



Mary Hare Policy: HSP001 Health & Safety Policy

Policy Owner: Kevin Gardner
Date Approved: August 2021
Approved by: Board of Governors

Next review date: August 2022



Securing the future of deaf children and young people

Registered charity 1048386

Contents:

- Definitions
- Mary Hare Statement of Health and Safety
- Delivering the Policy
- Organisation Charts
- Appendix 1 – Specific Arrangements
- Appendix 2 – Particulars of Arrangements
- Appendix 3 – Key Roles
- Appendix 4 - The Pro-Forma Department Statement of Safety Organisation
- Appendix 5 – Policies available on the Portal
- Appendix 6 – First Aiders
- Appendix 7 – Responsibilities
- Appendix 8 – Insurance Schedule
- Appendix 9 – Schedule of Equipment Requiring Statutory Maintenance and Certification.
- Appendix 10 – Electrical Meters.
- Appendix 11-- Coronavirus Arrangements

1. Mary Hare Health and Safety Policy

The Health and Safety at Work etc Act 1974 (Sec. 2(3)) requires employers to draw up and bring to the notice of their employees a statement of safety policy. Mary Hare's Policy states the health and safety objectives of Mary Hare and describes the managerial structure for their implementation. It consists of three parts:

- 1.1. Statement of health and safety policy.
- 1.2. Organisation.
- 1.3. Detailed safety arrangements.

2. Definitions

- 2.1. "The Board" – the corporation of Mary Hare: the Board of Governors, Trustees and Directors.
- 2.2. "Mary Hare" - the Primary and Secondary School divisions of Mary Hare and associated activities, but excluding joint ventures supervised by the Business Committee of the Board

3. Mary Hare Statement of Health and Safety Policy

The following statement fulfils the duty of the Board under the Health and Safety at Work Act 1974 ("The Act") to prepare a written statement of policy with respect to the health and safety at work of Mary Hare's employees, and arrangements for delivering that policy.

- 3.1. The Act imposes a duty on all employers to ensure, as far as is reasonably practicable, the safety of their employees at work by maintaining safe equipment, safe systems of work, and safe premises, and by ensuring adequate instruction, training and supervision. Mary Hare must also ensure the safety of all other persons who may be affected by Mary Hare's work activities; including among others, pupils, parents and other visitors with business at Mary Hare's sites.
- 3.2. The Board will select from time to time at least one Governor as Health and Safety Governor(s) to lead for the Board on health and safety issues. The Health and Safety Governor(s) will:
 - 3.2.1. At least once a term, organise an announced or unannounced inspection of a chosen aspect of the health and safety arrangements, including an inspection of the accident books and other relevant records.
 - 3.2.3 Bring to the Board the termly reports and recommendations of the H&S Committee.
- 3.3 The Health and Safety (H&S) Committee has been established to determine the operational health and safety management measures necessary to deliver the Board's health and safety policy and review regularly the operation of this Board policy. The full remit of the committee is described in section 4.2 below and in section 8 of Appendix 1.

- 3.4 It is the policy of the Board to adopt all reasonably practicable measures to deliver its duties as described in 3.1 above. The Board is committed to continuous improvement in the management of health and safety.
- 3.5 It is the policy of the Board to ensure that all staff members of Mary Hare are aware of their individual responsibility to exercise care in relation to themselves and those who work with them. Every staff member is asked:
- 3.5.1 To familiarise themselves with this policy;
 - 3.5.2 To take reasonable care that all procedures are safely carried out, and to seek expert advice in any case of doubt;
 - 3.5.3 To warn their manager and anyone at immediate risk of any special or newly identified hazards in existing procedures, or risks in new procedures;
 - 3.5.4 To report accidents or incidents promptly;
 - 3.5.5 To ensure that any risk assessments associated with their role are read, understood and amended to reflect best practice.
 - 3.5.6 To familiarise themselves with fire and emergency drills and escape routes; and
 - 3.5.7 Where required by Mary Hare policy, to register with the Occupational Health Service for health surveillance purposes.
- 3.6 Where self-employed persons or contractors and their employees carry out work on Mary Hare premises, they must comply with standards of safe working contained in any regulations or codes of practice applicable to their operations, and in Mary Hare's safety rules.
- 3.7 Heads of Department are responsible for ensuring their departmental arrangements and practices comply with this policy.
- 3.7.1 The health, safety, and welfare of everyone who is lawfully in the buildings under their charge
 - 3.7.2 Bringing to the notice of all employees a written statement describing the organisation and arrangements for safety within their departments.
- 3.8 The policies of Mary Hare on specific legislative requirements and other matters are issued as Mary Hare Policy Statements. The H&S Committee issue advice on specific hazards and technical items as memoranda.
- 3.9 This Policy supersedes all previous versions of Mary Hare Health and Safety Policy. The H&S Committee will review it annually. (See section 7.2 below)

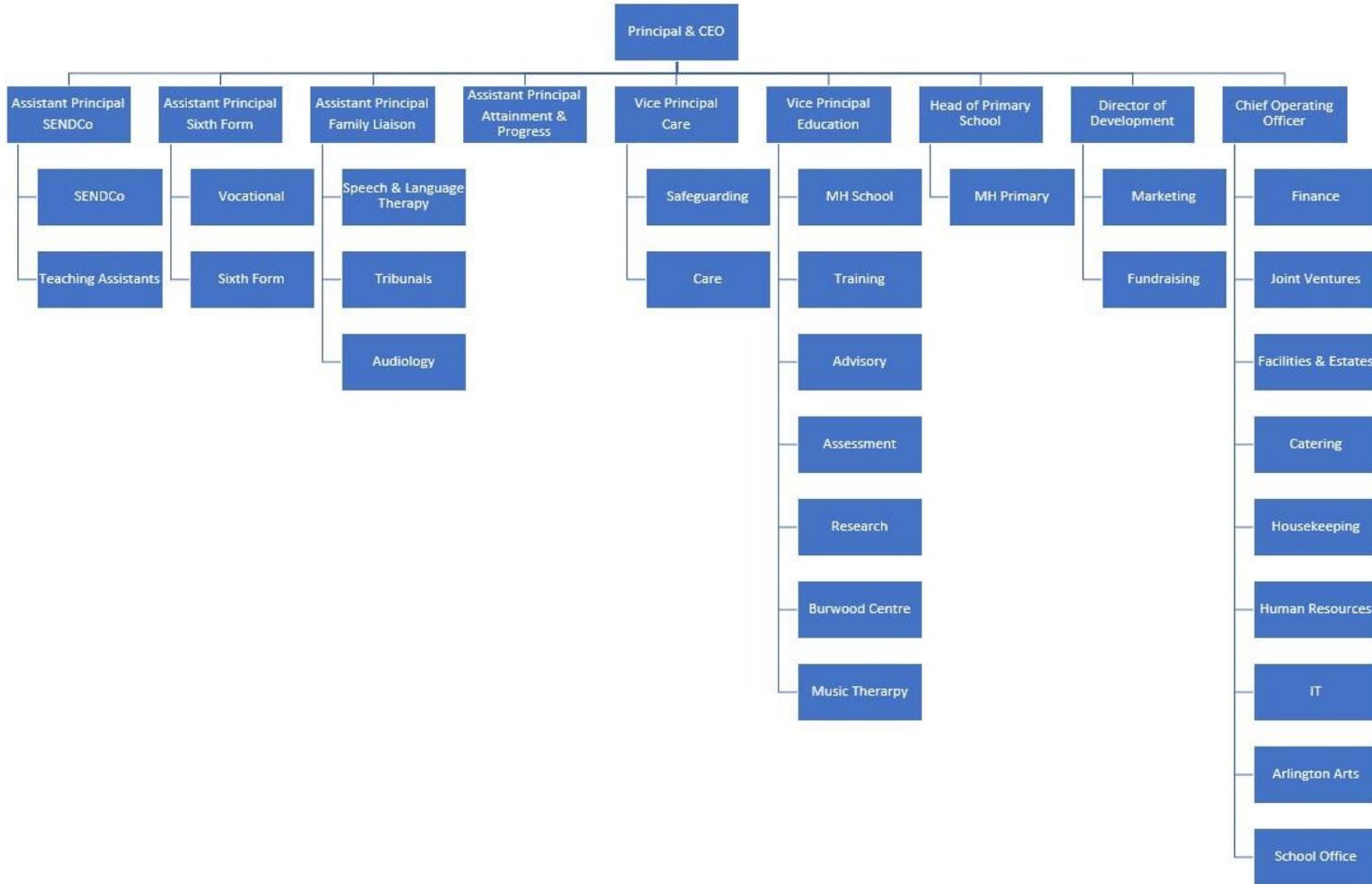
4. Delivering this policy: organisation and management

- 4.1. The Board delegates responsibility for managing the day-to-day delivery of this policy to the Principal/Chief Executive and to Heads of Department. This section describes their respective roles and responsibilities.
- 4.2. The H&S Committee, will review this policy annually, identify trends, and provide a forum for staff consultation. The H&S Committee is not a committee of the Board, but the Health and Safety Governor(s) will bring its recommendations and reports to the Board each term. The committee's full remit is at section 8 of Appendix 1.

4.3. The Key Roles are set out in Appendix 3:

- 4.3.1. Governing Body
- 4.3.2. Chief Executive
- 4.3.3. Health and Safety Governor(s)
- 4.3.4. Directors, Vice Principals and Assistant Principals
- 4.3.5. Health and Safety Manager
- 4.3.6. Heads of Departments and Line Managers
- 4.3.7. Class Teachers and Teaching Assistants
- 4.3.8. All Staff
- 4.3.9. Other Specific Areas, Pupils
- 4.3.10. Visitors and Contractors

4.4. Organisation Chart



5. Specific issues

5.1. To establish an effective health and safety regime, Mary Hare has detailed safety arrangements for specific issues.

5.2. The following arrangements are set out in the appendices:

- 5.2.1. Appendix 1 – Specific Arrangements
- 5.2.2. Appendix 2 – Particulars of Arrangements
- 5.2.3. Appendix 3 – Key Roles
- 5.2.4. Appendix 4 – Department Statement of Safety Organisation
- 5.2.5. Appendix 5 – Policies referenced in this document (and available on the Sharepoint)
- 5.2.6. Appendix 6 – First Aiders
- 5.2.7. Appendix 7 – Responsibilities

6. Insurance (Appendix 8)

Mary Hare has in place Employers’ Liability Insurance, which is renewed annually on July 31st. Details of the Employers’ Liability Insurance are available from the Chief Operating Officer.

7. Access and Review of this Policy

7.1. An up-to-date electronic copy of this policy and all other related policies will be located on the Sharepoint. It is the responsibility of the Health and Safety Manager to ensure that the electronic version of these documents is updated whenever necessary.

7.3 This Policy will be reviewed annually by the Health and Safety Manager and the H&S Committee to ensure that it remains fit for purpose, compliant with legislation, and informed by the current activities and facilities at Mary Hare. All proposed amendments will be submitted to the Board for approval as soon as reasonably practicable.

7.3 If circumstances arise which call for an urgent amendment to this policy, the Health and Safety Manager will notify the Chair of the Board, the Health and Safety Governor and the Principal as soon as reasonably practicable.

7.4 Where the Appendices to this policy contain specific roles and/or the names of specific individuals, the Board authorises the Principal to make changes whenever this is made necessary by changes to the organisation or its personnel. These changes will be notified to the Board for its approval at the next general meeting.

(Signed).....(Date).....
 Chief Executive and Principal
 (Signed).....(Date).....
 Chair of the Governors

APPENDICES

	Page Number
1. Specific Arrangements	9
2. Particulars of Arrangements24
3. Key Roles49
4. Pro-forma Departmental Statement of Safety Organisation55
5. Mary Hare Policies referenced in this Policy and available on the Portal ..	.59
6. First Aiders	60
7. Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety63
8. Insurance Schedule64
9. Schedule of Equipment requiring maintenance contract and Certification	65
10. Schedule of Electricity Supply Meters	66
11. Coronavirus Information.....	.67

Appendix 1 – Specific Arrangements

1. Accident reporting, recording and investigation

- 1.1. Medical Centre: Mary Hare has an onsite Medical Centre, which is staffed during the school day by the School Nurses.
- 1.2. Immediate action: In the event of an accident, the first port of call for students is the Medical Centre during the school day, staff should inform the nearest first aider/ line manager, visitors should be attended by their nominated host. After school hours this is the Care Houses.
- 1.3. First aiders etc: Mary Hare ensures there are Qualified First Aiders and Emergency First Aid at Work Trained Staff within the workforce. Their details are available in the Medical Centre, in department offices and the Sharepoint.
- 1.4. Recording accidents: All accidents, regardless of severity, must be recorded online within the HANDSAM facility 1.5. Reporting Accidents or Dangerous Incidents:

- 1.5.1 All accidents must be reported to the Health and Safety Manager via the Handsam online system (and see 1.6 below).
- 1.5.2 Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) must be notified to the appropriate authorities by the Health and Safety Manager as soon as reasonably practicable.
- 1.5.3 Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, must notify their line manager and record it on Handsam.

1.6 Serious accidents and near misses: in addition to the provisions of section 1.5 above:

- 1.4.1 All serious accidents must be brought to the attention of the Chairman of the Governors, the Health and Safety Governor and the Chief Executive/Principal.
- 1.4.2 The Health and Safety Manager will investigate all serious accidents or potentially serious incidents / near misses in detail in accordance with the Health and Safety Executive guidance “Investigating Accidents and Incidents”.
- 1.4.3 The Health and Safety Manager will produce a full report to the Governors on any serious accident, incident or near miss at the next available committee meeting or if RIDDOR reportable as soon as practical after the event.

1.7 Preventing re-occurrence

- 1.7.1 Where accidents are found to be caused by faulty equipment, premises or unsafe systems of work, action must be taken to remove

or isolate the hazard and warn people until the necessary modifications or repairs can be made.

1.7.2 Details of all accidents will be brought to the H&S Committee, who will take steps to identify trends and any measures taken or being considered to prevent any reoccurrence.

1.8. Accident reports and investigation records shall be kept for a period of three years after the initial event; those involving young people must be kept until the youngest person is aged 21. Records concerning incidents of ill health and disease must be kept for 40 years.

1.9 Further guidance may be found in policy HSP002 Accidents Incidents and near misses.

2. Asbestos

2.1. There are Asbestos Registers located at Manor House (kept with Facilities and Estates Manager) which covers the Snelsmore Campus, and at the Primary School Reception, which covers the Mill Hall site.

2.2. Key staff are required to attend Asbestos Awareness training as soon as possible after appointment. A record of those who have been trained will be kept.

2.3. All contractors are required to sign to confirm they have seen the Asbestos Register in relation to the area they will be working in.

2.4. An Asbestos Management Plan is located in the Facilities and Estates Manager's office.

2.5. Further guidance may be found in policy [HSP009 Asbestos Management Policy](#).

3. Behavioral Issues

Please see Policy 002 Wellbeing and Behaviour Policy.

4. Bullying and Harassment

Please see Policy 006 Anti Bullying Policy.

5. Child Protection

Please see Policy 012 Safeguarding Policy.

6. Safe Management of Contractors

Please see HSP013 Control of Contractors Policy.

7. Contractors and Visitors on Site

- 7.1. All Contractors are required to sign in and undergo an induction process.
- 7.2. Information regarding basic health and safety is available at Reception.
- 7.3. All visitors unless they are frequent visitors with known DBS clearance are expected to be escorted and will be the responsibility of the member of staff they are visiting.
- 7.4. Please refer to the [HSP013 Control of Contractors Policy](#) for further information and guidance.

8. Health and Safety (H&S) Committee and Consultation with Employees

- 8.1. Mary Hare has an H&S Committee, which has been established to determine the operational health and safety measures necessary to deliver the Boards health and safety policy and review regularly the operation of the Board Policy. The main functions are:
 - 8.1.1 To consider the effectiveness of the policies implementation
 - 8.1.2 To undertake the annual review of this policy in accordance with section 7.2 of the Board's Health and Safety Policy
 - 8.1.3 To review serious incidents at committee meetings or sooner if deemed necessary.
 - 8.1.4 To take steps in accordance with 1.7.2 of Appendix 1 above to identify trends in accidents and incidents with a view to preventing re-occurrence.
 - 8.1.5 To provide a forum for consultation with staff on health and safety matters.
- 8.2. The committee comprises the Health and Safety Manager, a Link Governor(s) and a representative mix from among the Senior Management Team, Heads of Department, Line Managers from all areas of Mary Hare, to be agreed from time to time by the Health and Safety Governor(s) and the Principal
- 8.3. The schedule of meetings will be publicised in advance by an all staff email together with the Agenda at least two weeks prior where operationally possible. Minutes of meetings will be available on the Sharepoint, redacted only to respect the privacy of individuals and any legal considerations.
- 8.4. All staff are to be invited to put forward any matters concerning health and safety at Mary Hare this will normally be done through a Head of Department or Line Manager. This invitation will be attached to the emails sent to all staff.

9. Control of Substances Hazardous to Health (COSHH)

- 9.1. All regularly used products will have material safety data sheets and COSHH risk assessments to accompany each product.

- 9.2. The COSHH files should be maintained and kept by each Department:

Area	Responsibility for Keeping	Location of File
Housekeeping	Head of House Keeping	Housekeeping Manager's Office
Catering	Catering Manager	Catering Manager's Office
DT	Head of DT	DT Office
Facilities and Estates (including Grounds)	Operations Supervisor	Operation Supervisor's Office
Science	Head of Science	Prep Room
Sports	Head of PE	PE Office
Care	Care Team Leaders	Within their Care Offices

- 9.3. Any decanted substances should clearly display the product information, dilution rates and safety information.
- 9.4. Please refer to [HSP003 COSHH Policy](#) for further information and guidance.

10. Radioactive Sources

- 10.1. Mary Hare has a small amount of radioactive sources securely stored in the Science Building.
- 10.2. Mary Hare has a Radiation Protection Supervisor and use the DfES as their Radiation Protection Advisor.
- 10.3. Please refer to separate Health and Safety Policy for Science/Physics departments.

11. Defect Reporting Procedures

- 11.1. All staff have a responsibility for their own and others' health and safety and are therefore responsible for ensuring that any defective, damaged or untested equipment is brought to the attention of the maintenance team via the online fault management system Spiceworks email help@maryhare.on.spiceworks.com
- 11.2. Records of repairs and defect reporting should be kept for 21 years.

12. Display Screen Equipment (DSE)

- 12.1. Please refer to [HSP004 Display Screen Equipment Policy](#) for further advice and guidance. All staff whose work entails a majority of their working day using DSE must undertake the online display screen assessment to identify any issues with

their workstation. This assessment will then be used to inform management of any necessary adjustments or provision.

13. Electricity at Work

- 13.1. All hard-wired electrical equipment is tested at least every five years.
- 13.2. There is an on-going programme throughout Mary Hare of Portable Appliance Testing (PAT).
- 13.3. All items should display a valid PAT sticker and an inventory of tested items is held in Facilities and Estate Manager's office.
- 13.4. All staff have a responsibility to report any defective equipment to the Facilities and Estates Manager and are required to carry out a visual check of electrical items for loose pins, frayed cables etc. prior to use.
- 13.5. The Facilities and Estates Manager is responsible for ensuring all contractors are competent to work on the electrical systems and will use a Permit to Work System when required.
- 13.6. The Facilities and Estates Manager is responsible for ensuring anyone working on or with electrical items has been made aware of any relevant information.
- 13.7. Please refer to [HSP005 Electrical Safety Policy](#) for further information and guidance.

14. Fire Precautions and Emergency Plans

- 14.1. Comprehensive Fire Risk Assessments have been completed for all buildings within Mary Hare and copies of the documents are available from the Facilities and Estates Manager.
- 14.2. Action Plans from the Fire Risk Assessment have been circulated to the appropriate staff for action. These are monitored on a termly basis by the Health and Safety Manager.
- 14.3. Statutory tests and weekly checks are recorded on Mary Hare's online Fire Safety Portal.
- 14.4. Copies of the Fire Management Policy and Emergency Evacuation Procedures ([HSP017](#) and [HSP017A](#)) have been made available to all staff on the Sharepoint.

15. First Aid and Medication

- 15.1. Please refer to the [Policy 20 Medical Policy](#) for further advice and guidance.

16. Glass and Glazing

- 16.1. Glazing is inspected within our regular premises checks.

17. Health and Safety Advice

- 17.1. Any member of staff who requires advice or guidance on any health and safety matter can contact the Health and Safety Manager or our Health and Safety Coordinator by email or on 01635 244295, or our health and safety consultants Natwest Mentor on 0800 634 7000.

18. Housekeeping, Cleaning and Waste Disposal

- 18.1. The Head of Housekeeping is responsible for ensuring the premises are kept clean and tidy and to minimise the accumulation of rubbish.
- 18.2. Any spillages should be cleaned away immediately and signs should be erected to warn people of potential slip hazards. Contact the Head of Housekeeping or Facilities and Estates Manager for assistance.
- 18.3. The Facilities and Estates Manager ensures sufficient quantities of salt are available to clear snow and ice from the premises and various equipment is available to aid snow clearance.
- 18.4. The Facilities and Estates Manager is responsible for ensuring that all pathways are clear of leaves to avoid slips.
- 18.5. Broken glass is disposed of in recycling containers supplied by the waste disposal contractor.
- 18.6. Fluorescent light tubes are to be taken to the maintenance yard for collection and disposal by the waste disposal contractor.
- 18.7. Disposal bins are located in various secure locations around Mary Hare.

19. Information dissemination procedure

- 19.1. Information and instruction on health and safety matters is given to staff through their Head of Department or Line Manager on an on-going basis
- 19.2. All staff undertake online health and safety training both before employment and during the year.
- 19.3. Current documentation relating to all health and safety matters is uploaded to the Sharepoint.
- 19.4. The Health and Safety Manager will carry out briefings to staff as and when required, and at least annually (start of new academic year)
- 19.5. New staff are required to sign to confirm they have read and understood all health and safety documentation relevant to their role. This will be carried out by the Head of Department or Line Manager.
- 19.6. It is the responsibility of teaching staff to ensure that pupils are advised of the relevant health and safety information, through lessons and if appropriate at school assemblies.

20. Kiln

- 20.1. Art staff are trained and competent to use the kiln and a risk assessment for the kiln is displayed in the kiln room along with operating and emergency operating procedures. A current copy of the risk assessment is available on the Sharepoint.
- 20.2. The kiln is inspected and certified safe for use by an external contractor on an annual basis.
- 20.3. Personal protective equipment in the form of thermal gloves are available and are located in the kiln room.
- 20.4. All health and safety related to the operation of the kiln is the responsibility of the Head of Art.

21. Lettings

- 21.1. Please refer to [SMG001 Lettings and Events policy](#) for further advice and guidance.

22. Lighting

- 22.1. Adequate standards of lighting will be maintained throughout Mary Hare; wherever possible workplaces should be illuminated by natural light.
- 22.2. Areas where additional lighting is required due to the nature of the work involved, will be addressed on an individual basis and lighting levels increased to include individual desktop lighting if required.
- 22.3. Lighting will be positioned at a level so as not to cause additional risks or come into contact with combustible material.
- 22.4. New lighting should be positioned to ensure access to cleaning and maintenance can be achieved safely.

23. Lone Working and Personal Safety

- 23.1. Please refer to [HSP008 Lone or Isolated Working Policy](#) for further advice and guidance.

24. Maintenance and Inspection of Equipment

- 24.1. Equipment is inspected and tested as per the applicable regulations. A full list of the equipment which is tested, how, by whom and frequency of testing schedule is located in Appendix 9 of this policy.

25. Manual Handling

- 25.1. All staff carrying out manual handling on a regular basis will be required to undertake training.
- 25.2. Please refer to [HSP015 Manual Handling Policy](#) for further advice and guidance.

26. School Vehicles

- 26.1. The Facilities and Estates Manager is responsible for the management of school minibuses and other school vehicles.
- 26.2. All school vehicles are taxed, MOT'd and insured for relevant school use.
- 26.3. The Maintenance Engineer maintains and services vehicles as necessary and arranges major repairs with an approved contractor.
- 26.4. Staff are required to meet requirements of Mary Hare's insurers to drive school vehicles and will undertake driver training.
- 26.5. Please refer to [HSP024 Vehicle Usage Policy](#) for further advice and information.
- 26.6. The Heads of Department or Heads of Care supported by the Facilities and Estates Manager are responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the Vehicle Usage Policy and any Local Authority guidance. School owned, hired or leased minibuses or coaches are only to be used for approved journeys.

27. Arrangements for monitoring Health and Safety

- 27.1. Each year an independent specialist will be appointed to undertake an audit of the operation of the health and safety policy, the scope of this will be determined by the H&S Committee.
- 27.2. The appointed Governor(s) and Health and Safety Manager are responsible for carrying out inspections of Mary Hare's premises.
- 27.3. Within each academic year, the whole site will be inspected via a schedule of premises inspections.
- 27.4. The inspection will produce a report of non-compliance and any other reasonable actions required to ensure the health, safety and welfare of all employees, pupils and visitors to Mary Hare.
- 27.5. Any defects/recommendations arising from reports will be dealt with by Facilities and Estates; the online maintenance portal used where required.
- 27.6. The Health and Safety Manager will report any non-compliance issues, results of any external and internal audits to the Governor(s) through the H&S Committee.

28. New and Expectant Mothers at Work

- 28.1. Staff are encouraged to advise their Line Manager as soon as possible if they are pregnant.

- 28.2. The Head of Department or Line Manager is responsible for ensuring that the School Nurse and HR Manager are informed so the appropriate advice and guidance can be provided and that the risk assessment is completed.
- 28.3. The Risk Assessment should be monitored and amended as necessary throughout the course of the pregnancy by the Line Manager and HR Manager.
- 28.4. On return to work, breast-feeding mothers will be provided with a private room should they request this.
- 28.5. Please refer to [Policy 31 New and Expectant Mothers Policy](#) for further advice and guidance.

29. Noise

- 29.1. In order to comply with the Noise at Work Regulations 2005, daily or average weekly noise exposure levels must not exceed 80dB.
- 29.2. Where there is likelihood of this happening, noise-monitoring checks will be carried out.
- 29.3. Control measures will be put in place to reduce the noise levels as far as is reasonably practicable.
- 29.4. If it is not possible to reduce, the noise levels below 80dB employees will be issued with appropriate hearing protection and hearing protection zones will be set up.
- 29.5. If an employee raises a matter related to noise in the workplace, the Health and Safety Manager will take all necessary steps to investigate circumstances, take corrective action and advise the employee accordingly.
- 29.6. Where employees are found to be exposed to high-level noise appropriate health surveillance and occupational health advice will be sought.

30. Off site visits including residential & any school/care led adventures

- 30.1. Please refer to [HSP018 Educational Visits and Trips Policy](#) for further advice and guidance.

31. PE Inspection

- 31.1. An independent competent contractor through a service level agreement inspects fitness suites, sports halls, gyms and play equipment on an annual basis.
- 31.2. Staff are responsible for visual pre-use checks on equipment, which should be recorded on a regular basis.
- 31.3. Risk Assessments are completed for all sporting activities and equipment used. These are uploaded to the Sharepoint.

32. Personal Protective Equipment (PPE)

- 32.1. Personal Protective Equipment will be provided free of charge where it is identified as a suitable final control measure.
- 32.2. The equipment needs to be fit for purpose and-compatible with other PPE.
- 32.3. The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee/student when required.

33. Permit to Work

- 33.1. A Permit to Work is required for a number of activities, hot work, confined spaces, excavation work, *etc.*
- 33.2. The Facilities and Estates Manager will liaise with the contractor and Health and Safety Coordinator and issue a Permit to Work as and when required.

34. Horticultural Chemicals

- 34.1. The use of Horticultural Chemicals is reserved for appropriately qualified Grounds staff only.
- 34.2. All activities involving pesticides will be risk assessed and accompanied by Material Safety Data Sheets.
- 34.3. Measures identified within the risk assessment in order to reduce the risk will be utilised and any equipment provided to increase safety such as gloves, safety boots *etc.* will be made available.
- 34.4. The Facilities and Estates Manager will together with the Operations Supervisor ensure this takes place.

35. Response to Health and Safety potential non-compliance issues

- 35.1. Where a Health and Safety issue has been identified, it will in all cases be reported immediately to the Health and Safety Manager or, in their absence, the Chief Operating Officer In all cases the following action is required:
- 35.2. If practicable, remove the hazard immediately to resolve the risk.
- 35.3. If removal of the hazard is not practicable, then a Risk Assessment will be undertaken by the Health and Safety Manager or in their absence by the Health and Safety Coordinator within 24 hours and signed by both the Principal and the Chief Operating Officer and agreed as an acceptable risk. In all cases, a copy of the Risk Assessment will be emailed to the Health and Safety Governor(s) and uploaded to the Sharepoint.
- 35.4. Where a non-compliance has been identified, an Action Plan with clear deadlines must be agreed to resolve it and the Health and Safety Manager given responsibility for ensuring it is completed. Should it become apparent the deadline cannot

be met, the Health and Safety Manager must provide the Chief Operating Officer, and the Health and Safety Governor(s), with a written explanation, and this must be issued before that deadline passes.

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

35.6. Failure to comply with these standards could result in disciplinary action. (For more details about what this would involve, please refer to [Policy 32 Staff Disciplinary Policy](#).)

36. Risk Assessments

36.1. Please refer to [HSP011 Risk Assessment Policy](#) for further a Advice and guidance.

37. Safety Signs

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

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

38. Site Security / School Security

38.1. Please refer to [HSP014 Premises Management Policy](#) for further advice and guidance.

39. Slips & Trips

39.1. All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned.

39.2. Other spillages, leaks or wet floors should be reported immediately to the appropriate person e.g. Head of Housekeeping, Facilities and Estates Manager or Operations Supervisor who will arrange for them to be dealt with.

39.3. In the event of spillages, all members of staff are responsible for ensuring that any hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet and current legislation.

40. Smoking and Vaping

40.1. Mary Hare is a designated no smoking area. The Governors have prohibited smoking at Mary Hare and in vehicles under its control.

- 40.2. Smoking is not permitted anywhere on the Premises and Grounds except in the purpose-built smoking shelters at the side of Arlington Arts or by the Workshops. Some Sixth Form pupils will be allowed, upon receipt of the correct permissions from parent/carers, to use the smoking shelter by Jean Carnarvon Hall. At Mill Hall, there is a designated smoking area outside of the Premises.
- 40.3. Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.
- 40.4. The policy applies equally to all people who have business in the premises including contractors, pupils, parents and other visitors.
- 40.5. All job applicants will be informed of the no smoking policy.
- 40.6. No Smoking signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

41. Sports Pitches

- 41.1. The Facilities & Estates Manager has overall responsibility for ensuring the grounds are in a suitable condition for the activity for which it is being used.
- 41.2. Staff are required to carry out a pre-use visual check on the playing area prior to any activity and to make a decision on the suitability of the surface.

42. Stress and Staff Wellbeing

- 42.1. If employees are experiencing any problems in relation to stress they are encouraged to report this to their Line Manager or Head of Department in the first instance.
- 42.2. Staff can however request an appointment with an Occupational Therapist or Counselor, this should be through HR.
- 42.3. An Employee Assistance Programme has been implemented for staff to use.
- 42.4. Please refer to [HSP010 Stress Management Policy](#) for further advice and guidance.

43. Swimming Pool

- 43.1. The Head of PE is responsible for pool safety during school time for lessons organized for Mary Hare pupils. Heads of Care and Leaders of external groups are responsible for pool safety outside of school time.
- 43.2. Mary Hare has two Pool Maintenance Engineers who currently hold the National Pool Plant Operators Certificate. This is refreshed every three years.

- 43.3. The Pool Maintenance Engineer is responsible for the purchasing of the pool chemicals and holds material safety data sheets for these products in the Pool Office.
- 43.4. Chemicals are stored in accordance with the manufacturers' instructions.
- 43.5. Swimming Pool documents **HSP007 Normal Operating Procedures** and **HSP006 Emergency Operating Procedures** are reviewed on an annual basis by the Head of PE/Sports.
- 43.6. A first aid kit and eyewash station is available in the Pool Plant Room, first aid kit beside the Pool and within the PE office.
- 43.7. All external organisations who hire the pool, are responsible for providing their own qualified lifeguards and activity risk assessments.

44. Temporary Workers

- 44.1. The duty of care to employees also extends to those who may be employed temporarily in any areas of Mary Hare.
- 44.2. All temporary staff are required to receive a basic Health and Safety Induction carried out by their Head of Department or Line Manager, which covers Fire Evacuation procedures, First Aid Procedures and access to relevant Risk Assessments.
- 44.3. They will also be given more formal training on the use of any particular equipment within their remit, which will be recorded.
- 44.4. A file should be set up which details the training they have received and should be signed by the temporary worker and the Head of Department or Line Manager.

45. Temperature

- 45.1. In areas where air conditioning is installed this will be maintained as part of a service level agreement in line with current regulatory guidance. Please refer to Appendix 9.
- 45.2. In areas where air conditioning is not available adequate access to natural ventilation should be provided.
- 45.3. In the event of employees experiencing problems with thermal comfort, they should raise the matter in the first instance with the Head of Department or their Line Manager.

46. Training and development related to Health and Safety

- 46.1. The following training courses are arranged by Facilities and Estates Manager (FEM) or the School Nurse at various intervals throughout the year or can be accessed online via the Mentor Online eLearning portal at:
[HTTPS://MENTORLIVE.NATWESTMENTOR.CO.UK](https://mentorlive.natwestmentor.co.uk)

Training Course:	Organized by:
First Aid at Work	School Nurse
Emergency First Aid at Work	School Nurse
Manual Handling (online)	FEM
Working at Height (online)	FEM
Asbestos Awareness (online)	FEM
Legionella Awareness (online)	FEM
Risk Assessment (online)	FEM
Use of Fire Extinguishers	FEM
Fire Safety Awareness (online)	FEM
Fire Warden Training (online)	FEM
General Health and Safety Awareness	FEM
Display Screen Equipment (DSE) (online)	FEM
IOSH Managing Safely in the World of Work	FEM

- 46.2. All new staff are required to undertake online health and safety training modules prior to their employment starting.
- 46.3. The Head of Department or Line Manager carries out health and safety inductions for all new staff within the first two weeks of starting their employment.
- 46.4. This induction will be recorded and a copy provided to the HR Manager.
- 46.5. Records of all Health and Safety related training is kept by the Care Standards Officer and The Facilities and Estates Manager who are also responsible for ensuring all employees undergo appropriate refresher training as and when required.

47. Vehicles on site/car parking

- 47.1. The Facilities and Estates Manager (FEM) has responsibility for the management of vehicles on site. All staff must ensure their vehicle(s) details are registered and a Mary Hare numbered parking permit is clearly visible in the appropriate vehicle windscreen. It is individual staff's responsibility to notify the FEM of a change of vehicle.
- 47.2. Staff are requested to observe the speed limit around the campus of 5 mph and park in dedicated car parks only.

48. Ventilation and Extraction Systems

- 48.1. Employees are required to use ventilation systems in accordance with the risk assessments for their activities.

- 48.2. Natural ventilation should be used where possible. Areas where additional mechanical ventilation has been installed will be subject to testing and servicing by a competent person in line with current regulations.

49. Water Hygiene

- 49.1. The Water Hygiene log book is managed by the Operations Supervisor.
- 49.2. An external contractor is employed to carry out many of the requirements of water testing under HSE's Approved Code of Practice (ACoP) L8. S.1-11.
- 49.3. The Operations Supervisor is responsible for carrying out temperature recording and flushing of cold/hot water systems in school buildings.
- 49.4. Heads of Care are responsible for organising flushing of hot/cold water systems in residential houses.
- 49.5. Please refer to [HSP035 Water Safety and Legionella Management Policy](#) for further advice and information.

50. Work Equipment

- 50.1. All work equipment used on the premises should be suitable for intended use and be inspected upon installation.
- 50.2. All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- 50.3. Records should be kept and made available for annual maintenance and servicing policies.
- 50.4. Employees must not provide (or bring on to site) their own equipment without prior permission from the Facilities and Estates Manager.
- 50.5. Heads of Department and Line Managers must ensure that any such equipment within their Department is used appropriately and training should be provided if required by the user.
- 50.6. Heads of Department and Line Managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment.
- 50.7. Personal Protective Equipment must be provided free of charge if required.

Appendix 2 - Particulars of Arrangements

Index	Page
Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation	29
Adaptations and Improvements to Premises (Buildings and Grounds)	45
Administration of Medicines	31
Art and Design Equipment (Ceramics and Kilns)	38
Art and Design Equipment (Fine Arts)	38
Asbestos	42
Asthma Inhalers	32
Audit, Review, Performance Measurement and Action Plan	48
Bullying, Harassment and Aggression	47
Caretaking and Cleaning Equipment	37
Catering	46
Catering Equipment (dough mixers, slicing machines, potato peelers etc.)	37
Cleaning Arrangements	43
Contractors on Site	46
Design and Technology Equipment (food technology and textiles)	38
Design and Technology Equipment (resistant and compliant materials)	38
Display Screen Equipment (DSE)	41
Educational Visits and Journeys	44
Equipment Provided for Students with Special Needs	36
External Areas	40
Fire and Other Emergencies	27
Fire Drills	28
Fire Prevention and Detection Equipment Arrangements	28
Fire Risk Assessment	28
First Aid	29
Grounds Maintenance Equipment (tractor, powered machinery, hand tools etc)	37
Hazardous and Flammable Materials	28
Hazardous Substances (COSHH)	41
Health and Safety Committee	27
Health and Safety Representatives	27
Health and Safety Training	35
Heated Surfaces (radiators, towel rails, water etc)	40

Health and Safety Inspections	43
Housekeeping and disposal of waste	33
Infection Control	32
Insurance	48
Laboratory Apparatus and Equipment	37

Ladders and Stepladders	36
Lifts	37
Location of Mains Services Isolation Points	29
Lone Working	47
Maintenance of Sites, Premises, Housekeeping and Hazard Reporting	33
Manual Handling of Loads	36
Mobile Staging and Seating	40
Noise	43
Outdoor Play Equipment	39
PE Equipment and Fitness Room Equipment	39
Personal Protective Equipment (PPE)	41
Portable Electrical Appliances (PAT)	40
Premises Repairs and Maintenance	34
Premises Security	34
Provision of Information	44
Radioactive Sources	42
Risk Assessment	33
Sack trucks, Barrows and Trolleys	36
Severe Weather	34
Smoking	47
Stage Lighting Equipment	39
Stress	47
Supplies (purchasing, procurement and delivery)	46
Swimming Pool	45
Use of Premises Outside of School Hours	45
Vehicles	47
Visitors	45

Waste Management	43
Work Equipment	36
Work Experience	44

Key:

AD	Arlington Arts Manager	Emily McAuley
AH	Housekeeping Manager	Samantha Worthy
HRM	Human Resources Manager	Mark Dixon
SENCO	Assistant Principal	Rachael Lethbridge
Sixth Form	Assistant Principal	Anne-Marie Martin
Family Liaison	Assistant Principal	Katherine Clements
Attainment & Progress	Assistant Principal	
BM	Burwood Manager	Lorna Gravenstede
CA	Careers Advisor	Amy Trigwell-Jones
CSO	Care Standards Officer	Blue Nolan
CTL	Care Team Leader	Alisa Dellow (Howard Houses), Ed Rose (Primary), Phillip Cook (Manor House), Claire Compton and Shannon Green (Sixth Form), James Croll and Teri Green (Murray House) Debbie Read and Laura Kirby (Mansell House)
CM	Catering Manager	Hugh Robertson
CCO	Chief Operating Officer	Peter Robson
FEM	Facilities and Estates Manager	Kevin Gardiner
HCM	Head Teacher (Mill Hall)	Robert Rattray
HG	Groundsperson	Steve Barratt
HoC	Head(s) of Care	Louise Osborn, Ros Congdon
HoD	Head of Department	
HoH	Head of Housekeeping	Samantha Worthy
HSC	Health and Safety Coordinator	Christine Davis
ITM	IT Manager	Kevin Sharp
LM	Line Manager	
FET	Facility & Estates Technician	Russ Green, Nick Talbot, Colin Gilbert, Darie Zapodonue and Clive Pearce

OS	Operations Supervisor	David Gibson
ST	Site Team	Maintenance Staff
P	Principal	Peter Gale
SN	School Nurse	Dana Williams, Jenny Weeks
VP-Ed	Vice Principal Education	Simon Thompson
VP-Care	Vice Principal Care	Robin Askew

1. Health and Safety Representatives

The members of staff who are health and safety representatives for external or National professional associations are:

Professional Association	Name
Associate of the British Institute of Facilities Management	Kevin Gardiner

2. Health and Safety Committee

The minutes of the committee are kept by:	Online
---	--------

3. Fire and Other Emergencies

Emergency procedures covering a range of hazardous situations which may arise at Mary Hare can be found in the following locations:

Emergency Procedure	Location(s)
Fire Evacuation	Sharepoint
Bomb Alert	Emergency Management Plan, Sharepoint
Gas Leak	Emergency Management Plan, Sharepoint
Electrical Fault	Emergency Management Plan, Sharepoint
Water	Emergency Management Plan, Sharepoint
Storm or Flood Damage	Emergency Management Plan, Sharepoint

Unauthorised Persons and Persons Threatening Violence on Site	Emergency Management Plan, Sharepoint
Dangerous Animal(s) on Site	Emergency Management Plan, Sharepoint

	School hours		Out of School hours	
	Person	Deputy	Person	Deputy
Persons responsible for ensuring and supervising:				
The controlled evacuation	VP Ed	VP Care	HoC	CTL
Summoning of emergency services	VP Ed	VP Care	HoC	CTL
Roll Call	VP Ed	VP Care	HoC	CTL
Permission to return to buildings	VP Ed	VP Care	HoC	CTL

4. Fire Drills

	SCHOOL BUILDINGS	BOARDING
Person responsible for arranging, recording and monitoring fire drills each term is:	HSC/P	HoC/CTL

5. Hazardous and Flammable materials

Details of the location of all hazardous and flammable materials on site in case of emergencies	Fire Grab Bags
---	----------------

6. Fire Risk Assessment

The competent person responsible for carrying out and updating the fire risk assessment for the premises	HSC/OS/External Assessor (every two years)
--	--

7. Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record:

System	SCHOOL	CARE
Fire Alarms	OS	CTL
Emergency Lights	Onset Fire Ltd	Onset Fire Ltd
Smoke Detection	Onset Fire Ltd	Onset Fire Ltd

The person responsible for termly visual checks of fire fighting equipment (extinguishers, blankets, hoses) and reporting faults to the Facilities and Estates Manager	HoD/ST, CTL
--	-------------

The approved contractor responsible for servicing and maintaining fire equipment (fire systems)	Onset Fire Ltd
The approved contractor responsible for servicing and maintaining fire fighting equipment	RedBox

8. Location of Mains Service Isolation Points

Service	Location
Water	Car park next to maintenance workshop
Electricity	Appendix 12

9. Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

	SCHOOL	CARE
Location of accident book	Online (HANDSAM)	Online (HANDSAM)
Person responsible for monitoring accidents/incidents	FEM/HSC	CCO

10. First Aid (Appendix 6)

The list of employees who have been trained to **First Aid at Work** level or **Emergency First Aid level** are listed in Appendix 6. There are designated

employees as appointed persons who have been trained to Emergency Aid for Schools level, names also stated in Appendix 6.

The names (and extension numbers if appropriate) of current first aiders and appointed persons are displayed at the following points in the school. Staff room Care Offices General Office Departmental Offices Workshop Blount Hall The Burwood Centre Arlington Arts Centre	SN
---	----

The person responsible for ensuring first aid qualifications are maintained is:	SN
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	SN

First aid boxes are kept at the following points in the school:

Location	
General Office	Arlington Manor Care Office
Mansell, Murray, Howard Houses	Sixth Form Buildings
Maintenance-Workshop	CDT-Staff Office
Science	Blount Hall-kitchen area
The Burwood Centre	Jean Carnarvon Hall – kitchen
Gym- outside Office	Swimming Pool and Plant Room
Arlington Arts Centre	Mill Hall Reception

Travelling first aid boxes are kept at the following points in the school:

Location	
School Library and staff room	Science

Food Technology	School minibuses
-----------------	------------------

A termly check on the location and contents of all first aid boxes will be made (and recorded) by:	SN
Use of first aid materials and deficiencies should be reported to: Who is responsible for their replenishment.	SN

The address and telephone number of the nearest medical centre, NHS GP is:	Dr Helen Clarke Eastfield House Surgery, 6 St Johns Rd, RG14 7LW. 01635 41495
The address and telephone number of the nearest hospital (Urgent Treatment Centre)	West Berkshire Community Hospital www.royalberkshire.nhs.uk NHS Trust Hospital, London Rd, Thatcham RG18 3AS 01635 273300 Opening hours 08:00 am – 10:00 pm
Serious medical emergency call:	999

11. Administration of Medicines

	SCHOOL	CARE
The person responsible for dealing with the administration of medicines in accordance with Mary Hare's Medical Policy, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	SN	SN, HoC, CTL

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Local Authorities Medical Policy, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	SN	SN, HoC, CTL
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SN	SN, HoC, CTL

12. Infection Control

<p>Person(s) responsible for dealing with cases and outbreak of infections</p> <p>See Appendix 11 for specific information and guidance around Coronavirus</p>	VP for Care, HoC
--	------------------

13. Asthma Inhalers

	SCHOOL	CARE
The person responsible for the supervision and storage where appropriate of asthma inhalers is:	SN	SN

14. Risk Assessment

	SCHOOL	CARE
The person responsible for carrying out a general survey of the school's work activities including extra-curricular, lettings, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment(s) are produced and appropriately communicated is:	FEM	HoC
To carry out general risk assessments and specific risk assessments as required by Health and Safety Legislation and as advised by the Health and Safety Manager.	SN, HoD	HoC
To carry out care related/pupil specific risk assessments as required by Health and Safety Legislation	AP for SENCO	HoC, CTL

15. Maintenance of Sites, Premises, House Keeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	FEM/OS
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	FEM/OS

16. House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	HoH/OS
--	--------

All staff are responsible for ensuring the good house-keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas. Wheelie bins are provided for disposal of rubbish

The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special wastes</i> is:	HoD, LM, OS
The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is:	HoD, LM, OS, SN

17. Premises Repairs and Maintenance

A person encountering any damage or wear and tear of the premises or contents which may constitute an immediate hazard should report it to:	FEM, OS
A person encountering any damage or wear and tear of the premises or contents is non-urgent hazard should report it to:	FEM/OS either in person or using the Alto Sites facility.
The person responsible for managing repairs which are the school's responsibility is:	OS

18. Premises Security

All staff have a general responsibility to report any suspicious activity or suspected unauthorized person on the Premises. If it is safe to do so, staff should challenge persons not wearing a visitor badge. Outside of school hours or instances where there is risk to safety of staff, visitors or pupils, the Police should be notified.

The person(s) responsible for unlocking and locking the building, arming and disarming security alarms etc	HoD, OS, HoH
The person(s) responsible for managing access to boarding houses during school hours	P, VP-Care
The person(s) responsible for managing access to boarding houses outside of school hours	HoC, CTL

19. Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	FEM
---	-----

20. Health and Safety Training

<p>The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:</p> <ul style="list-style-type: none"> • Health and Safety Policy • Safeguarding Policy • Codes of Safe Practice and Guidance • Premises Asbestos Register • Risk Assessments • Fire and other Emergency Arrangements • Accident Reporting Arrangements • First Aid Arrangements • Safe Use of Work Equipment • Procedures for Hazardous Substances • Good Housekeeping, Waste Disposal and Cleaning Arrangements • Hazard Reporting and Maintenance Procedures • Special Hazards/Responsibilities Associated with their Work Activity • Special Needs of Young Employees (e.g. Work Experience Placement) 	<p>HoD, LM, FEM</p>
--	---------------------

<p>The person responsible for coordinating the provision of the health and safety training needs of teaching, nonteaching and support staff in consultation with their Line Managers and the employees concerned is:</p>	<p>HRM/FEM/CSO</p>
<p>The person responsible for compiling and implementing the school's annual health and safety training plan is:</p>	<p>HRM & HSC</p>
<p>The body responsible for reviewing the effectiveness of health and safety training is:</p>	<p>H&S Committee</p>
<p>The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is:</p>	<p>HoD, LM</p>
<p>Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:</p>	<p>HoD, LM</p>

The person responsible for coordinating and recording the provision of core training for new staff is:	HRM/CSO/HSC
The person responsible for coordinating and recording the provision of job specific training for new and existing staff is:	HoD

21. Manual Handling of Loads

The person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is:	HoD, LM
---	---------

22. Work Equipment

Powered Access Equipment, Mobile Access Platforms, Access Towers

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	FEM, OS, HoD
--	--------------

23. Ladders and Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	OS, FEM
--	---------

24. Sack trucks, barrows, trolleys

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	OS, FEM
--	---------

25. Equipment Provided for Pupil with Special Educational Needs

The person responsible for ensuring that all hoists used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	AP for SENCO
The person responsible for ensuring that slings are laundered regularly and appropriately kept in a hygienic condition is:	AP for SENCO

The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition and in good working order on a day to day basis is:	AP for SENCO
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	AP for SENCO

26. Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	FEM/OS
--	--------

27. Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools and hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoH/HoD
Person(s) authorized to operate and use:	HoH/HoD

28. Catering Equipment (Dough mixers, slicing machines, potato peelers etc.)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	CM
Person(s) authorized to operate and use:	CM

29. Grounds Maintenance Equipment (Tractor, powered machinery, hand tools)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HG/FEM/OS
Person(s) authorized to operate and use:	HG/FEM/OS

30. Laboratory Apparatus and Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD
--	-----

Person(s) authorized to operate and use:	HoD
--	-----

31. Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD
Person(s) authorized to operate and use:	HoD
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	HoD

32. Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD
Person(s) authorized to operate and use:	HoD
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	HoD
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	HoD
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	HoD

33. Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD
Person(s) authorized to operate and use:	HoD
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	HoD

34. Art and Design Equipment (Ceramics and Kilns)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD
--	-----

Person(s) authorized to operate and use:	HoD
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	HoD

35. PE Equipment and Fitness Room Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD
Person(s) responsible for daily visual inspection is:	HoD
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	HoD
Contractor responsible for annual inspection and report is	SportSafe
Person responsible for repairs Action Plan and certification of equipment	HoD

36. Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HCM, HoD
Person(s) responsible for daily visual inspection is:	OS
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	HCM, HoD
Contractor responsible for annual inspection and report is:	SportSafe
Person responsible for repairs Action Plan and certification of equipment:	SportSafe/OS

37. Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD
Person(s) authorized to operate and use :	HoD
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	HoD

38. External Areas

Person responsible for risk assessment of external areas:	FEM, OS
Person(s) responsible for maintenance, inspection, servicing of external lighting, CCTV cameras, roads and pathways, steps, safety/traffic signs, fencing, trees and ponds:	FEM, OS

39. Heated Surfaces (radiators, towel rails, water etc)

Person responsible for risk assessment of heated surfaces:	FEM, OS
Person(s) responsible for maintenance, inspection, servicing and recording of heated surfaces, water temperatures:	FEM, OS

40. Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD
Person(s) responsible for daily visual inspection is:	HoD
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	HoD
Contractor responsible for inspection and report is:	Audience Systems

41. Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	FEM
Person(s) responsible for carrying out formal visual inspection and testing is/are:	South West PAT Ltd
Staff /students must not bring onto the premises any portable electrical appliances without permission; all appliances must be portable appliance tested. The person responsible for authorizing their use on the premises is:	FEM, HoC

42. Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

All employees whose working day involves over fifty percent of their time using a computer	
Person responsible for keeping records of eye tests and DSE assessments	HRM, FEM

43. Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows:	
Science	HoD
Design and Technology	HoD
Art and Design	HoD
Housekeeping	HoH
Swimming Pool	HoD
PE and sports	HoD
Catering	CM
Photography	HoD
Grounds Maintenance	HG/OS
Maintenance Workshops	OS
Care	HoC, CTL

44. Hazardous Substances (COSHH)

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Science	HoD
Design and Technology (Materials)	HoD
Design and Technology (Food and Textiles)	HoD
Art and Design (Fine Arts)	HoD

Art and Design (Ceramics)	HoD
Media (Photography)	HoD
Housekeeping	HoH
Swimming Pool	HoD/Pool Operator
Catering	CM
Grounds Maintenance	HG
Vehicle Workshop	FEM
Care	HoC, CTL
The person responsible for undertaking and updating COSHH risk assessments is: Copies of all the hazardous substance inventories are kept on the Sharepoint.	HoD, FEM, LM

The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by an approved contractor is:	FEM
The reports will be kept for inspection by:	HoD

44. Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the Control of Asbestos regulations 2012, and ensuring that the premises Asbestos Register is consulted by visiting contractors and other relevant persons is:	FEM
The premises asbestos Register is kept:	FEM Office/ Manor House Reception. Primary School Reception.
The person responsible for ensuring that the Register is updated annually and as appropriate following work on the fabric of the building is:	FEM

45. Radioactive Sources

The Radiation Protection Supervisor is appointed by the Science Faculty:	VP for Education
--	------------------

The following records are located within the Science Department: DFE Permission to purchase letter / History of the sources Use Log Monitoring / Test records Risk Assessments for Use / LEA Science Code of Practice	
--	--

46. Noise

Any employee concerned about noise levels at work, should report the matter to:	HoD
---	-----

47. Waste Management

Waste from buildings will be collected daily by:	HoH
The person responsible for ensuring the safe storage of waste in appropriately sited secure containers is:	HoH
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	HoH
The person responsible for checking that any oil tank bund wall is effective is:	FEM/OS
The contractor responsible for removing waste from site weekly is:	Grundon

48. Cleaning Arrangements

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	HoD, HoH
---	----------

49. Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections is:	FEM/HSC/CTL/CSO
--	-----------------

Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

The person responsible for ensuring follow up action on the report is completed is:	FEM/HSC/CSO
---	-------------

50. Provision of Information

The person responsible for distributing all health and safety information received from the Education Department or External Advisor is:	FEM/HSC/VP-Ed/VPCare
--	----------------------

New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety documentation will be kept in the Facilities and Estates Managers Office and the person responsible for maintaining it is:	HSC
Risk Management documentation will be kept in the Risk Management File on SharePoint and person responsible for maintaining it is:	FEM/HSC
A list of UK Legislation, Policies, Regulations, Orders and Codes of Practice relevant to this Policy is available on the Portal and maintained by:	FEM/HSC
The health and safety notice board is sited:	Main School, Manor
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	HSC
The Health and Safety Law Poster is sited:	Main School, Manor House
The person responsible for maintaining it is:	HSC

51. Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for all educational visits is:	VP for Education
The person responsible for ensuring the appropriate risk assessment and approvals obtained for all care led adventure activities is:	HoC, CTL

52. Work Experience

The person responsible for coordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	CA
---	----

53. Swimming Pool

The person responsible for ensuring that the pool <ul style="list-style-type: none">• is correctly and safely maintained• is regularly inspected,• is subject to remedial action or if necessary, taken out of use• has appropriate records kept is:	OS/Pool Operator
The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the Local Authority guidance, with lifesavers and adequate supervision etc is:	HoD, HoC, CTL, Pool Operator

54. Use of Premises Outside of School Hours

The person responsible for coordinating lettings of the premises in accordance with the lettings procedure is:	Site Management Group.
The person responsible for informing other users of the building, of the presence of any hazards which have not been rectified is:	FEM/OS
The person responsible for checking that the premises are left in reasonable order by other users before locking up	HoD/FEM/OS

55. Visitors

On arrival, all visitors should report to reception where they will be issued: <ul style="list-style-type: none">• an identification badge• Mary Hare Safeguarding Procedures• Covid19 relevant information• relevant health and safety information• and will sign the visitors book	
--	--

56. Adaptations or Improvements to Premises (Buildings and Grounds)

The person responsible for submitting proposals to the West Berkshire Planning Department for approval through the Notification process is:	FEM
---	-----

57. Contractors

The person responsible for selecting contractors and vetting contractors' health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	FEM
The person in control of contractors is:	FEM
Responsibility for liaison with contractors is allocated as follows:	FEM

58. Supplies (Purchasing, Procurement and Delivery)

The Governors will ensure that all equipment and material purchased or procured for use in the Organisation complies with current legislative requirements and standards. The following employees are authorised to place orders for supplies and/or to accept gifts or donations to Mary Hare. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

They will also assess any revenue implications of the necessary maintenance of donated items.

Type of Order	School
Maintenance Goods, Furniture, Fixtures and Fittings	FEM
Stationary	Office Manager
Pool maintenance products	OS
Chemicals	HoH, HoD, OS
IT Equipment	ITM
Catering Equipment	CM, FEM

59. Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	CM
--	----

60. Smoking

The Governors recognize that some employees may have difficulty in complying with this policy. Counseling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	HRM
---	-----

61. Vehicles

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: He/she will ensure that the driver has a valid license, appropriate insurance, no known medical conditions that affect their ability to drive and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	COO, FEM
The person responsible for arranging insurance and maintenance of vehicles:	COO, FEM
The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test and no known medical conditions that affect their ability to drive etc is:	FEM
The person responsible for maintaining a list of authorised drivers of school vehicles is:	FEM
The person responsible for maintaining the Vehicle Usage Policy and uploading it to the Sharepoint	FEM

62. Stress

The persons responsible for monitoring absence owing to stress related illness is:	HRM
--	-----

63. Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	HoD, LM
---	---------

64. Bullying/Harassment/Aggression

The school's policy on behavior (including bullying) is kept:	Sharepoint
---	------------

Records of bullying incidents and action taken are reported kept by:	VP- Care
Person responsible for risk assessment if likelihood of violence, aggression or challenging behavior exists	HoC, VP-Education
Person responsible for staff training in handling challenging behavior and keeping records of staff trained	CSO

65. Insurance

The following insurance policies have been arranged by the Director of Finance and Business

Insurance Broker	Details
Hettle Andrews and Associates Ltd	Appendix 8

66. Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for carrying out an annual review of the Health and Safety policy and its implementation in the school is/are	P/FEM
The person responsible for completing the Health and Safety Reports to the Governors is:	FEM/HSC
The person responsible for compiling and implementing the school's health and safety action plan, including action for improvements in the appropriate development plan is:	FEM/HSC
Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept:	HRM
Accident/incident statistics for monitoring purposes	FEM/CSO

Appendix 3 – Key Roles

1. Duties of the Governing Body

- 1.1. The Governors have ultimate responsibility for the implementation of Health and Safety legislation and achieving the requirements of this Policy, and for providing sufficient resources to achieve this aim.
- 1.2. The Governors aim to provide a safe and healthy environment for all working and learning within Mary Hare. They recognise that a policy alone cannot do this, and that good working practices and procedures are essential to prevent accidents and improve safety. To achieve this, day to day responsibility for implementing this policy has been delegated through the Principal/CEO, to the Health and Safety Manager and other Senior Managers.
- 1.3. To achieve their aims, the Governors also:
 - 1.3.1. Appoint at least one governor as Health and Safety Governor.
 - 1.3.2. Ensure that all strategic decisions take account of health and safety policies and good practice; and therefore require all strategic proposals to include a health and safety impact assessment.
 - 1.3.3. Establish an operational H&S Committee to determine the operational health and safety management measures necessary to deliver the Board's health and safety policy and review regularly the operation of the Board policy. The committee is not a committee of the Board, but its reports and recommendations are brought to the Board by the Health and Safety Governor(s). (The full remit of the committee is described in section 4.2 of the policy and in section 8 of Appendix 1.)

2. Duties of the Principal

- 2.1. The Principal is responsible, through personal action and/or delegation for:
 - 2.1.1. Ensuring compliance with the requirements of all relevant legislation, and the requirements of this Policy
 - 2.1.2. Establishing the Health and Safety Committee and its staff membership
 - 2.1.3. Ensuring the annual Health and Safety Audit and Action Plan is implemented.
 - 2.1.4. Ensuring information received on Health and Safety matters is communicated to the H&S Committee.
 - 2.1.5. Seeking specialist advice on health and safety matters where appropriate.
 - 2.1.6. Participating in Health and Safety Audits.
 - 2.1.7. Ensuring that all job descriptions include general and/or specific health and safety responsibilities.
 - 2.1.8. Ensuring that safety standards for purchased goods and equipment are met.
 - 2.1.9. Ensuring that the Board's Health and Safety Policy is updated whenever necessary and there are arrangements to ensure

compliance with current legislation and best practice in the management of Health and Safety.

- 2.1.10. Ensuring Mary Hare has agreed appropriate health and safety procedures and practices.
- 2.1.11. Ensuring that regular (3 times a year) Health and Safety internal inspections/audits of Mary Hare premises will take place.
- 2.1.12. Ensuring an annual external audit of Mary Hare's Health and Safety policy and procedures is carried out by an approved consultancy.
- 2.1.13. Ensuring that all staff with Health and Safety responsibilities are trained and competent to carry them out.
- 2.1.14. Ensuring that risk assessments are in place and reviewed regularly, ensuring staff, pupils and visitors are not exposed to unacceptable risks.
- 2.1.15. Ensuring that an 'audit track' showing delegated responsibilities for all Health and Safety tasks is maintained.
- 2.1.16. Ensuring adequate health and safety resources are available to meet health and safety requirements and advising the Board accordingly
- 2.1.17. Ensuring that the Governors are kept informed of Health and Safety issues, including any higher risk trips

3. Duties of the Health and Safety Governor(s)

- 3.1. The role of the H&S Governor(s) is on behalf of the Board to monitor and scrutinise the delivery of the Health and Safety policy through attending the H&S Committee, through inspection and liaison with the Principal and the Health and Safety Manager, and through liaison with any expert consultant appointed to audit the operation of the Health and Safety policy.
- 3.2. The Health and Safety Governor(s) will:
 - 3.2.1. Report their findings regularly to the Board general meetings, and at any time when urgency demands it.
 - 3.2.2. Ensure that the Chair of the Finance Committee is made aware of any resource issues arising.
 - 3.2.3. At least once a term, organise an announced or unannounced inspection of a chosen aspect of the health and safety arrangements, including an inspection of the accident books and other relevant records.
 - 3.2.4. Bring to the Board the termly reports and recommendations of the H&S Committee, report their findings regularly to termly Board general meetings, and at any time when urgency demands it.
 - 3.2.5. Attend any appropriate Governor training.

4. Duties of Governors, Executive Committee and SLT.

- 4.1. It is the responsibility of the Directors, members of the Executive Committee and SLT directly, or through delegation as detailed within this policy, and in accordance with the law:
- 4.1.1. To ensure adherence in all respects to the Health and Safety Policy of Mary Hare and ~~in particular~~ to ensure that the necessary resources for implementation are available.
 - 4.1.2. To plan, organise, control, monitor and review the arrangements for Health and Safety, including the arrangements for any visitors and contractors.
 - 4.1.3. To carry out general risk assessments and specific risk assessments as required by Health and Safety Legislation and as advised by the Health and Safety Manager.
 - 4.1.4. To ensure that all work procedures under their control are safe and without risk to health.
 - 4.1.5. To ensure that health and safety information, instruction and training have been given.
 - 4.1.6. To provide occupational health support where appropriate.
 - 4.1.7. To investigate and keep records of all cases of occupational ill health, accidents, hazardous incidents and fire and report to the Health and Safety Executive (HSE) under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) regulations as required.
 - 4.1.8. To post signs and notices and to keep them up to date.
 - 4.1.9. To arrange for appropriately trained first aid personnel and adequate supply of first aid equipment.
 - 4.1.10. To ensure an up-to-date fire safety risk assessment is available and that its requirements are satisfied.
 - 4.1.11. To ensure that escape routes are kept clear and emergency lighting, fire detection and alarm systems are tested regularly. To have fire drills at least termly.
 - 4.1.12. To ensure the safe disposal of hazardous waste is in compliance with legislative requirements.
 - 4.1.13. To ensure the H&S Committee meetings take place and to attend as appropriate.

5. Duties of the Health and Safety Manager/FEM

- 5.1. The Health and Safety Manager's responsibilities are as follows:
- 5.1.1. To provide advice, support and guidance as appropriate to the Governors, Executive Committee and SLT in order to assist them in carrying out their duties under Health and Safety legislation and the Health and Safety Policy.
 - 5.1.2. To support the Health and Safety Governor's announced and unannounced inspections
 - 5.1.3. To be the focal point for the day to day reference of Health and Safety and to give advice and guidance where appropriate.

- 5.1.4. To attend appropriate Health and Safety Training Courses to enable him/her to discharge his/her responsibilities effectively.
- 5.1.5. To co-ordinate and implement good health and safety practices and procedures throughout Mary Hare.
- 5.1.6. To promote health and safety matters throughout Mary Hare.
- 5.1.7. To carry out audits and inspections of all Mary Hare's sites and produce a report with action points.
- 5.1.8. To ensure all aspects of the Fire Risk assessments are carried out and regular monitoring is in place.
- 5.1.9. To arrange health and safety training for all staff (including induction and fire) refresher training as appropriate.
- 5.1.10. To ensure all statutory testing and inspection is carried out in accordance with legislation and monitored for effectiveness.
- 5.1.11. To ensure adequate policies and procedures are in place and are kept up to date.
- 5.1.12. To ensure the Health and Safety Sharepoint and Asbestos register is kept up to date.
- 5.1.13. To offer advice and guidance concerning any changes necessary to meet the requirements of Health and Safety.
- 5.1.14. To ensure all health and safety policies are kept up to date on the Sharepoint and make any changes to policy following changes in legislation.
- 5.1.15. To attend Mary Hare's H&S Committee meetings.
- 5.1.16. To produce reports for meetings of the Governors.
- 5.1.17. To ensure health and safety training records are up to date.
- 5.1.18. To investigate accidents, near misses and untoward events.
- 5.1.19. To assist with and provide advice to staff on the completion of Risk Assessments.
- 5.1.20. To monitor contractors on site and ensure they consult the Asbestos Register.

6. Duties of Heads of Department and Line Managers

- 6.1. Every Line Manager/Head of Department with a supervisory capacity is responsible for the day-to-day management of health and safety within their Department.
- 6.2. Line Managers/Heads of Department are responsible for:
 - 6.2.1. Providing suitable and sufficient risk assessments within their area of all activities, equipment and processes that pose a significant risk to Health and Safety. These risk assessments must be signed, dated and reviewed on an annual basis and a current copy uploaded to the Sharepoint. They must also be shared with all staff, and evidence that staff have been made aware must be retained.
 - 6.2.2. Ensuring that all substances covered by the Control of Substances Hazardous to Health (COSHH) Regulations are listed and have the appropriate Material Safety Data Sheet.
 - 6.2.3. Ensuring that equipment required within their curriculum is fit for purpose and safe to use (if applicable).

- 6.2.4. Ensuring that the appropriate signage is clearly displayed within their curriculum area or Department.
- 6.2.5. Cooperating with the Health and Safety Manager in order to ensure Mary Hare meets the requirements of Health and Safety Legislation.
- 6.2.6. Carrying out regular health and safety monitoring inspections of their area, making reports to the H&S Committee and Health and Safety Manager where appropriate.

7. Duties of Class Teachers and Teaching Assistants

7.1. Teachers and assistants are expected to:

- 7.1.1. Exercise effective and appropriate levels of supervision of pupils and know the emergency procedures in respect of fire, bomb scare and first aid.
- 7.1.2. Be familiar with the hazards and risk relating to the area in which they teach and with the control measures to reduce the risk.
- 7.1.3. Follow and demonstrate safe working practice to the pupils and give clear instruction and guidance.
- 7.1.4. Ensure that any shortfall in the health and safety arrangements is brought to the attention of the Line Manager/Head of Department.
- 7.1.5. Ensure that they are familiar with the Risk Assessments associated with the area in which they work and the curriculum they teach.

8. Duties for all Staff

8.1. All employees have a responsibility to take care of themselves and others under the Health and Safety at Work Act 1974 section 7. This involves:

- 8.1.1. Taking reasonable care for the health and safety of themselves and others when undertaking their work.
- 8.1.2. Making sure that all work is carried out in the approved way and in accordance with this policy and Health and Safety legislation.
- 8.1.3. Ensuring they fully utilise any equipment provided for health and safety and that all machine guards and other safety devices are appropriately used.
- 8.1.4. Checking classrooms/work areas are safe to use.
- 8.1.5. Checking equipment is safe before use.
- 8.1.6. Ensuring they only use equipment or machinery which they are competent to use or have been trained to use.
- 8.1.7. Following and adhering to any instruction given in relation to health and safety and cooperating with their employer to enable the employer to carry out its statutory duties (Health and Safety at Work Act 1974).
- 8.1.8. A duty to report any defective equipment or new hazards and risk they discover; taking care of themselves and others and not ignoring any situation which poses a risk to health and safety without taking the appropriate action.

- 8.1.9. A duty to bring to the attention of their employer any short comings in the health and safety arrangements.
- 8.1.10. Making themselves familiar with their surroundings and knowing the locations of the nearest fire exit, escape route, fire-fighting equipment and where to assemble in the event of an evacuation.
- 8.1.11. Not intentionally interfering with or misusing anything provided for health and safety reasons.
- 8.1.12. Co-operating with the Governors, Principals and the Health and Safety Manager on all matters relating to Health and Safety.

9. Areas with Specific Duties

9.1. Due to the nature of their activities, the following areas within Mary Hare will produce their own documentation relating to health and safety policy and procedures. These areas are:

- 9.1.1. Science
- 9.1.2. Design Technology
- 9.1.3. P E and Sports
- 9.1.4. Estates and Facilities
- 9.1.5. Housekeeping
- 9.1.6. Catering
- 9.1.7. Care
- 9.1.8. Businesses

10. Duties of pupils

10.1 All pupils have a responsibility to take care of themselves and others under the Health and Safety at Work Act 1974 section 7. This involves:

- 10.1.1. Behaving in an appropriate manner so as not to injure themselves or others or cause damage by their actions.
- 10.1.2. Observing the safety rules throughout Mary Hare and as given to them by members of staff.
- 10.1.3. Not misusing, neglecting or interfering with any equipment provided for Health and Safety.

11. Duties of visitors/contractors

11.1. All visitors/contractors have a responsibility to take care of themselves and others under the Health and Safety at Work Act 1974 section 7. This involves ensuring that:

- 11.1.1. Visitors and contractors to Mary Hare observe the safety rules applicable to the site they are visiting or working at.
- 11.1.2. Employees responsible for supervising or looking after any visitor/contractor are informed of the health and safety arrangements which may affect them during their visit.
- 11.1.3. All employees, pupils and visitors are encouraged to provide any suggestions to the H&S Committee in relation to Health and Safety.

Appendix 4

For use by specific departments as mentioned in Appendix 3, 9.1 above to enable the discharge of their obligations under this policy.

THE PRO-FORMA DEPARTMENT STATEMENT OF SAFETY ORGANISATION

The pro-forma is intended to reflect the needs of the larger and more complex departments. Smaller departments with simpler managerial structures may wish to compose a simpler document, but if departments choose not to use, or wish to modify the pro-forma their statement must:

- clearly define the Department (or area) to which it applies
- clearly define the person with **executive authority** to enforce the Health and Safety Policy
- be reviewed annually and updated when necessary
- be brought to the attention of all employees by the most effective means (e.g. at induction sessions; or by email distribution)
- be issued, signed and dated by the head of Department

The statement should also identify any special risks in the Department and their associated control measures.

THE PREAMBLE

This must clearly identify the Department and any dependent units. From time to time, departments may have safety responsibilities for those working away from Mary Hare. The extent of such responsibilities and the arrangements to cover them should be described.

EXECUTIVE RESPONSIBILITY FOR SAFETY (SECTION 1)

Responsibility for safety in a Department is a managerial function. Those in day-to-day charge of staff, pupils, and visitors are expected to control all associated safety matters.

SPECIFIC SIGNIFICANT RISKS (SECTION 4)

The statement should include a brief indication of significant risks in the department and their location, together with any local written safety arrangements.

STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR *[insert Department]*.

As Head of the *[insert Department]*, I am responsible for ensuring compliance with Mary Hare Health and Safety Policy. My responsibilities are set out in the Annexe.

1. EXECUTIVE RESPONSIBILITY FOR SAFETY

Every employee with a teaching or teaching assistant role is responsible for ensuring the health and safety of staff, pupils, and other persons within their area of responsibility; and of anyone else (e.g. contractors and other visitors) who might be affected by their work activities.

As it is my duty to ensure adherence to Mary Hare's Health and Safety Policy, I instruct every employee with a teaching or teaching assistant role to report to me any breach of the Policy.

Every employee with a teaching or teaching assistant role should notify me of any planned, new, or newly identified significant hazards in their areas and also of the control measures needed to avert any risks identified.

Where teachers or teaching assistants or others in charge of areas or with specific duties are to be absent for significant periods, adequate substitution must be made in writing to me and such employees and other persons as are affected. Deputising arrangements must be in accordance with Mary Hare Policy.

The Head of Department is responsible for making arrangements for visitors and for ensuring the necessary risk assessments have been made.

The Head of Department is responsible for the safe storage of chemicals, flammable liquids and other hazardous liquids/materials.

2. OTHER SAFETY FUNCTIONS

First aid

The following persons are responsible for first aid:

[Insert names and indicate whether they are trained first aiders, or appointed persons]

First aid facilities are located as follows:

[give the location of first aid facilities].

Accident and incident reporting

The Head of Department is responsible for completing the accident/incident report forms and for ensuring accidents are reported promptly to the Health and Safety Manager. Accident report forms are kept in the Payroll/HR Office and at the Medical Centre.

Display screen assessors

I have appointed the following people as Display Screen Assessors: *FEM*

Manual handling assessors

I have appointed the following people as Manual Handling Assessors: *FEM*

3. INDIVIDUAL RESPONSIBILITY

All Department employees, and all other persons entering onto Department premises or who are involved in Department activities have a duty to exercise care in relation to themselves and others who may be affected by their actions. Those in immediate charge of pupils, visitors and contractors should ensure that those persons adhere to the requirements of Mary Hare Health and Safety Policy.

Individuals must

- (a) Make sure that their work is carried out in accordance with Mary Hare Safety Policy.
- (b) Protect themselves and others by properly using any safety equipment or devices (e.g. machinery guards) provided.
- (c) Protect themselves by properly wearing any personal protective equipment that is required.
- (d) Obey all instructions emanating from the Head of Department in respect of health and safety.
- (e) Warn me of any significant new hazards to be introduced to the department, or of newly identified significant risks found on the premises or in existing procedures.
- (f) Ensure that their visitors, including contractors, have a named contact within the department with whom to liaise.
- (g) Attend training where managers identify it as necessary for health and safety
- (h) Register and attend for health surveillance with the Occupational Health Service when required by Mary Hare Safety Policy.
- (i) Report all fires, incidents, and accidents immediately to the Head of Department
- (j) Familiarise themselves with the location of fire-fighting equipment, alarm points and escape routes, and with the associated fire alarm and evacuation procedures.

Individuals should

- (a) Report any conditions, or defects in equipment or procedures, that they believe might present a risk to their health and safety (or that of others) so that suitable remedial action can be taken.
- (b) Offer any advice and suggestions that they think may improve health and safety.

(c) Note that Mary Hare Policy Statements are available on Portal.

4. SPECIFIC SIGNIFICANT RISKS

The following areas/activities have been identified as significant risks in this Department:

[list areas/activities and note the location of any relevant documentation].

Head of Department *[insert name and sign]*

Head of Department *[please print name]*

Date *[insert date]*

ANNEXE

It is my responsibility, as Head of *[insert Department]*, directly or through written delegation

1. To ensure adherence to Mary Hare's Health and Safety Policy and to ensure that sufficient resources are made available for this.
2. To plan, organise, control, monitor, and review the arrangements for health and safety, including the arrangements for pupils, contractors, and other visitors, and to strive for continuous improvements in performance.
3. To carry out general and specific risk assessments as required by health and safety legislation and Mary Hare Safety Policy.
4. To ensure that all work procedures under my control are, as far as is reasonably practicable, safe and without risks to health.
5. To ensure that training and instruction have been given in all relevant policies and procedures, including emergency procedures.
6. To keep a record of all cases of ill health, accidents, hazardous incidents and fires, to report them to the Health and Safety Manager, and to ensure any serious or potentially serious accidents, incidents, or fires are reported without delay.
7. To inform the Health and Safety Manager before any significant hazards are introduced or when significant hazards are newly identified.

Appendix 5

Policies available on the Sharepoint.

Please refer to the Sharepoint for the current policy status.

1. Medical Policy - number 20
2. Emergency Management Plan - **3. Fire Safety Management Policy -HSP017**
4. Emergency Evacuation Policy – HSP017A
5. Asbestos Management Policy – HSP009
6. Science Health and Safety Policy
7. CDT Health and Safety Policy
8. Anti-Bullying Policy – number 6
9. Safeguarding Policy -number 12
10. Control of Contractors Policy – HSP013
11. Display Screen Equipment Policy – HSP004
12. Lettings and Events Policy – SMG001
13. Manual Handling Policy – HSP015
14. Vehicle Usage Policy- HSP024
15. New and Expectant Mother's Policy - 16. Educational Visits/Trips Policy – HSP018
17. Risk Assessment Policy – HSP011
18. Stress Management Policy – HSP010
19. Water Safety and Legionella Management Policy – HSP035
20. Lone or Isolated Worker Policy – HSP008
21. Premises Management Policy – HSP014
22. Student Wellbeing and Behavioural Issues Policy – number 2

Appendix 6 First Aiders

If you require FIRST AID ATTENTION please contact any member of staff, who will either assist you or send for the Nurse or a qualified First Aider.

The following employees are First Aiders trained to First Aid at Work Level:

Name	Contact No.	Certificate Expiry date
Anita Leach	X226	July 2023
Tony Trigwell-Jones	X231	June 2022
Louise Osborn	X257	March 2024
Blue Nolan	X312	November 2023
Kirstin McMullan		March 2023
Stuart Huntley	Senior Team Leader	June 2024
Dottie Thompson	Care	December 2021
Gwen Digby	Care	December 2021
Laura Kirby	Mansell House	December 2023
Deb Read	Mansell House	January 2022
Claire Compton	Care	February 2022
Alisa Dellow	Howard House	January 2022
James Croll	Murray House	December 2023
Ed Rose	Mill Hall	Feb 2022
Paula Bartlett	Nurse	May 2022

The following persons have been trained to Emergency First Aid at Work level.

Name	Contact No.	Cert Expiry Date
Christina Prout	Howard House	Feb 2023
Alex Hopkins	Mansell House	Jan 2022
Alison Laidler		Jan 2024
Amanda Deeks	Mill Hall	Nov 2023
Charlie Hadley	School	Jan 2024
Danielle Minton	School	Sept 2022
Dean Kingston	Arlington Arts Centre	March 2024
Emily McCauley	Arlington Arts Centre	March 2022
Elly Crew	Mill Hall	Feb 2024
Emma Beach	Mansell House	Dec 2021
Gareth Binnie	Arlington Arts	Jan 2024
Hayley Rogers	Howard House	Jan 2023
Tim Hogan	School	Sept 2022

Helen Cundy	Arlington Arts	March 2024
Jacqueline Baxter-Smith	Arlington Manor	Nov 2023
Kerry Evans		March 2024
Kiri-Lynn Gardner	Coles Diner	March 2023
Liesl Britten	School	March 2023
Mollie Fisher	Howard House	Nov 2021
Patricia Sears	Arlington Arts Centre	March 2024
Paul Symes	Vocational Dept	Jan 2024
Rob Gibbs	School	Sept 2022
Rosanna Hudd-Smith	Arlington Arts	March 2024
Ros Congdon	Care	June 2024
Sophie Hookway		May 2024
Suzanne Bielec	Mill Hall	Feb 2023
Susan Tanner		Jan 2024
Tanya Stubbs	Arlington Manor	Dec 2021
Tina Brien	Howard House	Feb 2023
Vicky Allen	Arlington Arts Centre	Jan 2024
Victoria Caws	School	Sept 2022
Victoria Lee	School	Feb 2024

The following employees are **appointed persons** who have been trained to Emergency Aid for Schools level:

Name	Contact No.	Certificate Expiry date
Jenny Weeks	X299	Feb 2022
Dana Smith	X299	June 2024

FIRST AID BOXES ARE LOCATED:

- Reception
- Mansell House
- Arlington Manor
- Murray House
- Howard House
- Blount Hall – Kitchen Area
- Gym – Outside Office
- Maintenance – Workshop
- CDT – Staff Office
- School- ○ Staff Room ○ Library ○ Food Technology Room ○ Science Prep rooms.

- Mini Buses
- Jean Carnarvon Hall -Kitchen
- Arlington Arts Centre
- Swimming Pool and Plant Room

Nurses can be contacted via the reception staff or on Mobile Numbers:
School Nurses Dana Williams and Jenny Weeks on (07787 537395) urgent advice.

Appointed Persons are only usually care staff.
Care Standards Officer and Nurse keep a record of Appointed Persons.
The Nurse keeps records of where first aid boxes are kept and when checked.
Travelling 1st Aid bags are available from the Medical Dept and in the minibuses.

DEFIBRILLATOR

A Defibrillator is located on the South wall of Arlington Arts adjacent to the main entrance.

Trained users are:

Patsy Barrett – Blount Hall

Alisa Dellow – Howard House

Louise Osborn – Lane Fox (Care)

Samantha Worthy – Housekeeping

Cheryl Colby – PE

Penny Viney – Training Office

The School GP is Dr. Helen Clarke, Eastfield House Surgery, 6 St Johns Rd, Newbury. RG14 7LW. Tel: 01635 41495.

Appendix 7

Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety

<u>Responsibility</u>	<u>Name</u>
Governor(s)	Mrs Rosemary Sanders-Rose Mr Paul Ludlow
Principal	Mr. P. Gale
Vice Principals	Mr S Thompson, Mr. R Askew
Assistant Principals	Anne-Marie Martin, Carole Howe
Chief Operating Officer	Mr Peter Robson
Health and Safety Manager Health and Safety Coordinator	Mr Kevin Gardiner Mrs Christine Davis
Managers	All Heads of Department and Line Managers
First Aiders/Appointed Persons/Location of first-aid boxes Name, Address and telephone no. of nearest hospital	Appendix 6 West Berkshire Community Hospital www.royalberkshire.nhs.uk London Rd, Thatcham RG18 3AS 01635 273300
Fire Evacuation Officer Snelsmore location of fire register(s) and Fire Assembly Points Primary School location of fire register and Fire Assembly Point Time of weekly fire alarm tests	Mr Robin Askew All Weather Pitch (AWP) / Car Park (off Arlington Lane), front of Manor Car Park, Blount Hall PEEPS shelter Reception and Rear of Mill Hall Care Facilities 17:30 Friday School Buildings 08:15 Tuesdays Mill Hall, Monday AM
Location of Health and Safety Procedures	Sharepoint
Reporting Hazards	All Staff

Appendix 8 – Insurance Schedule

HETTLE ANDREWS

Hettle Andrews & Associates Ltd
Eleven Brindleyplace
2 Brunswick Square
Brindleyplace
Birmingham
B1 2LP

Tel: 0121 423 6200
Fax: 0121 423 6229
Direct Tel:
0121 423 6216
Email:
ruth.adams@hettleandrews.co.uk
www.hettleandrews.co.uk

To Whom It May Concern

30th July 2021

Dear Sirs,

Mary Hare, The Mary Hare Foundation, Mary Hare Services Limited, The Burwood Centre, The Hearing Aid Repair Shop (UK) Limited

We are the insurance and risk management advisor to the above and we can confirm that the following insurance arrangements are in place:

Employers Liability

Insurer: Travelers Insurance Company Limited
Policy Number: UC CMK 3990367
Expiry Date: 31st July 2022
Limit of Indemnity: 20,000,000 any one event

Public/Products Liability

Insurer: Travelers Insurance Company Limited
Policy Number: UC CMK 3990367
Expiry Date: 31st July 2022
Limit of Indemnity: £10,000,000 any one event and in the aggregate in respect of Products Liability
Excess: £250 each and every claim in respect of Third-Party Property Damage

Medical Malpractice

Insurer: CNA Hardy International Services Ltd
Policy Number: 10352808
Expiry Date: 31st July 2022
Limit of Indemnity: £500,000 in all including Defence Costs and Expenses
Excess: £2,500 each and every claim and each and every claimant including Defence Costs and Expenses

Professional Liability (including Professional Indemnity)

Insurer: Axa Insurance Plc
Policy Number: BM MLP 6843574
Expiry Date: 31st July 2022
Limit of Indemnity: 5,000,000 any one claim including costs
Excess: £10,000 each and every claim

The above is a resume of cover in force which will be subject to the terms, conditions and exceptions of the policy. If you require any further information, please do not hesitate to contact us.

Yours faithfully,



Ruth Adams
Client Advisor

Hettle Andrews & Associates Ltd
Company registered at the above address in England & Wales 4728481
Authorised and regulated by the Financial Conduct Authority



Appendix 9

Schedule of Equipment requiring maintenance contract and certification

- Air Conditioning Units, Inspected annually by Royale Air Conditioning.
- Boilers, Inspected annually by SMS Heating Services.
- Cold Water Storage Tanks, inspected twice yearly under ACOP L8 by Hydrotech Services Limited.
- Cold Water Storage Tanks, disinfected twice yearly under ACOP L8 by Hydrotech Services Ltd.
- Hot Water Storage Tanks, inspected annually under ACOP L8 by Hydrotech Services Ltd.
- Lightning conductors, inspected annually by Churchills Lightning Protection.
- Electrical Installations, Inspected every five years by Intersafe.
- Mobile Elevated Work Platforms (MEWP) Arlington Arts Centre
- Movable Partition Walls, Jean Carnarvon Hall by Accordial Ltd
- Portable Electrical Appliances, Inspected annually by AAG • Platform Lifts – School, inspected annually by Thyssen Krupp Ltd.
- Passenger Lifts – Murray House, Arlington Manor & Arlington Arts, inspected annually by Gartech.
- Powered Seating in Arlington Arts Centre, by Audience Systems.
- Swimming Pool Lift, inspected annually by Pool Pod
- Fire Detection, Monitoring systems and Emergency Lighting Systems, inspected every three months by Onset Fire Safety Ltd.
- Fire Extinguishers, inspected annually by Red Box.
- Dust Extraction (Local Exhaust Ventilation LEV incl Fume Cupboards) – DT and Science, inspected annually by Bowerhill Machine Tools.
- Machine Tools (DT), inspected annually by Bowerhill Machine Tools.
- Sports/Gym equipment, inspected once a year by Sportsafe.
- Kiln, inspected every two years by Process Control Systems.
- Gas Boilers, inspected annually by Southern Maintenance Services.
- Gas installations in Blount Hall Kitchen and Science Labs inspected annually by Southern Maintenance Systems. (covers gas taps in Fume Cupboards)

Appendix 10 – Electricity Meters

Serial Number	MPAN	Location	Supplies	Supplier
P07C04512	2000027342405	Mill Hall	Primary School and Arlington Labs	EDF
K12C03532	2000027344769	Mansell House (opp boiler house)	Mansell House, Annexe, Wroughton Centre; Sewage Farm	Total Gas and Power
E12Z 009332 (changed 16/7/12)	2000007440437	Howard House 1	Howard House 1	Opus Energy
E14ML12412	2000056348286	Howard House 2	Howard House 2	SSE
E07BG 07546	2000050865482	Workshop/Blount Hall	Blount Hall, Workshops	EDF
E12Z085218	New meter installed 26/6/12 2000027493201	Manor basement switch room	Manor, CDT, School, pool	SSE
E15Z010795	2000027344750	Manor basement switch room	Careers and Medical Centre	SSE
E11Z07972	2000007440376	White Cottages (outside)	White Cottages	Opus Energy
E12Z103553	2000007440400	West Lodge	West Lodge	Opus Energy
S90C 51542		West Lodge garages (outside) (billed direct to tenant)		
E12Z058338	2000007440385	Hamlyn House	Hamlyn House	Opus Energy
E12Z058342	2000007440394	Coleman House	Coleman House	Opus Energy
E12Z103550 (1/12/12)	2000007440446	Askew House	Askew and Tennis Courts, main drive lights	Opus Energy
E12Z058337	2000007440428	The Burwood Centre	The Burwood Centre and the Audiology Centre	Opus Energy
NG13K00550	2000055825030	The PACE Centre	Arlington Arts	EDF
05051394	2000053085392	Arlington Arts	Arlington Arts	Total Gas and Power
NG12K00380	2000055520450	Murray House	Murray House	Total Gas and Power

Appendix 11 Coronavirus Information

- Coronavirus and in particular Covid 19 is a new and novel virus that we are constantly learning about.
- Mary Hare has and is still developing guidance and documentation to ensure student, staff and visitor safety.
- Mary Hare will continue with such measures as good hand hygiene, enhanced cleaning regimes and ensuring adequate ventilation and will implement any new Government and Public Health requirements as they arise.
- For the latest information please visit the School Sharepoint Site/ Mary Hare Staff portal where there is a Tab for Policies, Procedures and Risk Assessments