



FARNBOROUGH HILL

WHOLEHEARTEDLY

Health and Safety Policy & Statement of Arrangements

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HEALTH AND SAFETY POLICY

STATEMENT OF HEALTH AND SAFETY POLICY

BY THE BOARD OF GOVERNORS

As governors of Farnborough Hill we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the School environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

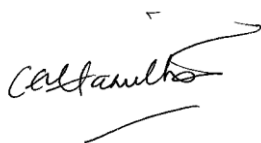
We fulfil our responsibility as governors of Farnborough Hill school by appointing Mr Tim Flesher, a governor who is the Chair of the Finance and General Purposes (F&GP) Committee, with responsibility for overseeing health and safety. Day-to-day responsibility for the operation of health and safety at the School is vested with the Head. However, as governors, we have specified that the School should adopt the following framework for managing health and safety:

- The governor overseeing health and safety receives minutes of the School's health and safety committee termly meeting and discusses these with the Bursar.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Finance and General Purposes Committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- Pupils, and where appropriate parents, are kept apprised of the importance of health and safety and of their own responsibilities to maintain a safe environment.
- The exterior of the building will be reviewed by the School in conjunction with a competent professional annually and the findings will be reported to the F&GP. Vulnerable parts of the front of the Victorian building will be checked as far as practicable from mobile access equipment every two years (next inspection August 2019).
- Identified risks and issues (as per point above) highlighted during the inspection will be documented and managed. Owing to the nature, age and construction of the buildings a balanced approach will need to be adopted between the need for detailed inspection and the risk of damage caused by the access equipment.
- The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO).
- The School has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the School, and reports on actions required with recommended timescales. The progress of implementation will be monitored by the Finance and General Purposes Committee.
- The School commissions a competent person to undertake a risk assessment for legionella, every two years, and to have a periodic water sampling and testing regime in place.
- The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician or caretaker, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

- The School has competent personnel in charge of Health and Safety and Fire Prevention – namely the Bursar with over 30 years of Fire Fighting experience and training in the Royal Navy (he is also IOSH trained) and the Facilities Manager with 38 years of Fire Maintenance and Prevention experience obtained from within the Prison Service (he also holds IOSH and NEBOSH certification).

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar and other members of the Senior Leadership Team (SLT) in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the School's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in the next section of this document.

A handwritten signature in black ink, appearing to read 'C. Faulthorpe', with a horizontal line underneath.

Chair of Governors, for and on behalf of the Board

Statement of General Policy

Farnborough Hill is committed to maintaining the highest standards of Health and Safety Management in all its dealings. Copies of the Statement of General Policy are to be displayed throughout the School buildings as listed at Annex A.

Organisation for implementing Health and Safety Policy

Health and Safety Officer The Bursar is appointed as the Health and Safety Officer for Farnborough Hill. The Facilities Manager is the Assistant Health and Safety Officer.

Reporting All Staff should report on health and safety matters through the Head of their Department who will then refer to the Bursar. Lines of communication are set out below:

<u>Staff</u>	<u>Report to</u>
Teachers, Laboratory Technicians	Head of Department
School Nurse	Deputy Head (Pastoral)
Administrative, Caretaking & Maintenance Staff	Facilities Manager
Catering Staff	Facilities Manager/Chef Manager
Groundsmen	Facilities Manager/Head Groundsman
Domestic Staff	Facilities Manager/Domestic Supervisor
Community	Sr Josephine

Emergencies Urgent matters should be reported at once to the Bursar and the relevant Head of Department advised as soon as possible thereafter.

School Health and Safety Committee The committee will meet normally once a term to discuss Health and Safety matters under the chairmanship of the Health and Safety Officer. The Facilities Manager will act as the Secretary to the Health and Safety Committee and as such will produce documentation, take minutes and produce relevant Action Plans. Members of the Committee should notify the Health and Safety Officer of any matter they would like to place on the agenda no later than seven days before the date of the meeting. The following are members of the Health and Safety Committee and staff may raise non-urgent health and safety matters that they would like considered by the committee with any one of them or with the Bursar, who is responsible for convening meetings:

The Deputy Head (Academic)
The Facilities Manager
The Heads of Department of: Science, Art, PE, Design and Technology
The Director of ICT
The Director of Drama
School Nurse
Head Caretaker
Chef Manager
Head Groundsman
Cleaning Supervisor

Provision of Resources

The Bursar is responsible for resourcing health and safety measures and equipment to the fullest extent possible given the financial position of the School.

Implementation of Health and Safety Policy

ACCIDENTS

The following procedure must be followed in the event of an injury to a pupil or member of staff. This procedure does not apply to trivial incidents or cases of girls feeling unwell. On these occasions staff should send the pupil to the School Nurse either during or at the end of the lesson, but need take no further action.

If appropriate, immediate remedial measures should be taken.

The School Nurse must be sent for immediately or the casualty taken to the Rennie Surgery.

Exact details of the incident must be reported to the School Nurse either immediately or as soon as possible after the incident. The School Nurse will automatically record details on the daily Infirmary list on which every visit to the Infirmary is listed. An accident report is to be either completed by the School Nurse or by the member of staff concerned and passed onto the School Nurse.

Copies of the School's official detailed **Accident Report Form** are to be given to the Head and the Health and Safety Officer, together with any additional information, which is to be signed, dated and presented within 36 hours of the incident.

Should the incident fall under one of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) categories the Health and Safety Officer or the School Nurse is to report the incident to the Health and Safety Executive and in due course to the Board of Governors. The RIDDOR Categories are as follows:

- the death of any person
- specified injuries to pupils and workers
- injuries to pupils and workers which result in their incapacitation for more than 7 days
- injuries to visitors which result in them being taken to hospital for treatment

If necessary, the School's insurers will be informed by the H&S Officer.

In the event of an accident after school or off-site staff should arrange, if necessary, for the casualty to be taken to hospital. Whenever possible the casualty is to be accompanied by a member of staff. They should inform the parents as soon as possible and also inform the Head. On the next school day full details of the accident must be given to the School Nurse.

If the School Nurse is off site, a notice will be placed on the Infirmary door saying that the Infirmary is closed and instructing medical emergencies to report to the School Office. The School Nurse will inform the Bursar's Department or the Head that she is leaving the premises and leave the keys for others to access the Rennie Surgery. The School Office will then be in charge of pupils reporting to see the School Nurse and will call the emergency services if required.

FIRST AID

First Aid cover is provided by the School Nurse and she is the first point of contact.

The provision of First Aid and training thereof is the responsibility of the School Nurse. There should be at least three formally trained first aiders on the staff of Farnborough Hill to cover for periods when the School Nurse is off site.

All PE staff should have valid First Aid Certificates.

There are 20 First Aid boxes located around the School and it is the responsibility of the School Nurse to inspect them each term and keep them stocked correctly.

For further details, see the Health Care and First Aid policies.

FIRE PRECAUTIONS

The Facilities Manager will keep a Fire Log which will show:

- Fire Alarm testing records

- Fire Drills - these will be arranged each term by the Head and Bursar, and once completed will be reported in the log

- Details of training in fire fighting for staff

- Details of inspections of firefighting equipment

- Fire Risk Assessment

COSHH ASSESSMENTS (Control Of Substances Hazardous to Health)

Assessments will be carried out and recorded on all hazardous substances used in the School. The proforma for such assessments is held in the Facilities Manager's Office.

The Head of Science is responsible for all such assessments within the departments under her control. In all other areas (e.g. cleaning, catering, grounds, swimming pool, art department etc.) Heads of Department or those persons listed above are responsible for notifying the Facilities Manager of hazardous substances within their area and a suitable COSHH assessment will be carried out.

Once completed one copy of each COSHH assessment will be deposited with the Facilities Manager and one will be displayed or available for inspection within the department concerned. All COSHH assessments should be reviewed at least every five years.

Before being used, new substances are to be assessed using the COSHH procedure.

RISK ASSESSMENTS

Health and Safety Committee members and Heads of Department are responsible for assessing activities in their departments to determine whether they merit a formal risk assessment. If it is assessed that there is a risk involved in any activity, a formal written Risk Assessment is to be prepared by the Head of Department. Copies of the proforma for such assessments are held in the Facilities Manager's Office. Once completed one copy of each Risk Assessment is to be deposited in the Health and Safety file held in the Facilities Manager's Office and a second copy is to be laminated and displayed or available for inspection within the department concerned. Any risks which do not appear to come under any particular Head of Department or member of the Health and Safety Committee (e.g. Risk Assessment for Pregnant Employees) are to be

reported to the Bursar who will arrange for the necessary assessment to be carried out. Risk Assessments are reviewed annually, or reviewed following an accident, change of process or new equipment.

ELECTRICAL EQUIPMENT TESTING

A Fixed Wiring Test is required to be undertaken every five years and should be carried out by a qualified electrical contractor.

Portable electrical equipment - details are shown in the Staff Handbook.

ASBESTOS

The Bursar is overall responsible for asbestos risk management. The Facilities Manager is to maintain an Asbestos Register and Plan and is to arrange for a competent contractor to conduct regular reviews.

LEGIONELLA

The Bursar is overall responsible for legionella risk management and the Facilities Manager is responsible for the day to day responsibility of monitoring and ensuring that the systems are being correctly operated. The Facilities Manager will maintain appropriate records of testing and certification. The School has appointed a competent contractor to conduct a risk assessment and produce a manual which specifies control regimes.

LONE WORKING

Managers are to ensure that all potential Lone Workers fully understand the control measures detailed in the Lone Working Risk Assessment. No hazardous tasks are to be conducted by Lone Workers.

WORKING AT HEIGHT

Any such work must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. Training will be given to staff regularly carrying out such work and risk assessments will be carried out. The Facilities Manager will give practical advice and guidance to staff carrying out low-risk, relatively straightforward tasks.

DETAILED STATEMENT OF ARRANGEMENTS

Detailed statements of Health and Safety policy are held by PE, ICT & Science departments and the Facilities Manager. The person responsible for maintaining each statement is also shown. Two copies of each statement are to be prepared, one to be retained in the relevant department for reference and use and one to be held in the Facilities Manager's office.

HEALTH AND SAFETY CONSULTANTS

The Bursar will be kept up to date on changes to legislation by Assurity who are employed as the School's health and safety consultants. They will carry out an annual health and safety inspection and review of the School. In general terms all recommendations made by Assurity in updates and reviews should be put into effect by the responsible persons.

RESPONSIBILITY OF EMPLOYER AND EMPLOYEES

HSE posters are to be found in key locations around the School.

The Governors and the Health and Safety Committee expect employees at all levels and visitors to Farnborough Hill to comply with school rules insofar as the implementation of the HSW Act is concerned. In practical terms this means that all members of staff have the duty to ensure that neither they nor any persons nor children in their charge act in any way contrary to Health and Safety rules and in addition that they bring to the notice of their Head of Department or the Health and Safety Officer of any Health and Safety hazard they might encounter whilst in the School or whilst acting elsewhere on school business (e.g. field trips etc.).

**STATEMENT OF GENERAL POLICY
TO BE DISPLAYED AT:**

Head's Office
Bursar's Office
Head's PA's Office
School Office
Deputy Heads' Office
Director of Admission's Office
Facilities Manager's Office
Maintenance Shed
Swimming Pool
Grounds Workshop and Rest Area
Staff Quiet Room
Staffroom
Domestics Rest Room
Photocopying Room
Rennie Surgery
Science Office
Science Noticeboard
Lobby Noticeboard
Corridor Noticeboard - outside Room 10
Kitchen
Service Room
PE Office
Art Noticeboard
D & T Resistant Materials Classroom St Anne's
Noticeboard outside ICT Department
Noticeboard outside the Theatre on the Hill

This policy is reviewed annually by the Bursar.

The next review is due in September 2019.

LOCATION OF FIRST AID BOXES

- 1 Rennie Surgery
- 2 Staffroom
- 3 Kitchen
- 4 Domestic Rest Room
- 5 School Office
- 6 Main Hall
- 7 Biology Prep Room
- 8 Chemistry Prep Room
- 9 Physics Prep Room
- 10 Sports Hall
- 11 Design and Technology: Food Technology
- 12 Art Department
- 13 Pottery Classroom
- 14 Design and Technology: Resistant Materials Classroom
- 15 Swimming Pool
- 16 Maintenance Workshop
- 17 Minibuses (5)
- 18 Maintenance Van
- 19 Grounds Workshop
- 20 PE Office

Total : 20

Location of eye wash facilities

- 1 Science Preparatory Room
- 2 Rennie Surgery

DETAILED HEALTH AND SAFETY STATEMENT OF ARRANGEMENTS

<u>Subject</u>	<u>Person Responsible</u>
Last independent review and current annual action plan	Bursar
Science to include details for: Fume Cupboard testing, control of radioactive sources, pressure vessel maintenance, autoclaves and bunsen burners	Head of Science
Art	Head of Art
Kitchen and Catering to include temperature testing of refrigerators and freezers	Chef Manager
Design and Food Technology	Head of Design and Technology
ICT	Head of IT
Gas and Oil	Facilities Manager
Workshop	Facilities Manager
Minibuses	Facilities Manager
PE and Games	Director of Sport
Swimming Pool	Facilities Manager/Director of Sport
Low Level Glazing	Facilities Manager
Off-site activities	Deputy Head (Academic)
Manual handling	Facilities Manager
Outside Contractors	Facilities Manager
Security	Facilities Manager
Display Screen Equipment	Facilities Manager
Traffic arrangements	Facilities Manager
Staff Handbook	Deputy Head
Building Maintenance	Facilities Manager
Grounds	Facilities Manager

LAST ANNUAL REVIEW AND CURRENT ACTION PLAN

Each year Farnborough Hill has an annual health and safety review carried out by an external independent body. This will now be carried out by Assurity Consulting.

All members of the Health and Safety Committee hold copies of the last annual review report. The original is held in the Bursar's office and is available for examination on request.

Following each annual review, an action plan will be prepared by the Bursar listing all actions required during the current year with annotation of the persons responsible for the action. All members of the Health and Safety Committee will have copies of the current action plan and this will be reviewed at every committee meeting.

An updated copy of the action plan is also held in the Facilities Manager's office and is available for examination on request.

SCIENCE – STATEMENT OF ARRANGEMENTS - held in the Facilities Manager's Office and by the department.

ART – STATEMENT OF ARRANGEMENTS

Art and Design staff are expected to be multi-disciplinary in their teaching, and as a result all teaching staff must familiarise themselves with the Health and Safety hazards for the whole department.

The staff have joint responsibility for enforcing the Health and Safety policy depending on which area they are working in at the time.

There are broad responsibility areas of:

- Photography
- Painting and Drawing
- 3D and Ceramics
- Textiles, air-brush and compressor

Control measures must be checked by staff in these responsibility areas on a regular basis.

Copies of the specific safety policy for the Art and Design Department and risk assessments are kept by the department and the Facilities Manager.

KITCHEN AND CATERING – STATEMENT OF ARRANGEMENTS

1 General

The Chef Manager is responsible to the Facilities Manager for the safe storage, preparation and service of food at Farnborough Hill. He is also responsible for supervising catering staff and for the cleanliness of the kitchen and associated rooms and equipment.

2 Stock

The Chef Manager is to ensure that all foodstuffs are stored and temperature/condition recorded in accordance with current Food Safety Legislation. The Facilities Manager will check the temperature recordings periodically and the records are to be formally checked monthly.

3 Controls

A written Hazard Analysis is to be completed recording all the stages of food storage and preparation, identifying the areas of high risk and steps taken to minimise them.

4 Cleaning

A cleaning roster is to be prepared and displayed, identifying all areas and items which are to be cleaned on a daily, weekly, termly and annual basis.

5 Maintenance and Servicing

A list is to be kept in the kitchen of service records of cooking and hygiene equipment i.e. insectocutor, microwave. If equipment needs to be repaired or serviced, the Chef Manager is to inform the Facilities Manager, who will authorise the necessary call-out.

6 Personnel

All personnel working in the kitchen or assisting with food service at lunchtimes are to hold the basic food hygiene certificate.

7 Local Authority Inspections

Following the Food Safety Act 1990 it is most likely that Rushmoor Environmental Health (Food Safety) will visit at least each year. Enforcements are to be actioned immediately and whenever financially and practically possible, recommendations will also be actioned. These will be actioned by the Facilities Manager after consultation with the Chef Manager.

DESIGN AND FOOD TECHNOLOGY – STATEMENT OF ARRANGEMENTS

For all subject specific issues '**BS 4163 - Health and safety for design and technology within schools and similar establishments – Code of practice**' should be referred to. Individual staff members are responsible for ensuring the correct procedures are carried out and Health and Safety regulations are adhered in their areas. The Head of Department will support them and ensure that the following policies are managed recorded and carried out.

- Risk Assessments and COSHH Statements have been carried out for all relevant procedures and implemented by staff and pupils alike.
- Copies are available in the area relevant to the task, activity or substance, and a master set are held within the Health and Safety file.
- Statutory regulations regarding dust extraction in the Resistant Materials area are implemented. This includes COSHH testing for dust level every 14 months and the use of correct equipment with HEPA filtration.
- Standards of cleanliness and hygiene are maintained in all areas of the department.
- Machinery and equipment is to be checked and tested by staff on a termly basis. General maintenance should be carried out on equipment when required and old equipment is to be replaced where necessary. In addition to this all built in machinery is serviced on an annual basis by an external contractor.
- Protective clothing should be worn by staff and pupils at all times during practical lessons. In Food Technology pupils are to supply their own aprons. In Resistant Materials aprons, goggles, and dust masks if required, are provided for the pupils.

- Provision has been made for the safe storage of consumable materials in the Resistant Materials area, outside of the teaching area.

More detailed information regarding any issue please refer to separate health and safety folder stored in the department in Food Technology.

ICT – STATEMENT OF ARRANGEMENTS - held in the Facilities Manager’s Office and by the department.

GAS, OIL AND ELECTRICITY – STATEMENT OF ARRANGEMENTS

GAS Gas is supplied for the provision of heating, hot water, catering and laboratory/classroom services.

Main school central heating

There are three boiler rooms in the main school building, one below the Old House accessed by the spiral staircase next to the Lower Refectory, one below the Scullery accessed by the stairs outside the Quiet Staffroom and one below the Hall accessed behind the stage. All boilers have thermocouple cut-outs and these are to be serviced once every 12 months. Each boiler room has a gas cut-off lever and this is identified by the yellow painted pipework. Cut out levers, fire extinguishers and fire doors/closers are to be checked once every 12 months by the Caretaker. The Facilities Manager is to arrange for all boilers to be serviced at least once per year.

Kitchen

Each appliance has a separate cut-off lever and there are two main isolating levers by the south facing window. Each cut-off lever is to be tested once every 12 months by the Chef Manager.

Main isolating valve

The main meter and isolating valve are located in a shed in the grounds along the Highgate Lane boundary. Readings are to be taken once per month by the Caretaker. The shed is to be left unlocked to allow for meter reading, emergency access and routine maintenance by Transco.

St Anne’s

The gas supply for the Sports Hall, Mary Meadow Cottage and the Science Laboratories is served from a secondary pipeline which comes up from Farnborough Road. The main meter and isolating valve are located in a shed in the grounds next to No 3 Tennis Court by the Farnborough Road boundary. Readings are to be taken once per month by the Caretaker. The shed is to be left unlocked for independent meter reading, emergency access and for regular maintenance by Transco.

Mary Meadow Cottage

This residential property has its own meter and isolating lever.

Science Laboratories

The science laboratories have their own isolating levers and there is a main shut-off point in the Chemistry Prep Room for GLI and Chemistry. These are all to be tested by the laboratory technician once every 12 months.

Food Technology Classroom

The main gas isolating valve is located by the teacher’s hob in the classroom. This is to be checked once every 12 months by the Head of Department.

In the event of a gas leak or someone smelling gas the Facilities Manager, Caretaker or Maintenance are to be called. No person at Farnborough Hill is permitted to interfere with gas equipment. If there is a fault or repair services are required, a GAS SAFE registered engineer is to be called. In the event of a suspected serious leak, the Bursar and the Head will decide whether the School buildings need to be evacuated and the emergency services called.

ELECTRICITY

The main electricity fuse boxes are sited in the cellar below the Lower Gallery which is accessed by the spiral staircase next to the Lower Refectory. Distribution Boards may only be reset by the Facilities Manager, Caretaker or an authorised contractor.

OIL

Heating at St Anne's for the Swimming Pool, Art Department and Grounds Workshop is provided by oil. There are boilers in the Grounds Workshop, the Art Department and the Swimming Pool plant room. The Facilities Manager is to arrange for all of these to be serviced at least once per year. The oil tank is sited to the rear of the courtyard and the pipe for filling is sited on the wall next to the door of the Grounds Workshop. The precise oil to be ordered is 28 Second Kerosene Oil. The Caretaker is to notify the Facilities Manager Office when a delivery is required. Oil suppliers provide a safety sheet for oil. Up to date copies are to be kept in the Facilities Manager's Office and by the boiler in the Grounds Workshop.

The oil tank is bunded to prevent inadvertent environmental damage through spillage. The bunding is to be checked by the Facilities Manager once a year.

HIGH PRESSURE OIL PIPELINE

The Southampton/Heathrow high pressure oil pipeline runs across the grounds at Farnborough Hill on a line from the Highgate Lane traffic lights to the Community House. There are signs marking its passage across the grounds. The line is checked twice per year by Esso/Transco. This is a high pressure pipeline and could be very dangerous if damaged or perforated. A large gas line runs alongside it.

No digging or excavation is to take place near the line without notifying the Bursar in advance. If goal posts or markers for sports need to be moved, or any other activity requiring more than superficial digging is required, Esso/Transco must be contacted.

MAINTENANCE WORKSHOP – STATEMENT OF ARRANGEMENTS

The School Maintenance Workshop has a variety of machinery which is dangerous and unsafe unless used correctly and after proper training. As a result the School Maintenance Workshop is out of bounds to all pupils. Authorised users are members of the Caretaking staff. Contractors and other members of staff are not to be allowed in the Maintenance Workshop unless in the company of one of the Caretaking staff. If none of the Caretaking staff is present, then the Maintenance Workshop is to be kept locked. Entrance keys (and combinations) are only to be held by the Caretaking staff with a spare set of keys held in the Facilities Manager's Office.

Machinery

No maintenance machinery is to be used by any member of staff unless properly trained and a copy of the certificate of competence is lodged on file in the Facilities Manager's Office. Items of particular high risk are:

- Abrasive Wheel
- Router
- Circular Saw
- Mobile Saw Bench

Risk Assessments are to be raised on the above and prominently displayed by the machinery with a copy on file in the Facilities Manager's Office.

Materials

Some materials used in maintenance are corrosive, inflammable and unsafe unless used correctly. All materials bought to be stored and used in the Maintenance Workshop are to be used strictly in accordance with the maker's instructions. Whenever a new material is bought, the instructions are to be read. If the Facilities Manager or Caretaker judge it is a material with a measure of risk, then a COSHH form is to be prepared and prominently displayed nearby its storage location with a copy on file in the Facilities Manager's Office.

Quantities obtained and stored are only to be the minimum required to carry out jobs in hand. All materials are to be checked at least once per year. Where they have passed their Best Before date or it is assessed they are no longer fit for purpose, they are to be disposed of in accordance with maker's instructions.

MINIBUSES – STATEMENT OF ARRANGEMENTS

Farnborough Hill operates five minibuses for the use of pupils on outings, sports trips etc. All drivers must ensure that the buses are not overloaded. Only persons approved by the School may drive the minibuses. They should hold current clean driving licences with a D1 qualification, be 25 years of age or over and have been trained to Hampshire County Council MIDAS level training and refreshed every three years.

Full details of the correct procedures for the safe use of the School minibuses are held in the Staff Handbook.

PHYSICAL EDUCATION & GAMES – STATEMENT OF ARRANGEMENTS

PE staff are expected to be multi-disciplinary in their teaching, and as a result all teaching staff must familiarise themselves with the Health and Safety hazards for the whole department.

The staff have joint responsibility for enforcing the Health and Safety policy depending on which area they are working in at the time.

There are broad responsibility areas of:

- Sports Hall
- Tennis/Netball Courts
- Swimming Pool
- Astro Pitch
- Grass Sports Field
- St Joseph's Dance Studio

Control measures must be checked by staff in these responsibility areas on a regular basis.

Copies of the specific safety policy for the PE Department and risk assessments are kept by the department and the Facilities Manager.

SWIMMING POOL – STATEMENT OF ARRANGEMENTS

- 1 The Facilities Manager and Head of PE are jointly responsible for pool safety.
- 2 The Pool and Changing Room areas are to be kept in good order, namely clean, tidy and free from obstacles likely to cause danger.
- 3 The Pool is not to be used unless the water testing procedures have been completed with satisfactory results and the water temperature is reasonable.
- 4 All supervisors of swimming sessions are to be aware of the location of:
Lifesaving equipment

First Aid Kit
Telephone

- 5 No person is to be allowed onto the poolside without the permission of the person in charge (staff or responsible person nominated to supervise).
- 6 All persons using the pool are to be informed of basic safety procedures in case of accidents i.e. when the whistle is blown, everyone is to stop what they are doing, go to the nearest point of contact at the poolside, keep silent and await further instructions.
- 7 The following actions are forbidden in the pool area:
 - Running
 - Pushing others into the water
 - Ducking people
 - Acrobatics on the poolside
- 8 All non-swimmers and weak swimmers are to be identified and adequate provision made for their safe participation in the classes.
- 9 Activities are to be organised so that working areas are clear and safe.

Use of Pool

- 1 All class groups must be supervised by a member of the PE department who is to be suitably qualified by means of at least one or both of RLSS Bronze Medallion or RLSS Rescue Test for Swimming Teachers and Coaches.
- 2 Other school groups may use the pool if the following apply:
 - Farnborough Hill School Authorities give prior permission
 - Safety and Emergency procedures are known and understood
 - The Group Supervisor is approved by the Head of PE and holds either the RLSS Bronze Medallion or RLSS Rescue Test for Swimming Teachers and Coaches.
- 3 Visiting school teams may use the pool for matches if the following apply:
 - Swimmers are supervised jointly by their own qualified staff and by Farnborough Hill PE staff have met and briefed them
 - Safety and Emergency procedures are known and understood

Staff Use of Pool

- 1 The Head of PE will make a list of staff who wish to use the pool and who have satisfied her that they are competent swimmers with a basic knowledge of life-saving procedures.
- 2 There should be a minimum of 3 and a maximum of 8 persons swimming in the pool at any one time.
- 3 Times for staff swimming will be clearly specified and staff will collect the pool key from the Head of the PE.
- 4 All safety rules must be adhered to and each member of staff must be aware of all emergency procedures.
- 5 No member of staff may:
 - Bring their children into the pool area

- Swim during the holidays, unless it is specially arranged event, organised in accordance with all the aforementioned rules or supervised by a suitably qualified member of the PE Department

Emergency Procedures

- I. These are laid down in the Operating Manual for the Swimming Pool and copies are held as follows:
 - As part of the PE Departmental Handbook
 - All members of the PE Department have their own copy
 - One copy is displayed in the Swimming Pool Area
 - Any other groups using the pool would be provided with all relevant documents

LOW LEVEL GLAZING – STATEMENT OF ARRANGEMENTS

Workplace (Health and Safety) Regulations 1992 require all windows and glazed areas up to a height above floor level of 800mm and 1500mm in certain cases to be fitted with annealed glass or a film which ensures that “if glazing breaks, it breaks safely”.

This is particularly important in buildings housing large numbers especially children where the risk of accidental breakage is higher than normal.

The Farnborough Hill Trust has adopted the policy that all glazing in all buildings on site up to a height of 1500mm above floor level should be fitted with safety film. As a result, in 1992 all low level panes and glazing were fitted with 3M Scotchshield Anti-Shatter Film. Since 1993, all glazing replaced up to 1500mm above floor level has been replaced with glass complying with the latest legislation. This is to continue on all future repairs or refurbishment.

Safety film should be checked by maintenance and caretaking annually. Where there is wear or damage the Facilities Manager should be informed and repair or replacement will be organised as soon as possible.

PROCEDURES FOR EDUCATION VISITS – STATEMENT OF ARRANGEMENTS

Within its ultimate responsibility to provide leadership for Health and Safety matters at Farnborough Hill, the governing body delegates its day to day responsibilities for safety of educational visits to the Head, who in turn delegates the procedures to the member of the SLT responsible for educational visits.

The Educational Visits Co-ordinator (EVC)

The EVC (Assistant Head – Assessment and Reporting) is responsible for ensuring the procedures for school visits are carried out in accordance with school policies and procedures. The EVC must have:

- experience in leading and managing a range of educational visits similar to those typically run by the School
- the knowledge and experience to support colleagues in the formulation of Risk Assessments and the development of Risk Management procedures.
- experience in organising the induction and training of group leaders, teacher and other adults taking part in educational visits.

Copies of the specific safety policy for the Education Visits and risk assessments are kept by the EVC, the department conducting the visit and the Bursar. All risk assessments for trips abroad are to be passed through the governor responsible for Health and Safety matters.

MANUAL HANDLING AND WORK RELATED UPPER LIMB DISORDER – STATEMENT OF ARRANGEMENTS

There is a statutory duty (so far as is reasonably practical) under Manual Handling Operations Regulations 1992 to avoid the need for manual handling operations which involve a risk of injury. The Regulations do not ban these manual handling operations but do require any employer (this includes The Farnborough Hill Trust) to ensure that all reasonably practicable precautions are taken when these operations take place.

There is a duty to make a formal risk assessment of the risks in those manual handling operations which cannot be avoided and which carry a significant risk of injury. The Caretaker or his staff are to notify the Facilities Manager of any activity which they carry out and which they agree requires a Risk Assessment. Furthermore, any employee is entitled to contact the Health and Safety Committee and ask for a Risk Assessment of any activity which they feel merits it. Once the Risk Assessment has been carried out a copy is to be displayed near the place of work and a second copy placed on file.

Where there has been a risk assessment which identifies a particular regular activity as high risk, then either a mechanical aid will be obtained to assist or an alternative method of operation or risk control should be negotiated.

Every employee must make full and proper use of any equipment or system of work provided to her/him where this has been identified as necessary to reduce the risk of injury. No employee is ever to be asked to manually handle any item which she/he feels is unsafe or beyond their capability. If there is ever any doubt, then the activity should cease and reference sought from the Facilities Manager or the Health and Safety Committee.

Where an employee considers that their sitting workplace or chair is unsuitable he/she should ask the Facilities Manager to carry out an assessment. The Farnborough Hill Trust subscribes to Croner's online information on Health and Safety requirements and any employee is welcome to use this facility and should contact the Facilities Manager if required.

OUTSIDE CONTRACTORS – STATEMENT OF ARRANGEMENTS

Any maintenance work to be undertaken will be authorised and directed by the Facilities Manager. Most routine maintenance work will be undertaken in-house by Farnborough Hill employees but where it is assessed by the Facilities Manager that the required work is not within the scope of Farnborough Hill employees, it will be put out to contract.

Work which is extensive may be put out to contract using the School surveyor.

Any contractor working on site at Farnborough Hill is required to carry full public liability and to comply in all respects with current Health and Safety Regulations. Where there is doubt, the Facilities Manager is to require the contractor concerned to certify that this is the case before any work is started.

Contractors are also to be required to comply with Farnborough Hill Health and Safety rules and instructions when working on site. A statement requiring visitors and contractors to comply is to be incorporated in the signing-in procedures.

SECURITY – STATEMENT OF ARRANGEMENTS

Security at Farnborough Hill relates to personnel, equipment and property. The Governors, Head, Bursar and Health and Safety Committee all have a duty to oversee the security provisions at Farnborough Hill to ensure they are current, relevant and appropriate.

Personnel

Farnborough Hill has a special duty to ensure the safety of its pupils, staff and visitors. To meet this requirement, the Health and Safety Committee are to review the security provisions for personnel at least once every 12 months. All staff and pupils are to be reminded regularly of the need for good security and door code combinations are changed regularly.

All visitors are to be directed first to the School Office or the Bursar's Office where they will be issued with a security pass which they should return when leaving the site. Identification will need to be provided by those unknown to the School and checked by the School Office or the Bursar's Office. Visitors requiring to be escorted will be issued with a purple lanyard and those who do not need to be escorted will be issued with a green lanyard. Any individual seen on site who is not wearing a pass is to be challenged courteously and asked if they need assistance. If a satisfactory reply is not given, then the individual is to be invited to report to the School Office or the Bursar's Office. If a pupil or member of staff is not sure whether it is safe to challenge a visitor, then the School Office or the Bursar's Office is to be contacted immediately and they will either arrange for an appropriate member of staff to challenge the visitor or for other suitable action to be taken.

Equipment

Any equipment being bought by Farnborough Hill is to be delivered in the first instance to the Kitchen Ramp. The Facilities Manager and Caretaking team will then ensure that equipment is sited as required for its task or as directed by the person placing the order.

If pupils or staff bring personal equipment onto school premises, then they have a duty to look after their own possessions. All pupils have at least one lockable locker and it is their responsibility to secure personal effects. Farnborough Hill will not accept liability for personal effects lost on school premises.

The Facilities Manager is to be informed by the person placing the order of any electrical equipment which may require testing as portable electrical equipment.

Property

There are a number of CCTV systems in operation around the School grounds and buildings. The Facilities Manager is to ensure that there is a system in place to maintain a record of the last seven days' activity.

During normal school days the Caretaker is to arrange for the Years 7 - 8 Quad to be unlocked at 7.30 am and the remaining School Buildings to be unlocked at 8.00 am. During other weekdays the School buildings are to be opened up by 8.15 am - by arrangement with the Facilities Manager some buildings may be left locked.

The Facilities Manager is responsible for maintaining a record of all keys for the School. He will also maintain a set of duplicates. Apart from the cleaning staff for early morning access, keys for entrances are only to be held by the Head, Bursar, Deputy Heads, Caretaker, Maintenance and PE staff. Temporary loan to other members of staff may be authorised by the Bursar or Head. Keys for St Anne's are also to be held by the Head of Art and the Head of Design & Technology.

During normal school days and other weekdays when the School buildings are open, the Caretaker is to arrange for security rounds to be conducted after 8.00 pm. During these rounds the 3 Security Rounds

sheets (outside the Bursar's Office, St Anne's and the Sports Hall) are to be signed. All doors and windows are to be correctly closed and locked.

At weekends and Bank Holidays, the Caretaker is normally to arrange for the security rounds to be carried out, one before 10.00 am and one after 8.00 pm.

When there is a higher risk of intrusion, the Facilities Manager may authorise overtime for additional rounds or external circuits of the School out of normal hours.

During non-school hours, security will be as agreed between the Facilities Manager and the Caretaker.

DISPLAY SCREEN EQUIPMENT (DSE) – STATEMENT OF ARRANGEMENTS

The term display screen equipment (DSE) refers to visual display units and computer screens. The Health and Safety (Display Screen Equipment) Regulations 1992 were introduced under the provisions of the Health and Safety at Work Act 1974 to enable the UK to implement the requirements of European Directive 90/270/EEC. Although the legislation covers all DSE's the majority of the requirements apply to what are known as users.

The definition of a user depends not only on the nature but also on the extent of use and applies to both full and part-time staff. Typically working 2-3 hours daily at a screen would classify a person as a DSE user. Likely school users are secretaries, administrators and accounts office staff. The current assessment is that at Farnborough Hill the following would classify as DSE users:

- Head
- Head's PA
- Bursar
- Deputy Heads
- Assistant Heads
- Director of Admissions
- Finance Manager
- Facilities Manager
- IT Staff
- Finance Assistant
- Administrative, Secretarial and Clerical Staff

All personnel are invited to review their DSE work activities at least once every 12 months. If action is required, the individual concerned should raise it either with the Facilities Manager or the Health and Safety Committee.

If any other member of staff feels that he/she is being adversely affected by working with DSE, then he/she should contact the Facilities Manager who will provide a copy of the leaflet and carry out a risk assessment.

The use of DSE by pupils is not covered by legislation: however, it is important to teach good DSE practice to pupils and therefore where appropriate and practicable the guidelines from the leaflet should be given to pupils.

TRAFFIC ARRANGEMENTS – STATEMENT OF ARRANGEMENTS

Car Parking

Car parks are located as follows:

- Around the area of the main school. Some of the spaces are designated and other reserved parking requirements are to be arranged with the Facilities Manager.
- St Anne's where a small space is available for staff working in that area.
- The layby and meadow by the exit gate which are for use of Sixth Form students, parents, visitors and as an overflow from other areas.

Control

The Facilities Manager is to arrange the appropriate level of car park control during the following periods:

- 3.45 pm – 4.15 pm on normal school days
- As notified by the Head's PA for school events
- On other occasions when there is abnormal traffic

Traffic Circuit

A one-way circuit operates through the grounds for reasons of safety and efficient traffic management. The Facilities Manager is responsible for signing the circuit and car parks.

Safety

- a. Speed restrictions operate in the grounds. Any violations of the speed limit or traffic circuit are to be notified to the Facilities Manager who will take appropriate action.
- b. No Parking is allowed on any paths or driveways, except for signed areas for coach parking.
- c. Fire Hydrants are to be kept clear at all times.
- d. The section of the car park directly in front of the main house entrance is always to remain clear. This is for two reasons: firstly to allow access for fire and emergency vehicles if/when required and secondly to allow traffic access to park in designated areas near the building.
- e. During darkness and inclement weather, persons on car park control duties are to wear HIVE clothing issued by Farnborough Hill.
- f. The Facilities Manager is to keep in contact with the traffic department of Hampshire Highways to ensure that traffic lights at the top of Highgate Lane operate safely for girls walking to/from school.

STAFF HANDBOOK – STATEMENT OF ARRANGEMENTS

The following subjects which have a Health and Safety implication are covered further in the Staff Handbook:

- Statement of General Policy
- Security
- Fire Drill
- School Accident Procedure
- Emergency Closure of the School
- Broadmoor Hospital
- Smoking
- Electrical Appliances and PAT Testing

BUILDING MAINTENANCE – STATEMENT OF ARRANGEMENTS

The Bursar has overall responsibility for the maintenance of all buildings on the site. The Facilities Manager and Caretaking staff are responsible for carrying out maintenance duties as directed by the Bursar.

Working from heights

All employees who might be required to work at heights must be made aware that:

They should either be trained in Working at Height or that the activity they are conducting has been fully risk assessed. As a minimum, when using a ladder, the task must be carried out by two people - one up the ladder and one at the base ensuring the safety and security of the worker and the surrounding area.

If the maintenance tower is used, the erector must first refer to the instructions for assembly and use. Particular attention must be paid to the bracing poles. The tower legs must be locked in position before anyone climbs up the frame. Individuals must climb up the inside of the frame and not the outside.

When assessed by the Facilities Manager that a job is not within the capabilities of the in-house staff, then a builder is to be called in to carry out the work. When that happens, the contractor is to be asked to supply proof that he is fully insured and that he and his staff comply in all respects with current Health and Safety regulations, this is to include any scaffolders taken on as sub-contractors.

For large or complex works, the School surveyor may be called in by the Bursar. In such circumstances, the Surveyor is to take on the duties of contract supervisor and supervisor under CDM Regulations.

Asbestos

In a building the size and age of Farnborough Hill, asbestos is bound to have been used somewhere in the building. Whenever it is reported to the Bursar or Facilities Manager that the presence of asbestos is suspected, they are to have a sample taken for testing. If asbestos is detected, it is to be dealt with as directed by current legislation. The Facilities Manager is to keep a register of the location of any asbestos discovered with a record of the date and how it has been treated. Having been made safe, all asbestos that remains on site is to be appropriately labelled. The Facilities Manager is to maintain an Asbestos Register and Plan and is to arrange for regular reviews of those areas where asbestos is known to be sited.

Legionella

The Health and Safety Officer is overall responsible for legionella risk management and the Facilities Manager is responsible for the day to day responsibility of monitoring and ensuring that the systems are being correctly operated. He maintains appropriate records of testing and certification. The School has appointed a competent contractor to conduct a risk assessment and draft a manual which specifies control regimes.

GROUNDS – STATEMENT OF ARRANGEMENTS

The term “Grounds” at Farnborough Hill includes all gardens, paths, roads, tracks, borders, perimeters and sports pitches, courts and tracks.

Grounds maintenance involves a wide spectrum of activities, machinery and chemicals which are high risk. Farnborough Hill is committed to a very high standard of Health and Safety in all areas and this includes grounds. No employee is to be asked to undertake any activity which is regarded as having an unacceptably high risk or for which the employee has not received the necessary training.

The grounds workshop and garage are to be kept in a clean and neat condition. Petrol, diesel and other inflammables are to be stored in the inflammables locker and correctly marked and signed. The workshop and garage contents and activities are to be reviewed each year by the Farnborough Hill Health and Safety Consultant. Both the grounds workshop and garage are out of bounds to all pupils.

Protective Clothing

All grounds staff are to have their own full set of protective clothing provided by Farnborough Hill. Individual staff are responsible for checking their own protective clothing once per week. Any damage or wear is to be reported to the Head Groundsman who will arrange with the Facilities Manager for replacements to be supplied.

Whenever machinery is used, the appropriate protective clothing is to be used. Individuals have a responsibility for doing so. Continued disregard for this requirement will be construed as a disciplinary offence.

Machinery

All machinery is to be maintained regularly and in accordance with manufacturer’s instructions. If machinery needs to be repaired or maintained beyond the capability of grounds staff, then the Head Groundsman is to arrange for a contractor to carry out the work, after clearing it with the Facilities Manager. No machinery is to be used without all the necessary guards and protective clothing.

All machinery is to be used in accordance with manufacturer’s instructions, copies of which are to be held in the grounds workshop. This includes strimmers, flymos, grass cutters, tractor and PTO implements.

No machinery is to be used by any individual until user instructions have been read and the Head Groundsman is satisfied with general handling ability.

Activities

Ideally all grounds activities which have any degree of risk are to be carried out with at least two grounds staff in attendance.

Chain-saw work may only be carried out by grounds staff who are appropriately trained. Any work beyond the trained capability of the grounds staff is to be notified to the Facilities Manager who will arrange for it to be completed by contracted tree surgeons. In any event the Facilities Manager will arrange for a qualified

tree surgeon to regularly survey the trees in the grounds and make a report of work required to maintain all trees in a healthy and safe condition.

Whenever chain-saw work is carried out, there must be at least two staff working together, a first aid kit must be on hand and each person must have a walkie-talkie switched on. Protective clothing must be worn.

When work is carried out near vehicle traffic or where there is a high density of pupils and staff, cones are to be set out to protect the workers involved.

Chemicals

The Head Groundsman is to maintain the chemical store. Only proprietary brands of grounds and garden chemicals are to be used. Each chemical is to have a COSHH form completed. Chemicals must be stored in the locked chemicals store in the garage. Chemicals may only be used strictly in accordance with the COSHH notice and with the operator wearing the appropriate protective clothing. A register is to be maintained of all chemicals used.

DISTRIBUTION

Head

Bursar

Deputy Heads

All Members of the Health and Safety Committee:

Deputy Head (Academics)

Head of Art

Director of ICT

Director of Sport

Head of Science

Head of Design & Technology

Director of Drama

School Nurse

Chef Manager

Cleaning Supervisor

Caretaker

Head Groundsman

Teachers' Staffroom

Teachers' Quiet Room

School Office

Maintenance

Grounds

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