



# Brentwood School

## **WHOLE SCHOOL HEALTH & SAFETY POLICY**

Part 1: General Statement of Health & Safety by the Chairman of Governors

Part 2: Organisation for Health & Safety: Statement by Headmaster

Part 3: Specific Arrangements for Health & Safety

### **Contact Details**

***For URGENT Health & Safety matters please contact the Health & Safety Officer (01277 243380) or the Bursar (01277 243250). Out of school hours please contact the Porters (01277 243260)***

***If any member of the school community has any questions regarding this statement or specific Health & Safety concerns please contact the Headmaster at the following e-mail address:  
[headmaster@brentwood.essex.sch.uk](mailto:headmaster@brentwood.essex.sch.uk)***

***Pupils have regular opportunities to raise Health & Safety concerns through Year Group Councils.***

## **HEALTH & SAFETY POLICY**

### **PART 1: GENERAL STATEMENT OF HEALTH & SAFETY BY THE CHAIRMAN OF GOVERNORS**

As Governors of Brentwood School, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We are mindful of Lord Young's advice in his Health & Safety Review: 'Common Sense - Common Safety', published October 2010, that '**a good attitude to Health & Safety is one which doesn't focus on the worst case scenario and eliminating all risk, but one which considers risk in proportion and eliminates it so far as is reasonably practicable.**' The School has regard to the DfE guidance, *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (February 2014)*.

We fulfil our responsibility as Governors of Brentwood School by appointing a Governor, Mr Bob McLintock, with responsibility for overseeing Health & Safety.

Day to day responsibility for the operation of Health & Safety at the school is vested with the Headmaster and the Bursar, but, as Governors, we have specified that that the school should adopt the following **framework for managing Health & Safety**:

- That the Governor appointed to oversee Health & Safety attends the regular meetings of the school's Health & Safety committee and receives copies of all the paperwork.
- That the Governor with specific oversight of Health & Safety will present a report to each meeting of the full Governing Body. The report will include details of serious accidents to pupils, staff and visitors, staff training, fire practices, and significant new or revised Health & Safety policies and procedures, as notified by the Health & Safety Officer.
- That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected on an ongoing basis by the Estates Bursar and Head of Maintenance and, where required, by qualified professionals.
- That their reports are considered by the Property Management Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- That the school's adherence to Health & Safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the EHO. In addition, the School's appointed Contract Caterer, Independent by Sodexo, arranges for regular external deep cleaning and pest control services in the Catering Department and reports on these aspects to the Health & Safety Committee.
- That the school prepares fire risk assessments, carried out by a Competent Person which are updated no less than every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. Issues identified as high risk are notified to the Chairman of Governors and Executive Committee as a matter of urgency and action taken is reported to the Health & Safety Committee.
- That an external Health & Safety consultant should conduct periodic reviews of the overall arrangements for Health & Safety, including fire safety, the general state of the school, and should report on actions required with recommended timescales. The progress of implementation should be monitored by the Health & Safety Committee.
- That water testing is carried out on a rolling programme, and that water sampling, testing and chlorination is carried out at least once a year on water storage tanks.
- That the school has a comprehensive policy in place for the training and induction of new staff in Health & Safety related issues, which should include, for relevant staff, basic Manual Handling and Working at Height training. The Health & Safety Officer will carry out the Health & Safety

induction for non-academic staff. Academic Heads of Department will provide “standard” induction training as well as any Health & Safety training that is related to an individual member of staff’s functions. Specialist training such as First Aid, Fire extinguisher and minibus driver training are provided to any member of staff whose duties require this expertise.

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 cooperating with the Headmaster, the Bursar and other members of the Senior Management Team in order to enable the Governors to comply with Health & Safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Health & Safety Officer.

The **Brentwood School Health & Safety Policy** consists of three parts:

1. this **General Statement**
2. the **Organisation for Health & Safety**: a statement by the Headmaster
3. detailed arrangements for implementing Health & Safety contained within the **Health & Safety Policies and Procedures Document**.

The Policy is made available to staff, parents and parents of prospective pupils on the school’s website. The Policy is also available to staff on the school intranet. Hard copies will be made available to those staff without easy access to the school intranet. All staff will be advised when any part of the Health & Safety Policy is reviewed, added to or modified.

Approved by the Health & Safety Committee ????  
For ratification by the Governing Body ????

Signed and dated by the Chairman of Governors.....

## **HEALTH & SAFETY POLICY**

### **PART 2: ORGANISATION FOR HEALTH & SAFETY: STATEMENT BY THE HEADMASTER**

The Chairman of Governors of Brentwood School has delegated responsibility for organising Health & Safety to the Bursar and responsibility for the welfare of the school community to me, the Headmaster. That role gives me, in cooperation with the Bursar, the responsibility for ensuring compliance with the School's Health & Safety Policy. The policy consists of three parts, the **General Statement** by the Chairman of Governors, this description of the **Organisation for Health & Safety** and, lastly, the detailed **Health & Safety Policies and Procedures Document**.

Every Head of Department is responsible for ensuring the Health & Safety of staff, pupils and others (especially: visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs). All staff are responsible for taking reasonable care of their own safety.

The Bursar is accountable to the Governors for the implementation of the Health & Safety Policy, ensuring that it is brought to the attention of all staff and ensuring that Heads of Departments have access to competent advice and assistance. He is also responsible for the safety and security of the site. I, as Headmaster, am responsible for ensuring that all decisions regarding the school community have regard to health, safety and welfare implications and that academic staff are mindful of their responsibilities in this respect. For practical purposes, we have delegated some of the day to day duties to other members of staff; but ultimate responsibility for Health & Safety is vested with the Governors to whom the Bursar, as Chairman of the Health & Safety Committee, makes regular reports. The areas where duties have been delegated are:

#### **Safety and Security**

- Building security (including alarms, CCTV, locking external doors and windows) – the Facilities Manager, who in turn has delegated day to day management to the School Marshal and Head Porter. It is the responsibility of all school staff to ensure that buildings are safe and secure at the end of the school day (closing windows and doors and moving obstructions).
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, performance areas, the design technology rooms, the food technology rooms, the Armoury, the Maintenance Yard, Grounds Department, Kitchens etc – The Heads of PE, Science, Drama, Art, FT and DT, the Estates Bursar, Facilities Manager and the Sports Centre Manager working in cooperation with the School Marshal and Head Porter.
- Preventing unauthorised access to the Boarding Houses – The Deputy Head Pastoral, who in turn has delegated day to day management to the Boarding House Masters.
- Controlling lone working after hours (including by pupils and visitors) – Heads of Department.
- Ensuring that all visitors sign in at Reception and wear visitors' badges – The Deputy Head Pastoral, who in turn has delegated day to day management to the Courage Hall Receptionists, the Head Porter and the secretaries at the Prep 7-11 and Prep 3-7.

#### **Vehicles**

- Car parking on site and vehicles on site – the Facilities Manager, Head Porter and the School Marshal.
- School Bus arrangements (including notifying parents of delays) – Facilities Manager.
- Ensuring the school minibuses are properly maintained and roadworthy – the Facilities Manager, the Head Porter.

#### **Accidents**

- Maintaining an accident book the School Nurse (for pupils), Heads of Department (for staff, visitors, contractors and reportable incidents relating to pupils), Sports Centre Manager.

- Monitoring the accident books and reporting notifiable accidents to the HSE – the Deputy Head (Pastoral), the Health & Safety Officer, who is also responsible for keeping statistics of accidents and preparing summary reports for the Health & Safety Committee.
- Ensuring that pupils are escorted to hospital (and informing their parents) – the Deputy Head Pastoral, on advice from the School Nurse (Prep Headteacher on advice from Matron).
- Ensuring that sufficient staff in the Early Years Foundation Stage hold the required paediatric first aid qualification, including cover for outings – Prep Headteacher.
- Ensuring that at least one first aid qualified person is available at the Senior School and Prep 7-11 and Prep 3-7 School sites whenever children are present. – Deputy Head (Pastoral).
- Checking that all first aid boxes and eye washes are kept replenished - the School Nurse/Matron.

### Fire Prevention

- Keeping fire routes and exits clear- the Fire Officer, who in turn has delegated day to day management to the Heads of Department.
- Electrical Safety Testing. A five year rolling programme is being undertaken to ensure that all the buildings at Brentwood School have current electrical installation certificates – the Estates Bursar and Health & Safety Officer.
- Regular portable appliance testing – the Estates Bursar and Health & Safety Officer.
- Testing all fire alarms twice weekly (and recording all tests) - The Fire Officer.
- Arranging an annual service of fire alarms, smoke detectors, emergency lights, call points and fire extinguishers – Health & Safety Officer.
- Ensuring that lightning protection is in place as determined by the Property Management Committee on the basis of an assessment of risk and arranging for annual testing– Estates Bursar.
- Arranging for all gas appliances to undergo an annual gas soundness test and ensuring that boilers and non-academic gas equipment are regularly maintained and serviced by Gas Safe Registered Engineers – The Estates Bursar, the School’s appointed Contract Caterer and Head of Maintenance.
- Arranging for an annual Gas Equipment test for any specialised equipment within Academic Departments – Departmental Heads of Science, Head of HADC.
- Ensuring that Landlord’s gas safety certificates are held for all school domestic accommodation. – The Estates Bursar and Head of Maintenance.
- Ensuring that all catering appliances are maintained and serviced annually by external contractors – The School’s appointed Contract Caterer.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – Heads of Department.
- Arranging termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures to ensure that the school can be safely evacuated in the event of a fire – Fire Officer.
- Arranging termly night fire practices and fire awareness training in the Boarding Houses – Boarding House Masters.
- Switching off all catering equipment at the end of service – the School’s appointed Contract Caterer.
- Switching off all appliances at the end of lessons – the Head of Food Technology.
- Switching off all electrical equipment and appliances at the end of opening hours – the Sports Centre Manager.
- Checking that all Scientific and DT equipment is switched off at the end of the school day – the Heads of Science and Technology.
- Setting computers to switch off, where practicable, during holidays and weekends (through the use of Ranger security software), purchasing printers which automatically enter power save mode and encouraging staff to manually turn off projectors and electronic whiteboards – the ITSS Manager.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – The Heads of Science, Art and DT, the Head of Maintenance, the Head Porter, the Head Groundsman, the Head Gardener, Boarding House Masters.
- Securing flammable cleaning materials in designated yellow metal cupboards – the Health & Safety Officer.
- Storing weapons and ammunition used by the CCF in a securely locked, fire resistant, MOD approved armoury – the Contingent Commander who delegates responsibility for ammunition to the School Staff Instructor and for weapons to the Assistant School Staff Instructor.

## Water, Drainage etc

- Maintaining water quality and ensuring that a sampling regime is in place – Estates Bursar, the Head of Maintenance.
- Cleaning and dosing of water supply tanks - Estates Bursar.
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear (using external contractors where inaccessible to maintenance staff) – the Head of Maintenance.

## Risk Assessments

- Ensuring that up to date risk assessments are maintained for **buildings and services** in the following areas:
  - Fire – the Fire Officer.
  - Legionella - the Estates Bursar.
  - All rooms, corridors and exits- the Health & Safety Officer.
  - COSHH – Departmental Heads, Sports Centre Manager
  - Manual Handling – Departmental Heads, Health & Safety Officer
  - Working at Heights – Estates Bursar, Health & Safety Officer
  - Catering and cleaning functions (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) – the School’s appointed Contract Catering Manager and Sports Centre Manager.
  - Grounds maintenance (including use of pesticides and COSHH) – the Estates Bursar/Head Groundsman/Head Porter.
  - Maintenance functions (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - the Estates Bursar/Head of Maintenance.
  - Asbestos Register - the Estates Bursar.
  - Boarding Houses – the Boarding House Masters.
  - Reprographics machines and copiers – the ITSS Manager.
- Ensuring that up to date risk assessments are maintained for **teaching**, in the following areas:
  - Science (including COSHH and flammable materials) – Departmental Heads of Science / Head Science Technician.
  - All indoor and outdoor games and sporting activities – Director of Sport.
  - Duke of Edinburgh Award - Master in Charge Duke of Edinburgh Award Scheme.
  - Drama – Head of Drama.
  - Art (including COSHH and flammable materials) – Head of Art.
  - Design Technology (including COSHH and flammable materials) – Head of Technology.
  - Food Technology (including Food Hygiene) - Head of Food Technology.
  - CCF – Contingent Commander.
  - All visits and trips -Educational Visits Coordinator (EVCs).
  - EYFS (identifying indoor and outdoor hazards) – Head of Early Years and KS1.

Heads of Department are responsible for ensuring safe working practices within their department and that adequate controls are in place, clearly documented and understood by each member of the Department and by other staff who may be affected by the risk. They must ensure the Estates Bursar is given adequate prior notice of any external contractor working on the school site, that a Safety Method Statement (s: /staff/Health & Safety) and adequate safeguarding checks are completed in each case. These are set out in the Contractors’ Policy on S:Health\_and\_Safety/Contractors.. Only contractors with indemnity insurance of a minimum of £5m may be used. For major works the school’s insurers will be consulted, via the Finance Bursar.

## Training

Responsibility for organising (and maintaining records of training) is as follows:

- Minibus training – Head Porter and Facilities Manager.

- Science-related Health & Safety training – the Departmental Heads of Science.
- Design and Technology related training – the Head of Technology.
- Food Hygiene training for the Catering, Boarding House, Sports Centre and Food Technology staff – the School’s appointed Contract Caterer, Heads of Department.
- Health & Safety training for the Catering and Cleaning staff – the School’s appointed Contractors.
- Briefing new pupils on emergency fire procedures – Form Tutors, Form Teachers, Class Teachers.
- Briefing new staff on emergency fire procedures - the Fire Officer.
- Inducting new non-teaching staff in Health & Safety – the Health & Safety Officer.
- Inducting new teaching staff in Health & Safety, including department-specific guidance – Deputy Head (Pastoral); Deputy Head (Staff Welfare and Development) and Departmental Heads.
- Specialist industry standard training to meet current legislation (Electricians, Gas Safe Engineers) – Estates Bursar/Head of Maintenance.
- Identifying specific Health & Safety training needs of staff – all Heads of Department and Line Managers.
- First aid training - the Health & Safety Officer.
- Lifeguard training – the Sports Centre Manager.

### External Advisors for Health & Safety

At Brentwood School, we use external consultants to advise as required on matters of Health & Safety within the School.

- Structural Surveyors are retained to give advice on the external fabric of the school as required and after consideration by the Property Management Committee.
- Engineers monitor and service the school’s plant, equipment, including boilers, lifts and hoists annually.
- The Director of Sport and Sports Centre Manager ensure that all gym and fitness equipment is serviced annually.
- Heads of Departments ensure that all machinery under their control is serviced annually.
- The school’s adherence to Health & Safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the School’s appointed Contractors arranges for:
  - An annual professional deep cleaning of all equipment and high level cleaning of all cooking, food preparation and storage surfaces areas.
  - Appropriate pest control measures to be in place.
- The school has a Fire Officer Inspection, reviewing all school buildings on a rolling basis.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and call points are tested at least annually by a qualified contractor.
- The Head Porter and Facilities Manager are responsible for the maintenance and servicing of security alarms and CCTV.
- External Health & Safety consultants provide advice on specific risk areas as determined by the Bursar.
- A contractor is engaged to chlorinate the school’s water tanks every two years.
- The Estates Bursar arranges for a periodic professional risk assessment for legionella, water sampling and tank testing. Frequent temperature checks and monitoring are undertaken.
- The school maintains an asbestos register and the Estates Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before any work takes place. He and the Head of Maintenance are responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- The School’s Radiation Protection Supervisor (RPS), the Head of Physics, is responsible for liaison with the School’s Radiation Protection Advisor to ensure compliance with the Ionising Radiation Regulations 1985 and Local Rules made to comply with these Regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The School has a rolling programme to achieve electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations. It is intended that all electrical installations are RCB protected and meet the requirements of BS7671 IEE wiring regulations.

- All domestic boilers are serviced annually and all properties have current Landlord's Gas Safety Certificates. All work on gas boilers and appliances is carried out by a registered Gas Safe Engineer.
- All commercial boilers are serviced annually by a registered Gas Safe Engineer.
- All catering appliances are inspected annually by a competent registered Gas Safe external contractor.
- All lightning protection and earthing is tested periodically by a specialist contractor to ensure that it conforms to BS 6651-1999 or to BS EN 62305.
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever major work is undertaken.
- Specialist H&S Consultants are engaged as required to review the School's H&S procedures and compliance.

### Health & Safety Officer

Mr Paul Dorrell is the School's Health & Safety Officer and Fire Officer and is responsible for safe working practices, ensuring that assessments and procedures are drawn up in respect of any areas of operational risk. He coordinates the advice and best practice issued by specialist safety advisors and produces action plans. He disseminates specialist advice to Departmental Heads. He has overall responsibility for monitoring Health & Safety within the School and for reporting any breaches to the Bursar.

### Estates Bursar

The School's Estates Bursar is responsible for ensuring compliance with CDM Regulations and for safe conditions of work at the school. He delegates to the Head of Maintenance, Head of Grounds and Head Porter. He is responsible for reporting potential Health & Safety risks in respect of the buildings and grounds to the Bursar. He is a member of the Health & Safety Committee and the Property Management Committee.

### School Health & Safety Committee

The Governors have set up a School Health & Safety Committee which meets at least once a term under the chairmanship of the Bursar. Mr Bob McLintock, our Governor who is responsible for Health & Safety, attends these meetings. The other standing members of the Committee are:

- The Second Master
- The Deputy Head – Staff Development
- The Deputy Head Pastoral
- Prep 7-11 School Representative
- Prep 3-7 Representative
- The Health & Safety Officer (also acts as Fire Officer)
- The Deputy Bursar
- The Estates Bursar
- The Facilities Manager
- Contract Catering Representative

Other staff, with responsibility for specific academic and non-academic areas, are invited to join the committee as required. They will be asked to present updated policies and risk assessments to the Committee for review on a cyclical basis. A programme of areas for review will be notified to staff a term in advance.

The role of the Committee is to:

- Review matters concerning Health & Safety, including changes in regulations and best practice guidance.
- Monitor the effectiveness of Health & Safety within the School.

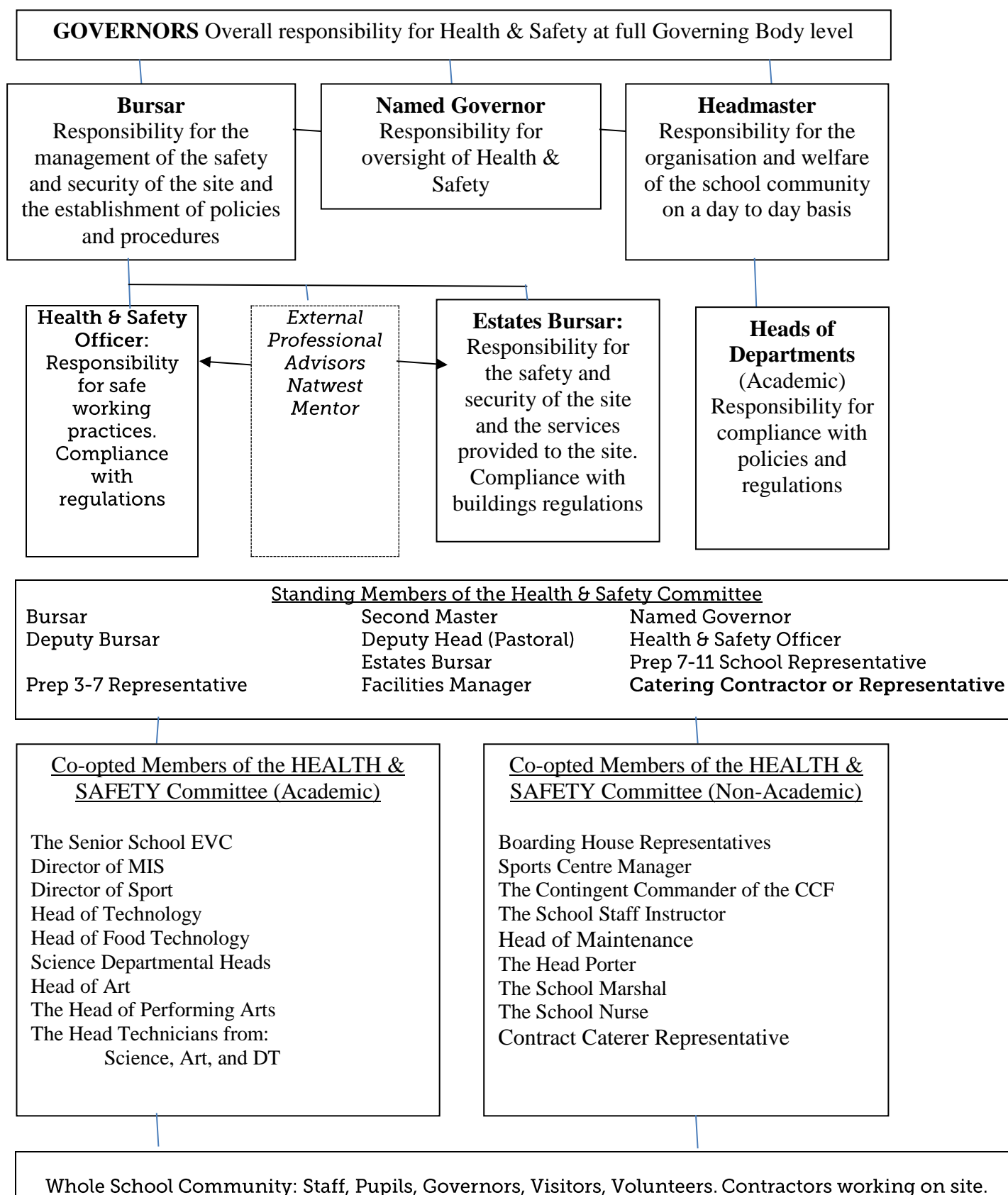


- Review accidents and near misses and discuss preventative measures.
- Review training requirements.
- Review the Health & Safety Policy.
- Review Departmental Health & Safety policies and procedures on a cyclical basis.
- Assist in the development of safety rules and safe systems of work.
- Monitor the implementation of professional advice.
- Review risk assessments.
- Monitor communication and publicity relating to Health & Safety in the workplace and document consultation arrangements
- Encourage suggestions and reporting of defects by all members of staff.
- Increase awareness of Health & Safety throughout the school community.

Health and Safety Assistance

To assist us in our undertaking we have appointed NatWest Mentor as Health and Safety Consultants to provide competent advice and guidance.

Signed by the Bursar.....Date.....

**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH & SAFETY****HEALTH & SAFETY POLICY****PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH & SAFETY:**

## **STATEMENT BY THE HEALTH & SAFETY OFFICER**

### **Control of Activities**

The following areas and activities present identified and significant risks at Brentwood School. As a consequence, pupils are not allowed unsupervised access to:

- PE: where the Director of Sport keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics, dance, fencing, etc. Equivalent records are maintained by the Prep 7-11 and Prep 3-7 Schools. Records of training and qualifications in life-guarding and other subject specific training are kept by the Sports Centre Manager.
- CCF: where the Contingent Commander keeps risk assessment for all activities and for the secure use and storage of weapons and ammunition.
- Science: where the Departmental Heads of Science keeps risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians and maintenance of all science equipment. Equivalent records are maintained by the Prep School Science Co-ordinator.
- Technology: where the Heads of the Technology Departments keep risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training and equipment maintenance are kept.
- Art: where the Head of Art keeps risk and COSHH assessments for the ceramic studio, the use and safe storage of oil based paint and other flammables. Records of staff training and equipment maintenance are kept. Equivalent records are maintained by the Prep School Art Co-ordinator.
- Drama: where the Head of Drama keeps risk assessments for the use of the Memorial Hall stage equipment, the use of the Huddleston Drama Studio equipment, the safe construction, movement, building and dismounting of scenery, props and staging. Records of staff training are kept. Equivalent records are maintained by the Prep 7-11 and Prep 3-7 School Drama Co-ordinators.
- The Catering Department: where the Contractor General Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- Maintenance, Gardens and Grounds Departments: where each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.
- Areas undergoing maintenance or building works: these are clearly marked and access is restricted.

The specific and detailed control measures in place in the following departments are included within the appropriate Departmental Handbooks and are reviewed annually by departments and on a three year cycle by the Health & Safety Committee:

#### **Academic Departments:**

- Art
- Drama
- Early Years
- Physical Education
- Science
- Technology (including Design Technology and Food Technology)

#### **Non-Academic Departments:**

- Boarding Houses
- Brentwood School Enterprises
- Catering
- Cleaning
- CCF
- Gardens
- Grounds
- Information Technology
- Maintenance
- Porters

- Reprographics

School policies and procedures in the following areas supplement the departmentally-based procedures and risk assessments. Details are attached.

- Asbestos
- Catering and Food Hygiene Policy
- Cleaning
- Construction, Design & Management
- Contractors (selecting and managing)
- Control of access, security and use of CCTV
- Control of Substances Hazardous to Health (COSHH)
- Crisis Management and Communications
- Display Screen Equipment
- Early Years Foundation Stage
- Educational visits
- Electrical Safety
- First Aid, including Accident Reporting and RIDDOR
- Fire safety, procedures and risk assessments
- Gas Safety
- Hazard Reporting
- ICT Acceptable Use
- Induction of new staff
- Legionella
- Letting and Hiring
- LEV (Air Handling Systems)
- Lifting Equipment
- Lightning Protection
- Lone Working
- Manual Handling
- Medical Questionnaire
- Minibus Regulations
- Missing Children
- Noise Control
- Pandemic
- Pesticides
- Playground Equipment
- Portable Appliance Testing (PAT)
- Pregnancy
- Pupil Supervision
- Risk Assessments: Guidance on
- School Security
- SENDA Disability Policy
- Severe Weather Conditions
- Slips and Trips
- Smoking
- Sports Centre
- Tenanted Properties
- Use of Power Tools
- Vehicles and on-site movements
- Waste Disposal
- Work Equipment
- Working at Heights
- Young Persons in the Workplace

## Asbestos

The School recognises that due to the age and variety of buildings on the site there is a requirement to manage asbestos when and where it is found in the fabric and fittings. To ensure compliance with Control of Asbestos Regulations 2012 the School, as duty holder, has taken the following steps:

- Commissioned a report to identify the location, condition and type of asbestos containing materials (ACM) on the premises. The Management Survey and associated Action Plan has been undertaken by a competent surveyor and aims to ensure that:
  - Nobody is harmed by the continuing presence of ACM in School or equipment
  - The ACM remain in good condition; and
  - Nobody disturbs it accidentally
- The register is reviewed every two years but also prior to refurbishment works being carried out. Reviews ensure that information provided is current and still relevant.
- Copies of the register are located in the office of the Head of Maintenance, Boarding Houses, on the Maintenance drive and in the Health & Safety Officer's office. Copies are made available to anyone who may work in areas with ACM and must complete the acceptance sheet to confirm.
- In accordance with HSE guidelines ACM will not be removed unless staff are at risk from exposure to fibres.
- A licensed contractor is used for the removal or encapsulation of all high risk ACMs (e.g. pipe insulation, asbestos insulating panels).
- Advised everyone who needs to know e.g. maintenance workers, about its presence and condition.
- All contractors are given the asbestos register and must state the controls they have in place and then complete the asbestos acknowledgement sheet.

## Catering and Food Hygiene

The School employs Contract Caterers. Their Food Safety Policy is made available to all their catering staff and available on request from their General Manager.

A clause requiring safe recruitment procedures is included within the Contract.

Fresh drinking water is available at all times throughout the School. The Head Porter ensures that water fountains are kept free from contaminants and clearly labelled.

## Cleaning

The School employs contract cleaners. The scope and quality of their work is reviewed on a regular basis. A clause requiring safe recruitment procedures is included within the contract. Guidelines are in place to ensure the safety of the cleaners, particularly in respect of lone working and COSHH and the security of the campus.

## Construction, Design & Management

It is recognised that Construction (Design and Management) Regulations 2015, which come into effect on 06.04.2015 (CDM), pertain to most building, civil engineering, mechanical engineering and construction work on the School site.

The School, or its officially designated agent, will ensure that the Health & Safety Executive is notified in writing of all instances involving construction work of longer than 30 days or 500 person/days of actual work, and all instances involving demolition.

The School, as a client under CDM for notifiable work and construction work involving more than 30 days or 500 person days at any one time, is responsible for:

- Appointing a CDM Co-ordinator.
- Ensure construction phase does not start unless all suitable welfare facilities and a construction phase plan are in place.
- Arranging for a competent designer to be appointed.
- Providing the CDM Co-ordinator with all relevant information concerning the School.
- The final appointment of a principal Contractor.
- Complying with Health & Safety legislation where School activities overlap with any construction work.
- Taking delivery of the Health & Safety file after construction has been completed, and making it available for any future contractor.

The School will also ensure that all other non-notifiable work involving 30 days or 500 person days or less at any one time is carried out according to current Health & Safety legislation.

### Contractors

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health & Safety at Work, etc Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the **Health & Safety at Work, etc Act 1974**.

Where possible all work carried out by contractors will be during holiday periods for safeguarding reasons. Any pupil activity involved on site during holiday periods must be approved by the Bursar.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Estates Bursar will take such actions as are necessary to prevent persons in his or her care from risk or injury.

The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to S.8 of the **Health & Safety at Work, etc Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The contractor must deposit with the Estates Bursar and/or Health & Safety Officer a copy of the Company's Health & Safety Policy, training accreditations and any risk assessments relevant to the work being performed by them, in so far as it may affect Staff and/or Pupils of the School.

Prior notice of possible disruption to the teaching of pupils must be given and agreed before work commences.

All contractors, prior to commencement of work, are required to complete the School's **Safety Method Statement**. It is the responsibility of Heads of Department who commission works to ensure that the document is sent with the order and that the information is returned to the Health & Safety Officer before work begins. A copy of the proforma and the Contractor Selection Policy can be found in Health & Safety folder on the Intranet.

### Control of Access, Security and CCTV

All staff employed by the School are issued with photo ID badges. Badges are produced at the start of each academic year in September. Staff members who join the School outside of this time should

contact the Communications Department who will take a photograph to be incorporated into an I.D. badge produced by ITSS.

Regular contractors to the School such as cleaning staff have been issued ID badges by their employing company.

The School tries to balance the need to safeguard pupils with the need to provide easy access to pupils to a wide range of activities. Due to the size of the school there are always parents, contractors and other visitors on the school site.

Visitors during the school day are required to sign in at reception and are issued with a visitor badge, specifying the person they are visiting. Staff must ensure that visitors are always accompanied in the school grounds during school hours.

It is the responsibility of each member of staff to challenge politely anyone whom they suspect of being on the premises without permission. If not entirely satisfied by their response, they must notify the Porters and/or the School Marshal immediately. Also, if any member of staff sees someone loitering near the School gates or attempting to engage a pupil in conversation, they must either challenge the person or send an urgent message to a senior member of academic staff and/or Bursar. In cases like this **DO NOT HESITATE**. There is no need to apologise to anyone for challenging their right to be on the premises. **At no time should any member of staff put themselves in a position of risk.**

CCTV is provided at strategic positions within the school site to monitor unauthorised access.

### Control of Substances Hazardous to Health (COSHH)

It is recognised that substances to which the Regulations apply will be used in the teaching of science, art and DT, and by maintenance, domestic cleaning and grounds and gardens staff.

The Heads of these Departments will liaise with the Health & Safety Officer to take all necessary steps to comply with COSHH Regulations 2002, as follows:

- Establishing and keeping a folder in which will be listed the data sheets for each substance brought into the School, together with a Risk Assessment in respect of the exposure of all persons who may use or be exposed to these substances.
- Providing sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.
- Undertaking the appropriate statutory examinations of all engineering controls that are part of the Regulations.
- Maintaining a summary of the locations of hazardous substances and making this available at the Porters' Lodge for Emergency Services.

Any changes in Departmental purchasing policy resulting in new substances on the School site must be notified to the Health & Safety Officer so that new substances may be monitored effectively.

Special controls are in place in respect of the following:

- Fume cupboards.

Under the COSHH Regulations, employers must ensure that fume cupboards are "maintained in an efficient state, in efficient working order and in good repair". The air flow must be tested "at least once every 14 months". In practice, these requirements mean setting up a system of annual checks.

The minimum checks carried out annually are:

- a visual inspection;
- an air-flow test;
- a filter-saturation test [for recirculatory (filter) fume cupboards].

General guidance for Local Exhaust Ventilation (LEV) is provided in *Controlling airborne contaminants at work*, HSG 258, I, HSE, ISBN 9780717662982. The requirements of this document have been adapted for school fume cupboards and given in the *CLEAPSS Laboratory Handbook*, section 20.10.6 or in *Building Bulletin 88, Fume Cupboards in*

- Chemical Storage

It is the policy of the School that chemical storage will be consistent with the COSHH Regulations. Specific guidance may be obtained from the School's Health & Safety Consultants. The storage of

science and technology chemicals are regulated by CLEAPPS and further advice is available via their helpline. A record is kept of all chemicals and hazardous materials maintained on site and the Head of Department or Line Manager ensures that their storage and handling is consistent with COSHH Regulations. The Assistant Health & Safety Officer maintains a map of the site summarising the location of chemicals and hazardous materials. A copy is held at the Porters' Lodge and outside the main entrance of each relevant building to assist the Fire Service in the event of a fire. It is the responsibility of Departmental Heads and Line Managers to ensure that any variations are notified immediately.

- Radiation Protection.

The required inspection and monitoring is carried out on behalf of the School by an appropriately qualified external inspector. Full details are set out in the Science Departmental Handbook.

- Swimming Pool

Under the COSHH Regulations, full details must be made available regarding the chlorination system. Full instructions for safety during the manipulation and use of chemicals are those laid down by the suppliers and will be strictly adhered to.

### Crisis Management and Communications

Contingency plans for crisis management, disaster recover, and business continuity are set out in the School Emergency Plan, copies of which have been distributed to appropriate members of staff.

### Display Screen Equipment

Health & Safety (Display Screen Equipment) Regulations 1992 are available from the Health & Safety Officer.

Staff regularly using or involved in the use of VDU equipment on a sustained, will be offered a free eye test for the purpose of working with display screen equipment.

### Early Years Foundation Stage (EYFS)

A risk assessment is undertaken at the start of each half term, identifying indoor and outdoor hazards. This covers anything with which the children may come into contact. All reasonable steps are taken to keep hazards to a minimum.

### Educational visits

The Educational Trips & Visits Policies are made available on the School websites and on the staff intranet. The EVC for each section maintain a dossier of risk assessments and visit reports.

### Electrical Safety

It is strictly forbidden for any work to be conducted on any live mains electrical circuits by any member of staff or pupils within the School.

Any work of an electrical nature on any conductors or circuits shall be carried out only by competent and qualified electricians.

All installations and electrically operated tools and equipment will be maintained in good order and subject to regular inspection and testing as appropriate by a competent person.

A record of all such tests and inspections shall be kept in the safety manual.

If any item of electrical equipment fails to function properly the user shall immediately report the fact to the Head of Maintenance without delay.

On no account is amateur fault-finding attempted, even after switching off and disconnecting from the power supply.

### First Aid, including Accident Reporting

A Whole School First Aid Policy is made available on the School website and is on the staff intranet.

First Aid Boxes & Bags, as indicated in Appendix A of First Aid policy, situated around the School are regularly checked by Senior and Preparatory School nursing staff.



- Preparatory School Matron checks all boxes every half term and logs information on a register produced for this purpose. Boxes & Bags are replenished where necessary at the time of inspection.
- Senior School Nursing Sisters e mail all departments requesting that boxes and bags are sent to the Sanatorium for checking and replenishing. Any departments not sending in their boxes are chased by nursing staff.

In all areas of the School the date last checked is marked inside the box. All boxes and bags are numbered for ease of identification. In the Senior School the Deputy Head, Pastoral has overall responsibility for ensuring that First Aid Boxes are maintained to required levels. This role is the responsibility of the Deputy Head and Head of EY/KS1 in the Preparatory School.

#### Fire safety, procedures and risk assessments

The Senior School and Prep 7-11 and Prep 3-7 Fire Safety Policies are available on the School website and on the staff intranet. Fire Risk Assessments for all buildings are updated on a rolling basis.

#### Gas Safety

The Estates Bursar and Head of Maintenance ensure compliance with current legislation.

#### Hazard Reporting

All staff are required to report hazards and faulty equipment to the Health & Safety Officer without delay. A record is maintained of all hazards reported and this is reported to the Health & Safety Committee on a termly basis.

#### ICT Acceptable Use

The Whole School Network Acceptable Use Policy is included in the School Rules in the Behaviour Management Policies and the Parent Contract and made available to staff on the intranet.

#### Induction of new staff

The Induction Policies for new academic and support staff, permanent or temporary, include the need to explain Health & Safety procedures and policies appropriate to their department, including any relevant legislation, best practice and departmental procedures

#### Legionella

Legionella bacteria is widespread in the environment such as rivers and ponds and may contaminate and grow in other water systems such as hot and cold water services. Legionnaires disease is a potentially fatal pneumonia caused by legionella bacteria. The bacteria survive low temperatures and thrive at temperatures between 20-45C if the conditions are right, e.g. if a supply of nutrients is present such as rust, sludge, scale, algae and other bacteria. They are killed by high temperatures.

The Estates Bursar, as part of the school's risk management controls, arranges for the rechlorination of the water tanks at least once a year. In addition, periodically a specialist contractor is engaged to undertake a risk assessment to determine the level of regular sampling required. The Estates Bursar is appointed as the responsible person in respect of implementing and managing the scheme of sampling and other testing recommended and ensuring that records and checks are made to ensure the effectiveness of the scheme.

#### Letting and Hiring

A formal letting agreement is entered into for all lettings and all necessary checks are carried out in respect of identity, insurance and risk assessment.

The Sports Centre Manager and the event co-ordinator will seek to ensure that hirers and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

The Senior Management Team makes decisions as to which external events will be permitted during School term time to ensure that the safety of both School personnel and visitors is safeguarded.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this Section.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that without the prior consent of the Governing Body they will not:

- Introduce equipment for use on the school premises.
- Alter fixed installations.
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

### LEV (Air Handling Systems)

The Estates Bursar and Head of Maintenance ensure compliance with current legislation in non-academic areas. Academic Heads of Department are responsible for the safety and maintenance of such equipment in their Department.

Workshops must be safe with adequate ventilation and dust extraction, a clearly labelled main switch lockable in the off position, a general emergency switching system with push buttons (preferably red on yellow) and a well-positioned emergency cut-out for each fixed machine. Advice on safety in design and technology is contained in BS 4163:2007. The Design Technology Departmental Health & Safety Policy is available in the Departmental Handbook.

### Lifting Equipment

Lifting equipment is subject to the Lifting Operations and Lifting Equipment Regulations 1998.

### Lightning Protection

The School obtains advice and guidance from its insurers and the level of lightning protection is reviewed by the Property Management Committee.

### Lone Working

If a member of staff wishes to work after the normal school closure time when there is no school event, s/he must arrange to do so in advance with the duty Porter, who will lock the rest of the school, having made sure that the individual is fully aware of how to lock the final door and set the alarm. The late worker should ensure that someone is made aware of their whereabouts whilst working alone in the building or in the school grounds. S/he should notify the Duty Porter once s/he has finally left for the night. If s/he has not left voluntarily by 9.30pm the Duty Porter may ask him/her to leave.

### Manual Handling

The School ensures that the hierarchy of control measures as set out in Manual Handling Operations Regulations 1992 are adhered to. These advise staff, pupils and visitors to:

- Avoid hazardous manual handling operations as far as is reasonably practicable, for example by redesigning the task to avoid moving the load or by automating or mechanising the process.
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from these operations so far as is reasonably practicable. Where possible, we will provide mechanical assistance, for example sack barrows and trolleys. Where this is not reasonably practicable, we look at ways of changing the task, the load and working environment.

Training in correct methods of manual handling operations is carried out in house and is available to all members of staff on request to the Health & Safety Officer.

### Medical Questionnaire

Information is collected by the School's Medical Team and stored on the School's reporting system (SIMS) relating to pupils' known medical conditions and this is made available to staff as appropriate.

Medical information relating to staff that may affect their role is held securely by the School's HR Department. The individual staff member will be informed before any information is passed to their line manager.

### Minibus Regulations

School Minibuses are administered by the Facilities Manager and Head Porter, following the Minibus Safety Code of Practice issued by ROSPA in February 2008 ([www.rospa.com/roadsafety/info/minibus\\_code\\_2008](http://www.rospa.com/roadsafety/info/minibus_code_2008)). Summary guidelines for their use are included in the Educational Trips & Visits Policy, made available on the School website and the staff intranet. All school drivers are required to complete a Drivers' Declaration Form and be authorised to drive by their Head of Department.

### Missing Children

Missing Children Policies for the Prep 7-11 and Prep 3-7 Schools are available on the School website. A Missing Pupil Policy for Boarders is made available to Boarders, their parents and all Senior School staff on the School intranet, as all staff may be involved in locating a missing child.

### Pandemic Planning

The Senior Management Team annually reviews and updates contingency plans to manage pandemics and other external risks.

### Pesticides

All pesticides will be safely and securely stored to current regulations under lock and key except when being manipulated. The person responsible for the spraying of pesticides will have been on a course or be under the immediate direction of a competent certificate holder approved under the Control of Pesticides Regulations 1986 (certificate of competence issued by the National Proficiency Tests Council, telephone number 01247 696553).

### Playground Equipment

The Sports Centre Manager arranges for the annual review of Playground equipment in the Prep 7-11 and Prep 3-7.

### Portable Appliance Testing (PAT)

All portable electrical appliances, apparatus and equipment is inspected and tested on an annual basis in accordance with the provisions of 'Electricity at Work Regulations 1989'.

All appliances are properly identified by an identification number and be registered in the Maintenance Department.

Heads of Department are responsible for referring all damaged appliances, so classified by normal visual checks, to the Head of the School's Maintenance Department for any necessary repairs before re-use.

The annual inspection of all appliances is the responsibility of the Health & Safety Officer who will ensure such inspections are carried out by a suitably competent person.

### Pupil Supervision

Guidance is provided in the Teachers' Handbook and Departmental Policies.

## Risk Assessments

Risk Assessment should be kept as simple as possible. Guidance in assessing and controlling risk is available to all staff on the intranet S: Health and Safety/Risk Assessment. A written risk assessment is only required for activities or events which may involve a foreseeable risk. However, staff should be vigilant to risk at all times. A common sense approach should be taken. Risk should be assessed by reference to the HSE guidance 'Five Steps to Risk Assessment'. This guidance is attached in Annex A. The recommended template for assessing risk is attached in Annex B. This format should be used to ensure a consistency of approach across the School.

Risk assessments are provided for all buildings and generic risk assessments are available for events and activities. The Health & Safety Officer will provide advice and guidance on assessing risk.

## Accessibility Plan

The School has a rolling three year plan to address issues of access to the school site. This is available on the School website.

## Severe Weather Conditions

Contingency plans for severe weather conditions are reviewed annually in October and issued on the School's website.

## Slips and Trips

The School has in place a management system which helps to identify potential problem areas in respect of slips and trips hazards.

The School's near miss reporting system encourages all members of staff to inform responsible parties of potential hazards so that remedial/corrective measures can be implemented (see Hazard Reporting).

The School complies with The Management of Health & Safety at Work Regulations 1999 by undertaking assessments of slips and trips risks and with The Workplace (Health, Safety & Welfare) Regulations 1992 which require floors to be suitable, in good condition and free from obstructions.

## Smoking including e-cigarettes

To ensure compliance with the Smoke-free (Premises and Enforcement) Regulations 2006 smoking is prohibited in all buildings on the School site.

The Prep 3-7 School is a no smoking site. The Prep 7-11 School has one designated external smoking area which is situated to the rear of the Grounds Department.

The Senior School has two designated external smoking areas which are located to the rear of the Catering department and to the rear of the Sports Centre.

All School vehicles comply with the Smoke-free (Exemptions and Vehicles) Regulations 2007 which prohibits smoking in shared company vehicles.

Entrances to the School site and vehicles display 'No Smoking' signs.

## Sports Centre

The Sports Centre Manager is responsible to the Bursar, through the Health & Safety Officer, for all the Health & Safety aspects in the Sports Centre and other areas in the School used by outside hirers. This includes:

- Undertaking Risk Assessments for the pool complex and all dry side activities.
- Implementing suitable Health & Safety procedures, operations and rules of use applicable to staff, customers and hirers.

- Liaising with outside bodies who may from time to time use the facilities of the School and ensure that any appropriate action is taken to ensure that these bodies have sufficient knowledge of School procedures and that the School itself is properly indemnified.
- Recording and monitoring all accidents and incidents occurring in the Sports Centre and ensuring that the School's Health & Safety Officer is notified of all accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

With regard to supervision of the swimming pool, note is made of the publication prepared jointly by the HSE and the Sports Council entitled 'Safety in Swimming Pools'. This will be interpreted carefully with the help of the School's Health & Safety Officer and the Manager, Courage Hall, to ensure that a reasonable standard is reached commensurate with use.

### Tenanted Properties

The School has a duty to maintain its tenanted properties in good order. In particular tenancy agreements refer to the School's responsibility as Landlord to ensure that:

- (a) Gas appliances comply with the Gas Safety (Installation and Use) Regulations 1998 and that a copy of the safety check record is given to the Tenants at the start of the tenancy and annually thereafter.
- (b) All the fixtures and fittings, furniture and equipment supplied by the Landlord within the property complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 as amended in 1993.
- (c) All electrical appliances supplied by the Landlord comply with the Electrical Equipment (Safety) Regulations 1994, and the Plugs and Sockets, etc (Safety) Regulations 1994
- (d) Any electrician carrying out electrical work at the property is a member of an approved scheme. It is a legal requirement that certification of all electrical work carried out by an external contractor be made available to the Health & Safety Officer.

### Use of Power Tools

Appropriate risk assessments are in place in the Maintenance, Grounds, Gardens and Porters Department where potentially hazardous equipment is used. Control measures are in place to ensure that such equipment is regularly serviced, used by trained persons and that safety measures are in place.

All staff who use chain saws will be provided with hearing protection, visors, safety footwear and the correct ballistic clothing. They will have attended and hold a current certificate of competence and work will proceed according to the current HSE Guidance Notes. Any staff working within the safety exclusion area will wear appropriate protective clothing.

### Vehicles and on-site movements

All vehicles entering, travelling in or leaving the School will adhere to the following procedures:

- All visiting drivers will report in the first instance to the Porters' Lodge, except for regular delivery drivers to the Catering, Grounds or Maintenance Departments.
- All vehicles will have relevant statutory documentation available for inspection.
- Vehicles will be restricted to designated routes throughout the School and no visitors' vehicles will be allowed to enter beyond the Sports Centre barrier without express permission.
- Deliveries to the School, via the Sports Centre barrier, are not permitted when pupils are either at morning break or during the lunch period. Restriction notices are posted in advance of the barriers.
- All vehicles are restricted to a speed limit of 10 m.p.h. throughout the School and driven in a safe manner bearing in mind the nature of the pedestrian population.
- Parking is only allowed on designated spaces and **NEVER** on double yellow lines or in front of barriers.
- In the event of a major function, when staff are required to park within the school campus, control measures are put in place to ensure that movements are outside school hours and there are sufficient wardens in attendance.
- Suitable controls are established in respect of the School's own vehicles, including minibuses and work vehicles.

### Waste Disposal

The School ensures that all waste produced is disposed of in accordance with the requirements of the Environmental Protection (Duty of Care) Act 1990 to a licensed waste disposal site via a registered carrier.

All sharp instruments, broken glassware and other sharp waste materials shall be deposited in special 'sharps' containers and labelled appropriately prior to disposal.

All laboratory waste will be disposed of in the approved manner and no hazardous chemicals etc shall be allowed to enter the drains.

Any waste which may contain biological hazards will be disposed of separately.

#### Work Equipment

Work Equipment is risk assessed within Departments.

#### Working at Heights

The School, as duty holder, as prescribed in the Work at Height Regulations 2005, ensures that:

- All work at height is properly planned and organised
- Those involved in work at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is properly inspected and maintained.

The School follows the hierarchy for managing and selecting equipment for work at height as described in the Regulations. These are:

- Avoiding work at height wherever possible
- Using equipment or other measures to prevent falls when work at height cannot be avoided
- Where the risk of a fall cannot be eliminated, using equipment or other measures to minimise the distance and consequence of a fall should one occur.

The Estates Bursar ensures that collective fall prevention, collective fall arrest and personal fall protection is made available prior to any work at height projects.

Contractors will not be permitted to work at height on the School site until suitable risk assessments and evidence of competency have been produced.

A ladder register is maintained by the Head of Maintenance and all steps and ladders are subject to regular testing.

#### Young Persons in the Workplace

A Policy in respect of Young People in the Workplace identifies the special Health & Safety measures necessary in respect of young persons undertaking a work placement at Brentwood School. This includes work experience and Gap students, apprentices and interns.

**CONTRACT CLAUSE TO BE INCLUDED IN ALL CONTRACTS WHERE CONTRACTORS WILL BE WORKING AT BRENTWOOD SCHOOL DURING TERM TIME WHO MAY HAVE ACCESS TO AREAS WHERE UNSUPERVISED CONTACT WITH CHILDREN IS POSSIBLE**

The Contractor shall confirm in writing to the School before any person employed or engaged by the Contractor or on the Contractor's behalf to perform the Services, that, in respect of each Named Employee or Sub-Contractor:

1. the Contractor has undertaken safe recruitment procedures and that the following recruitment checks have been satisfactorily completed:

- Enhanced Disclosure (DBS)
- Proof of address
- Right to work in the UK
- Qualifications
- Identity
- References

2. Each Named Employee has been questioned as to whether he or she has any convictions or cautions and, where the Named Employee has lived overseas, appropriate additional checks undertaken, consistent with Home Office guidance.
3. Written confirmation is provided to the School that a DBS check has been completed, and that this has not revealed any matter affecting the suitability of the person to work with children or prior written consent of the School has been obtained.
4. The School is kept advised at all times of any Named Employee or Sub-Contractor who, subsequent to the commencement of the Services for the School, receives a Conviction, Caution, or whose previous convictions becomes known to the Contractor, or in respect of which information relating to pending investigations, or other disclosed information that may affect their suitability to work with children becomes known to the Contractor.
5. The Contractor must have undertaken and evidenced to the School prior to the deployment of staff, in respect of each Named Employee, the enhanced disclosure number, and issue date. The Contractor shall be responsible for obtaining any necessary consent from the Named Employee for disclosure of such evidence to the School.
6. Where a DBS-vetted Employee is unavailable (e.g. in case of absence or emergency repairs), advance approval must be received from the School before a substitute employee may attend the site, otherwise entry will be refused.
7. Each Named Employees or Sub-Contractor is required to display their company identity card at all times and this will be checked at the first visit. Failure to display an identity card when presenting to work may result in the Employee not being able to work on that day.

**Template letter for Contractors confirming list of employees and outcome of DBS.**

Dear **[School Manager's Name]**

As stipulated in para **[contract paragraph number]** of our contract, I am writing to confirm in advance, those staff employed by **[contract organisation's name and / or any sub contractor organisations to be used]**, that may be used to provide / deliver services to Brentwood School in accordance with our contract and Safer Recruitment practices. Please also accept this letter as written notice and confirmation that, for all staff listed below, the following recruitment checks have been carried out:

Enhanced Disclosure (DBS)

**Proof of address**

Right to work in the UK

Medical Fitness

Qualifications

Identity

References

Please also accept this letter as written notice and confirmation the staff listed below have received a satisfactory DBS clearance.

Where a positive disclosure has been received I can confirm that the Brentwood School HR Adviser has been alerted to this and that she has given authorisation that it is acceptable for this individual to work on the contract.

<b>Name</b>	<b>Date Expected to Start on Brentwood School Site</b>	<b>DBS Number</b>	<b>DBS Date</b>	<b>Satisfactory DBS Clearance</b>
Add / delete additional lines as required.				

In writing this letter **[Contractor organisation name]** are confirming that they have read and are working in accordance with the guidelines issued by Brentwood School in relation to safe working for contractors / sub-contractors.

Yours sincerely

**[Name]**

**[Contractor Organisation Name]**