

# THE TOWERS

## HEALTH AND SAFETY POLICY

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<b>Ratified by:</b>	Governors 12 October 2018
<b>Ownership:</b>	Trustees, Headmistress, Bursar
<b>Next Review:</b>	Sept 2019

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### Principle

### Legal Status

This policy has been prepared with reference to:

- Health and Safety at Work Act 1974 section 3
- DfE Guidance
- RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences)

### Related Documents

This policy should be read in conjunction with:

- Accessibility Policy
- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- Code of Conduct
- Educational Visits and Trips Policy
- E-Safety Policy
- Emergency Contingency Plan
- Fire Risk Assessment Policy
- Induction Policy
- Letting and Hiring Policy
- Minibus Use Policy
- SEND Policy
- Swimming Pool Operating Procedures
- Fire Risk Assessment Policy
- Swimming Pool Operating Procedures
- Wellbeing Policy
- Code of Conduct
- Safer Recruitment of Staff Policy

- Site Risk Assessment
- Supporting Pupils with Medical Conditions
- Visiting Speaker Policy
- Wellbeing Policy

## **Policy Statement**

The school's Trustees, Governing Body and Senior Leadership Team recognise and accept their responsibilities both under civil and criminal law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged. The school reasonably ensures where possible that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed. This policy is underpinned by our Mission Statement and the non-statutory guidance to be found on the DfE website ([www.education.gov.uk](http://www.education.gov.uk)) *Health and Safety advice on legal duties and powers for local authorities, Headteachers, staff and Governing Bodies*.

In compliance with the Health and Safety at Work Act, the Trustees of The Towers School will ensure so far as is reasonably practicable that:

- The premises, fixtures and fittings are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided.
- Arrangements exist for the safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities taking note of heat, light and space.
- Room Risk assessments are completed

In addition to the above commitment, the Trustees also recognise its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc, are or may be affected by the school activities being carried on within the school boundary or otherwise, the Trustees will ensure that the Senior Leadership Team will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important. Therefore The Towers School aims to promote an ethos of collective responsibility for maintaining a healthy and safe environment for all employees and pupils.

- the Trustees will ensure through the Senior Leadership Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
- the Trustees are committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Trustees' commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises including visitors to the school. Employees are reminded of their own duties:
  - to take care of their own safety and that of others and;
  - to co-operate with the Trustees and Senior Leadership Team so that they may carry out their own responsibilities successfully.
- All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
- Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

## **ORGANISATION AND PROCEDURES**

In order to ensure that health and safety issues are dealt with in accordance with The Towers School safety policy, the following organisational structure has been approved by the Trustees. Duties and responsibilities have been assigned to Staff and Trustees as laid out below.

### **1. Trustees**

Overall responsibility for the day to day management of health and safety in the school has been devolved to the Headmistress but;

It is the responsibility of the Trustees, as the employers, to ensure, so far as is reasonably practicable:

- The health, safety and welfare of teachers and other education staff
- The health and safety of pupils in school and on off-site visits
- The health and safety of visitors to school and volunteers involved in any school activity

Matters requiring particular consideration by the Trustees will include:-

- ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management of Health and Safety at Work Regulations 1999;
- ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- adequate staffing levels for safe supervision;
- the delegated responsibility for maintenance of the premises;
- the purchase of equipment to meet appropriate safety standards;
- the repair, maintenance and testing of school equipment;
- the provision of appropriate protective clothing where necessary;
- the purchase and maintenance of first aid materials and firefighting appliances;
- the funding of necessary safety training for staff;
- the arrangements for securing health and safety assistance from a competent source;
- the appointment of a premises manager;
- the provision of appropriate health and safety information;
- an emergency contingency plan is in place;
- accident reporting is adhered to;
- the school follows the Supporting pupils with medical needs policy;
- an EVO is appointed for the management of trips;
- an adequate schedule of inspection and maintenance is in place;
- an adequate needs analysis of H&S training is undertaken;
- the fire risk assessment is updated annually;
- the Deputy Head is suitably instructed to take on day to day responsibility in the absence of the Headmistress.

The Trustees may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Trustees from the overall responsibilities for health and safety within the establishment.

### **2. Governing Body**

The Governing Body approve the H&S Policy of the school and monitors its implementation alongside the Trustees. The Governors will specifically:

- Nominate a Governor (H&S) as a link between the Governing Body and the School who will stay up to date with school H&S initiatives and inform the Governing Body accordingly;
- Ensure that H&S is an agenda item
- Facilitate any necessary review of the school's H&S policy and procedures as may become apparent via any meetings with the school.

### **3. Headmistress**

As Senior Manager for the premises, and of all on and off site school related activities, the Headmistress is responsible for the day to day management of H&S. The Headmistress will advise Trustees and Governors of any H&S issue where their support or intervention is necessary and appropriate to effect the requirements of this policy. In particular the Headmistress will ensure that:

- The contents of this policy are brought to the attention of all relevant persons;
- A process for risk assessment is applied within the school and that:
  - All appropriate areas/activities are covered
  - Appropriate control measures are implemented and that
  - Assessment are monitored and reviewed as necessary
- There is a management system for monitoring the effectiveness of health and safety arrangements which form part of this policy

### **4. Bursar**

The Trustees will delegate to the Bursar who has been appointed as the Health & Safety Co-ordinator, the majority of the duties that are linked with the overall responsibilities of the Trustee. The Bursar will advise Trustees of the areas of health and safety concern which may need to be addressed by the allocation of funds. More specifically the post holder will:-

- Ensure as is reasonably possible that risk assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed;
- periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- arrange for termly evacuation drills and weekly fire alarm tests etc.;
- arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- arrange for the Health and Safety Steering Committee to meet regularly;
- report to the Trustees any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- ensure that all staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- ensure that the fleet of minibuses are maintained appropriately and all staff undertake minibus evaluation tests.

## 5. Senior Teacher

- ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- ensure that staff induction takes place for all teaching staff.
- Is the nominated first aider for the school and will ensure all first aid certificate are in place and up to date.

## 6. Teachers in charge of departments

All Heads of Department are responsible to the Headmistress for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the policy are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- ensure that risk assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed;
- ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- ensure that all accidents (including near misses) occurring within their department are promptly reported. There is an accident book in the school office for the Seniors, another one is located in the Junior Staff-room for the Juniors and another in the kitchen for use by the catering staff;
- to report possible hazards;
- ensure that all accidents are investigated in conjunction with the Senior Teacher with a view to preventing a recurrence;
- ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- remove from use and inform the Bursar of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- ensure that adequate levels of class supervision are available at all times;
- consult with all staff on any matters which may affect their health or safety whilst at work;
- ensure that levels of first aid provision remain adequate for the activities being undertaken;
- resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Headmistress;
- ensure that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- ensure that good standards of housekeeping are maintained.

## 7. Teaching Staff [Including supply]

Teaching staff receive appropriate training within the induction programme. Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- arrive punctually for supervision and teaching;
- ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;

- ensure that safety instruction is given to all pupils prior to commencing practical sessions;
  - know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
  - ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
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- ensure that all personal protective equipment is suitable and in good condition prior to issue;
  - ensure safety devices e.g. machinery guards are in good condition and are used;
  - report any defective equipment to the Head of Department/Bursar;
  - investigate all accidents (in conjunction with Head of Department or Senior Teacher) which occur through activities organised/supervised by the Department;
  - propose for consideration by their Head of Department any improvements which they consider would improve health or safety standards within the department;
  - ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

## **8. Premises Manager**

The Premises Manager is responsible to the Bursar. Duties include:

- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- ensuring that other maintenance staff are adequately supervised;
- identifying any particular health and safety training needs of supervised staff in the group;
- ensuring that staff within the group are not involved in activities outside their limitations;
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment;
- ensuring that all staff work in accordance with safe working practices issued by the school;
- plant, equipment and hazardous materials should be correctly used in strict accordance with manufacturers' and suppliers' recommendations and instructions and in accordance with statutory regulations and requirements;
- plant, equipment and hazardous materials should be securely locked away when not in use.
- ensure that contractors are appropriately managed and monitored;
- emergency fire arrangements are tested accordingly
- ensure that adequate records are kept of all school annual inspections;
- ensure that maintenance reporting is adequate and dealt with in a timely manner.

## **9. All Employees [including temporary & volunteers]**

All employees receive appropriate training within the induction programme. All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Trustees and senior leadership of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

All employees are required:

- to attend an induction informing them of their responsibilities as staff members;
- to participate in the risk assessment process and comply with findings;
- to report all defects in the condition of the premises or equipment to which they become aware – there is a book for this purpose located in the school office;
- to report all accidents according to the procedures included in this document;
- be familiar with the procedure to be followed in the event of a fire or other serious emergency;
- to make use of all necessary personal protective equipment provided for safety or health reasons;
- to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- follow all relevant codes of safe working practice and local rules;
- report any unsafe working practices to the Head of Dept/ Headmistress.

**10. Pupils/students** [This section should be drawn to attention of all pupils]

Good practice regarding Health and Safety is covered during form tutor time and in practical lessons such as Design Technology and Science. All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.;
- avoid creating situations which could cause an accident eg leaving bags in aisles, opening locker doors above other girls, wearing unsuitable shoes;
- ensure that they do not bring into school any items which could be considered dangerous to others;
- inform any member of staff of any situation which may affect their safety.

**11. Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Trustees are notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee's he/she represents relating to that employee's health and safety or welfare at work;
- to make representations to the Trustees via the Headmistress on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with his/her employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

**Names of Trade Union appointed Safety Representatives**

Currently The Towers School has no Trade Union appointed Safety Representatives

**12. Health and Safety Committee**

The school has established a Health and Safety Committee which meets regularly. The main purpose of the Committee is to develop and implement measures to ensure the health and

safety of all employees, pupils and others who may be affected by the schools activities.  
Membership of the Committee comprises of:

- Headmistress [Mrs Clare Trelfa]
- Deputy Head (Mrs Michelle Syred)
- Trustee [Sister Patrick Forristal]
- Bursar (Miss Marie Singleton)
- Junior School Representative (Mrs Taff Atkinson)
- Senior School Representative (Ms A Lowe)
- IT Manager (Mr Jason Relf)
- Premises Manager (Mr Steve Biswell)

Other staff may be consulted and include

- Head of Physical Education Department
- Design & Technology Teacher
- Food & Nutrition Teacher
- Catering Manager

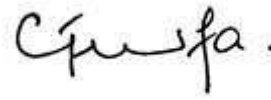
Health and Safety forms an agenda item at each of the meetings of the Governors.

*[Insert signature]*



**Sister Mary Patrick, Trustee**

*[Insert signature]*



**Clare Trelfa, Headmistress**



# Procedures for Health, Safety and Welfare

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## **1. Accident Reporting, Recording & Investigation**

Any accident is to be recorded in one of the three accident books (school office, junior staff room, kitchen) and should be brought to the attention of the Senior Teacher and Bursar who will inform the LEA and the HSE (in accordance with RIDDOR 2013) where appropriate. The Trustees are responsible for any investigation thereafter.

## **2. Asbestos**

Any contractors will be notified by the Premises Manager of any asbestos record before working on the premises. Contractors will be required to sign to state they have seen the asbestos register prior to the commencement of work. This record is kept in the Premises office. The asbestos register is updated when changes occur.

## **3. Animal Faeces**

Animal faeces are sometimes found in the school grounds. These are to be cleaned away immediately by the adult dealing with the incident ensuring appropriate protective garments are worn. The faeces should be safely disposed of. The area should then be cleaned to ensure there is no risk to the school community.

## **4. Bodily Fluids**

These are to be cleaned immediately by the adult dealing with the incident. The immediate area should be cleared of people and the spillage kit sent for. We have three spillage kits; they are stored in the senior staffroom, the junior staffroom and the office. The instructions within the spillage kits should be followed to ensure the waste material is appropriately disposed of. The instructions include that appropriate protective garments should be worn including disposable gloves and apron. Faeces should be removed using disposable absorbent cloths. The area should then be cleaned following the instructions in the spillage pack.

## **5. Capital Works**

Construction work undertaken at the property which is more than 30 days, or more than 500 person days, in duration requires the school to ensure that, under the Construction, Design and Management regulations 2007, they appoint a CDM co-ordinator to deal with Health and Safety. This also imposes other regulatory requirements.

## **6. Catering**

Catering on site is managed by Holroyd Howe who manage their own Health & Safety arrangements.

## **7. Contractors**

All contractors sign in and out in the main reception and all wear identification badges and report to the Premises Manager, except where work has been placed through a main contractor who maintains his own staff control responsibility. All contractors working on site must be competent and have adequate insurance cover evidence of which will be confirmed prior to placement of the contract. The Premises Manager will liaise with any contractors on all aspects of Health and Safety. The school will ensure that contractors will work in the holidays when pupils are not present, and will be supervised if emergency work requires them to be on the premises during term time as per KCSIE 2018 guidelines.

## **8. Curriculum Safety [including out of school learning activity/study support]**

All outings / activities require a written risk assessment to be carried out prior to the activity and a copy to be given to the Headmistress. Other regular activities such as swimming, PE, D&T, F & N, ART and Science all have their own Health and Safety sections in their handbooks and carry out risk assessments accordingly. These need to be reviewed annually and stored on the shared drive.

## **9. Drugs & Medications**

All medicines are kept in a locked 'surgery' and are administered by qualified staff. Medicines may be handed to reception for administering during the day but parents are told to ensure they have completed the appropriate form to accompany the medicine. (See Supporting Pupils with Medical Needs guidelines).

## **10. Educational Visits**

There is a separate policy for Educational Visits and Trips. The Deputy Head is the School Visits Co-ordinator.

## **11. Electrical Equipment [fixed & portable]**

Portable testing is undertaken annually by an outside company and a record of inspection is provided. Staff and pupils are requested not to bring any personal equipment into school. Defective items are banned/removed. Fixed electrical testing is undertaken every five years by an outside contractor who will provide electrical safety certificates and a list of any work that is required.

## **12. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

The fire risk assessment has been written in consultation with the school by DE Ford Risk Management. It is reviewed annually. All pupils have a fire drill once a term. The Fire alarm is tested once per week at 10:30 on Monday in the Seniors and at a convenient break time in the Juniors. Staff are reminded once a term to check that they are clear about emergency procedures and to remind the children, who are also reminded in science lessons at the start of each term.

## **13. First Aid**

The names of appointed first aid staff are displayed in each staff room. For the location of the first aid boxes please see the Supporting Pupils with Medical Needs Policy. Any **APPOINTED FIRST AID** person may summon an ambulance if it is deemed necessary. Where possible staff transporting a pupil to hospital should be accompanied by a first aider or appointed person to look after the casualty; it may be safer to use a taxi or to call an ambulance. A parent will be contacted as soon as is possible. The Senior Teacher is responsible for organising the training / retraining of first aiders – see Appendix 1.

## **14. Glass & Glazing**

The Bursar is responsible for ensuring that all new glass is of safety standard. All glass situated below the stipulated regulatory height is of an approved safety standard.

## **15. Hazardous Substances (COSHH and CLEAPSS)**

All hazardous substances must be kept in a safe place or locked away so that unauthorised persons may not gain access to them. All hazardous substances must be used in accordance with the instructions for safe usage. Protective garments must be worn when necessary. Hazard cards are available in the Science, D&T and Art departments See Appendix 2 for a list of the hazardous substances.

## **16. HIV guidelines for all employees**

Protect yourself and others. If you have any cuts or abrasions these should be kept covered while at work. Please use gloves at all times when dealing with medical emergencies.

## **17. Housekeeping, cleaning & waste disposal**

The Trustees in conjunction with the Bursar are responsible for ensuring that the premises are kept clean and that wet floor cleaning takes place at times when children are less likely to be using the wet area. Cleaning staff have access to warning notices which they display. Sharp objects are disposed of safely by the caretaker. To avoid becoming a fire risk waste bins are located at a safe distance from the main building.

### **18. Handling & Lifting**

Manual handling undertaken for PE equipment is covered in the PE department handbook. All other manual handling is the responsibility of the Premises Manager and his staff and is kept to a minimum. Any essential manual handling should be risk assessed.

### **19. Infectious diseases**

Children who are unwell with a communicable disease should not be at school. They should not return until the risk of infection being transmitted to others has passed. A doctor's letter may be required to indicate it is safe for the child to return to school. If the child has a disease that could be harmful to an unborn baby the expectant mother will be advised to seek expert medical advice. Such diseases include chicken pox, German measles (rubella), slapped cheek disease (parvovirus B19) and measles.

### **20. Insurance**

Household property, buildings and vehicle insurances are reviewed annually.

### **21. Jewellery**

Jewellery is limited to a cross and chain, a watch and one stud earring per lobe. Nose and other body piercings are not permissible. All must be removed/taped over (earrings) for PE.

### **22. Lettings/shared use of premises**

Whenever the premises/part of the premises is hired, a formal booking agreement that sets out conditions of hire is agreed and signed with the third party.

### **23. Lone Working**

All members of the maintenance team carry a mobile phone in order that they can be contacted / can call for assistance when required. The Premises Manager is responsible for deciding if a job requires one or more people. Teaching staff who work alone in school during the holidays must ensure that one of the community is aware that they are on site. All staff must leave the premises by 8pm.

### **24. Machinery**

No untrained employee is allowed to operate any dangerous machinery. No employee under 18 years of age may clean or operate machinery. Any items of equipment which could prove dangerous to children should be kept secure e.g. certain equipment used by gardeners, the maintenance team etc. Protective clothing and goggles must be worn when appropriate.

### **25. Maintenance / Inspection of Equipment**

All electrical equipment is PAT tested by an external contractor. Garden machinery is serviced annually by external specialists.

All science/DT/PE/Art equipment is maintained in good working order and any problems notified immediately.

Fire alarms are checked weekly by the caretaker and emergency lights are checked on a cyclical rota. These are checked annually by the approved specialist contractor.

Fire extinguishers are checked annually by an appointed specialist maintenance contractor.

Fume cupboards are inspected annually.

### **26. Personal Protective Equipment (PPE)**

Personal Protective Equipment is provided for all pupils and staff involved in Science/DT/Art/Food & Nutrition. Masks for use by maintenance team when sawing MDF/other similar materials goggles, masks, steel toed shoes and protective trousers are available for use when strimming. Gloves/gauntlets are available for heavy duty work/gardening and hi-visibility jackets for staff on car park duty.

### **27. Playground Safety**

The Deputy Head is responsible for staffing duty rotas to ensure pupil/staff ratio is adhered to. Staff are instructed and trained in emergency procedures. The maintenance of features and play equipment and inspections of the grounds is the responsibility of the Premises Manager.

### **28. Poisonous berries**

There are various berries, e.g. pods from Laburnum trees, yew berries on the junior lawn etc. which, if eaten by children, could prove dangerous. Pupils are instructed by their teachers about these dangers throughout the year as different hazards occur. If a pupil ingests poisonous berries, contact NHS 111 for advice or if serious concerns contact the emergency services straight away.

### **29. Reporting Defects**

Any hazard which staff or pupils consider to be a H&S risk should be entered in the book provided in the school office.

### **30. Risk Assessments**

Risk assessments for academic activities are monitored by the Headmistress, other risk assessments are monitored by the Bursar.

### **31. School Transport**

All staff who drive school minibuses must complete a minibus evaluation test. In addition all minibuses are provided with a mobile telephone but drivers may not use them once they are driving. Staff are asked to avoid situations in regard to taking pupils own on their own or in their own cars. As a guide, these journeys should only take place in an emergency and must be authorised by the Headmistress.

### **32. Smoking**

Smoking is not permitted anywhere on the grounds or within the school buildings.

### **33. Staff Consultation**

Staff are reminded at full staff meetings (once per half term) that it is their responsibility to report Health and Safety problems and to familiarize themselves with evacuation procedures.

### **34. Staff Health & Safety Training and Development**

Staff are briefed about Health and Safety arrangements during the course of their induction day and are told where to access copies of the relevant policies.

### **35. Staff Well-being / Stress**

The Headmistress and her Deputy operate an open door policy and will offer a listening ear at all times to any staff problems either professional or personal. The Bursar, Headmistresses PA and the Sisters of the Blessed Sacrament as is the Chaplain are also available. The school also operates a staff wellbeing programme.

### **36. Supervision [including out of school learning activity/study support]**

Staff are expected to arrive at lessons on time and not leave classes unattended. There is an agreed ratio for school trips in the school educational visits and trips policy. Pupils are instructed that they must not use any equipment until there is a member of staff present. There are staff on duty at morning break and lunch break. The school building has an adult on site at all times.

### **37. Swimming Pool Operating Procedures**

Health and Safety of pupils in the swimming pool is covered by the Swimming Pool Operating Procedures as well as in the PE department policy. There is a telephone in the changing area. The Premises Manager should be contacted if there is a problem with the pool water quality/maintenance.

The pool is on ext. number 216. All staff taking swimming lessons have the appropriate swimming certificate and lifeguarding skills.

Organisations who hire the pool must have a trained life-guard with them and should leave the pool in the state as they found it. Staff who swim must not swim alone.

The maximum bather load is 37 with a staff: pupil ratio dependent on the age of the children concerned.

### **38. Use of VDU's/Computer Screens**

For those staff that use VDU's/Computer Screens on a regular basis through their role within the school, must ensure that they do take regular breaks when constantly at a work station. Natural breaks such as tea breaks and lunch are normally sufficient, however any health concerns should be reported to their line manager.

### **39. Vehicles on Site**

The car park is marked with walkways and pick-up/set-down areas, speed ramps are installed and there is lighting. Parents are advised via the half termly newsletter and the Parent Handbook to drive safely in our car park and to be aware of the children.

The leaving times of the pupils are staggered to try to avoid congestion. An adult is on duty at the busiest time of the evening. Minibuses are parked away from the main entrance in order to avoid congestion.

Catering deliveries must arrive before 8am or between 9:15am and 2:30pm. Other deliveries are arranged for similar times where possible.

### **40. Violence to Staff / School Security**

The front door is closed and the chapel door has a key-code which is changed regularly.

All visitors should report to the front door where they sign in and are issued with a visitor's badge. Visitors without a badge should be challenged by staff. All staff have staff badges which they should wear at all times. The maintenance team wear personalised uniforms.

The side gate is open at certain times of the day to allow access to pupils and locked during the school day.

### **41. Visitors**

All visitors to the school must sign in and out at Reception and must be escorted throughout the building.

### **42. Working at Height**

The maintenance team has training in working at height and checks all access equipment annually. Staff may only work at height if all the regulations are followed. Ladders may not be left unattended. Pupils may not use ladders or any other access equipment unless instructed to do so by a member of staff once a full risk assessment has been carried out.

### **43. Work Experience**

Year 11 complete a work experience form and then the potential employer completes form IF which covers a declaration on their type of insurance and an agreement of compliance with health and safety legislation and form RAF, a risk assessment form. All placements are known to parents/staff and many are used each year. Pre-visit inspections are carried out where necessary. Students participate in preparatory sessions before they undertake the work experience including a health and safety session. Students are monitored whilst on work placement and where possible are visited during the week. Staff are asked to monitor and check all H& S guidelines are being followed when they have contact with the employer. Throughout the placement our Senior Teacher is available if the students have any concerns. The students also have an opportunity to evaluate their experience. For students on work placement at The Towers School there is a brief induction session with our Senior Teacher to cover H&S items and the student is supervised by that member of staff throughout the placement.

### **School Based Staff**

Health & Safety Co-ordinator

Bursar – Miss M Singleton

Educational Visits Co-ordinator

Deputy Head – Mrs M Syred

Educational Visits Administrator

Mrs L Blackmore-Saunders (Seniors)  
Mrs M Thain (Juniors)

COSHH/CLEAPPS Co-ordinator

Senior Teacher – Ms A Lowe

Accident Reporting

Sister Patrick  
Senior Teacher – Ms A Lowe

Named First Aider

Sister Patrick  
Senior Teacher – Ms A Lowe

Administration of Pupils' Medicines

Sister Patrick

Catering Manager

Holroyd Howe – Mrs R Yorke-Johnson

### **External**

Health & Safety Executive

The Council Offices  
Station Road East  
Oxted  
Surrey RH8 0BT

## **Appendix 1 – List of First Aiders**

### **First Aid at Work**

Adrienne Lowe 5 Jan 2021

### **FAST Outdoors**

Jennifer Godfrey 10 Dec 2019

### **First Aid for Schools**

- |                             |                |
|-----------------------------|----------------|
| 1. Steve Biswell            | 13 April 2021  |
| 2. Laura Blackmore Saunders | 13 April 2021  |
| 3. Carole Coombs            | 13 April 2021  |
| 4. Katherine Lumsdon        | 13 April 2021  |
| 5. Samantha Nixon           | 13 April 2021  |
| 6. Andrea Packwood          | 13 April 2021  |
| 7. Wendy Searle             | 13 April 2021  |
| 8. Laura Swain              | 13 April 2021  |
| 9. Philippa Vielvoye        | 13 April 2021  |
| 10. Marie Singleton         | 5 October 2019 |
| 11. Sister Patrick          | 1 July 2021    |
| 12. Sarah Freestone         | 1 July 2021    |

### **Half Day Paediatric INSET**

- |                   |                    |
|-------------------|--------------------|
| 1. Fran Bittles   | All 8 January 2021 |
| 2. Barry Carroll  |                    |
| 3. Jason Cannons  |                    |
| 4. Tania Gullick  |                    |
| 5. Kevin Harrison |                    |
| 6. Julie Kirby    |                    |
| 7. Eve Preston    |                    |
| 8. Andrew Rogers  |                    |
| 9. Mary Thain     |                    |

### **Emergency First Aid**

- |                   |              |
|-------------------|--------------|
| 1. Jacky Finn     | 26 June 2020 |
| 2. Michelle Syred | 16 May 2020  |
| 3. Emma Ringshall | 17 May 2019  |

### **Paediatric First Aid**

- |                     |             |
|---------------------|-------------|
| 1. Erika Botha      | 22 Feb 2019 |
| 2. Colette Landells | 16 Jan 2020 |
| 3. Taff Atkinson    | 16 Jan 2020 |
| 4. Sister Francis   | 22 Feb 2019 |

### **Medicines Awareness Course**

- |                    |                |
|--------------------|----------------|
| 1. Adrienne Lowe   | No expiry date |
| 2. Andrea Packwood |                |
| 3. Pat Hutton      |                |
| 4. Sr Francis      |                |
| 5. Sr Patrick      |                |

## Poolside Resuscitation

- |                   |                 |
|-------------------|-----------------|
| 1. Emma Ringshall | 15 July 2019    |
| 2. Laura Swain    | 15 July 2019    |
| 3. Wendy Searle   | 28 October 2019 |

## First Aid Boxes are to be found in the following locations

- |  |                               |
|--|-------------------------------|
| • Kitchen  | Rosemary Yorke-Johnson        |
| • Medical Room   | Sister Patrick                |
| • Food Technology room                                 | Wendy Searle                  |
| • Science Prep room 1                                  | Adrienne Lowe/Sarah Freestone |
| • 3 in Junior School - Staff Room/ Outside Junior Hall |                               |
| Small Kit in each classroom                            | Sister Frances                |
| • Swimming Pool  | Adrienne Lowe                 |
| • Minibuses  | Jason Relf                    |
| • DT room  | Sister Patrick                |

Boxes should be checked regularly and are the responsibility of the people named in the list. Please report any missing/used items immediately so that they can be replaced. All first aid kits contain a personal protection equipment kit for dealing with bodily fluids.

First Aid bags are available for staff taking pupils on journeys outside school.

## QUALIFIED FIRST AIDERS on call

Name	Location	Telephone Extn
Sister Patrick	Office or Community Room	201 or 203
Adrienne Lowe	Science Department	233



## Appendix 2 – List of Hazardous Substances

Chemical Name	Hazard
1,1,1-TRICHLOROETHANE (METHYL CHLOROFORM)	HARMFUL
Acetic Acid	Corrosive
Adipic acid	
Agar agar	
Agar powder	
Albumen egg flakes	
Alum crystals	
Aluminium powder	FLAMMABLE
Aluminium sulphate-16-water	Irritant
Amylase	Bacteria source
Ammonia solution	Environmentally hazardous, corrosive
Ammonia solution conc.	
Ammonium alum	
Ammonium carbonate	
Ammonium chloride	HARMFUL
Ammonium chloride-6-water	Irritant
Ammonium chromate	Environmentally hazardous, irritant, toxic
Ammonium dichromate	Environmentally hazardous, irritant, toxic
Ammonium nitrate	Oxidising
Ammonium sulphate	
Barium chloride	Toxic
Barium chloride-2-water	Toxic
Barium chloride-2-water	Toxic
Barium peroxide	Oxidising, harmful
Barium sulphate	
Benzene-1,2,3-triol	FLAMMABLE
Benzoic acid	HARMFUL
Bicarbonate indicator solution	
Buffer solution	
Butan-1-ol	FLAMMABLE
Calcium carbonate	
Calcium carbonate	
Calcium chloride	
Calcium hydroxide	Irritant
Calcium metals granules	FLAMMABLE
Calcium nitrate	Oxidising, irritant
Calcium oxide	
Calcium oxide	
Calcium sulphate	
Camphor	FLAMMABLE, irritant
Charcoal	
Charcoal (animal)	
Citric Acid Anhydrous Powder	
Cobalt (II) chloride-6-water	Environmentally hazardous, toxic
Cobalt chloride	Environmentally hazardous, toxic
Copper	

Copper	
Copper (II) carbonate	
Copper (II) chloride-2-water	Environmentally hazardous, harmful
Copper (II) oxide	HARMFUL
Coppermetal fine powder	FLAMMABLE
Copper carbonate (cupric)	HARMFUL
Copper nitrate (cupric)	Oxidising, harmful
Copper sulphate	Environmentally hazardous, harmful
Copper sulphate (II) 5-water	
Copper turnings	
CYCLOHEXENE	FLAMMABLE, harmful
Di-sodium teraborate (111)-10-water	
Ethanol	FLAMMABLE
Ethyl acetate	FLAMMABLE, irritant
Gelatine	
Germanium	HARMFUL
Glacial acetic acid	
Glass spheres	
Glucose	
Glycerine	
Hydrochloric acid	Corrosive
Hydrogen peroxide	
I.M.S	FLAMMABLE
Indicator full range ph 1-14	Flammable
Iodine	Environmentally hazardous, harmful
Iodine + salt	
Iron chlorate	
IRON (111) chloride	Environmentally hazardous,harmful
Iron filings	
Iron metal fine powder	FLAMMABLE
Iron oxide	
Iron sulphate	HARMFUL
L-ascorbic acid	
Lead bromide	Environmentally hazardous, toxic
lead carbonate	Environmentally hazardous, toxic
Lead dioxide	Environmentally hazardous, toxic
Lead nitrate	Environmentally hazardous, toxic
Lead oxide	Environmentally hazardous, toxic
Liquid paraffin	
Lithium metal in parafin	Flammable
Lithium chloride	HARMFUL
Litmus granules	
Litmus solution	
Luminol	
Magnesium metal powder	Flammable
Magnesium chloride-6-water powder	
Magnesium chloride-6-water solution	
Magnesium sulphate	
Manganese carbonate	HARMFUL
Manganese dioxide	HARMFUL

Marble chips	
Methylene blue	
Mercury	Environmentally hazardous, toxic
Mercury nitrate	Environmentally hazardous, toxic
Mercury oxide	Environmentally hazardous, toxic
Micrococcus luteus	
Methyl orange	Toxic
Naphthalene	Environmentally hazardous, harmful
Nitric acid	Corrosive
Nitric acid conc.	
Oil of clovers	
Olive oil	
Oxalic acid (ethanedioic acid)	HARMFUL
Parafin Liquid (light)	HARMFUL
Paraffin wax	
Phenolphthalein dry	Irritant
Phenolphthalein	Flammable
Phenyl 2-hydroxybenzoate (saloi)	Environmentally hazardous, irritant
Plaster of paris	
Potassium alum	
Potassium bromide	
Potassium chlorate	
Potassium chloride	
Potassium chromate	Environmentally hazardous, toxic
Potassium dichromate	
Potassium hydroxide	Corrosive
Potassium iodide	
Potassium nitrate	Environmentally hazardous, oxidising, harmful
Potassium metal	FLAMMABLE
Potassium permanganate	
Propane1 2 3-Triol (Glycerol)	FLAMMABLE
PROPAN-1-Oi	FLAMMABLE
Propan-2-ol	FLAMMABLE
Propanone (Acetone)	
Pyrogallol	
Re crystallised	
Silicon	
Silver nitrate	Environmentally hazardous, corrosive
Soda lime	
Sodium acetate hydrated	
Sodium Alum	
Sodium bromide	
Sodium carbonate	Irritant
Sodium carbonate	Irritant
Sodium hydrogen carbonate (Sodium bicarbonate)	
Sodium hydroxide	Corrosive
Sodium hydroxide	Corrosive
Sodium hydroxide	Corrosive

Sodium metabisulphate	HARMFUL
Sodium metal	FLAMMABLE
Sodium nitrate	Oxidising, harmful
Sodium phosphate	
Sodium sulphate	
Sodium thiosulphate-5-water	
Starch soluble	
Sulphur	
Sulphur crystals	
Sulphuric acid	Corrosive
Sulphuric acid conc.	Corrosive
Thiurium metal	
Tin	
Universal indicator	
Urea	
Water purifield	
Zinc carbonate	
Zinc granulated	
Zinc metal granulated	
Zinc metal powder	Flammable
Zinc oxide	Environmentally hazardous
Zinc sulphate	Environmentally hazardous, irritant

### **Appendix 3 – Fire Marshalls**

#### **Fire Marshalls 2018/2019**

##### **Areas**

##### **Recommended**

Junior School

Erika Botha

Cedar Rooms

Fran Goodchild

Reception and ground floor admin areas to dining room and hall

Pip Vielvoye

2nd Floor admin area and first floor classrooms

Jason Relf

1<sup>nd</sup> Floor admin area and flat

Clare Trelfa

Sick Bay/Chaplaincy Office/Key stage Offices

Sister Patrick

New teaching block

Adrienne Lowe

Swimming Pool

Jason Canons

Marie Singleton/Steve Biswell to check which alarm point has activated.

##### **Break/lunchtime arrangements**

Junior Staff to sweep Junior and Senior playgrounds on their way to assembly point

Jeanette to sweep outside areas and ensure students move to assembly point

Laura Blackmore-Saunders to sweep teaching block