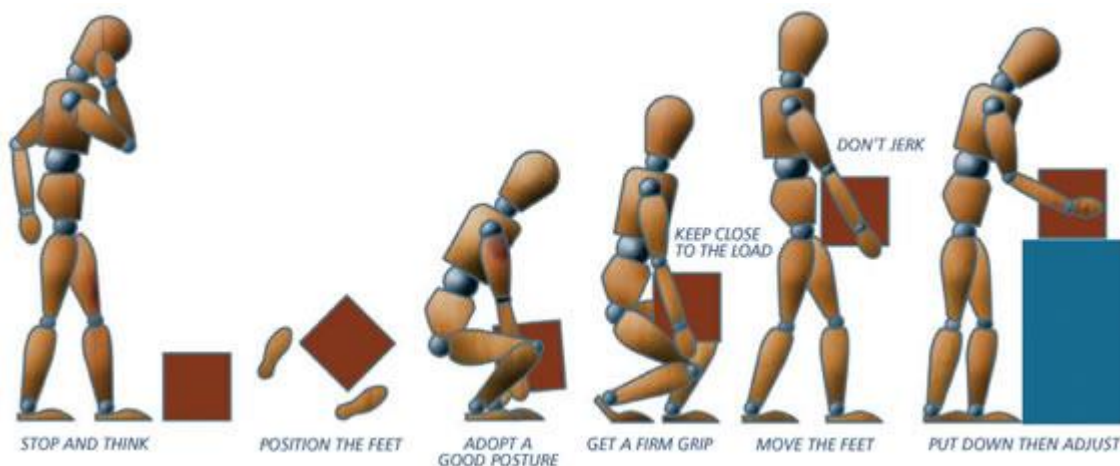
**An impact** – hitting or being hit by an object

**Repeating the same task** - a cumulative stress of a regular or repetitive task

**Age and build** – everybody is different, everybody has different abilities and capabilities which can deteriorate with age.

**Stress and tiredness** – being stressed and tired can make you rush something and just carry out something in an unsafe way to “save time”

## Technique



A useful mnemonic to remember when lifting and asking others to lift is TILE.

**TASK** – look at what you are lifting,

- how far do you need to carry it?
  - can this be reduced
  - can you use an aid?
- how many times does it need to be moved?
  - is it suitable for the item to be at both locations?
- where are the items are stored?
  - can they be stored at waist height?
- does it need to be moved at all
  - Can it be stored at the end location?

**Individual** – think of your capabilities

- are you able to lift the item on your own?
  - is it more suitable to use a lifting aid or have an additional help?
- is the item a suitable weight for your capability?
  - is it a suitable weight for your capability or do you need assistance?
- are there any health problems to consider?
  - Do you have any existing injuries?
- Is the person pregnant?

**Load** – what risk does the load create?

- Is it heavy, bulky or unwieldy?
  - Can you split the load to reduce the weight and size?
- Is it difficult to grasp?
  - How is this going to be achieved safely
- Is it likely to be unpredictable when moving i.e. liquids?
  - Assess the load before moving and ask for assistance if required
- Is it harmful, are there any sharp edges, hot surfaces?
  - Assess the load before moving and ask for assistance if required
  - Is there PPE which will eliminate the risk

**Environment** – are there any constraints on the area around you that can

- Tight spaces
  - The entire lift may not be possible
- Slippery or uneven floors
  - Check your route before moving item
- Steps
  - Check your route before moving item
- Poor light
  - Check item route before moving item
- Weather i.e. windy conditions
  - Check conditions before moving

When accessing the task consider what controls you can put in place to control these factors and how it will reduce the risk of injury from manual handling.

**Actions and conditions that can increase the risk of injury**

**Uneven surfaces**

Whilst carrying a load your balance and view of the ground may be hindered. Due to this, it is important that you take extra care, taking notice of uneven surfaces, soft surfaces and steps. Where possible try to plan your route to avoid these areas

### Unstable loads

If a load is unstable it can change how you handle the load and can result in an increased risk of injury. In the event that you are required to move and unstable load, please ask for assistance from the Custodians

### Twisting whilst lifting

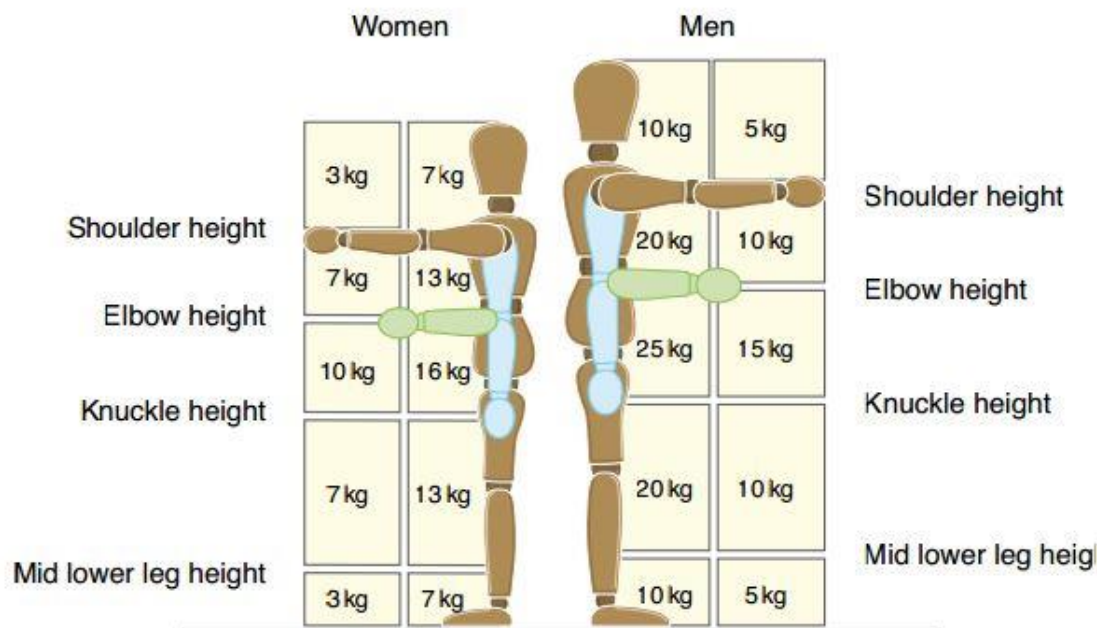
- Stress on the lower back increases significantly if the trunk is twisted during manual handling. This stress is made worse if twisting occurs while lifting a load.

### Over reaching

- Overreaching places additional stresses on the arms and back. Control of the load becomes more difficult because the arms are extended. Also, the further the load is away from the body the greater the stress is on the lower back

### Suggested weight limits

These guidelines are provided by the HSE, but everybody is an individual and should only lift what they feel is suitable for their own capabilities.



### Ask for help when required

#### Team Handling

Asking for help from colleagues is a useful way of reducing the load that you may need to carry but it is important that it is carried out in a safe and appropriate way.

When lifting as a team ensure that you plan the lift

#### Communicate with each other ensuring that you agree on

- How you grasp the load
- When to lift
- At what level you are going to carry it
- Which route you will be taking. If the route is unfamiliar you may need to walk the route before the lift
- Where you may be able to take a rest on route if required

#### Ensure that you coordinate the lift -

- When you should lift (you don't want to lift on 3 when everyone else is lifting after 3)



- Ensure that somebody takes charge

**Ensure that the team has similar abilities**

- Ensure that the person you are lifting with is of a similar size and ability.
- If possible, try to lift with people that you are familiar with

When lifting in a team the amount of weight you are able to lift is reduced. As an approximate guide, the capability of a two-person team is two-thirds the sum of their individual capabilities and for a three-person team the capability is half the sum of their individual capabilities.

**If you require assistance with the moving of transporting of any loads please contact the Custodians on [custodians@kingsely.org](mailto:custodians@kingsely.org)**

**If in doubt, ask for help**

# 14. CONTROL OF CONTRACTORS and PERMIT TO WORK

## Introduction

It is important that the activities of contractors on site are properly co-ordinated. Many accidents involve contractors and it is essential to consider how their work may affect each other and how they interact with King's Ely activities. There is a need for communication and close co-operation to make sure that all risks associated with the work are covered and all parties meet their obligations.

## Application

- 'Internal contractor' – long term 'permanent' contractor
- 'External contractor' - other than those above.

The system applies to those carrying out work on the building, grounds and equipment.

## King's Ely will: -

- Plan work involving contractors.
- Assess the competence of contractors before selection.
- Issue permit to work where applicable (see 13.2)
- Work with them at any stage when they are on site.
- Monitor and review work carried out by contractors.

## Responsibility

The Chief Operating Officer, Clerk of Works and Maintenance Manager and will be responsible for the operation of this procedure as it relates to building, grounds and maintenance works and any cleaning contractors.

## Selection

The competence of contractors will be checked to make sure proper provision has been made for controlling risks. Contractors must submit Health & Safety Policy Statement if they have 5 or more employees, safe working procedures, method statements and risk assessments to the relevant department manager before work commences

If sub-contractors are used the main contractor must show how they are managed and make sure that they comply with site, working methods and procedures.

Contractors will be required to read Key Information for Contractors and visitors to the School site and will be responsible for ensuring that each member of staff is informed of them before they start.

Contractors will review their safe working procedures, method statements and risk assessments 12 monthly or as deemed necessary and submit revised documentation to King's Ely.

## **Planning**

It is essential that all works are suitably planned, risk assessments and method statements are provided and where necessary a permit to work completed. This must all be in place prior to the work commencing

A Specific Permit-to-work procedure will operate for more hazardous activities.

- Roof Access by external contractors
- Working at height
- Confined Space Works including life safety systems (breathing apparatus)
- Hot Works
- Electrical Works

For specific permits-to-work the Chief Operating Officer, Clerk of Works, Health & Safety Co-ordinator, designated ICT Technician, Maintenance Manager and Grounds and Gardens Manager or their relevant deputies must nominate a 'responsible person' with sufficient authority and competence to ensure that the required precautions are taken and cancelling the permit when the work is complete.

Where a risk assessment or work method statement identifies need for training a Permit-to-work will not be issued until the Chief Operating Officer, Clerk of Works, Health & Safety Co-ordinator, Maintenance Manager, designated ICT Technician or Grounds and Gardens Manager or their relevant deputies has verified that training has been given. The Chief Operating Officer, Clerk of Works, Maintenance Manager, designated ICT Technician or Grounds and Gardens Manager or their relevant deputies will retain copies of the training verification and only issue such permits to the named individual.

## **Working on site**

A manual signing in and out record sheet identifies which contractors are on site at any given time.

Contractors must sign in and out at Reception daily and be supervised in line with the Supervision of Contractors & Visitors to the school site protocol. When working in a boarding house during term time, contractors must also be signed in at that specific location.

Access is only permitted if all necessary planning and documentation is in place.

Contractors will be assigned a site contact where general access permits have been issued and additionally a 'responsible person' in the case of specific permits to work.

Contractors will abide by King's Ely "key information for contractors and visitors on site".

## **Keeping a check**

The 'responsible person' will keep track of progress until the job finishes. He or she may delegate this responsibility to a site contact but will retain responsibility. For longer jobs, the contractor will contact the site representative each day and will communicate any health and safety issues that arise.

## **Reviewing the work**

The Chief Operating Officer or the relevant manager and the contractor will review the work on completion to evaluate the planning process, the work and the effectiveness of supervision. The Chief Operating Officer or the relevant manager will record the outcome. Any unresolved issues must be reported to the Chief Operating Officer.

## **14.1 CONTRACTORS Permit to work**

The aim of this document is to give guidance to those sanctioning work on behalf of the school, who feel that due to the hazardous nature of their activities a permit to work system is required. This would include the activities of any contractors they may employ.

The use of permit to work systems is recommended for high risk activities or where a risk assessment shows increased health and safety controls are required. The particular circumstances justifying a permit to work are open-ended to some extent and judgement is required. However, these are some examples of when a permit will definitely be required:

- Any 'hot work'
- Working at height and roof work
- Work in confined spaces
- Working on live electrical systems

Permit to work systems and procedures constitute the most formal method for ensuring safe working practices and safe systems of work. The objective of a permit to work is for an experienced and authorised person to pre-assess the task to be undertaken (with any necessary technical assistance) and any hazardous circumstances involved and then prescribe in writing:

- the work to be carried out and the hazards involved
- all the precautions required, together with any emergency and contingency procedures, including if necessary, procedures for the rescue of an injured person
- who is authorised to carry out the work?
- the limits of the permit to work area or equipment

### **Permit to Work (PTW)**

A permit to work should ensure that:

Everyone is fully aware of the hazards involved with the work to be carried out. It is essential that the responsible person has sufficient technical knowledge of all the processes to be used and is competent to make judgements about the safety of proceeding with the work.

The location and boundaries of work are identified, any services isolated or made physically safe and any other specific hazards are identified and made safe where possible, or suitable controls put in place.

The person(s) in charge of the area and the operation are identified, and that all the necessary physical barriers, access controls and signage that are identified Risk Assessment and Method statement (Rams) are in place.

Any monitoring or sampling required before, during and after the operation is identified.

After the work has been completed, the workplace or plant is left in a safe state to return to operations.

## How will the PTW system work?

The Chief Operating Officer, Clerk of Works, Health & Safety Co-ordinator, Maintenance Manager, designated ICT Technician and the Grounds and Gardens Manager or their relevant deputies are designated as authorised persons with regard to authorising the permit-to-work system. The authorised persons will know or be able to foresee the hazards and the potential risks involved in any proposed work. When issuing a permit to work it must be to a named responsible person, such as the supervisor of the work, and not to a position or group. This will pinpoint the responsibility for the control of the work. The permit should define / incorporate:

- the exact location of the work
- the day, date and duration of the permit
- the process(es) to be carried out
- the risk assessment (this could be a generic one, which allows decisions about conditions encountered on the day to be taken by competent and trained personnel)
- who is to supervise (if applicable) and who is to carry out the work, what experience / qualifications / skills are required?
- the types of tools plant and machinery to be used,
- personal protective equipment required (if applicable)
- special or specified precautions required to control any risk, e.g. types of fire extinguisher for hot work permit, lifeline for confined space entry, how to obtain emergency assistance and first aid, etc.

Once the authorised person is satisfied that all necessary, precautions are in place, they can issue the PTW for a specified time. The authorised person must make sure that the work does not start before the stated time and similarly does not carry on after the stated finishing time. If the specified time has run out before the work is completed, all work must stop, the place/plant must be left in a safe state and the current permit must be returned to the issuing person who will sign it off. Another permit for completion of the work would be required.

A permit to work can cover the period of a task except for hot works permit which must not be issued for longer than one day. To ensure that the procedures agreed in the PTW are being adhered to and if alternations are need due to the dynamic nature of the job, the relevant manager will carry out regular site visits. In order for the PTW system to be effective, all the terms and conditions of the PTW must be adhered to and any contraventions must be dealt with in accordance with agreed disciplinary procedures,

In practice, the PTW should be produced in duplicate; the original copy is given to the person who is going to carry out the work and the person issuing the permit must retain a copy. At the completion of the process, both copies must be returned to the person issuing the permit who will maintain a record of the PTW.

See flow chart for breakdown of PTW process.

**The mere issuing of a permit does not in itself make a job safe, but simply gives permission to carry out the hazardous work under controlled conditions.**

## Most common types of permit

### Hot and Cold Work Permits

Both of these task require an additional **hot works permit** to be completed to prevent fires or explosions, e.g. where work has to be carried out in circumstances where there is a risk of fire through use of open flames, hot surfaces, or spark-generating equipment in the presence of flammable liquids / materials, or in a flammable atmosphere.

A hot work permit allows hot work e.g. welding, flame cutting etc. to be carried out, with specified precautions. A cold work permit allows cold work e.g. use of chisels which could nevertheless produce a spark, or any other form of work which, although ostensibly cold could produce a source of ignition, for example through a discharge of static electricity, chemical reaction.

### **Confined Space Entry Permits**

These are used for work in confined spaces, such as vessels, manholes, tanks and sewers, or even small laboratories the atmosphere is, or could become toxic, flammable, or deficient in oxygen.

### **Electrical Work Permits**

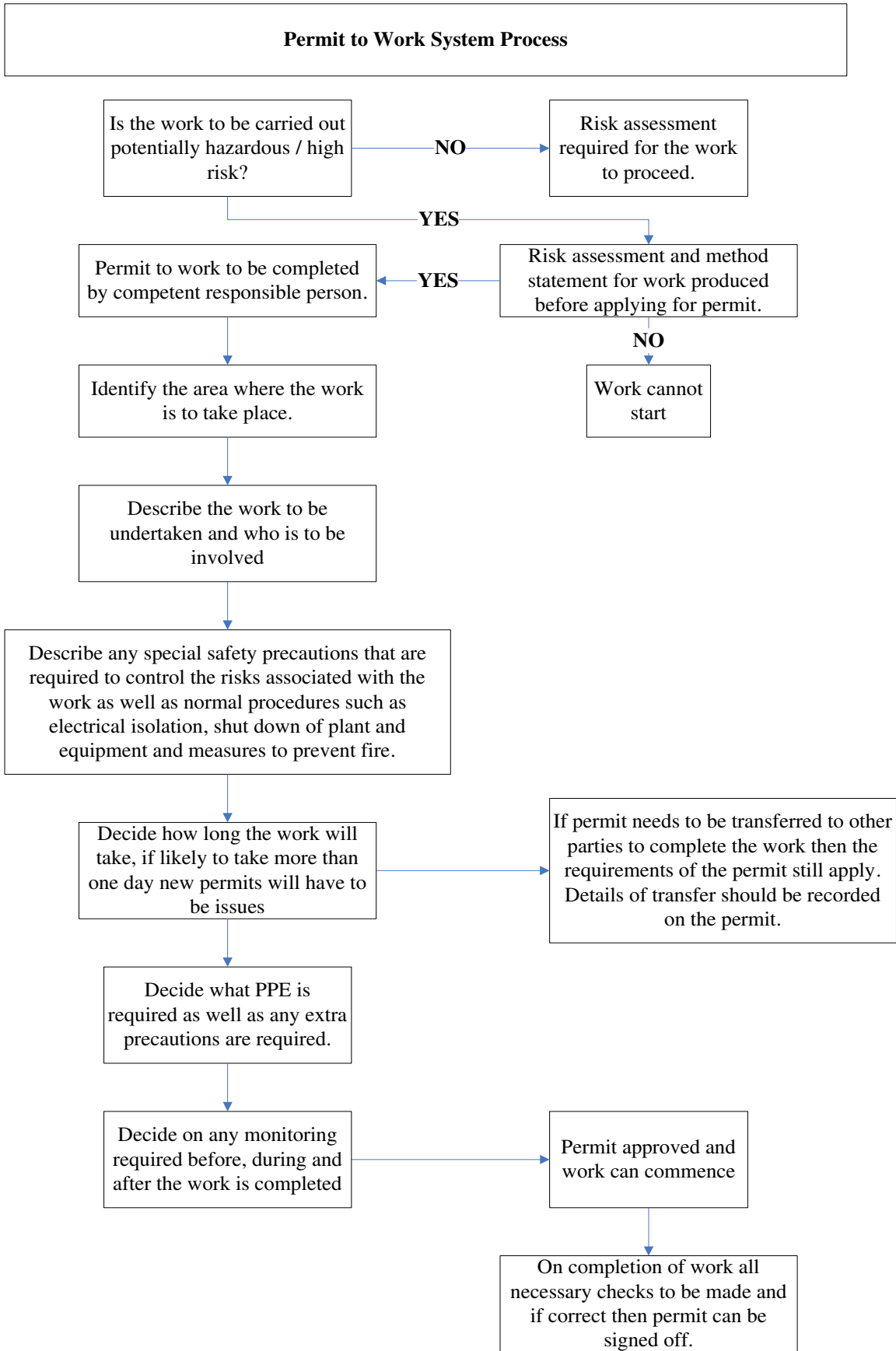
Electrical work permits are for work being undertaken on live electrical circuits or circuits which cannot be securely locked off.

### **Working at Height**

Any work taking place, which involves working off the ground, or work which could create falls from ground level into an opening in a floor or hole in the ground – for instance, ground excavations, using ladders, scaffolding, scaffold towers, cherry pickers and any height access equipment will require a permit.

A sample permit to work pro forma is attached for reference.

Flow Chart



Kings Ely		Permit to Work		Department:			Date Issued:			Permit Number:						
Location of work:							Start time:			Finish Time:						
Type of permit	Roof Access		Electrical		Work at height		Hot work		Confined Space		Other					
Work to be carried out:					Person responsible:			Risk assessment / method statement details:								
					Approx. time of task:											
Safety Precautions					Yes	No	N/A	PPE		Yes	No	Yes	No			
(To be completed by person responsible for carrying out the work)					(please tick)			Goggles			Hard hat					
1. Has a risk assessment and method statement been carried out								Gloves			Dust mask / RPE					
2. Are all the workforce qualified to carry out the task?								Safety footwear			Safety harness					
3. Are any emergency arrangements required?								Hearing protection			Hi-vis clothing					
4. Has the asbestos register been read and understood by the workforce?								Services to be isolated and by whom:								
(specify additional safety precautions required, see guidance for examples)						No	Maintenance	Contractor								
							Fire alarm / zone									
							Electrics									
							Water									
							Gas									
							Compressed air									
							Steam									
							Others i.e. ICT equipment									
					Chemical Safety:										Yes	No
					Has COSHH data been supplied for substances to be used?											
Has COSHH precautions been identified and implemented?																
Is work being carried out by lone worker, if yes is monitoring required?																
Person Performing the Work. I have read and understood the RAMS relating to this specific permit and have supplied copies for the staff working on the site.																
Issuing Authority: I authorize the work to be carried out and have notified the relevant personnel.					Hand back: I certify that the work has been completed / partially* completed and left in a safe condition (*delete as appropriate) This permit is now cancelled. Person performing work to complete.											
Person performing work: I have read and understood the conditions of this permit.					Hand back: I certify that the work has been completed / partially* completed all guards and safety devices reinstated and the area is safe. (*delete as appropriate) Issuing authority to complete.											

**If circumstances change, please stop work and report to the Authorising Authority**



HOT WORKS PERMIT



Issuing Authority \_\_\_\_\_ Permit No \_\_\_\_\_

(A) PROPOSAL (To be completed by the person responsible for carrying out the work)

BUILDING \_\_\_\_\_

EXACT LOCATION OF PROPOSED WORK \_\_\_\_\_

NATURE OF HOT WORK TO BE UNDERTAKEN \_\_\_\_\_

The above location has been examined and the precautions listed on the reverse side of this form have been compiled

SIGNED \_\_\_\_\_ NAME (block capitals) \_\_\_\_\_

CONTRACTOR (Where applicable) \_\_\_\_\_

(B) AGREEMENT (To be completed by Chief Operating Officer, Clerk of Works or Maintenance Manager)

This Hot Works Permit is issued subject to the following conditions

TIME OF ISSUE OF PERMIT \_\_\_\_\_ TIME OF EXPIRY OF PERMIT\* \_\_\_\_\_

A FINAL FIRE CHECK OF THE WORK AREA SHALL BE MADE, NOT BEFORE \_\_\_\_\_

ADDITIONAL CONDITIONS REQUIRED \_\_\_\_\_

\_\_\_\_\_

SIGNED \_\_\_\_\_ NAME (Block Capitals) \_\_\_\_\_

DATE \_\_\_\_\_ POSTION \_\_\_\_\_

(C) FIRE WATCH (To be completed by member of staff or contractor responsible for the works before returning this permit to the issuer)

TIME INSPECTION COMPLETED \_\_\_\_\_ (This must be at least 1 hour after work was completed)

SIGNED \_\_\_\_\_ NAME (Block Capitals) \_\_\_\_\_

DATE \_\_\_\_\_ POSTION \_\_\_\_\_

CONTRACTOR (Where applicable) \_\_\_\_\_

\*It is not desirable to issue permits for protracted periods. Fresh permits should be issued, for example, where work extends from morning to afternoon

NB: where work being carried out by contractors, issuer of the permit should ensure that the contractor has compiled with the requirements prior to work being carried out and should be satisfied that the area is free of fire when work is completed.

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## **General Instructions for the Issue of a Permit to Work**

1. A Permit to Work (PTW) should be issued for maintenance, repair or construction work where there is a significant risk
2. The PTW is valid only for the particular job and location described on the permit
3. The PTW is valid for stated period on that Permit. If the job exceeds the stated time on the permit a new permit must be authorised
4. Additions of alteration to a work permit after it has been issued are strictly forbidden unless made with the agreement of the person issuing the permit. If unexpected risks are encountered e.g. asbestos, work should stop, and a new permit may be required
5. If control of the work is handed over from one authorised person to another the work permit must be countersigned by the person accepting responsibility
6. Toxic gas results – Check Workplace Exposure Limit for any toxic gas that may be present to identify safety precautions required
7. Flammable gas results – If levels are found to exceed the lower explosive limit then entry is not permitted and actions should be taken to reduce the explosive limit
8. Oxygen test results – If readings are found to be below levels required for sustaining life then entry is not permitted
9. Dust / Fibre results – If test results find that dust / fibre count to be above the workplace exposure limit then respiratory protection / breathing apparatus is to be worn by all operatives or measures put in place to reduce the dust / fibre count
10. Safety Precautions could include: -
  - Is appropriate PPE available? Tick box to identify PPE required.
  - Does electrical supply require isolating?
  - Is voltage detection equipment required?
  - Do isolators require locking off / tagging?
  - Is work to be carried out at height?
  - Are ladders or scaffolding required?
  - Are personnel aware of actions to be taken in the event of an emergency?
  - Is there a risk of falling objects?
  - Is adequate firefighting equipment available?
  - Have flammable liquids / materials been removed from work area?
  - Have gas cylinders been properly secured?
  - Is safe access and egress provided?
  - Any specialist training required?
  - Is the work taking place close to any overhead or underground power lines?

# Contractor Safety

## Assessment questionnaire:

<p>Please complete and return this questionnaire, together with all required documentation to:</p> <p><b>Clerk of Works King's Ely Barton Road Ely Cambs CB7 4DB</b></p>	<p>Please insert your company's name and address in this section:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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QUESTION	Y/N?	EVIDENCE ENCLOSED?
<p>Do you have Insurance cover for Public Liability and/or Professional Indemnity? If so, state for how much and send a copy of a valid Certificate(s) with this questionnaire.</p>		
<p>Are your workers competent and qualified? Please enclose details of training, qualifications and experience where appropriate.</p>		
<p>Are you a member of a trade association or professional institution? (State which one(s)).</p>		
<p>Will you need to bring tools, equipment or chemicals onto site? If yes, state what you will bring with you on a separate sheet and enclose with this questionnaire.</p>		
<p>What is the safety policy of the organisation? Enclose a copy if you have five or more staff in your company.</p>		
<p>Do you have method statements / risk assessments for your work? If so, please enclose copies.</p>		
<p>Do you have suitable arrangements for fire and first aid? (Contractors are required to provide their own fire extinguishing equipment and first aid equipment).</p>		
<p>Will you have someone to supervise your work or the work of your employees? Enclose details of how you intend to supervise.</p>		

# Rules for Contractors

**This sheet is to be handed to all contractors before work commences. Contractors must read and sign the undertaking that they understand and agree to comply with site requirements.**

**Accidents and First Aid:** Accidents must be reported to our office so it can be entered into the Accident Book. Contractors must also inform their own employer as soon as possible.

**Contractors are required to provide their own first aid equipment.**

**Compliance:** Ignoring safety rules is viewed as breach of contract. Contractors and/or sub-contractors who do not comply with the law, Codes of Practice or our policy relating to tasks for which they have been engaged, may be asked to leave the premises. Failure to observe rules may also result in operatives being instructed to leave.

**Fire Safety:** Contractors are expected to ensure that they maintain the same level of fire compartmentation following any destructive works

**Electrical Equipment:** Electrical equipment, tools etc., used by a contractor and/or sub-contractor to our premises must be maintained and tested in accordance with legal requirements and safe working practice. Contractors will be liable for any damage caused to our property/people by their defective equipment.

**Fire Evacuation:** Notices are displayed to indicate emergency procedures. It is essential that contractors are fully conversant with these and that they react quickly and safely when the alarm sounds. Contractors are obliged to familiarise themselves with escape routes. These are to be kept free from obstructions at all times. It is extremely important that fire lanes and fire extinguishers are unobstructed and available for immediate use in the event of a fire. Extinguishers must be available for use at all times.

**Noise:** Contractors must avoid creating excessive noise whilst on our premises. Work that causes high levels of noise or vibration must not commence without agreement from management. Under no circumstances must any statutory noise levels be exceeded.

**Safety Equipment:** Contractors and/or sub-contractors are required to provide their own safety equipment. King's Ely reserves the right to stop any work where safety equipment or procedures are not being used / adhered to.

**Site Maintenance and Clearance:** During work contractors must maintain a safe working environment with minimum disturbance, dust, and noise. At the end of each day the site must be cleared of all surplus materials/rubbish and left clear of hazards. Premises must be left in clean and tidy state.

**Tools, equipment and chemicals brought on the premises:** Contractors must provide us with information regarding all tools, equipment and chemicals, which are brought, onto site, including details regarding storage, use and disposal. Contractors are responsible for arranging any necessary controls to eliminate or reduce exposure to harmful substances emitted during works undertaken. Where control measures are required, full details must be submitted to us before work is allowed to commence.

**Vehicle Movements** – Contractors are expected to adhere to the site speed limit and where vehicle movements are required during their works, they are appropriately controlled.

**Supervision of contractors & visitors to the school site:** I confirm that I have read and understood the information highlighted in the key information for contractors and visitors and will adhere to these requirements whilst on site.

I confirm that I have read the above requirements and agree to comply fully with the requirements for health and safety.

NAME ..... DATE .....

COMPANY .....

## SUPERVISION OF CONTRACTORS & VISITORS TO THE SCHOOL SITE

King's Ely has a duty to safeguard and promote the welfare of children who are pupils at the school. This duty extends to preventing pupils from being drawn into terrorism.

This procedure is designed to safeguard our pupils by ensuring that all work on site by third parties is carried out safely and that all necessary steps are taken to prevent unsuitable people having access to pupils.

### Contractors

#### Contractors

- Contractors to be pre-approved and must return full Health & Safety Contractor Information to the Chief Operating Officer.
- Before starting work on site, all Contractors must have provided Risk Assessments and Method Statements to the Clerk of Works or appropriate line manager.
- When arriving on site for the first time, all Contractors will be asked to produce photographic evidence ID and will not be allowed to commence work on site without this see appendix 1.
- At each visit to the site all Contractors must sign in at the Main Reception where they will receive a badge to be worn at all times, they will also be provided with the following information:
  - Health & Safety at work information
  - School Emergency procedures
  - Pedestrian walkways
  - Accident and illness procedure
  - PPE
  - Parking and speed limits on and around the school site
  - Smoking policy
- At the end of each visit to the site, Contractors must sign out at Main Reception and return their badge. If the works are over a longer period, they may keep the contractor badge for the duration of the job but must still sign in and out each day.
- Contractors must provide protective areas and signage and, where at all possible, work will be undertaken out of term-time (particularly work within boarding houses). When it is absolutely necessary that work must happen during term time (i.e. an emergency repair is required) the contractor will always be supervised by King's Ely staff.
- Contractors and visitors are expected to behave in a way appropriate to a school environment and use of appropriate language
- The Clerk of Works or his delegate will accompany the contractor to the relevant work area and will periodically check that safe works take place and appropriate barriers and signage are in place where necessary.
- The Clerk of Works will monitor all contractors that fall under his responsibility (all others will be monitored by the appropriate line manager) whilst on site and log details of the site safety check; these visits will be recorded electronically

with comments by the Clerk of Works. This log will be forwarded to the Chief Operating Officer and the Health and Safety Coordinator at the end of each term.

- The Clerk of Works or appropriate Line Manager will ensure that there are toilets designated solely for the use of contractors (these could be Portable Toilets if appropriate).
- Permits to work are given for hot works, working at height, working in confined spaces including excavation and electricity. These will be issued by the Chief Operating Officer, Clerk of Works, Head of Maintenance, Head of Grounds and Gardens, designated ICT Technician or Health and Safety Coordinator or their acting deputies.
- Contractors (such as contract cleaners) who work regularly on school premises and who have regular contact with pupils must have current enhanced DBS checks and safeguarding training. Records of these checks are kept in the Administration Offices.

### **Visitors**

- All visitors to the site must sign in (at Main Reception; OP Reception; KEP Reception; or KEA Reception) upon arrival and must sign out in the same place upon departure. Visitors who will be taken around the school site (for example, prospective parents) will receive a visitors' badge upon arrival and must return it at the end of their visit.
- Any visiting speakers will be subject to a risk assessment carried out before they arrive on site. The Visiting Speaker Risk Assessment Form is located on sharepoint and will be completed by the Principal, the Heads of section or the Deputy Head KES, Deputy Head KEA and recorded on the SCR.
- On arrival at King's Ely, visitors and contractors will be given the key information document laminate to read (appendix 2).

## King's Ely Reception Procedure

1. All visitors to the site must sign in upon arrival;
2. If the visitor is a contractor or will be touring the school site (i.e. prospective parents), you must:
  - give them a visitors' badge/ contractors' permit;
  - ask them to read the Key Information laminate;
  - Check their identity against suitable photographic ID (this need only be done on their first visit to the site and, thereafter, facial recognition is sufficient. Please do not take or keep copies of the ID documentation); **Please note visiting prospective parents touring the school with a member of staff and that are fully accompanied at all times are excluded from this.**
  - During term time reception will ensure that they do not leave the reception area unless accompanied by a member of staff.
  - Once familiar with their work area and outside of term times, contractors may move around the site unaccompanied with permission from the Clerk of Works or COO.
3. If the visitor is here for a meeting with a member of staff and will not be moving around the school site or interacting with pupils but instead will be taken, for example, from reception to an office, they:
  - Will need a visitor's badge and be signed in at one of the reception areas;
  - Do not need to be given the Key Information laminate;
  - Do not need to have their identity checked.
4. All visitors must sign out and return badge upon departure. Receptionists will check books periodically to ensure all badges have been returned and report any lost badge to the COO or Clerk of Works.

## Key Information

### Contractors and Visitors to the Site

#### Health & Safety

1. **Health & Safety at work:** A safe working environment is provided and all visitors are requested to cooperate in the maintenance of the high standard of safe practice.
2. **Emergency procedures:** In emergencies an alarm is sounded. Please vacate the building immediately and report to the reception where the badge was issued.
3. **Pedestrians:** Please follow designated walkways at all times.
4. **Injury/illness:** In the event of injury or illness please contact reception.
5. **Protective equipment:** Visitors must always observe the area of safety instructions at all times. In some areas the wearing of certain types of protective equipment is mandatory and in others is advised.
6. **Parking:** Vehicle must be parked in the designated car parks. Unauthorised parking can seriously hinder emergency access.
7. **Smoking:** Smoking is not permitted on school premises.
8. **Data** The school does not retain personal data for any longer than is necessary. For further information please see the school privacy notice located on the school website.

#### Safeguarding

1. Signing in/out: Please sign in upon arrival and sign out upon departure.
2. Identity Check: Visitors must show suitable photographic ID before being allowed to leave the reception area. **Please note visiting prospective parents touring the school with a member of staff and that are fully accompanied at all times are excluded from this.**
3. Badge/Permit: A visitors' badge/contractors' permit must be worn and be visible at all times and returned upon departure.
4. Moving about the site: During term time, a member of staff will accompany visitors at all times whilst on site.
5. Washroom facilities: Please only use the toilet facilities that are indicated to you by the member of staff supervising your visit.
6. Safeguarding: If you have any concerns of a safeguarding nature (including the prevention of radicalisation), please inform reception who will follow the procedure as set out in the King's Ely Child Protection Policy or, alternatively, please contact one of the designated persons for child protection (whose details you will find displayed on noticeboards throughout the school).
7. Early Years **Visitors are not to make or receive calls via mobile devices, whilst in the presence of pupils. They may use their mobile telephones in the school office if necessary**



# 15.FIRST AID PROTOCOL

## Introduction

The Health & Safety (First Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address. Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. Employers must inform employees of the first aid provisions such as equipment and facilities, which are adequate and appropriate and nominate suitable persons who will be responsible for first aid equipment. Where an employer provides first aiders in the workplace, they should have a valid certificate of competence in either emergency first aid at work or better.

The **'nominated person(s)'** should also take charge of the situation if a serious injury or major illness occurs. This should not interrupt any actions of a first aider that may be needed on the scene of an accident (e.g. calling an ambulance)

## Aims of policy

The aim of this policy is to ensure that adequate first aid arrangements are in place at the school and to ensure that staff, students, contractors and visitors are suitably cared for in the event of injury or ill health

To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

To ensure that first aid provision is always available while people are on School premises and while on School visits.

## Definition

First Aid is the means of treating minor injuries and illness or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance or qualified medical expert.

## Responsible/Nominated person(s)

King's Ely 'nominated persons' for first aid provisions are the Medical Centre Nurses, Chief Operating Officer and Health and Safety Coordinator. The Medical Centre nurses are responsible for supplying first aid materials. The Chief Operating Officer and Health and Safety Coordinator are responsible for the management of first aid including training and information. In case of an incident requiring medical attention the on-scene first aider is to take charge of the situation (e.g., call an ambulance, inform nominated person).

Action to be taken in the event of injury,

1. In the event of minor injury, the injured person should be assessed and treated at the scene by a trained first aider. An accident report should be completed by the person who witnessed the accident
2. In the event of more potential severe injury that does not require emergency response (999) and the injured person is able to walk to the Medical Centre, then they should be escorted there for medical assessment and treatment, the duty nurse will decide what further action is necessary. An accident report will be completed by the person who witnesses the injury
3. If the injured person is not breathing, unconscious, immobile, has significant head, neck, or back injury, they must not be moved, and an ambulance is to be called (999). Administration Office and Medical Centre must be informed. The accident book must be completed by the supervising adult and passed to the Health and Safety Co-ordinator.
4. In the event of an ambulance being called to the school, the 'Emergency Ambulance' group email must be sent stating the following: Name of pupil/staff involved, location of emergency and if the Medical Centre has been informed and/or in attendance. This message is sent to the Principal, Chief Operating Officer, , Heads of Section, Deputy Head KES, Head of Boarding, Health & Safety Coordinator, Reception and relevant Medical Centre staff.
5. First Aiders are listed in the Almanack and The Health and Safety Coordinator maintains an up-to-date record of all first aiders that are qualified and who cover all areas of King's Ely, this is available on request.

## **First Aid Arrangements**

### **First Aid Posters**

First Aid posters are displayed throughout the school and communicate in specific areas what to do in an emergency, a list of first aiders in that area, the location of the nearest first aid box and emergency contact numbers.

### **First Aid Kits**

The School's Medical Centre Nurses are responsible for the ordering and supplying of first aid materials and medications. It is the responsibility of the First Aider to notify the Medical Centre when the first aid kits in their area need to be restocked after use and replenished when items pass the expiry date.

Sufficient quantities of basic first aid equipment must always be available and must include:

#### **BASIC FIRST AID KIT**

First Aid guidance leaflet

Plastic tweezers

Yellow clinical bag

6 pairs of disposable gloves

4 triangular bandages

Foil blanket

Resus Aid

2-4 packs gauze swabs

10 medical wipes

4 saline pods

20 assorted wash proof plasters

6 safety pins

1 pair single use scissors

2 x Burn blott sachets

1-2 disposable ice packs

Micropore tape and dressing pads

Dressings

1 large wound pad with bandage (ambulance dressing)

2 medium wound pads with bandage (ambulance dressing)

2 eye pads with bandage

2-4 Adhesive dressings (Mepore)

The first aid box must be located where all staff have access to it and not locked in an office or cabinet. The location of the first aid kit will be displayed on first aid posters placed around the school.

More high-risk areas of the school will have specific first aid kits available e.g. science laboratories, sporting activities and Catering department (including burn kit and eye station)

First aid boxes for all off site activities are available in the Medical Centre and must be requested in advance.

All school vehicles have easily accessible on board first aid kits

### **The Medical Centre**

King's Ely Medical Centre is located at the Bishop Woodford house. The Medical Centre is open between 7.30 -18.00 Monday to Friday and 10.00-17.30 Saturday and Sunday and is staffed by three Registered General Nurses and one Medical Centre Assistant. Outside of these hours there is an on-call system staffed by the nurses. The out of hours GP Service (111) or 999 is used when necessary.

The Medical Centre is contactable on: -

External: 01353 662225

Internal: 3501/3523

A Minor Injury's Unit is located at the Princess of Wales Hospital in Ely and is open 7 days a week 8.30 -18.00 (No X-rays at weekends or after 4.30)

Phone: 01353 656675

In the event of a major injury/emergency, 999 must be called and the ambulance service requested.

In the event of a minor injury, the casualty is to be taken to the Medical Centre where the injury can be assessed, and a decision made about further treatment/assessment as appropriate.

The Medical Centre will treat minor injuries/illnesses. The Medical Centre or the responsible first aider will inform parents and Hsms about accidents/illness/treatment.

Staff may visit the Medical Centre as and when necessary, in term time, to access the above services as appropriate.

### **Procedure in the event of an accident or injury**

If an accident occurs, the member of staff in charge will assess the situation and decide on the next course of action. First Aiders are to be called for, if necessary. However, minor the injury, an accident report must always be completed to ensure accident records are maintained.

Ambulances: If an ambulance is called, the Administration Office should be informed, and they will make arrangements for the ambulance to have access to the accident site. Pupils will be accompanied in the ambulance, or followed to hospital, by a member of staff if the parents cannot be contacted in time.

In the event of an ambulance being called to the school, the 'Emergency Ambulance' group email must be sent stating the following: Name of pupil/staff involved, location of emergency and if the Medical Centre has been informed and/or in attendance. This message is sent to the Principal, Chief Operating Officer, Heads of Section, KES Deputy Head, Health & Safety Coordinator, Reception and relevant Medical Centre staff.

Parents will be informed by the first aider as soon as possible. The Medical Centre and Administration Office can be contacted to assist with contact with parents.

### **Procedure in the event of off-site accident, injury or illness**

The Medical Centre will provide a first aid kit and relevant medication and a mobile phone will be provided by school main reception. (Staff receive appropriate training prior to taking responsibility for medications). The kits and mobile phone should be carried by all teachers in charge of teams/trips when going away from the school site. A medical and allergy list will be included in all school trip first aid kits. Any treatment or incident should be recorded. The drug administration and accident forms should be handed back to the Medical Centre promptly on return from the trip. The trip leader is responsible for the safe storage of medication and handing this back to the Medical Centre.

Leaders of school trips must ensure that first aid provision is appropriate to the activities and group concerned. A member of staff should be appointed as 'the person in charge of the first aid'. This includes keeping a written record of treatment etc.

Informing parents about any injuries/illness should be carried out by the staff member in charge of the trip in consultation with the Section Head.

For School trips/tours/overnight stops a more comprehensive first aid kit will be provided. The provision for first aid should be part of the risk assessment. Party leaders will research carefully provision for First Aid, visits to doctors and hospitals in the area. A medical consent form will be sent out by the party leader to be signed by parents. Any problems should be discussed with parents and medical staff before departure.

Injuries or illnesses on a school trip will be monitored by the member of staff in charge of first aid and the party leader. A written record of treatment and relevant information must be kept. The party leader will inform the school contact of any problems and a decision made about who will contact parents. The Principal should be kept fully informed of any problems that involve contacting parents. If the Principal/Section Head is not available, contact the Deputy Head or Chief Operating Officer.

### **Administration of Emergency Salbutamol Inhalers in School**

From October 1, 2014 the Human Medicines regulations will allow schools to keep a Salbutamol inhaler for use in emergencies. The aim of this change is to deliver emergency Salbutamol, via a spacer, by designated members of staff to a pupil or member of staff with a known diagnosis of asthma who is having an asthma attack. Please see the 'Emergency Salbutamol Inhalers in Schools' protocol.

### **Administration of Emergency Adrenaline in School**

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow schools to obtain, without a prescription, adrenaline auto-injector (AAI) devices, if they wish, for use in emergencies. This will be for any pupil who holds both medical authorisation and parental consent for an AAI to be administered. The AAI(s) can be used if the pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered). Please see 'Non-Prescribed AAIs in Schools Protocol'.

### **Arrangements for Pupils with Specific Medical Conditions**

The School recognises that as part of its duty of care, it is required to make appropriate arrangements for pupils with particular medical conditions. The School's GP, Medical Centre Nursing team and the Welfare Officer are involved in such arrangements as appropriate. The School has Policies on Asthma, Epilepsy, Diabetes, Anaphylaxis, Pandemic, HIV and Eating Disorders as well as a Management of Vomiting and Diarrhoea Protocol. The School also has a Policy on the Administration of Medication. These policies, protocols and guidance documents can be found within the [Medical Centre Procedures](#) on SharePoint. Training on anaphylaxis and asthma is available annually for all members of staff and training on administration of medications is a mandatory requirement for certain members of staff as appropriate will be provided by the Medical Centre team. Parents/guardians are responsible for informing the Medical Centre of pupils' medical conditions on the Medical Questionnaire Paper and updated whenever appropriate.

### **Accident Reporting**

- All accidents must be recorded in the school accident book/s or at the Medical Centre.
- In the event of death or specified major injury, the Academic Heads of Departments or the Support Staff Managers must immediately notify The Principal and the Chief Operating Officer.
- In the case of minor injuries, it is the responsibility of each employee to complete an accident report if they or one of their staff or pupils were involved in an incident at the school.
- Where an accident involves anyone other than King's Ely staff, the Health and Safety Co-ordinator is responsible for completing the accident report.

### **Legal Obligations**

Reporting accidents and ill-health at work is a legal requirement. We have legal obligations under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013" (RIDDOR 13).

RIDDOR 13 requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

### **What action is required?**

#### **Death or major injury**

If there is an accident connected with work and:

- One of our employees or a self-employed person working on our premises is killed or suffers a major injury (including as a result of physical violence);
- A member of the public is killed or taken to hospital;

We must notify the enforcing authority immediately (by telephone) even at weekends. They will ask for brief details about the business, the injured person and the accident; and within ten days, we must follow this up with a completed accident report form (F2508). If not fatality, then contact the Centre on the next available working day

Definitions of major injuries are given later.

**Accidents can now be reported via a central reporting centre:**

**Telephone**      0845 300 9923 (Available 0830 to 1700 Mon to Fri)  
**Fax**                0845 300 9924  
**Email**             [riddor@natbrit.com](mailto:riddor@natbrit.com)  
**Internet**         [www.riddor.gov.uk](http://www.riddor.gov.uk)  
**Postal address:** Incident Contact Centre, Caerphilly Business Park, Caerphilly,  
 CF83 3GG

**Over-Seven-day Injury**

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-seven-day injury you must send a completed accident report form (F2508) to the enforcing authority within fifteen days. An over-seven-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non-workdays).

**Disease**

If a doctor notifies you that your employee suffers from a reportable work-related disease, then you must send a completed disease report form (F2508A) to the enforcing authority. A summary of the reportable diseases is given provided in accident reporting procedure. Under RIDDOR Regulations the reporting of COVID 19 is required when transmission is attributed to a workplace exposure

**Person responsible**

It is the responsibility of the Chief Operating Officer or in his absence the Health and Safety Co-ordinator to carry out the necessary notification immediately, then to complete the RIDDOR form and send to the enforcing authority within the specified time of the injury.

The **Principal** should be notified immediately of all major accidents.

Parents will be informed of all serious or significant injuries, accidents or illnesses involving their child as soon as possible.

**Accident Book**

The accident book is compliant with the Data Protection legislation. Accident books are held at KEA, KEP, Medical Centre, Administration Office, Catering Department, Domestic Manager’s Office and OP Reception

**In the event of an accident, a record should be made in the accident book.** The accident book is completed by staff at the scene of the accident if witnessed. When injuries are treated in the Medical Centre, the Nurses record their assessment of the injured/unwell pupil/staff in the medical area of iSAMS or the staff injury/illness log.

**Reporting to Parents:**

Parents will be informed of all serious or significant injuries, accidents or illnesses involving their child as soon as possible.

## **Training**

Key members of support and academic staff receive the one-day emergency first aid training (and refresher training) to enable them to better fulfill this responsibility. Certain members of staff, (house matrons and Ely Scheme senior instructors) agreed by the Chief Operating Officer, will receive a 3 day 'First Aid at Work' certificate or 2 day 'Outdoor First Aid' certificate which is relevant to their specific area of work.

The Health and Safety Coordinator maintains an up-to-date record of qualified first aiders and ensures that staff requalify every 3 years,

**Sports teachers and coaches** will be trained as emergency first aiders to enable them to deal with common accidents related to sporting activities these include:

- asthma
- bleeding
- bone, muscle and joint injury
- burns and scalds
- chest pain
- choking
- communication and casualty care
- emergencies in public
- head injury
- extremes of heat and cold
- primary survey
- resuscitation
- the role of the first aider
- sprains and strains
- the unconscious casualty

**King's Ely Acremont House/Nursery staff** will be trained in an OFSTED approved early year's first aid enabling them to deal with specific details related to young children.

In addition to this, the Medical Centre provides annual training on administration of medication, asthma and anaphylaxis for staff who work in the boarding houses and staff who will be looking after pupils on school trips.

## **Special Precautions**

### **First Aid Provision for Lone or remote working**

Where employees work alone or in remote areas, King's Ely will provide mobile phones, all vehicles have first aid kits and risk assessments will be completed. Further Guidance is available in the lone worker policy.

## **Infection Control**

In any situation requiring first aid, certain precautions need to be taken to reduce the risk of transmitting infections, including hepatitis. These standard precautions will be equally effective against the HIV virus. For example, first-aiders should always cover any exposed cuts or abrasions they may have with a waterproof dressing before treating a casualty whether any infection is suspected. First aiders must wear gloves before attending the casualty and should also wash their hands. They should also wash their hands both before and after applying dressings. A sharps box is kept in the Medical Centre. The school's sharps policy is available on the intranet for further information. Whenever blood, semen or other bodily fluids must be cleaned up, the guidelines for dealing hygienically and safely with spillages of body fluids must be followed and bodily fluids clean up kits should be used.

Bodily fluids clean up kits are provided for all boarding houses, Medical Centre, KEA, KEAN, KEP, Administration Office, Catering, Hayward Theatre, Old Hereward, Cherry Hill Classrooms, and Old Palace.

## Guidelines for dealing hygienically and safely with spillages of body fluids

### Method

1. Display Cleaning in Progress/Wet Floor sign to prevent accidental contact with the spillage
2. Put on disposable gloves and apron
3. Liberally sprinkle absorbent powder over the spill and allow time for any liquid to be absorbed
4. Using the disposable scoop and scraper, clear away the spillage into a yellow clinical waste bag. Dispose of the scoop and scraper into the bag after use
5. Spray the area with disinfectant allowing contact time
6. Wipe the area clean with disposable paper towels
7. Place any soiled bedding or clothing into a dissolvable laundry bag and take to the school laundry for washing
8. Place the used paper towels, gloves and apron into the yellow clinical waste bag
9. Ensure you wash your hands with antibacterial soap and warm water
10. Whilst cleaning, if any bodily fluids come in to contact with your eyes, nose, mouth or an open wound, wash/irrigate the area with antibacterial soap and water
11. Take the clinical waste bag to the Medical Centre for safe disposal
12. Contact the Main Reception 01353 660700 during office hours or [reception@kingsely.org](mailto:reception@kingsely.org) so they are able to inform the Domestic team to arrange a deep clean of the area

### Medical Centre Provision

In addition to first aid arrangement outlined within this protocol further Medical Centre policies are available on [SharePoint](#).

### Appendix One: Location of First aid Kits

Department	No	LOCATION
Custodians	3	Site office 2x Custodians Vans
KEI	1	1 x Workroom
Prep School	8	Staff Kitchen Lab 3 Lab 3 Lab 2- N7 Lab 1- N8 Lab 1 –N8 JS Reception Year 3 & 4 Year 3 & 4 Year 5 & 6/ The paddock Boys Games Girls Games
Sports	20	1 in each of 3 Pavilions 3 in Sports Hall – 2 x office and 1 x fitness room 3 taken to Amherst Field Tues & Thurs pm 1 in each of the 8 team kit bags 6 spare bags – PE store
Science	13	BL1,2 & 3, CL1 & 2, RBl, PL1,2 & 3, PhySc Lab Chemistry Prep Room Biology Prep Room 2 x burns kit

Design Technology	7	1 x Senior Workshop 1 x Prep Workshop 1 x Food Room 1 1 x Food Room 2 3 x burns kits
Art	5	1 in each Art Studio 1 x burns kit
Maintenance	9	3workshops 6 x vehicles
Catering	6	1 x main kitchen 1 x dining hall 1 x catering van 1 x KA kitchen 1 x OP Refectory kitchen 1 x HT Kitchen
Exams Office	1	Exams office – No.6 the Gallery
Music	2	Music Secretary Office
Drama	3	Dance Studio foyer Kitchen 1 x burns kit
Old Palace	4	Reception OP Kitchen Principals PA OP gym 6 <sup>th</sup> Form tutor's office (Long Gallery)
Grounds and Gardens	10	Managers Office Grounds Common Room Gardens Common Room Gardeners Van – x 1 Grounds Vans x 3 – Grounds Barn Swimming Pool Plant Room Swimming Pool
Medical Centre	7	2 x large first aid kits and 4 med kits – for trips 1 x emergency kit
Learning Support	1	Kitchen Area – No 7 The Gallery
Admin Offices	1	Reception
Catherine Needhams	2	RS Office Classics
Laundry	1	Main room 1 Eyewash Station
Domestic	2	1 x Domestic Managers Office 1 x Ground Floor Small Kitchen
Nursery	3	Staffroom Room 10 1 x bum bag
Acremont	12	2 x main school office 1 x staffroom 6 x classrooms (bum bags) 3 x kitchen



Matrons	16	1 x Choir House 1 x burns kit 1 x Hereward - Tutor's Office 1 x burns kit 1 x Hill – House Office 1 x burns kit 1 x School – HsM Office 1 x burns kit 1 x Wendreda – House Office 1 x burns kit 1 x St Dunstan's – House Office 1 x burns kit 1 X Priory 1 x burns kit 1 x Etheldreda – hallway desk 1 x burns kit
Boat House	3	Boat House 2 x small emergency Boat Kits
Osmond House	1	Tutor's Office
Wilkinson House	1	Tutor's Office
Torfrida House	1	Tutor's Office
Withburga House	1	Tutor's Office
Minibuses	11	
Hayward Theatre	1	Front entrance

#### **Location of Emergency Salbutamol Kits**

- |                     |                            |
|---------------------|----------------------------|
| 1. Old Palace       | 10. KEA Building           |
| 2. Priory House     | 11. KEP Building           |
| 3. School House     | 12. KES Old Hereward       |
| 4. Wendreda House   | 13. Reception Building     |
| 5. Choir House      | 14. Medical Centre         |
| 6. Etheldreda House | 15. Sports Office KES      |
| 7. Hill House       | 16. Kings Ely Boat House   |
| 8. Hereward House   | 17. Monastic barn          |
| 9. Hayward Theatre  | 18. Old Palace Dining Room |

#### **Location of Emergency Defibrillators and Emergency Anaphylaxis Kit**

1. Medical Centre (Administration office out of term time)
2. Sports Hall
3. KEP Kitchen
4. Dining Hall Kitchen

5. Hayward Theatre front entrance
6. Old Palace Reception
7. Acremont reception
8. Boat House

## **Appendix Two: EYFS First Aid**

Staff members may administer prescribed medicines after completing the relevant training from the Medical Centre. It is the advice of the School Medical Officer that medicines required three times a day should usually be given before and after school and at bedtime. However, if this is not possible, especially with our youngest children who attend nursery from 8am until 6pm, then they may be given by trained staff members, at the parent's request, *only* when the medicine permission form has been completed and signed. This also applies to other prescribed medicines. Medicines required, may need to be stored in the fridge in the school office.

The member of staff administering the medicine will check the dosage and expiry date before it is administered and complete and sign the medicines administered form. Parents will be informed that the medicine has been administered on the same day or as soon as reasonably practical.

Only prescribed medicines will usually be administered. The exception to this is when a child has a fever, and parents are unable to collect quickly. Parents will be asked to email their permission to administer Calpol or the equivalent. Also, a child who has a history of febrile convulsions may be given paracetamol at the onset of a fever with the parent's consent and then the parents must collect the child as soon as possible.

KEA medical questionnaire now includes a third emergency contact for when parents/guardians are outside of the local area.

Asthma inhalers and emergency anti-allergy treatments, which are prescribed for the child and provided by the parents may be administered by trained staff members only and will be kept in named container out of reach of the children. The expiry date of stored medicines will be checked regularly. If these are administered, a written record is kept, and parents are informed that day or as soon as reasonably practicable.

All EYFS staff are paediatric first aid trained, ensuring that trained staff are always on site and always on outings.

### **Administration of Emergency Salbutamol Inhalers in School**

From October 1, 2014 the Human Medicines regulations has allowed schools to keep a Salbutamol inhaler for use in emergencies. The aim of this change is to deliver emergency Salbutamol, via a spacer, by designated and trained members of staff to a pupil with a known diagnosis of asthma who is having an asthma attack and who has written consent from parents. Please see the 'Emergency Salbutamol Inhalers in Schools' protocol.

EYFS staff are all trained in the use of this inhaler, which is checked each month by designated staff. An inhaler is kept in the Yellow room in Nursery, and in the school office at KEA.

### **Administration of Emergency Adrenaline in School**

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow schools to obtain, without a prescription, adrenaline auto-injector (AAI) devices, if they wish, for use in emergencies. This will be for any pupil who holds both medical authorisation and parental consent for an AAI to be administered. The AAI(s) can be used if the pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered). Please see 'Non-Prescribed AAIs in Schools Protocol'.

Parents are told via the Parents' Information Document and regularly reminded via newsletters and verbally to keep children out of school for 48 hours after any occurrence of vomiting or diarrhoea. School must be informed if a child has a notifiable infection/ disease. Parents are provided with a copy of 'A Guide to Childhood Illnesses' booklet.

Accidents are recorded and parents are informed on that day, or earlier, if necessary, of the nature of the accident and of any first aid administered.

First aid boxes are always available within all the EYFS areas and contain appropriate contents for use with children.

Child Protection Agencies and Ofsted will be notified in the event of a serious accident or injury to or the death of any child whilst in our care.

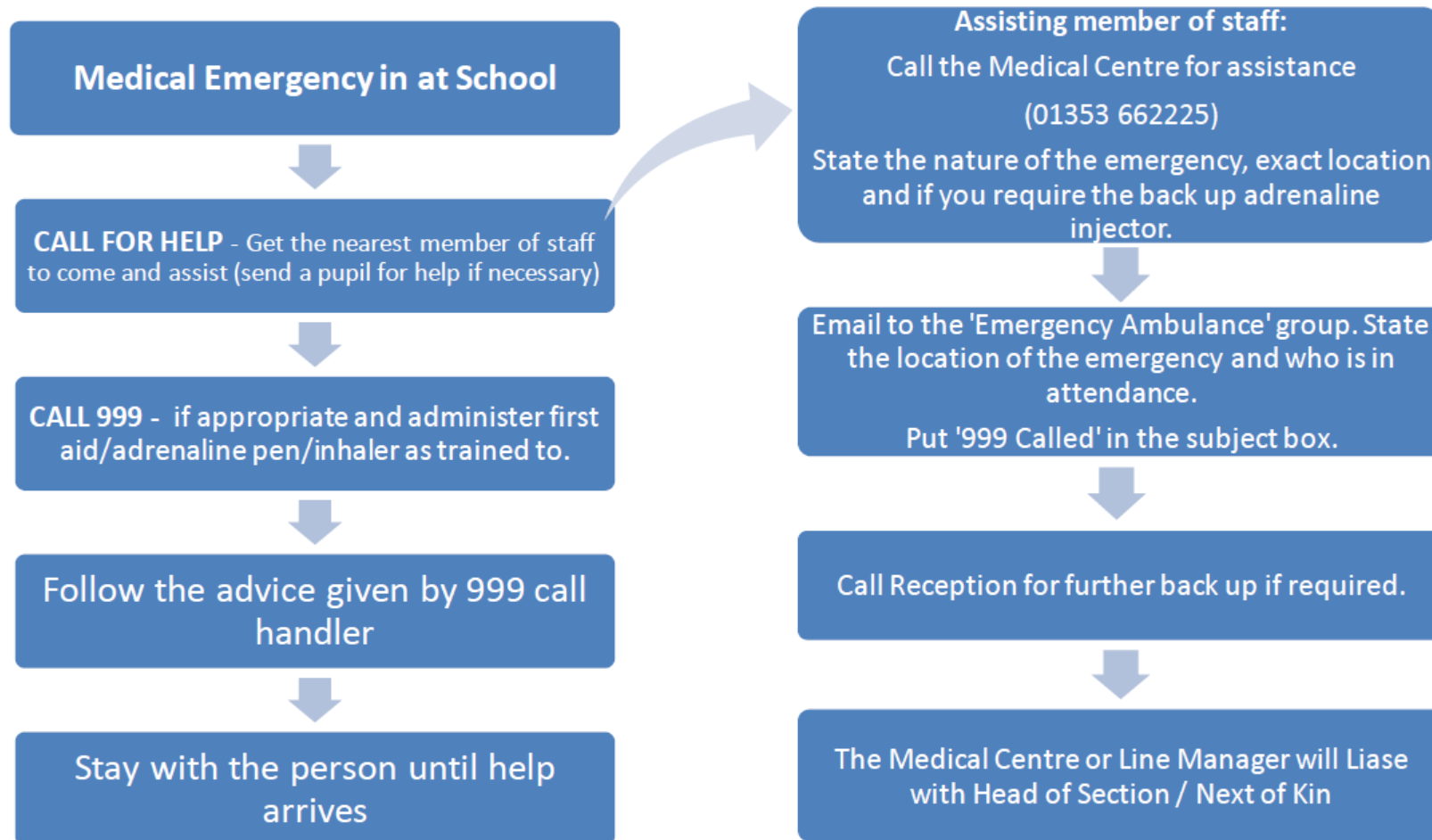
<b>King's Ely Trained First Aiders (as of 15/06/2023)</b>				
<b>Name</b>	<b>Area of School</b>	<b>Department</b>	<b>Expiry Date</b>	<b>Qualification</b>
LUCY Shute	Support	Matron	13/01/2026	Emergency First Aid at Work
Toby Humphrey	KES	KES	02/11/2025	First Aid at Work
Jackie Brown	Support	Laundry	28/07/2023	First Aid at Work
Andrew Wallis	Support	H/S Coordinator	28/07/2023	First Aid at Work
Alison Inskip	Support	KEP	28/07/2023	First Aid at Work
Karen Tyrrell	Support	Domestics	01/11/2025	Emergency First Aid at Work
Kevin Harrison	Support	IT	09/12/2024	Emergency First Aid at Work
Paul Lott	KES	KES	08/06/2025	First Aid at Work
Will Temple	Support	Grounds	02/11/2025	First Aid at Work
Helen Goodjohn	Support	Matron	10/12/2024	First Aid at Work
Tracey Corner	Support	Domestic	02/11/2025	First Aid at Work
David Tyrrell	Support	Custodian	13/01/2025	Emergency First Aid at Work
Neil Porter Thaw	KEP	KEP	05/05/2024	Emergency First Aid at Work
Richard Whymark	KEP	Management	05/05/2024	Emergency First Aid at Work
Andrew Marshal	KEP	Management	05/05/2024	Emergency First Aid at Work
Laura Roberts	KEP	Management	05/10/2023	Emergency First Aid at Work
Mark Scott	Support	Custodian	06/05/2024	Emergency First Aid at Work
James Lane	Support	Drama	05/05/2024	Emergency First Aid at Work
Michelle Parr	Support	Boarding	24/02/2025	16 Hour Outdoor First Aid Course
Lina Aleksyniene	Support	Matron	06/02/2023	First Aid at Work
Victoria Lever	Support	KEA Admin	13/01/2026	Emergency First Aid at Work
Alastair Ray	KEP	KEP	13/01/2026	Emergency First Aid at work
Annie Shepard	Support	Catering	11/04/2024	Emergency First Aid at Work
Valerie Rollings	Support	Catering	11/04/2024	Emergency First Aid at Work
Ben Barrett	Support	Catering	11/04/2024	Emergency First Aid at Work
Lucy Battersby	Support	Catering	11/04/2024	Emergency First Aid at Work
Matthew Kneeshaw	Support	Catering	11/04/2024	Emergency First Aid at Work
Natalie Holder	Support	Catering	11/04/2024	Emergency First Aid at Work
Timothy Bootle	Support	Catering	11/04/2024	Emergency First Aid at Work
Chanre Bond	KES	Sport	10/06/2025	Emergency First Aid at Work
James Houlston	KES	Sport /Boarding	24/02/2025	16 hour Outdoor First aid Course
Dan Parratt	KEP	Sport	10/06/2025	Emergency First Aid at Work
Richard Oliver	KEP	Sport	09/06/2025	Emergency First Aid at Work
Melanie Hughes	KES	Sport	09/06/2025	Emergency First Aid at Work

Lucy Hunt	KEA	KEAN	28/01/2024	Paediatric First Aid
Georgia Smith	KEA	KEAN	26/02/2026	Paediatric First Aid
Lucy Wright	KEAKEP	KEAN	28/01/2024	Paediatric First Aid
Rosalind Lane	Whole School/KEP	Chaplain	20/5/2024	Emergency First Aid at Work
Rebecca Ogden	KEA	KEA	29/09/2024	Paediatric First Aid
Laura Dixon	KES	KES	19/09/2025	Emergency First Aid at Work
Lee Yearn	Support	Gardens	9/06/2025	Emergency First Aid at Work
Alex Meddle	KES	Sport	10/12/2024	Emergency First Aid at Work
Oliva Petherick,	KEP	KEP	09/06/2025	Emergency First Aid at Work
Jerry Dale	Sports	Sports	10/06/2025	Emergency First Aid at Work
Philip Curtis	Support	Grounds	02/11/2025	First Aid at Work
Mark Hart	Support	Management	14/01/2023	Emergency First Aid at Work
Iren Sheridan	Medical Centre	Support	02/11/2025	First Aid at Work
Victoria Walker	KEA	KEA	29/09/2024	Paediatric First Aid
Helen Melville	KES	KES	15/09/2023	16 Hour Outdoor First aid
Kayleigh Darkens	KEAN	KEAN	16/03/2023	Paediatric First Aid
Billy Logan	Support	Catering	28/07/2023	First Aid at Work
Saba Abidi	KEA	KEAN	12/12/2024	Paediatric First Aid
Harrison Palmer	Sport	Sport	05/05/2024	Emergency First Aid at Work
Victor Bridges	Sport	Sport	13/10/2024	Emergency First Aid at Work
Isobel Smyth	KES	KES	13/10/2024	Emergency First Aid at Work
Sophie Lane	Support	M	13/10/2024	Emergency First Aid at Work
Mark Wilkinson	KES	KES	13/10/2024	Emergency First Aid at Work
Faye Fenton - Stone	KEA	KEA	29/09/2024	Paediatric First Aid
Craig Ward	Sport	Rowing	08/11/2024	First Aid at Work
Heather Strudwick	KEA	KEA	08/10/2024	Paediatric First Aid
John Barlow	Support	Driver	10/12/2024	Emergency First at Work
Jane Halls	Support	Sixth form	09/12/2024	Emergency First at Work
Loveday Perceval Maxwell	Support /KEP	Admin/ Boarding	06/05/2024	Emergency First Aid at Work
Andreas Elia	Support	Driver	09/06/2025	Emergency First Aid at Work
Michelle Wolfe	Support	Driver	09/06/2025	Emergency First Aid at Work
Emma Meddle	KES	Art/Tech	10/06/2025	Emergency First Aid at Work
Ruth McAlinden	Sports	KEP	15/10/2023	Emergency First Aid at Work
Rebecca Menzies	KEA	KEA	19/09/2024	Paediatric First Aid
Bill Perceval Maxwell	Driver	Driver	06/05/2024	Emergency First Aid at Work
Claire Gorick	KEP	Boarding	23/09/2025	Emergency First Aid at Work
Lizelle Goosen	KES	Sport	23/09/2025	Emergency First Aid at Work
Michael Batty	KES	Sport	23/09/2025	Emergency First Aid at Work
Melanie Moss	Support	Matron	02/11/2025	First Aid at Work

Helen Richardson	Support	Matron	13/01/2026	Emergency First aid at Work
Racheal Street	KEAN	KEAN	26/02/2026	Paediatric First Aid
Sharon Jackson	KES	KES	23/09/2025	Emergency First Aid at Work
Kelly Langford	KEA	KEAN	15/10/2023	Emergency First Aid at Work
Tim Wyndham-Smith	KES	Ely Scheme Instructor	24/10/2023	Advanced First Aid (Expedition)
Michelle Pyle	Support	Med Centre	24/03/2024	First Aid at Work
Harriet Gervasio	KEA	KEA	07/06/2025	Level 3 Award in Forest School First Aid (RQF)
			07/06/2025	Level 3 Award in Paediatric First Aid
Helen Monk	KEA	KEA	29/09/2024	Paediatric First Aid
Jeanette Wessmann	Support	Matron	05/05/2024	Emergency First Aid at Work
Daniel Everest	KEP	KEP	20/05/2024	Emergency First Aid at Work
Christopher Young	KEP	KEP	20/05/2024	Emergency First Aid at Work
Clarissa Saberton	KEP	KEP	20/05/2024	Emergency First Aid at Work
Sarah Horner	KEP	KEP	20/05/2024	Emergency First Aid at Work
Emily Chadwick	KEP	KEP	20/05/2024	Emergency First Aid at Work
Natasha Hobbs	KEP	KEP	20/05/2024	Emergency First Aid at Work
Katie Wilson	KEA	KEA	29/09/2024	Paediatric First Aid
Claire Cox	KEP	KEP	13/10/2024	Emergency First Aid at Work
Jake Northfield	Support	Gardens	13/10/2024	Emergency First Aid at Work
Mark Williams	Support	Driver	13/10/2024	Emergency First Aid at Work
Josh Jordan	KES	Grad	15/07/2023	Emergency First Aid at Work
Joseph Sellers	KES	Grad	10/12/2024	Emergency First Aid at Work
Robert Nicklinson	Support	Driver	10/12/2024	Emergency First Aid at Work
Andrew Lawrence	Support	Driver	09/12/2024	Emergency First Aid at Work
Matthew Levett	Support	Maintenance	09/12/2024	Emergency First Aid at Work
Sam Weekes	Support	Gardens	10/12/2023	First Aid at Work
Alexander Scarborough	Support	Ely Scheme	17/11/2024	ITC Certificate in Outdoor First Aid at SCQF level 6
Sean Freeman	Support	Custodians	9/06/2025	Emergency First Aid at Work
Rachel Todd	KES	KES	9/06/2025	Emergency First Aid at Work
Caitlin Beavis	Support	Welfare	10/06/2025	Emergency First Aid at Work
Sarah Bales	Support	Domestic	10/06/2025	Emergency First Aid at Work
Joanne Gibson	Support	Domestic	10/06/2025	Emergency First Aid at Work
Scott Mathie	KES	KES	10/06/2025	Emergency First Aid at Work
Oliver Pengelly	KES	KES	20/11/2023	Emergency First Aid for Schools
Henry Bullivant	Support	Admin	04/11/2024	Emergency First Aid at Work
Helen Murphy	KEP	KEP	23/09/2024	First Aid at Work
Michael Ruta	KES	KES	07/10/2024	Emergency First Aid at Work
Dominique Gilbert	KEP	Sport	03/09/2024	Emergency First Aid at Work
James Keenan	Support	Driver	23/09/2025	Emergency First Aid at Work

Julian Calvert	Support KEP	Driver KEP	23/09/2025	Emergency first aid at work
Cally Gee	KEPKEP	TAKEP	23/09/2025	Emergency First Aid at Work
Judith Yazicilar	KEP	Matron KEP	23/09/2025	Emergency First Aid at Work
Shahed Al Sharifi	KES	KES	23/09/2025	Emergency First Aid at Work
Jeremy Thew	Support	Custodian (KEA)	13/01/2026	Emergency First aid at Work
Hayley Mortimer	Whole School	Co -Curricular	13/01/2026	Emergency First Aid at Work
Gretta Funnell	KEA	KEA	26/02/2026	Paediatric First Aid
Hannah Johnson	KEA	KEA	26/02/2026	Paediatric First Aid
Leah Seymour	KEA	KEA	26/02/2026	Paediatric First Aid
Fernanda De Barros Nogueira Santarelli	KEA	KEA	08/03/2024	Paediatric First Aid
Hannah Baldock	Support	Medical Centre	15/02/2026	First Aid at Work
Nicholla Thornton	KEA	KEA	11/06/2026	Paediatric First Aid

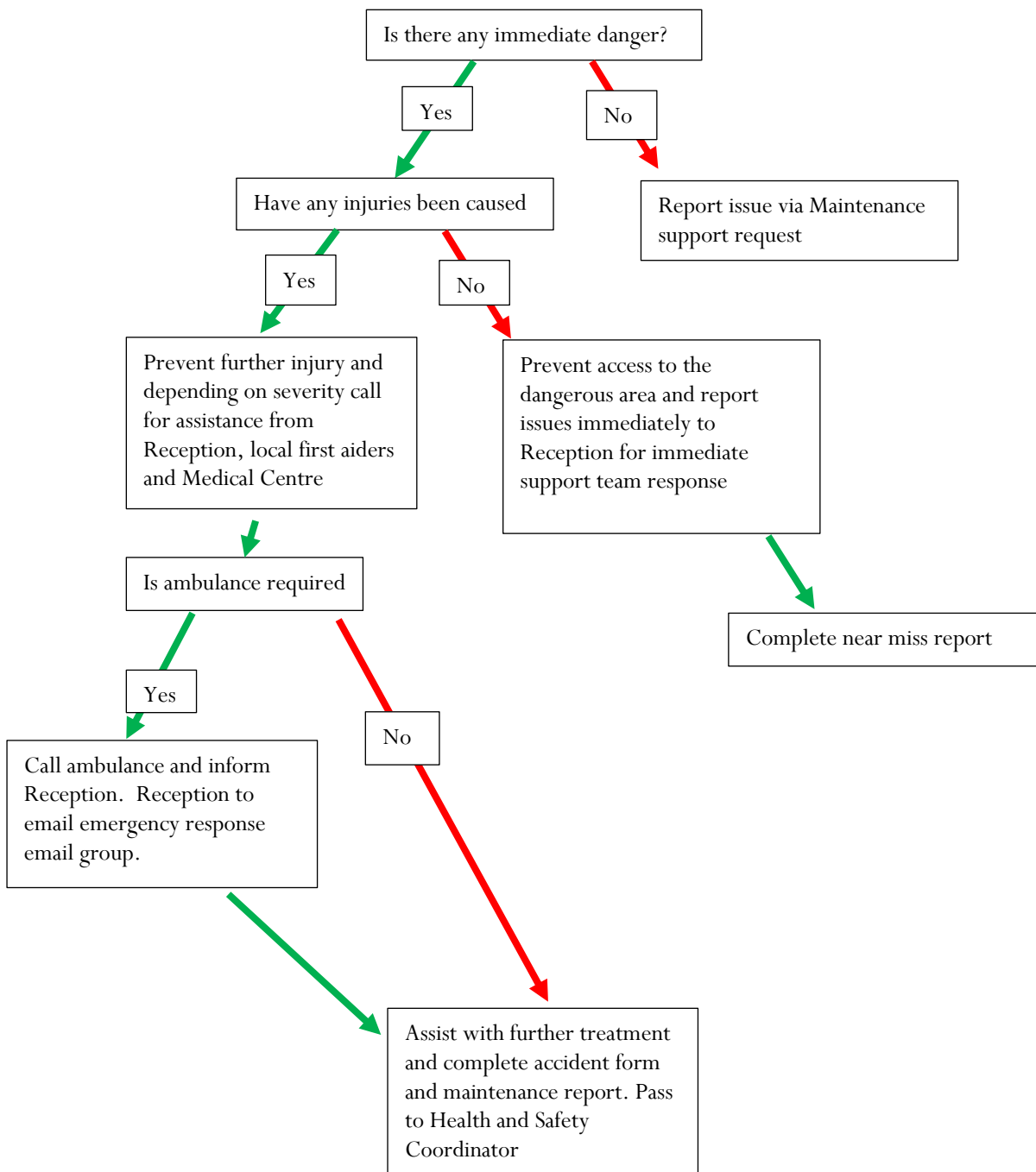
**Staff Response**  
**If a medical emergency should occur at school**



**If a medical emergency occurs when there is no one else around you must call for help before attending to the ill/injured person**



## Appendix Four - Reporting Process in the Event of an Emergency



**Contact Details**  
 Main reception: 01353 660700  
 Medical Centre: 01353 662225  
 Custodian: 07879 495029  
 Emergency Services: (9) 999

# 16. YOUNG WORKER

## Introduction

The employment of young people in the workplace need not necessarily present a problem. However, young workers are particularly at risk within the workplace because of a relative lack of experience and in some cases a lack of maturity, which may reduce their awareness of existing or potential risks.

This policy is intended to enable King's Ely to meet the requirements of both the Health and Safety at Work Act etc. and the Management of Health and Safety at Work Regulations 1999.

People on work experience or employment training schemes and volunteers have the same protection under health and safety law as employees.

## Definitions:

**A young person:** is anyone under 18 and

**A child:** is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16

## Policy Statement

King's Ely is aware of the additional risks that may follow because of the employment of young people and will take all measures necessary to minimise those risks so far as is reasonably practicable

## Scope of Policy

This policy describes the procedures, which should be followed to ensure that where a young worker is working in King's Ely either as an employee, volunteer or on work experience; she/he is not exposed to any increased or significant risk without prior risk assessment.

This policy applies to, amongst others, people on work experience from schools, colleges and other organisations. All employees are required by their contract of employment to co-operate with King's Ely on health and safety matters. This includes compliance with this policy. Any action to the contrary could result in disciplinary action. All people undertaking work experience must follow the instructions, training and procedures, which are explained, to them.

## Aims and Objectives

The primary aim of this policy is to ensure that any young person employed, on work experience or volunteering with the King's Ely is not exposed to any greater risk to their health and safety because of age than any other King's Ely employee. The achievement of the following objectives will:

- a) Ensure that a risk assessment for each young person employed is carried out **before** she/he starts work.
- b) Ensure that the risk assessment considers physical or psychological immaturity, inexperience and lack of awareness of potential or existing risks.
- c) Ensure that all necessary measures indicated by the risk assessments are carried out or implemented.
- d) Provide information to parents of school age children about the risks and the control measures introduced before the child starts work
- e) Consider the risk assessment in determining whether the young person should be prohibited from certain work activities, except where they are over the minimum school leaving age and it is necessary for their training and:

1. Where risks are reduced so far as is reasonably practicable and
2. Where proper supervision is provided by a competent person.

## **Area of Responsibility**

### **School Governors and the Principal**

School Governors and The Principal have specific responsibility for giving effect to health and safety matters and will ensure that this policy is implemented by all line managers and will ensure that the effectiveness of this policy is continually reviewed.

### **Chief Operating Officer**

The Chief Operating Officer has responsibility for helping managers to ensure that young people are kept safe and healthy at work and to ensure that this Policy allows King's Ely to comply with its legal responsibilities.

### **Health and Safety Coordinator and Department Managers**

The Health and Safety Coordinator and Department Managers have a responsibility to implement this policy and to ensure that all workplaces provided for the use of their department is done so in accordance with this policy and that all reasonable steps are taken to maintain and where necessary, improve health and safety standards.

### **Employees**

All employees have a responsibility to abide by this policy and any decisions arising from the implementation of it. Any possible risk to health and safety that they are aware of should be reported to their manager.

### **The Young Worker**

The young worker has a responsibility to abide by the controls put in place by this policy to ensure health and safety are maintained to the level of all school employees

### **Procedures**

#### **Potential Risks**

The following procedures must be followed in order to ensure that any risk presented to a young person employed by King's Ely is eliminated wherever possible and in all other cases reduced to the lowest level reasonably practicable.

#### **Risk Assessment**

King's Ely will ensure that the necessary risk assessments are undertaken in order to quantify the extent to which the health and safety of young workers is affected. It is a Chief Operating Officer and Health and Safety Coordinator responsibility to ensure that the necessary risk assessment is carried out for each young person under their control who is employed by the School. Before employing a young person, the health & safety risk assessment must consider the following factors:

1. The layout of the workplace and the site where the young person will work.
2. The nature of any work which is to be carried out including the physical, psychological and biological effects they may present.
3. What types of work equipment will be used and how this will be handled.
4. How the work and processes involved are organised.
5. The need to provide health & safety training.
6. Risks from the agents, processes and work.
7. The need for supervision and the level required.

## A young person should not be expected to do work which:

1. is beyond their physical or psychological capabilities;
2. exposes them to harmful levels of radiation;
3. involves a risk to health from noise, vibration or extremes of hot or cold;
4. exposes him/her to substances which can present acute or chronic affect to health,
5. involves a risk of accidents which she/he is unlikely to recognise because of a lack of experience, training or enough attention to safety. Having carried out the assessment the manager should ensure that any restrictions on the work of the young person together with any necessary changes to the workplace are documented and where appropriate action will be taken.

The line manager should ensure that the young person is provided with suitable and appropriate information, instruction and training. Supervision arrangements should also be carefully considered and allocated to a named person(s).

## Information, Instruction, Training and Supervision

Young people will need training when they start a job, King's Ely will ensure that every young person or child employed is provided with timely and effective training for reasons of health and safety. It is the Department Managers' responsibility to ensure that appropriate training is given. Additional assistance can be provided by the Health and Safety Coordinator. Young people will also need training and instruction on the hazards present in the workplace and on the preventive and control measures put in place to protect their health & safety. As well as training, young people are also very likely to need more supervision than adults are. The Health and Safety Coordinator should keep training records. This will help ensure that King's Ely can demonstrate compliance with the legal requirements and that training is relevant and up to date.

## Training Requirements for Young Persons

The importance of timely and effective training for employees can never be underestimated, but where young people are involved, finding the right approach to training is even more critical. Many of them will have come straight from full-time education and therefore may demonstrate a reluctance to return to what they see as a "classroom" environment. Planning of suitable training programs that will catch their interest and hold their attention is, therefore, of paramount importance. Induction training is very important, but it may be that, in order to maximise the retained knowledge, it is appropriate to cover only the essentials at this stage, with the remainder of the information provided over a period. Variety should be introduced to the training programme wherever possible; the involvement of colleagues, as well as supervisors and managers, may help them to see a wider perspective. Re-iteration of many topics may be necessary at an early stage, to ensure understanding.

Topics that should be covered at initial induction or in the first few days of work might include the following.

- **Health and Safety Manual** - An explanation of King's Ely policies and any particularly relevant sections.
- **Trainee's Personal Responsibilities** - These should be discussed and emphasised.
- **Safety Documentation/literature** - Any relevant documentation should be discussed and distributed.
- **Key Safety Personnel** - These should be introduced where possible, and their functions explained.
- **Manual Handling** - Explain that manual handling should be avoided where possible; demonstrate techniques for safe lifting if relevant.
- **Housekeeping** - Explain why the work area should always be kept tidy and clean.
- **Prohibited Areas** - Identify those areas which are out of bounds and explain why.
- **Machinery** - Identify those items of machinery/equipment, which must not be operated, and explain why, and show which pieces of machinery must only be used after training and under supervision. Explain the need to report faults, and qualified and competent staff should only carry out those repairs.
- **Safe Working Systems** - The hazards associated with the work area and work processes should be explained, together with the need to follow safe working practices always.

- **COSHH** - Explain what is in use within the workplace, storage arrangements and safety precautions; stress the need to read the label.
- **Personal Protective Equipment (PPE)** - If PPE is provided, explain why and show how it is to be worn. Explain the arrangements for changing, cleaning and maintenance.
- **Safety Equipment** - If safety equipment is used, explain what it is for, where it is kept and who is responsible for its maintenance and for the training of staff.
- **Personal Hygiene** - Show the locations of toilet and washing facilities.
- **First Aid** - Explain the arrangements for first aid facilities and show the locations of these facilities.
- **Accident Reporting** - Stress the need to report all accidents and near misses, even if no one is hurt and there is no damage. Show the location of the accident book.
- **Fire and Emergency Procedures** - Explain the emergency procedures, and if necessary, practise the procedure with the new-starter.
- **Smoking, Drugs and Alcohol** - Explain the Schools policies on smoking, drugs and alcohol.

### **Monitoring and Evaluation**

It is essential that this policy is adequately monitored and accurately evaluated in order to ensure its continued effectiveness. This will primarily be done in the following ways: -

- By the School Governors and the Principal as part of the periodic review of health and safety manual
- On a departmental basis each time risk assessments are undertaken.

### **Main Enforced Legislation**

1. Health and Safety at Work etc. Act 1974
2. Management of Health and Safety at Work Regulations 1999
3. Children & Young Persons (Amended) Act 2000
4. Control of Substances Hazardous to Health Regulations 2002

### **Audit and Monitoring**

Compliance with this policy will be monitored by the Chief Operating Officer and discussed with the health and safety committee and board of Governors when changes are required

### **Further Guidance**

Any additional information that is required regarding young workers can be found at <http://www.hse.gov.uk/youngpeople/index.htm>

# 17. NEW AND EXPECTANT MOTHERS

The Management of Health & Safety at Work [Amendment] Regulations 1999 require employers to carry out an assessment of the risks to the Health & Safety of new and expectant mothers from any processes, working conditions or physical, biological or chemical agents to which they are exposed whilst at work

- A **new or expectant mother** means an **employee** who is pregnant, who has given birth within the previous six months or who is breast-feeding [no time limit].
- The School is not required to take any action until the employee has notified them in writing that she is pregnant, has given birth within the previous six months or is breast-feeding.
- Pregnancy should not be equated to ill health but should be regarded as part of normal life and the Health & Safety implications for the employee can be adequately addressed by normal health & safety procedures.
- Employees should be informed of identified risks and what action is being taken to ensure they are not exposed to risks that could cause them harm.
- Where risks are identified and cannot be removed, the risk should be controlled. If there is still a significant risk giving rise to genuine concern, King's Ely should take the following sequential action:
  - a) temporarily adjust the employee's working conditions and/or hours of work. If it is unreasonable to do this or it does not avoid the risk, then:
  - b) offer suitable alternative work if any is available. If this is not feasible then:
  - c) Suspend her from work for as long as is necessary to protect her safety or health or that of her child. The decision to take this step must be referred to the Principal or Chief Operating Officer as the employee would be on paid leave.
- Where the employee works at night and has a medical certificate stating that night work could affect her health or safety, the School should take the following sequential action:
  - a) offer suitable alternative daytime work if any is available. If this is not reasonable then:
  - b) suspend her from work for as long as is necessary to protect her health or safety. The decision to take this step must be referred to the Principal or Chief Operating Officer as the employee would be on paid leave.

## Risk Assessment

- The main hazards to which the employee is exposed in King's Ely are manual handling, extremes of temperature, movement and posture, working with VDUs, general safety matters relating to the premises, e.g. slippery floors and infection.
- Risk assessments for the above hazards have been carried out but day-to-day management of risk can only be undertaken at the workplace and responsibility for ensuring controls are implemented rests with the Chief Operating Officer.
- The risk assessments should be reviewed monthly. Whilst many of the hazards are likely to remain constant, the risks to the employee vary at different stages of the pregnancy.

## Generic Risks

### Manual handling

- **Hazard** - Manual handling where there is a risk of injury, e.g. heavy weights or repeated and continual lifting.

- **Risk** - Muscle strain, ligament damage or posture problems causing foetal lesions and/or likely to disrupt placental attachment.
- **Remedy** - Address the specific needs of the employee and reduce the amount of physical work expected of her.

### Extremes of temperature

- **Hazard** - Working in hot and humid conditions or in cold conditions.
- **Risk** - Fainting and heat stress in hot conditions. Impairment of breastfeeding caused by dehydration. No specific problems from working in cold conditions.
- **Remedy** - Reduce the amount of time spent in hot and humid conditions. Provide rest facilities and refreshments.

### Movement and posture

- **Hazard** - Fatigue from standing and other physical work. Excessive physical or mental pressure. Working in confined workstation particularly during the later stages of pregnancy. Impairment of dexterity, agility, co-ordination, speed of movement, reach and balance increasing the risk of other accidents.
- **Risk** - Miscarriage, premature birth, low birth weight, anxiety, raised blood pressure, strains and sprains.
- **Remedy** - Ensure hours of work, the volume of work and the pace of work are not excessive. Ensure proper seating is available. Longer and more frequent rest breaks where possible. Adjust workstations or procedures to remove postural problems. Ensure all normal procedures are adopted to reduce the risk of accidents, e.g. preventing slippery floors and stairs by good standards of housekeeping.

### Working with Display Screen Equipment

- **Hazard** - Stress and anxiety about the possible effects of radiation emissions from the display screen. Poor workstation layout and poor seating arrangements.
- **Risk** - No proven links between miscarriages or birth defects and exposure to radiation when working with DSE. Posture problems causing foetal lesions and/or likely to disrupt placental attachment.
- **Remedy** - Provision of proper workstation and seating arrangements.

### Head of Department Responsibilities

To inform the **Chief Operating Officer and Health and Safety Co-ordinator** when they are informed that an employee is pregnant and when any decision is required to suspend the employee from work.

To regularly assess the hazards to which the employee is exposed and to do what is reasonably practicable to reduce or remove the risk using the criteria listed above and to record it on the assessment form [an example is given at the end of this section].

To ensure there are facilities for the employee to rest and to express and store milk if necessary.

To be aware of the following aspects of pregnancy that may affect the ability of the employee to work in a school environment:

- **Morning sickness** - Early morning work
- **Backache** - Standing - Manual Handling - Posture
- **Varicose veins** - Standing - sitting

- **Haemorrhoids** - Working in hot conditions
- **Frequent visits to toilet** - Difficulty in leaving classroom or workstation
- **Increasing size** - Use of protective clothing
- **Manual handling**
- **Tiredness** - Evening work
- **Balance** - Problems working on slippery floors
- **Comfort** - Problems of working in a small workstation

### **Employee Responsibilities**

To inform their Line Manager in writing when they know they are pregnant.

To provide the *Certificate of Confinement MAT B1*, confirming the pregnancy when requested in writing to do so.

To co-operate with the Head of Department in carrying out regular assessments.



# KING'S ELY

## PREGNANCY HEALTH AND SAFETY CHECKLIST

Please complete this form with your Line Manager  
as soon as you believe you may be pregnant

Name..... Job Title.....

Department..... Location.....

Tel. No. / Ext.....

When is your baby due? .....

### 1. Physical demands of your work

Yes No

- Does the work involve lifting or pushing heavy objects? 

--	--
- Does the work involve standing or squatting for long periods? 

--	--
- Does the work involve a lot of walking? 

--	--
- Does the work involve working at height or climbing steep steps? 

--	--
- Does the work involve the need to access areas with limited space? 

--	--
- Will any tasks become more hazardous in the later stages of pregnancy? 

--	--

### 2. Mental demands of your work

Yes No

- Does the job involve meeting challenging deadlines? 

--	--
- Does the role involve rapidly changing priorities and demands? 

--	--
- Does the role require a high degree of concentration? 

--	--

### 3. Working conditions - general

	Yes	No
• Are toilet facilities easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>
• Can you take toilet breaks when required?	<input type="checkbox"/>	<input type="checkbox"/>
• Can you take rest breaks when needed?	<input type="checkbox"/>	<input type="checkbox"/>
• Can you control the pace of your work?	<input type="checkbox"/>	<input type="checkbox"/>
• Are there any risks of violence at work?	<input type="checkbox"/>	<input type="checkbox"/>
• Does any part of the job involve dealing with the public?	<input type="checkbox"/>	<input type="checkbox"/>
• If so, does it involve distressed or disturbed people?	<input type="checkbox"/>	<input type="checkbox"/>

Does the role involve:

	Yes	No
• Contact with young children or sick people?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you aware of the risk of from certain infections whilst at school (i.e. parvovirus and chicken pox)?	<input type="checkbox"/>	<input type="checkbox"/>
• Unpredictable working hours?	<input type="checkbox"/>	<input type="checkbox"/>
• Dealing with emergencies?	<input type="checkbox"/>	<input type="checkbox"/>
• Are there any obstacles in corridors or offices that could cause problems e.g. in the event of fire?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
• Is there any form of air pollution?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the temperature in the working environment reasonable?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the adequate room for the worker to get into and out of the workstation?	<input type="checkbox"/>	<input type="checkbox"/>

- Will there be enough room as the pregnancy develops?

--	--

- Do you have an adjustable seat, with a backrest?

--	--

**4. Specific hazards involved in your work**

Yes      No

- Does any part of the job involve the use of chemicals?

--	--

- If so, are there any risks during pregnancy or to a nursing mother?

--	--

- Is there any exposure to vibration?

--	--

- Is there any exposure to noise?

--	--

- Do you wear protective clothing?

--	--

- If so, will this present a problem as pregnancy develops?

--	--

- Has your Doctor/Midwife given you any advice regarding your pregnancy which affects your ability to work?

--	--

**This checklist is completed to the best of my knowledge**

**Signed** .....  
Line Manager/ Health and Safety Coordinator

**Signed** .....  
Employee

**Date** .....

**Date** .....

# 18. DISPLAY SCREEN EQUIPMENT

## Introduction

The Health & Safety [Display Screen Equipment] Regulations 1992 are designed to protect people, **the users**, who regularly or continually use display screen equipment, commonly known as a VDU.

The user is someone who habitually uses DSE as a significant part of his/her normal work, depends on it to do their job, has no discretion as to its use, uses it daily for prolonged spells of 1 hour or more and requires a high level of performance and concentration to complete the work satisfactorily.

The main health risks to the user which can be associated with operating DSE are physical problems [musculoskeletal, posture, repetitive strain injury], visual fatigue and mental stress.

## Workstations

The workstation where the DSE is used should be assessed and should be suitable for the use.

### Display Screen

The characters on the display screen should be well defined, clearly formed, of adequate size with adequate space between them. The image on the screen should be stable with no flickering. The brightness and contrast between the characters should be easily adjustable. The use of anti-glare devices is not recommended.

The screen should swivel and tilt easy to suit the needs of the user; it should be possible to use it on a separate base or table and should be free of reflective glare and reflections.

### Keyboard

The keyboard should be tiltable and separate from the screen. There should be enough space in front of it to allow a comfortable and supported working position for the user's hands and arms.

The keyboard should have a matt surface to avoid glare, and the symbols on the keys should be contrasted and legible.

### Work Desk or Work Surface

The work desk should be large enough to allow for the screen, keyboard, related equipment and documents to be arranged to find a comfortable working position for the user. It should have a low reflectance surface.

### Work chair

The work chair should be stable and should allow the user to find a comfortable position and to have freedom of movement.

- The seat of the chair should be adjustable in height.
- The back of the chair should be adjustable in height and tilt.
- A footrest should be available if required by the user

## The Working Environment

The working area should have suitable lighting which gives an appropriate contrast between the screen and the background without glare or reflection and allows the user to easily read any other documents being used.

The workstation should be positioned where there is no glare or reflection from natural or other light sources. If necessary, windows should be fitted with suitable blinds to reduce this effect.

## Mobile Devices

Staff using mobile devices including laptops, tablets, smart phones etc. whilst on the move, are encouraged to work as ergonomically as possible and made aware that intense and prolonged screen work is best carried out at a permanent workstation. Docking stations to allow laptop connection to keyboard, mouse, and monitors are available in workrooms and most offices and classrooms.

### **The Work Routine**

If the use of the DSE involves continual or intense spells of use, the work should be planned so that breaks can be taken, or other work carried out away from the screen.

Wherever possible, the work routine should be organised so that the DSE should not be used for continual periods exceeding one hour.

### **Eyes and Eyesight Testing**

The user of DSE is entitled, upon request, to have an eyesight test. The cost of the test is paid for by the School, if the test shows that the user requires 'Special Corrective Appliances' [normally spectacles] to operate the DSE, these will be provided at the School's expense up to a maximum of £70 (including test). Staff will be asked to provide evidence from the optometrist that corrective lenses are required specifically for DSE use at work. We would expect the routine frequency of eye test to be every 2 year but the school would consider a receipted expense claim at any time if the prescription change is for DSE use at work. Normal spectacles or contact lenses required to correct other vision defects of the user will not be paid for by the School.

### **Training**

DSE users should be given information and training in the health & safety requirements needed to work with DSE in a safe manner. This must include how to adjust their chair and set-up the workstation.

### **Risk Assessment**

The assessment form should be completed in all instances where the DSE is used for 1 hour or more daily. Kings Ely DSE Assessment tool can be found on the Health and Safety section of [SharePoint](#)

# 19. WORK RELATED STRESS

## Introduction

King's Ely is committed to protecting, so far as is reasonably possible, the health, safety, and welfare of all its employees. It recognises that workplace stress is an issue that can have an adverse impact on those affected and acknowledge the importance of identifying and reducing workplace stress factors.

This policy will apply to all those employed by the school. Heads of Department are responsible for its implementation and the school is responsible for providing the necessary resources.

This policy is not contractually binding on the school, and it may be amended from time to time. It applies equally to all employees of the school regardless of status or seniority.

## Definition of Stress

This policy will use the following definition of stress as defined by the Health and Safety Executive: “**stress is the adverse reaction people have to excessive pressure or other types of demand placed on them**”. This definition makes the distinction between pressure, which can have a positive effect when managed correctly and stress which can be detrimental to health.

## Identification of the Signs and Symptoms of Stress

All staff should be alert to possible symptoms of stress in others which may include:

- Increase in sickness related absence, particularly short-term absence.
- Decrease in work performance.
- Decrease in decision making ability.
- Changes in work relationships, e.g., conflict between colleagues.
- Decrease in staff motivation/commitment.
- Working longer hours but with diminishing effectiveness.
- Lack of enthusiasm.

Symptoms to be alert for in recognising stress in one-self include:

- Fatigue, disturbed sleep, aching muscles.
- Loss of appetite, indigestion.
- Dependence on alcohol or drugs.
- Headaches.
- Inability to relax.
- Sense of not being in control.
- Difficulty in retaining information.
- Poor concentration and indecisiveness.
- Increased irritability.
- Change in attitude to work/colleagues.
- Anxiety/depression.

Each member of staff should be alert to these symptoms either in themselves or in colleagues and to take appropriate action to address the issue in accordance with the steps set out in this policy. For more information about [recognising and managing anxiety and stress](#) please visit the welfare and wellbeing section in SharePoint.

## Policy

King's Ely will seek to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum. Where stress factors are identified, the school aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress. To achieve these policy goals, the school will seek to give effect to the following:

- The school will take reasonable steps to identify all workplace stress factors and conduct risk assessments to eliminate stress or control the risks from stress.
- The school will consult with staff/safety representatives on all proposed action relating to the prevention of workplace stress.
- The school will provide adequate resources to enable Heads of Department to implement this policy.
- The school will communicate to all staff the content of this policy.
- The school will encourage Heads of Department, wherever possible, to remedy institutional features which create stress. Where this is not possible, such issues should be identified and reported.
- The school will operate reporting procedures with proper safeguard for confidentiality.

### **Responsibilities of Departmental Heads**

- Conduct and implement recommendations of risk assessments within their area.
- Ensure good communication between staff particularly where there are organisational and procedural changes.
- Ensure staff members are fully trained to discharge their duties.
- Ensure staff members have an opportunity for career progression as appropriate.
- Monitor workloads to ensure a fair distribution of work.
- Monitor working hours to ensure that staff members are not working to excess.
- Monitor holidays to ensure that staff members are taking their full entitlement.
- Attend training as requested on good management practice and health and safety.
- Ensure that bullying and harassment are not tolerated within their department.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work, e.g., bereavement or separation.
- Meet regularly with staff to listen to any concerns.
- Create a culture in which staff members know they can raise concerns and that their concerns will be treated sympathetically and seriously.

Offer school support, as appropriate, in the form of either spiritual support, via the chaplain, (listening), via the community welfare advisor and/or the assistant community welfare advisor (listening) and/or professional counselling support (up to six sessions). For more information, please access [Listening and counselling support in school](#) within the welfare and wellbeing section in SharePoint.

### **Responsibilities of Staff**

- Raise issues of concern (including concern relating to colleagues) with Heads of Department. Do not wait until a formal appraisal to identify concerns.
- Accept opportunities for counselling when recommended.

### **Establishing the Problem**

Employees who know or suspect they have a stress-related problem or that they are at risk of developing one, should make an appointment at the earliest opportunity with their respective Head of Department. The issues of concern to the employee will be fully discussed and appropriate steps will be agreed.

If a member of staff suspects that a colleague has or is developing an adverse stress reaction, he/she should raise the matter in confidence with his/her Head of Department. For more information about [helping a colleague with their mental health](#) please access the welfare and wellbeing section on SharePoint.

Please also see diagram 1, below.

### **Where time off is required**

There may be occasions where stress impacts so negatively on health that individuals must take time off work. It is the school's objective to minimise such absence by providing support for its staff and to help plan a structured return to work.

Where time off is identified as an appropriate measure the employee will be on sick leave and entitled to all benefits under the contract of employment. It is important that employees in such circumstances seek immediate advice from their GP or other medical expert since anxiety and depression are medical conditions which can often be effectively treated through medicine and counselling and through a structured return to the work environment.

While the employee is undergoing treatment, the school has the right to obtain confirmation from the GP or advisory body that on-going treatment is being obtained and to ask for the likely timeframe for return to work. The school may also require the employee to see an independent doctor or other health professional.

Prior to or on the employee's return to work, a meeting will take place with the employee and his/her Head of Department to consider the medical position and the circumstances leading up to the employee's absence. Consideration will be given to an appropriate strategy for the individual to return to work which may include:-

- Adjustments to the individual's duties, workload, or place of work where this can be reasonably achieved, either on a temporary or long-term basis, with consideration of any salary implications.
- An initial return to work on a part time or flexible basis.
- The offer of a job on a lower level of responsibility with a correspondingly lower salary.

It will be the responsibility of the employee and Head of Department to ensure that any recommendations resulting from the meeting are implemented and that the employee meets regularly with his/her Head of Department to discuss any additional steps which need to be taken to mitigate a recurrence of stress.

Where a return to work is unlikely in the foreseeable future either because of the severity of the condition or where the school cannot reasonably create the changes in working environment that the employee and/or GP or medical expert sets out as a precondition to return to work, then early retirement on medical grounds or termination of employment on grounds of medical incapacity will be considered.

Where stress, depression or anxiety are given as the reasons for short-term, frequent absences the employee's Head of Department should meet with the employee to seek to address any underlying work problems as soon as possible.

### **Where time off is not required**

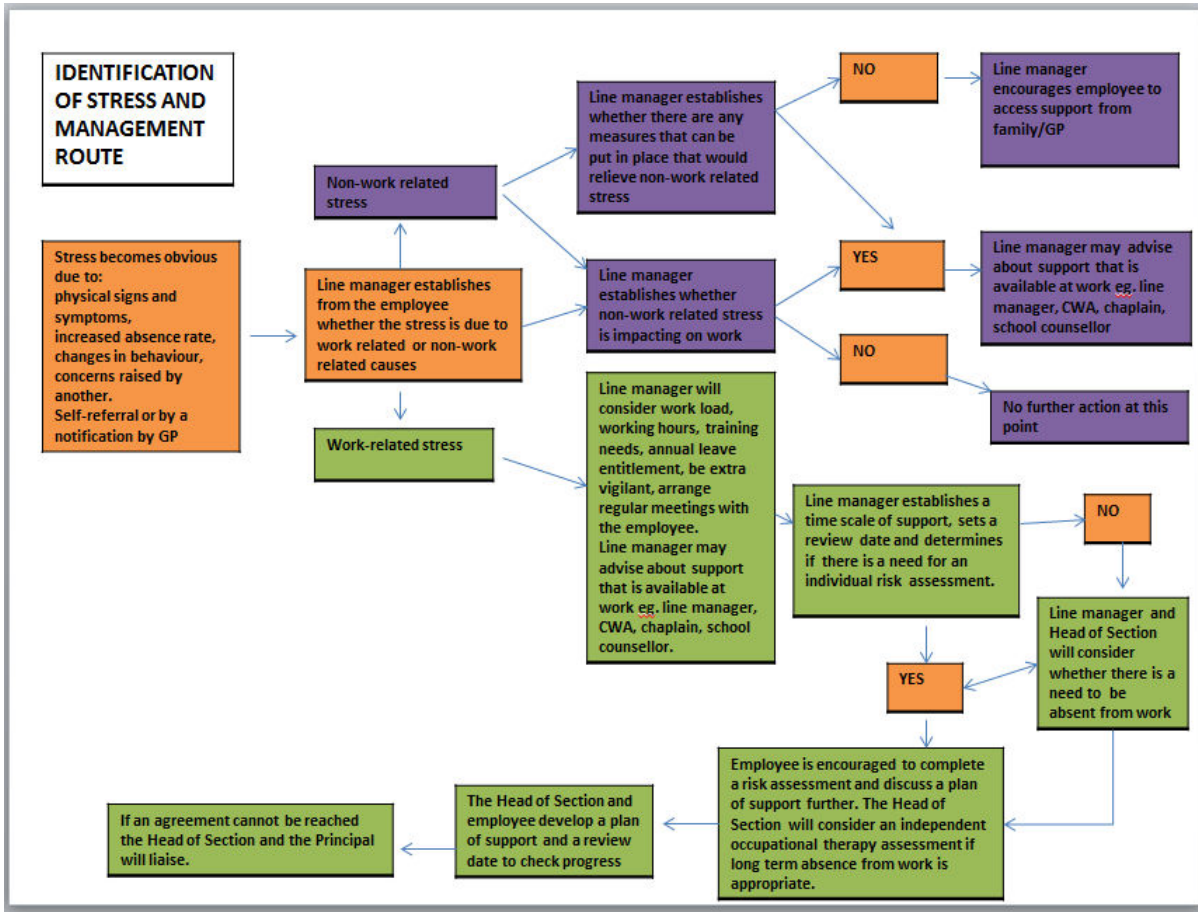
Where a member of staff has indicated that he/she is suffering from stress but does not want to take time off work, the following steps will normally be followed:

- The employee will meet with his/her Head of Department to discuss the matter.
- If recommended by the Head of Department, the employee will visit his/her GP or an independent specialist for further examination.
- If time off is recommended by the medical practitioner, the employee will take the appropriate time off work.
- Otherwise, the employee and his/her Head of Department will identify reasonable steps which can be taken to mitigate and minimise the factors occasioning stress.

### **Safety Representatives**

- Safety Representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Safety Representatives must be able to consult with staff on the issue of stress including conducting surveys within the school.
- Safety Representatives must be meaningfully involved in the risk assessment process.





## 20. SITE SECURITY

### Introduction

King's Ely will ensure so far as is reasonably practicable, that employees, pupils, and other non-employees are protected from risks to their health and safety.

Measures will be adopted to protect persons in lone working from intruders and visitors.

The school has the following arrangements to enable this responsibility and general security arrangements to be effectively discharged.

The following policy should also be consulted

- Theft and Security of Property Policy
- CCTV Policy

This policy will be renewed on an annual basis, but the need to make changes to the policy at any time should the situation demand is recognised.

The School has the use of a CCTV system and a major incident alert system is in operation.

### Organisation

The following personnel have responsibility for ensuring the security of the School buildings.

Security Issues	Department	Specific Duties
<b>Perimeter fencing and access routes.</b>	Grounds/Gardens team, Site Officers, Custodians and Maintenance teams	Observation, awareness and report incidents to Senior Site Manager and Administration Office Reception. The repair of fences and barriers
<b>Securing School entrance/exits.</b>	All Staff. Site Security Officers.	Final room check on leaving. Securing main entrance/exits.
<b>Control of visitors.</b>	All Staff, School Receptions	Follow procedure outlined in "supervision of contractors and visitors to the school site"
<b>Control of contractors</b>	Administration Office Reception, Chief Operating Officer, Clerk of Works and Department Managers.	Follow procedure outlined in "supervision of contractors and visitors to the school site". Monitored for the duration of their work. Health and Safety information given. Approved contractors list in operation. Permit to work system where applicable for higher risk activities.
<b>Security of money etc.</b>	School Accountant/ Accounts Office.  King's Ely Acremont/Nursery and King's Ely Prep receptionists. HSMS.	Money on premises over- night stored in safe. Any money over £1000 that is taken to the bank is escorted by a Security Site Officer. Minimum amount of petty cash, which is kept in a safe or allocated locked cabinets. Student safes provided in boarding houses to provide safe storage of personnel money and valuable possessions
<b>Incidents that occur out of school hours.</b>	Security Officers.	Site Security Officers on site to deal with incidents

		Incidents recorded, report written and passed to Senior Site Manager and Chief Operating Officer.
<b>Safety of Lone Security workers</b>	Security Officers.	A device is carried on the person of the lone working security officer to enable an alarm to be raised if urgent assistance required, or in the event of an unexpected collapse/fall of the security officer.

### Senior Site Manager Responsibilities.

- Maintain security presence within allocated budget
- Organise Security Officers employed directly by the School and through outside contracts.
- Liaise with the Principal and Chief Operating Officer regarding serious breach of security incidents.
- Maintain close working relationship with the local Police Force, thus enabling the identification of local crime trends.
- Coordinate appropriate security cover depending on trends and time of year.
- Reported incidents/thefts to Police.

### Security Strategies in School.

#### Staff

- Staff/pupils based in the school are the only persons to know the combination of the door locks. Boarding house codes and all other locks to be changed annually.
- Staff to contact the Administration Office (660700) or 07879 495029 in an emergency.
- All staff should challenge visitors who are not wearing a visitor's badge if there is no obvious threat to their safety.
- All staff must wear identification badge.
- All staff entering locked buildings out of hours must re-lock on leaving.
- All staff report the loss of school keys to reception.
- Leaving/retiring staff must relinquish all School keys.
- All staff parking own vehicle on site must display valid school vehicle pass.
- To maintain a 24hour security telephone number (07879 495029).

#### Visitors

- All visitors to sign in at the relevant reception and wear visitors' badge which also contains safety/emergency procedure information. Contractors should report to the Administration Reception only.
- Parents to be informed of the School strategy when appropriate.
- All visitors should not be left unattended (during term time).
- Contractors that are on school premises in school term must always be monitored. Permit to work scheme in operation.
- Take away delivery drivers or similar must not be permitted entry to any boarding/day house.
- Speed limits and site rules to be always adhered to.

### **Outside Normal School Hours**

- The School CCTV to be monitored and maintained by Security Officers/Site Officers.
- School gates to be kept locked out of school hours.
- All staff to challenge unaccompanied visitors on School grounds.
- Organised student parties should have Security Officers within the vicinity.

### **Outside events**

Outside events that involve the selling and consumption of alcohol require a security presence as directed by the Catering Manager and DPS (Designated Premises Supervisor).

### **Major Incident Alert**

An intruder is an individual within school buildings who has not followed established visitor procedures and may or may not be a safety hazard to the School.

Any school personnel who observes an individual in the school building who appears suspicious or out of place should either approach the subject (If they feel it is completely safe to do so) and ask for their name and purpose in the building. Alternatively, they should immediately contact the Administration Office Reception and ask for assistance.

The person contacting the suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the School policy for visitors, and sent to the relevant reception if they have not been signed in.

### **Procedure: visitor with legitimate business but not signed in**

- Identify the person and determine their purpose or need for being in the school.
- Escort the person to the relevant reception or call reception to ask Site Officer for assistance and have them checked in as a visitor.
- Ensure that they are aware of the school policy for visitors for future reference.

### **Procedure: intruder who does not pose a safety hazard.**

- Politely meet and greet the intruder identify yourself and ask the purpose of their visit to the school.
- Explain that all visitors must report to a reception and escort the person to the relevant reception or ask a Site Officer for assistance and have them checked in as a visitor.

Depending upon the circumstances and the demeanour of the intruder a member of staff will call the Police to report the incident. If the intruder appears agitated, irrational or refuses to leave the building in a peaceful manner, call the Police and Administration Office Reception.

If the police were called and the individual leaves or attempts to leave prior to the Police arriving do not attempt to physically detain or fight with the person. If possible, follow the person at a safe distance to see what direction he/she goes in. Re-contact the Police to inform the responding officers that the individual has left the building and the direction and means of travel.

### **Procedure: intruder who is armed or otherwise poses a safety hazard.**

- **Call Administration Office. (If out of hours, call Police and Site Officer and give information. The Site Officer will then contact all boarding houses, School Caretaker, The Principal, Chief Operating Officer and by phone).**

- Give Administration Office all the information regarding the location of the intruder a physical and clothing description and any weapons involved.
- Administration Office will then contact the Police via 999.
- Administration Office will ring the School class change bell for 10 seconds with a 2-second gap and continue this sequence for 2 minutes; this will signal an intruder is on site and order a complete lockdown. (A second 30-second sounding will indicate the all clear).
- King's Ely Prep School will follow this procedure, areas without class bells will be contacted by the Administration Office. A list of numbers and instructions will be held on the Administration Office desk.
- All staff will be emailed – *armed and dangerous intruder on site, stay in your classroom or office until all clear bell is sounded or email sent*
- All informed staff should let as many staff as possible know that there is an intruder on site and the location
- Where possible lock external doors
- Lock classroom or offices if possible, use door wedges or block doors with furniture if necessary.
- Close windows, curtains, blinds and cover vision panels to reduce intruder's visibility
- Try to remain out of view, if necessary, hide under desks
- Try to keep classes quiet to avoid alerting an intruder
- Silence phones and restrict students use of personal phones

**On the arrival of the Police Officers, they need as much of the following information as possible:**

- Location of the intruder.
- Description of the intruder (sex, race, age, height, weight, hair, clothing etc.)
- Any known weapons (seen by staff or mentioned by the intruder)
- Names of any staff members or students that have had contact or remain with the intruder.
- Any statements made by the intruder.
- Maps of the School buildings.

**When a situation arises where your safety is compromised by someone with a firearm or weapon, the government advise on using the 'Stay Safe' principles**

Run

- Escape if you can
- Consider the safest options
- Is there a safe route? Run if not HIDE
- Can you get there without exposing yourself to greater danger?
- Leave belongings behind

Hide

- If you can't RUN, HIDE
- Find cover from gunfire
- If you see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls

- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock/ barricade yourself in
- Move away from the door

Tell

- Call 999 – what do the police need to know?
- Location – where are the suspects
- Direction – where did you last see the suspect
- Descriptions – describe the attacker, numbers, features, clothing, weapons etc.
- Further information – casualties, type of injury, building information, entrances, exits, hostages. Stop other people from entering the building

### **Procedure: confronted by an armed person.**

In the event that a person armed with a gun or other weapon confronts you, the following procedures should be used:

- Remain calm
- Do not raise your voice to avoid upsetting the person. Your tone and demeanour will strongly influence the outcome of the crisis.
- Never try to disarm a person with a weapon.
- Avoid sudden moves or gestures.
- Be observant to what the person looks like and is wearing, what he/she is saying, what they are doing, etc. This could be valuable in identifying the person should they leave before the Police arrive.

### **Violence or threatening behaviour towards a staff member by a parent, visitor, pupil or other member of staff**

It is recognised that members of staff may feel or be threatened by third parties including other staff, visitors, contractors, parents and pupils. If this happens the member of staff should avoid conflict and try to remove themselves from harm or summon other members of staff. Reception should be contacted and if required, the police contacted directly. The Chief Operating Officer and the Principal will be notified.

If a pupil should threaten a staff member, then the [behaviour policy](#) should be invoked with the necessary investigation and sanctions.

For additional information, Staff should refer to the anti-harassment and bullying policy within the [Staff Handbook Academic staff](#)

### **Bomb Threat**

Bomb threats may be made for several reasons, genuine devices may have been planted within the area and information is given regarding the device. Hoax threats are also possible and are designed to disrupt, test reactions and divert attention of the emergency services from other areas of the community. Regardless of whether the threat made is genuine or believed to be a hoax the following procedure must be followed

When receiving a call regarding a possible bomb threat, follow the below steps and if possible complete the bomb threat checklist which is available at reception desk.

1. Stay calm and listen and complete bomb threat questionnaire

2. Obtain as much information as possible
  - a. Try to get the caller to be precise about
    - i. The location on the bomb
    - ii. The timing of the bomb detonation
    - iii. The organisation that they represent
    - iv. Make notes of what has been said in the conversation
    - v. If possible, keep the caller talking
3. If a number display is available, please record the phone number of the caller after the call has finished.
4. Immediately report the incident to the Principal and Chief Operating Officer who will decide on the best course of action and notify the Police. If unable to contact a member of the SLT, report the incident directly to the Police. Give as much information as possible to the police including your impression of the caller and an exact account of what was said.
5. Do not leave your position unless you have been ordered to evacuate.

### **Evacuation and Lockdown Procedure**

Due to the unpredictability of the information provided from a bomb threat and the size of the school site it is not possible to create specific evacuations plans for buildings. In the event of the bomb threat the school will take advice from the Police on their arrival unless there is believed to be imminent danger to a specific area

In the event of evacuation, teaching staff will be expected to evacuate their class quickly and quietly to the specified location communicated to them via SLT and the Police

If the bomb is believed to be located outside, the decision may be made that it is safer to remain in the building. If this decision is made please make your way to

- Area surrounded by full height masonry walls. E.g. internal corridors, toilets
- Avoid areas with windows and external walls
- Avoid stairwells and areas with lifts as a blast can travel through these areas

## ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

- 1 Remain calm and talk to the caller
- 2 Note the caller's number if displayed on your phone
- 3 If the threat has been sent via email or social media, see appropriate section below
- 4 If you are able to, record the call
- 5 Write down the exact wording of the threat:

--

When Where What How Who Why Time

### ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?
  2. When is it going to explode?
  3. What does it look like?
  4. What does the bomb contain?
  5. How will it be detonated?
  6. Did you place the bomb? If not you, who did?
  7. What is your name?
  8. What is your address?
  9. What is your telephone number?
  10. Do you represent a group or are you acting alone?
  11. Why have you placed the bomb?
- Record time call completed:



**Protective Marking: Restricted when Completed**

**INFORM BUILDING SECURITY / COORDINATING MANAGER**

Name and telephone number of person informed:

**DIAL 999 AND INFORM POLICE**

Time informed:

This part should be completed once the caller has hung up and police / building security / coordinating manager have all been informed

Date and Time of call:

Duration of call:

The telephone number that received the call:

**ABOUT THE CALLER:** Male  Female  Nationality  Age

**THREAT LANGUAGE:** Well-spoken  Irrational  Taped  Foul  Incoherent

**CALLER'S VOICE:** Calm  Crying  Clearing Throat  Angry  Nasal

Slurred  Excited  Stutter  Disguised  Slow  Lisp  Accent\*

Rapid  Deep  Familiar\*\*  Laughter  Hoarse  Other (Please specify)

\* What Accent?

\*\* If the voice sounded familiar, who did it sound like?

Street Noises  House Noises  Animal Noises  Crockery  Motor

Clear  Voice  Static  PA System  Booth  Music

Factory Machinery  Office Machinery  Other (Please Specify)

**Protective Marking: Restricted when Completed**

REMARKS:

ADDITIONAL NOTES:

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

## **ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA**

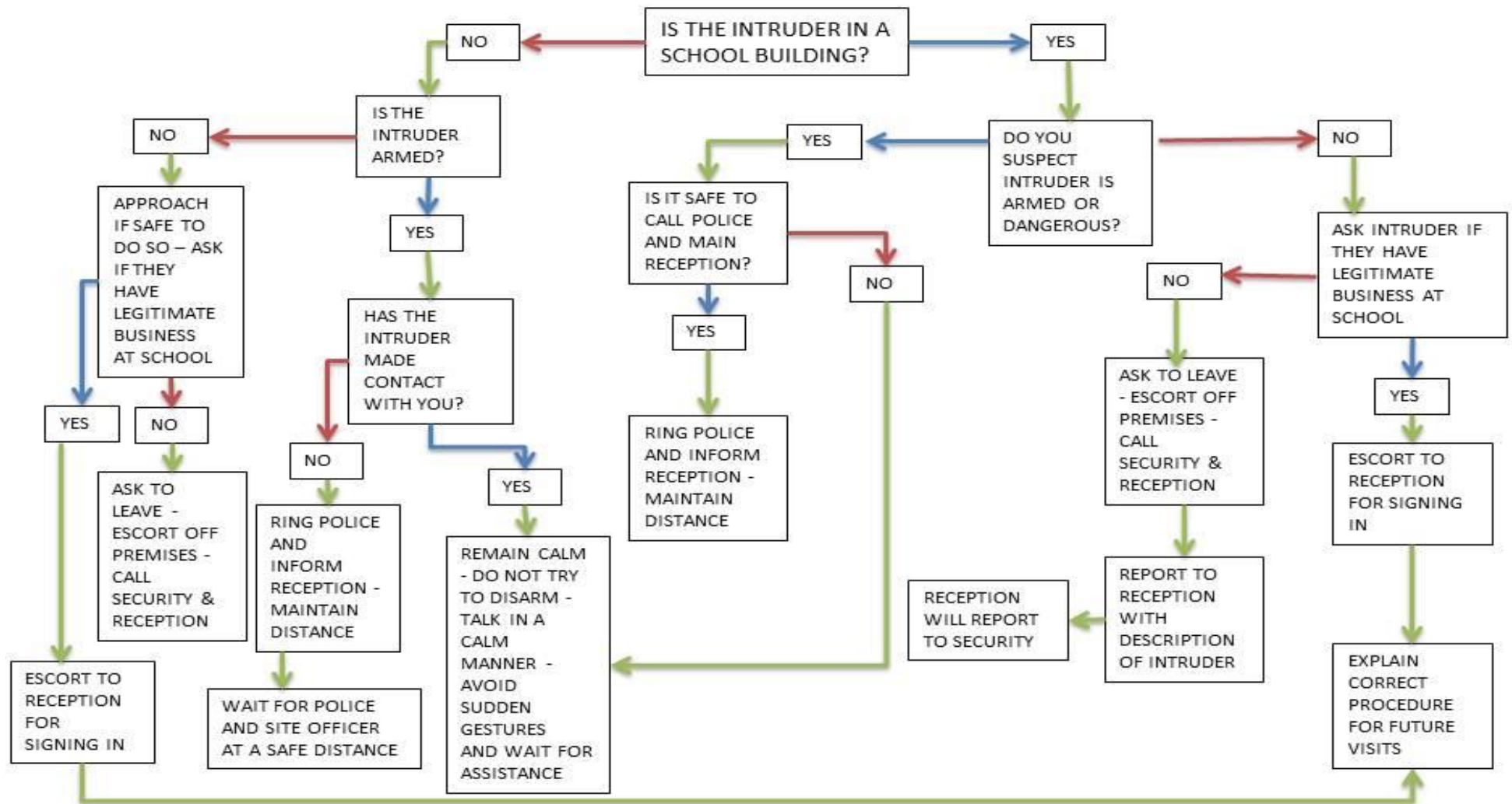
- 1 DO NOT reply to, forward or delete the message
- 2 If Sent via email, note the address
- 3 If sent via social media, what application has been used and what is the username / ID
- 4 Dial 999 and follow police guidance
- 5 Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY / COORDINATING MANAGER**

Retention Period: 7 Years

# INTRUDER RESPONSE PROTOCOL (WHAT TO DO IF YOU DISCOVER AN INTRUDER)



# 21. LONE WORKER

## Introduction

King's Ely recognises that there may be an increased risk of the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and how we manage them.

A lone worker is an individual who spends some or all their working hours working alone. This may occur during normal hours at an isolated location within the School grounds. Lone working is also common when working outside normal school hours; these hours are deemed to be from 21.30 and 07.30 Monday to Friday, 13.00pm on Saturday until 7.30am Monday.

## Legalisation

Our duty to both assess and control any risks from lone working is governed by Health and Safety at work Act 1974(HSWA). It requires the school to ensure, so far as reasonably practicable, the health, safety and welfare of our employees. This duty applies to all staff whether permanent or temporary. This will be achieved by carrying out risk assessment in accordance with the Management of Health and Safety at Work Regulations 1999 (amended)

## Risk Assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Examples of these can be found in departmental risk assessments.

Risks that should be considered when undertaking risk assessments for lone worker will include

- Risk of Violence
- Plant and equipment
- Working from height
- Chemicals
- The individual worker

## Responsibility

It is the Responsibility of the Chief Operating Officer and Health and Safety Coordinator to make sure that any lone work that takes place is risk assessed and suitable controls are in place.

It is the responsibility of Department Heads to inform the Chief Operating Officer and Health and Safety Coordinator of any lone work taking place to enable the risks to be assessed and controls put in place. It is also the Department Heads responsibility to notify any changes to previously risk assessed task as the new task will have to be reassessed. It is Department Heads and Supervisors responsibility to ensure that any lone worker follows good working practices and safe systems of work.

As with any work it is the responsibility of the employee to work in a safe manner and to follow controls and procedures put in place for their safety and welfare.

## 22. TEMPORARY WORKER

### Introduction

As an employer, we are legally responsible for ensuring the health and safety of our own employees, any visitors to the school and anyone who may be affected by our business. This includes temporary workers such as those covering maternity or sickness and contractors (contractors covered in section 13 of the H/S policy) who work within King's Ely.

### Policy Statement

King's Ely is aware of the additional risks that may be associated to temporary workers due to the unfamiliarity of the school site and safety procedures

### Scope of Policy

This policy describes the procedures, which should be followed to ensure that where a temporary worker is working at King's Ely, she/he is not exposed to any increased or significant risks

All employees are required by their contract of employment to co-operate with King's Ely on health and safety matters. This includes compliance with this policy. Any action to the contrary could result in disciplinary action. All individuals undertaking work experience must follow the instructions, training and procedures, which are explained, to them.

### Aims and Objectives

The primary aim of this policy is to ensure that any temporary workers employed by King's Ely are not exposed to any greater risk to their health and safety because of their inexperience related to their position. The achievement of the following objectives will ensure this:

- a) Recruit temporary workers on basis of previous knowledge, experience and qualifications from previous employments
- b) Carry out staff induction highlighting relevant risks present in the workplace and appropriate policies and procedures in place
- c) Provide copy of department risk assessment and enough time for the assessment to be read and understood
- d) Ensure that all PPE is provided in line with risk assessment
- e) Provide instruction whilst employed at King's Ely

### Area of Responsibility

#### School Governors and the Principal

School Governor's and the Principal have specific responsibility for giving effect to health and safety matters and will ensure that this policy is implemented by all Line Managers and will ensure that the effectiveness of this policy is continually reviewed.

#### Chief Operating Officer

The Chief Operating Officer has responsibility for helping managers to ensure that temporary workers are kept safe and healthy at work and to ensure that this policy allows King's Ely to comply with its legal responsibilities.

#### Health and Safety Coordinator and Department Managers

The Health and Safety Coordinator and Department Managers have a responsibility to implement this policy and to ensure that all workplaces provided for the use of their department is done so in accordance with this policy and that all reasonable steps are taken to maintain and where necessary, improve health and safety standards.

#### Employees

All employees have a responsibility to abide by this policy and any decisions arising from the implementation of it. Any possible risk to health and safety that they are aware of should be reported to their manager.

## The Temporary Worker

The Temporary worker has a responsibility to abide by the controls put in place by this policy to ensure that health and safety are maintained to the level of all school employees

### Staff Induction

To enable King's Ely to communicate the necessary information to temporary workers the staff induction must include

- **Health and Safety Manual** - An explanation of King's Ely policies and any particularly relevant sections.
- **Safeguarding training** – An explanation of child protection and prevent information.
- **Temporary Employee's Personal Responsibilities** - These should be discussed and emphasised.
- **Safety Documentation/literature** - Any relevant documentation should be discussed and distributed.
- **Key Safety Personnel** - These should be introduced where possible, and their functions explained.
- **Manual Handling** - Explain that manual handling should be avoided where possible; demonstrate techniques for safe lifting if relevant.
- **Housekeeping** - Explain why the work area should always be kept tidy and clean.
- **Prohibited Areas** - Identify those areas, which are out of bounds and explain why.
- **Machinery** - Identify those items of machinery/equipment which must not be operated and explain why and show which pieces of machinery must only be used after training and under supervision. Explain the need to report faults, and qualified and competent staff should only carry out those repairs.
- **Safe Working Systems** - The hazards associated with the work area and work processes should be explained, together with the need to follow safe working practices always.
- **COSHH** - Explain what is in use within the workplace, storage arrangements and safety precautions; stress the need to read the label.
- **Personal Protective Equipment (PPE)** - If PPE is provided, explain why and show how it is to be worn. Explain the arrangements for changing, cleaning and maintenance.
- **Safety Equipment** - If safety equipment is used, explain what it is for, where it is kept and who is responsible for its maintenance and for the training of staff.
- **DSE Information** – If use of a computer is required for long periods of the day the temporary worker must be informed of relevant requirements e.g. suitably adjusting chair
- **Personal Hygiene** - Show the locations of toilet and washing facilities.
- **First Aid** - Explain the arrangements for first aid facilities and show the locations of these facilities.
- **Accident Reporting** - Stress the need to report all accidents and near misses, even if no one is hurt and there is no damage. Show the location of the accident book.
- **Fire and Emergency Procedures** - Explain the emergency procedures, and if necessary, practise the procedure with the new-starter.
- **Smoking, Drugs and Alcohol** - Explain the School's policies on smoking, drugs and alcohol.

### Monitoring and Evaluation

It is essential that this policy is adequately monitored and accurately evaluated in order to ensure its continued effectiveness. This will primarily be done in the following ways: -

- By the School Governors and the Principal as part of the periodic review of health and safety manual.
- On a departmental basis, each time risk assessments are undertaken.

### Audit and Monitoring

Compliance with this Policy will be monitored by the Chief Operating Officer and discussed with the Health and Safety committee and board of Governors when changes are required.

## 23. SNOW DAYS

This section outlines the procedures and practices in place to deal with the increased likelihood of slips, trips and falls on the school site, as well as potential site security issues and the increased workload for several school departments, caused by snow.

### **Slips Trips and Falls**

The school currently operates a gritting schedule for ice and snow clearance, which highlights what action should be taken and by whom. This is issued to the relevant personnel during Michaelmas half term by the Chief Operating Officer, ready for the arrival of the first snow and ice. In the event of large amounts of snow lasting for prolonged periods, additional safety measures are taken (as set out in this section).

When clearing snow across the school site in the early morning, a safe route should be created to ensure that access to all buildings is possible and safe. These access routes will be maintained throughout the school day, should the snow continue to fall. As per the schedule of salting for ice and snow, the second priority is that of road clearance across the school site.

In the event of periods of prolonged snowfall over several days/weeks a decision should be made by the Senior Leadership Team (SLT) with regard to the extent of the clearing of sports courts and the larger play areas taking into account stocks and availability of grit and ice melt and prioritising the main walkways and roads for the safety of all.

Due to the increased workload caused by snow, it may be necessary for additional support staff to be on site over the weekend when sports fixtures or other events are taking place. The Chief Operating Officer will alert the appropriate line managers as early as possible, so that additional staff can be called upon to ensure safe routes throughout the school site are maintained. To help reduce the workload of staff at the very start of the day, the Grounds Department will re-grit paths and roads in the late afternoon, which should help prevent refreezing and further snow settling overnight. To support the extra demands on the Grounds, Gardens and Custodian teams, additional support staff will be encouraged to assist where required.

The Head of Grounds and Gardens is responsible for the levels of salt kept and used around the school site and will monitor the salt bins daily during the winter period. To enable the school to cope with protracted periods of snowfall enough stocks of salt should be maintained in order to allow the school to remain open and functioning safely.

It is the responsibility of the SLT to consider the cancelling of events due to weather conditions, as the priority for support staff is that of maintaining safe routes across the school site. Therefore, special consideration will be taken for events planned for weekends, when there is a reduced staff presence on site to assist in the gritting and clearance of snow and ice.

### **Security**

Periods of snowfall increase the likelihood of school security issues, as members of the public come to Barton Square and Cherry Hill to enjoy the snow (especially when the bad weather has caused local schools to close). To help reduce the possibility of conflict between King's Ely students and members of the public, the Custodian department will provide high visibility patrols on Barton Square and the College area of the school at morning break, lunchtime and after school. The Custodians will also provide a high visibility patrol at the bottom of Back Hill after school. This will be supplemented by two members of the academic staff, from King's Ely Senior and / or King's Ely Prep, who will be able to identify King's Ely students and will ensure that they are disciplined if 'snowballing' and inappropriate interaction with members of the public takes place. Other members of the support staff management team may also be used to assist the Custodian team if required.

As it would be difficult to prevent students from playing in the snow during school breaks, the goal of all staff involved in supervision is to limit the contact between King's Ely students and members of the public, reduce the risk of injury and increase the safety of our students and staff.

The areas, which have been deemed suitable for snow play, are:

- New Field (KES);
- School Field (KEP).

Duty members of staff from the relevant schools will supervise these areas and their use will be communicated to the students in House and School Assemblies.

To help create whole school awareness, the relevant Head (KES/ KEP) will, each time there is a period of snow fall, encourage academic staff to be proactive in enforcing clear and sensible guidelines (as set out below) with regard to snow play:

- snowballing should not take place in public places / roads / car parks;
- snow balling should not take place near buildings;
- snow balling should not provoke conflict with the general public (especially young people from other schools);
- designated areas for Snow play are New Field (KES) or the School Field (KEP)

### **Schedule of salting for ice & snow clearance**

1. all outside steps, stairs & paths take top priority in terms of salting and snow clearance;
2. roads as a second priority; and finally;
3. outside play surfaces.

(N.B. use rock salt on all outside staircases, unless stated otherwise)

#### ➤ **Barton Farm Area including KEP:**

Grounds Department - use white salt for paths & rock salt for roads and large courtyards

- 7.00am - two men start with snow shovels and white salt on school paths and steps into Academic Offices, Administration Offices, pedestrian route to Bishop Woodford House Medical Centre and Car Park, KEP front entrances area including Year 3 & 4 entrance on School field (use white salt);
- 7.00am - Road from Barton Farm driveway to Prep School entrance off Barton Road; one man on rock salt spreader, ensuring roadways are treated to enable vehicle access into the school. After this the car parking areas will be treated, followed by the Hayward Theatre roads & car parking area;
- finally, the hard sports surfaces and KEP external play (e.g., 5 netball courts on Barton Farm and 2 netball courts at Hayward Theatre, Year 3 & 4 and 5 & 6 hard surfaces) will be treated.

#### ➤ **Cherry Hill, Monastic Barn, Dining Hall, Porta Archway College area, Catherine Needham area and KEP crossing route to Cathedral:**

Gardens Department - use white salt for paths & rock salt for roads and large courtyards

- 7.00am - two men to treat gardens, Hill House, Dining Hall area, School Lane, School House, Old Library, Queens Hall, Canonry, and Priory.

#### ➤ **Silver Street Site, Hayward Theatre Site, Gibson Music School, Numbers 6, 7 & 8 The Gallery, Arts complex (including Art quad paths), Old Palace front and rear steps (White salt), pathway by HT tennis courts and Wendreda Courtyard.**

Custodians -use white salt for paths & rock salt for roads and large courtyards

- 7.00am - clear paths to all buildings on the Silver Street Site and Old Palace;
- road areas to the site

#### ➤ **King's Ely Acremont & Nursery**

Site Custodian - use white salt for paths & rock salt for roads and large courtyards

- to be salted or cleared by custodian on site;

supplied with white salt and rock salt from Grounds Department



## 23. HIGH WIND PROTOCOL

### **Aim and Objectives**

The purpose of this protocol is to highlight areas on the campus where there is a higher risk of injury because of falling trees and branches in severe wind conditions, and to identify the necessary action to be taken by the School to reduce this risk.

### **Area of Responsibilities**

### **Implementing Protocol**

In the event of amber and red warning issued by the Met Office, it is the responsibility of the Chief Operating Officer in consultation with the Principal and Heads of Sections to authorise the arrangements to be carried out within the School.

Although this protocol has highlighted the point at which the controls must be in place, due to the unpredictability of the wind it may be assessed that action is taken prior to a weather warning being issued.

This protocol should be read in conjunction with the Suspension of Normal School Routine in the event of possible school closures

### **Review**

Due to the unpredictable nature of trees, it is important that this protocol is reviewed at least annually, or when tree surveys highlight additional areas of concern. This review process is the responsibility of the Chief Operating Officer with assistance from the Health and Safety Coordinator and the Grounds and Gardens Manager.

### **Tree Surveying and Maintenance**

It is the responsibility of the Grounds and Gardens Manger in consultation with the Chief Operating Officer to arrange for the necessary surveys to be carried out on highlighted trees, and for the necessary maintenance to be carried out.

### **Weather Warning**

The guidance of weather conditions for this protocol is to be taken from The National Severe Weather Warning Service (Met Office). The Met Office grade weather warnings in four different categories: -

- Green – No severe weather – Very Low
- Yellow – Be aware – Low
- Amber – Be prepared – Medium
- Red – Take Action – High

The arrangements of this protocol should start to take affect when there is a yellow warning issued by the Met Office and escalate as the severity of the warning increases.

### **Arrangements**

#### **Old Palace Garden – High Risk**

This area of the School has the potential to be a high-risk area, due to the size and age of trees and the constant use of the path that leads to and from the Old Palace.

#### **Yellow and Amber weather warning**

- Path from Gibson gate to Old Palace is to be closed. Access to and from the Old Palace will be via the Gallery and the side entrance to the Old Palace garden.
  - Chief Operating Officer and Senior Site Manager – To inform relevant Heads of School that paths will be closed and to ensure that the message is communicated to students. All staff email to be sent to inform staff of path closure.

- Custodians and Grounds and Gardens Department – To use suitable markings and signage to prevent access to this path.

### **Red Weather Warning**

- Path from Gibson gate to Old Palace and access through the garden from Wendreda to the Hayward Theatre are to be closed, access to and from the Old Palace will be via the Gallery and the side entrance to the Old Palace garden.
  - Chief Operating Officer – To inform relevant Heads of School and Wendreda HSM's that the path will be closed. This message is communicated to students Via HSM's. All staff email to be sent to inform staff of path closures.
  - Grounds and Gardens Department – To use suitable markings and signage to prevent access to these paths.

### **Monastic Barn and Hill House area**

There have been several mature trees highlighted in the area but, they are not deemed to be high risk. These trees should be surveyed annually and if any change in condition this protocol is to be reviewed.

- Grounds and Gardens Manager is to ensure that mature trees are surveyed annually, and any highlighted maintenance is carried out.

### **Red and Amber Weather Warning**

- Although this area is deemed not to be high risk, in the event of a weather warning, alternative meeting points other than the hard surface area under the tree should be arranged for KEP students returning to school from the Monastic Barn. KEP Students should also be asked to return to school via the Hill House gate to avoid the porta. Due to the layout of the senior school it is not possible to prevent access from the porta area. To reduce the likelihood of injury from falling branches, lunch time should be marshalled to prevent access across the middle path.
  - Chief Operating Officer – To inform Head of KEP that alternative meeting point and walking route is to be arranged. The COO is to arrange marshals to patrol the area during the lunch period
  - Grounds and Garden – To use suitable markings and signage to prevent access to the paved area under tree.

### **Amherst Field**

The main entrance and sports pitches either side of the central row of trees on the Amherst field have the potential to be high risk, this is due to the size of the trees, but there are large open spaces that would not be affected by falling trees.

### **Amber Weather Warning**

- The main entrance is to be restricted to vehicles and pedestrians and the two pitches either side of the tall trees in the middle of the field are to be out of bounds, and pitches in open spaces are to be used.
  - Chief Operating Officer – To inform relevant Heads of School and Director of Sport that the two pitches are out of bounds.
  - Grounds Department to use suitable markings and signage to restrict access to the area under the trees at the main entrance and to highlight which pitches are out of bounds.

Even though these precautions have been taken to make the use of the field possible it should be considered in these conditions whether it is beneficial to use the field for sporting activities or other activities for the duration of the weather warning.

### **Red Weather Warning**

- Access to the field is under several mature trees therefore, access is potentially hazardous. Sporting activities should be postponed in severe wind conditions.

- Chief Operating Officer – To inform relevant Heads of School and Director of Sport that the field is not to be used and alternative arrangements should be made.

### **Hereward Hall and Admin Reception**

There are several mature trees located in the area, they are not deemed to be high risk. These trees should be surveyed annually and if any change in condition this protocol is to be reviewed.

- Grounds and Gardens Manager is to ensure that mature trees are surveyed annually, and any highlighted maintenance is carried out.

### **KEP and School Field**

There are several mature trees located along the edge of School field, but these are not deemed to be high risk. These trees should be surveyed annually, and if any changes in condition this protocol is to be reviewed. There are not believed to be any high-risk trees in the Prep School paddock area.

### **Amber Weather Warning**

- Although the Prep School paddock area is deemed to be a low risk area, break times should be confined to the hard surface areas.
  - Chief Operating Officer – To inform Head of KEP that the Paddock is not to be used and break times are to be confined to the hard surfaces.

### **Red Weather Warning**

- Although this area has been highlighted as low risk in the event of a red weather warning, break times will take place inside school buildings, and due to other difficulties in playing sports in severe wind strengths, sporting activities on School Field should be postponed.
  - Chief Operating Officer – To inform Head of KEP and Director of Sport that break times should take place in school buildings and that the School field is not to be used.

### **Acremont House and Nursery Garden**

There are several mature trees located in the Acremont garden and Nursery playgrounds and alternative arrangements are to be made in the event of amber and red weather warning.

### **Amber Weather warning**

- Due to the number of trees in the Acremont garden, in the event of an amber weather warning, break times should be confined to the hard play surface away from high risk trees. Due to the age of the children it should also be considered whether break times should take place inside school buildings. Nursery break times should take place in Acremont House play area due to the number of large trees that surround the Nursery play area.
  - Chief Operating Officer – To inform Head of KEA and KEAN that break times should take place on hard play area at the rear of Acremont House.
  - Head of KEA and KEAN - To assess conditions and make decision on whether it is suitable for students to have break time outside.

### **Red Weather Warning**

- In the event of a red weather warning no activities should take place in the garden. Due to the layout of the school it is necessary for staff and students to walk between trees, but this should be kept to a minimum. If this is not possible then a decision should be made if it is appropriate to suspend school. This decision can only be taken by the Principal or in their absence the Head of KEA in consultation with the Deputy Chief Executive and Chief Operating Officer.
  - Chief Operating Officer – To inform Head of KEA and KEAN activities should not take place in garden areas and the movement between buildings should be kept to a minimum.
  - The Principal, Head of KEA Head of KEAN and the Chief Operating Officer - To assess conditions and decided if it is appropriate to suspend school.

### **Additional Area**

This protocol has covered areas that have been highlighted as higher risk but there are numerous other trees around the site. These trees are not deemed to be as high-risk due location or size of the tree. Regardless of this rating, additional arrangements may need to be made in the event of a weather warning. This may include limiting outdoor activities, change in location of meeting points, and cancelling of events.

### **Outdoor Sports**

Due to increased difficulties in playing sport in high wind conditions, even in locations that have not been highlighted as high risk, it should be considered whether it is safe and suitable to continue.

#### **Amber Weather Warning**

- In the event of an amber weather warning, an assessment should be carried out by sports staff on the suitability of the activity taking place.
  - Chief Operating Officer – To inform relevant Heads of School and Director of Sport to assess each area and activity to deem if it is safe and suitable for activity to take place.
  - Director of Sport and Sports Staff – To carry out this assessment and to record their decision.

#### **Red Weather Warning**

- If of a red weather warning outdoor sporting activities should be postponed, and alternative arrangements put in place.
  - Chief Operating Officer – To inform relevant Heads of School and Director of Sport that outdoor sporting activities are to be postponed and alternative arrangements made.

### **Ely Scheme**

Due to increased difficulty in most Ely Scheme activities during high wind conditions, even in locations that have not been highlighted as high risk, should be considered whether it is safe and suitable for them to continue.

#### **Amber Weather Warning**

- In the event of an amber warning higher risk activities should be assessed to see if it is suitable for them to take place (Climbing, Braham Farm, Barton Farm assault course, the route to campus field). Kayaking and river-based activities should not take place. Chief Operating Officer – To inform relevant Heads of School and Ely Scheme Instructors, higher risk activities are not to take place and that alternative arrangements are to be made, and that lower risk activities are to be assessed for their suitability and recorded.
- Ely Scheme Instructors – To carry out the assessments and record their decisions.

#### **Red Weather Warning**

- In the event of a red weather warning, all outdoor Ely Scheme activities should be postponed, and alternative arrangements put in place.
  - Chief Operating Officer – To inform relevant Heads of School and Ely Scheme instructors that outdoor sporting activities are to be postponed and alternative arrangements made.

### **Rowing**

Due to the increased difficulty in high wind conditions, rowing should not take place during both an amber and red weather warning, and alternative arrangements should be made. It may also be the decision of the Head of Rowing to cancel water-based activities before an Amber warning is reached.

#### **Amber or Red Weather Warning**

- In the event of amber and red warning, rowing should be postponed, and alternative arrangements should be made.
  - Chief Operating Officer – To inform relevant Heads of School and Head of Rowing that rowing is postponed, and alternative arrangements made.

### **Grounds and Gardens Department**

Due to the nature of the work and area that work is carried out, the Grounds and Garden Department should organise work to avoid high risk areas for large periods of time, and assess the type of working being carried out, and whether high winds will create additional hazards.

#### Amber Weather Warning

- In the event of an amber weather warning, the duration of work should be limited in high-risk areas and an assessment should be carried out to highlight any additional hazards caused by high winds.
  - Chief Operating Officer – To inform Grounds and Gardens Manager that working in high-risk areas should be limited, and that, additional risk assessments may need to be carried out.
  - Grounds and Gardens Manager – To plan to work in high-risk areas and ensure that additional assessments are carried out.

#### Red Weather Warning

- In the event of a red weather, warning only emergency work should be carried out in high-risk areas, and outside work activities should be limited.
  - Chief Operating Officer – To inform Grounds and Gardens Manager that working in high risk should only take place in an emergency, and that outside work activities should be limited.

Grounds and Gardens Manager – to restrict work in high-risk areas, and limit working in outside areas within their department.

#### General Requirements

##### Windows and Doors

In the event of high winds there is more likely to be damage to windows when they are left open. To avoid this, an email reminder will be sent out to all staff

- In the event of an amber or red weather warning, it is the responsibility of the Chief Operating Officer to email all staff to highlight the need to close windows and doors to avoid damage and injury.

##### Table Tennis Tables

The freestanding table tennis tables in the Paddock field have been highlighted as a higher risk item during high winds.

- In the event of an amber or red warning it is the responsibility of the Custodian team to move the table tennis tables to a sheltered area to avoid possible damage and injury.

##### Cricket Screens

Cricket screens have been highlighted as a higher risk piece of equipment that is likely to become unstable during high winds. Although the risk of injury to an individual is low due to the restrictions on activities in their vicinity, it is good practice to take action to prevent damage and possible injury.

- In the event of an amber or red weather warning it is the responsibility of the Grounds and Gardens team to move the side screen away from public area and if possible, to lay the screens on their sides

##### Out of season storage

As the side screen are only used during the summer term cricket season the slats of the screen should be removed and stored during the Michaelmas and Lent terms to reduce the likelihood of screens becoming unstable in high wind conditions

##### Use Of Gazebo's

Gazebos are regularly used for outside events, but it is noted that they are temporary structure and have their limitations when used in windy conditions. The Custodian team will monitor the Met Office weather forecast for predicted wind speed including gusts and an assessment will be made on the day of use to consider local conditions. Gazebos will only be

erected in line with their manufactures instruction or if there is no specific wind speed provided by manufactures instructions, 20 MPH limit including gusts, will be used.

## 24. SLIPS, TRIPS AND FALLS

It is a common misconception that slip injuries just happen and that little can be done about it. Years of experience now shows that slip prevention can be managed effectively and can cut injuries by 50% or more, significantly reducing costs.

- Slips, trips or falls on the same level were the most common cause non-fatal injuries to employees accounting for 33% of non-fatal injuries,

[Source-: HSE 2021](#)

To reduce the likelihood of harm to our employees, temporary staff, children and visitors, King's Ely has put in place a management system based on:

**Planning:** King's Ely will work with employees to identify potential problem areas and set goals for improvement.

**Training:** Employees will be trained so they have the knowledge to identify and act over potential risks.

**Organising:** Key employees, including cleaning and contract staff will be made responsible for specific areas.

**Controlling:** The Chief Operating Officer will monitor working practices and processes to ensure they are being carried out properly.

**Monitoring and review:** The Chief Operating Officer will talk to employees so they can give feedback on how measures are working.

### GENERAL POLICY STATEMENT

King's Ely will ensure that areas and operations, which involve a high risk of slip or trip accidents will be eliminated, so far as is reasonably practicable. Measures to achieve this will include careful design of work areas and traffic routes, regular maintenance of work areas, traffic routes, and regular inspection and monitoring of work areas and traffic routes. The persons with responsibility for implementing the provisions of this policy are The Chief Operating Officer.

### Dissemination of Responsibility

The Chief Operating Officer:

The Chief Operating Officer is to ensure that:

- Slip and trip assessments are carried out where relevant and that records are kept.
- Where risks are identified, ensure suitable control measures are in place to reduce the risk to staff, temporary staff, pupils and others together with monitoring and reviewing the effectiveness of those control measures.
- Adequate information and training are provided to persons at the start of employment to ensure that have the knowledge to identify and report potential risks including slips, trips and falls and to ensure that supervision is in place where there is an increased risk to students.
- Any injuries or incidents relating to major or regular slips trips and falls are investigated
- Employees adhere to safe systems of work.
- Safety arrangements for the control of slip and trip risks are regularly monitored and reviewed.
- Regular inspections of work areas and traffic routes are carried out, which cover slip and trip risks: housekeeping, trailing leads, lighting levels and the condition of floors and the building fabric, etc.
- Regular maintenance of buildings, work areas, traffic routes, equipment and lighting take place and is recorded.
- Supports employees who believe themselves to be in serious or imminent danger and so who, for reasons of their own or another person's safety, remove themselves to a place of safety.
- Inform all staff under their control of sources of support.

## **Duties of Employees**

Employees must ensure that:

- They report to The Chief Operating Officer (in confidence) any personal conditions that may increase the risk of slips or trips, i.e. Ménière's disease.
- They comply with any instruction and training which is provided in relation to the control of slips and trips.
- Their own health and safety are not put at risk from slips and trips as they carry out work activities.
- They use equipment in a way which does not increase the risk of slips and trips to either themselves or others, e.g. by trailing leads or through causing obstructions on traffic routes.
- They wear suitable footwear for day-to-day activities and wear footwear supplied by the school for specific tasks when identified as necessary.
- Any problems relating to slips and trips and falls via a Maintenance request and any injuries reported via an accident form.

## **Slips and Trips Risk Assessment**

When carrying out a detailed assessment of the risks of slips and trips, it is important to consider the individual, the task being performed and the immediate environment. When considering the immediate environment, it is useful to compare the physical layout of the workplace with recognised standards.

## **Safe Systems of Work**

Consideration should be given firstly to whether it is reasonably practicable to eliminate slip and trip hazards, and secondly to reducing the remaining risks to an acceptable level. Often the best approach is to incorporate the control of slip and trip hazards in the overall risk management system, rather than trying to deal with individual issues in an ad hoc manner.

A risk management approach to slip and trip accidents requires the identification and control of factors relating to the individual, work activity and workplace environment, which could give rise to slips and trips. In terms of the workplace environment, this often involves comparison against a recognised standard for what should exist. This "gap analysis" will produce recommendations to bring the workplace up to the required standard.

## **Measures to control slip, trip and fall hazards include the following:**

- Cleaning and maintenance of floor surfaces especially, should take place regularly. Maintenance schedules and procedures should ensure that the building fabric, traffic routes and lighting, etc. remain effective and in good order. If wet floor cleaning is necessary, it should be scheduled to take place outside of normal working hours, wherever possible.
- Equipment should be maintained in order to reduce the leakage of liquids, and containers holding substances need to be regularly inspected for leaks.
- Adequate storage facilities must be provided, and rigorous housekeeping regimes should be implemented in order to reduce clutter that might cause trips.
- Adequate lighting levels must be provided so that people can spot obstructions and slippery areas, etc. Additional lighting may be required at changes in level.
- Floor surfaces must be checked regularly for loose finishes, holes and cracks, and worn coverings, and must be suitable for wet or dusty conditions if these are likely to arise.
- Obstructions and spills must be removed immediately, and work areas and means of access and egress must be kept in a good condition generally.
- Where obstructions and spills cannot be removed immediately, warning signs and barriers should be erected.
- Non-slip flooring should be provided in wet and other high-risk areas.
- Effective cable-management procedures should be implemented to prevent trailing leads, etc. in walkways and other traffic routes.
- Employees should wear suitable footwear.
- There should be means to dry footwear where it is likely to become wet. It is important to provide signs, etc. where a change from a dry to a wet floor surface takes place.



- Workplace designs and layouts should reduce risk, and appropriate methods of work should be introduced and followed.
- Slip and trip accidents are so commonplace that it is almost accepted that there are some areas of risk over which we can exert little control. However, an effective risk management programme can drastically reduce the numbers of such accidents. This will result in both a cost saving for the employer and a reduction in the pain and suffering caused by such accidents. Therefore, it is in everyone's interest to work together in order to bring such accidents under control.

### **Inspection and Monitoring**

Inspections which involve observation of physical factors in an area are completed by making use of a classroom checklist and termly house audits (which will include reference to slip, trip and fall hazards). These inspections help to monitor the condition of the school's facilities and highlight potential issues.

### **Training**

Adequate information and training must be provided to all employees. The school induction training outlines the process of identify and report potential hazards including slips trips and falls. Training is provided to specific departments on the procedures, and processed in place to reduce this likelihood of slips trips and falls.

### **Control**

Supervision and disciplinary procedures should help to ensure that appropriate footwear is always worn, and that spillages and wet areas are dealt with quickly and effectively.

### **Co-operation**

The workforce should be encouraged:

- To have a positive attitude towards taking extra care with respect to improving their own safety and improving the safety of others.
- To be commitment to reduce slips, trips and falls accidents.
- To have a willingness to abide by rules on anti-slip footwear always.

### **Communication**

Effective communications and provision of information is essential. There should be:

- A willingness to report any unsafe conditions, unplanned events etc.
- A positive management response to being informed of the above
- Provision of information to workforce on slip, trip incidents & their severity.

### **Temporary Staff**

Temporary staff are at the same level of risk as employees. All temporary training staff are provided with the same level of induction training as permanent employees

## **25. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPE)**

King's Ely recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. King's Ely employees are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments. We ensure that it is suitable, i.e. it reduces the identified risk as intended, it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are to be provided with relevant training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

## 26. WORKPLACE ENVIRONMENT AND WELFARE FACILITIES

### Aims

This policy outlines the arrangements to ensure that suitable facilities and arrangements are in place for the welfare of staff and students at King's Ely and to maintain compliance with the Workplace (Health, Safety and Welfare) Regulations 1992

### Workplace Environment Arrangements

The comfort of our staff is a high priority, and we will do all that is reasonably practicable to ensure the thermal comfort, adequate ventilation and sufficient lighting of our premises.

To achieve this, we provide:

- central heating systems
- additional heating appliances where necessary
- windows which can be opened safely
- adjustable blinds, solar glazing or curtains where necessary
- Air conditioning units in areas with larger quantities of electrical equipment.
- portable fans where necessary
- lighting which is suitable for the tasks undertaken
- emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit

All equipment provided for the purpose of workplace comfort is subject to periodic checks, maintenance and repairs by competent engineers.

For our employees who work outside, we provide suitable warm and weatherproof clothing in the winter and sun protection in the summer. Additional rest breaks are provided during extremes of weather and facilities for making hot or cold drinks are always available.

### Welfare Facilities Arrangements

King's Ely have evaluated the welfare facilities required for our school to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and have confirmed that the existing facilities meet or exceed the minimum requirements.

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the number of staff employed by the school. Shower facilities are also available to staff in the staff changing rooms of the Sports Hall and Old Palace gym.

Facilities are provided throughout the school for staff to obtain drinking water, for heating water and heating food. Four common rooms are available at the OP, KEA, KEP and KES, these are assessable to all staff within these sections. In addition to this, there are several smaller common areas and kitchenette with drinking water and hot water facilities.

King's Ely operate up to three catering facilities during the working day where staff have the option to have a school meal. The Common rooms are also a suitable environment for the consumption of food. The consumption of food in Science Labs and Technology workshops is prohibited.

Where specific PPE is required suitable areas are provided to store this equipment such as Catering, Grounds and Gardens, Custodians and Maintenance.

Where additional requirements are required then arrangements can be made in line with the King's Ely New and Expectant Mothers Policy and Disability – Accessibility Plan

All the welfare facilities are ventilated, well-lit and designed to be easily cleaned. A cleaning regime is in place involving the School Domestic teams, which clean facilities on a routine basis.

School welfare facilities are accessible to all staff whether employed or peripatetic staff. The provision of student welfare is regulated by Independent School Inspectorate (ISI) and the National Minimum Standards for Boarding Schools (NMS)

## 27. DISABLED PERSONS INCLUDING TEMPORARILY DISABLED AT WORK

Where we employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare. This policy needs to be read in conjunction with the Disability Policy – Accessibility Plan and The Equal Opportunities and Diversity Policy

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.

We ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the employee, considering their abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks, which may be created if the individual is unable to assist in anticipated emergencies such as medical emergencies and fire evacuation

We also develop a personal emergency evacuation plan (PEEP) to cover evacuation of individuals in the event of an emergency.

Relevant risk assessments *and PEEPS will* be reviewed at frequencies, which take account of any change in the person's health condition.

## 28. MONITORING OF SCHOOL PROCEDURES

### Introduction

The School's Health & Safety Committee has the important task of monitoring the health & safety performance throughout the school. At each Committee meeting, participants will have the opportunity to report on health & safety performance within their area of responsibility. The Chief Operating Officer has overall responsibility for ensuring that all required health and safety records are kept up to date and are available for inspection at any time, these records include:

- Fire evacuation
- Emergency lights
- Fire alarm testing records
- Weekly fire bell tests
- Fire extinguisher testing
- Fire risk assessment review
- Legionella monitoring
- Pat testing
- Fixed wire testing
- Gas installations inspections
- Lift inspections
- Asbestos register information
- Working at height equipment inspections
- Classroom and house audits
- General risk assessments

### Internal Department Review Process

#### Support Department

Support departmental reviews are to be conducted once per annum. The Health & Safety Co-ordinator will be responsible for organising the review of the department health and safety arrangements and ensure that risk assessments are suitable and sufficient. To also ensure procedures are being followed the Health and Safety Coordinator will carry out spot inspections of the departments throughout the year.

#### Academic departments

Academic staff are responsible for completing a classroom checklist of their area of responsibility at the beginning of each term. This provides the school with the evidence that the classroom facilities are in a safe condition and allows any issues to be highlighted and controlled where necessary, the information gathered in these assessments will be collated by the Health & Safety Co-ordinator and distributed to others for action where required.

There are also several higher risk academic departments which require a more detailed assessment. The Health and Safety Co-ordinator will help in the review of these departments arrangements and will assess and assist in the development of risk assessments, suggest additional training, review accident statistics and inspection records where required.

#### Boarding and Day houses

Termly audits are carried out by house staff or Health and Safety Coordinator to ensure that the accommodation is in suitable condition and that all necessary arrangements are in place. In addition to this risk assessments are reviewed annually.

#### External Audit

##### The Schools Health and Safety adviser External Audit

The Schools Health and Safety adviser are tasked with carrying out a full independent audit of the school's health and safety arrangements, every 12-18 months, to ensure that the school meets its health and safety compliance responsibilities. In addition, the External Health and Safety consultants are also available for advice, guidance and training when required.

**Off-site School Excursions**

A review of off-site excursions will be conducted at least annually or if there are changes in policies or circumstances.