

## Health and Safety Policy

This policy has been written to ensure compliance with Part E Health and Safety, Standard 9 (Safety of Boarders) and Standard 10 (Fire Precautions and Drills) of the National Minimum Standards for boarding schools (NMS)) published by the Secretary of State for Education that came into force on 05 September 2022 and in compliance with the Education (Independent School Standards) (England) Regulations 2014.

- 0.1. Introduction
- 0.2. Associated Policies
- 0.3. The Statement of Intent
- 0.4. The Organisation
- 0.5 The Arrangements

### NMS Part E: Health and safety

Aim: Boarders are safe while at school, including in the school's boarding accommodation and when away from the school's premises, but under the care of the school, on an educational visit for example. Effective measures are taken to manage risk and protect children from harm, and to manage well any incidents that do occur.

### NMS Standard 9: Safety of Boarders

- 9.1 The school ensures compliance with relevant health and safety laws by drawing up and effectively implementing a written health and safety policy. Staff undertake sufficient training to ensure the policy is followed in practice.
- 9.2 The school premises, accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured, and they are provided a safe environment in which they can live and learn.
- 9.3 The school ensures that the welfare of boarders at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified.
- 9.4 The school, as part of its health and safety policy, has written procedures setting out the contingency arrangements in case of a major incident, including what happens in the case of an overnight emergency where the premises need to be evacuated.
- 9.5 Schools should have procedures to ensure boarders' safety when off site, but under the care of the school, including when on organised visits. These procedures should be proportionate and focus on managing assessed risks.

### NMS Standard 10: Fire Precautions and Drills

- 10.1 Borders and staff know what they would need to do in an emergency and can be evacuated safely.
- 10.2 The school complies with the Regulatory Reform (Fire Safety) Order 2005 and ensures alerting systems are accessible and there are clear evacuation plans for all children subject to their needs.
- 10.3 In addition, fire drills are regularly (at least once per term) carried out in 'boarding time'. At least one drill per year should be carried out overnight, unless the school has assessed that this would be detrimental to boarders' welfare.
- 10.4 Schools with 'flexi' boarders may (this will be based on their own risk assessment) need to carry out additional fire drills to ensure pupils with flexible boarding arrangements know what to do in an emergency.

### 0.1. Introduction

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

The purpose of Queen Margaret's Health and Safety Policy is to ensure that the School meets the duty of care that it has for its pupils as set out in the NMS and the statutory and contractual responsibilities that the School has to the pupils and all its employees relating to health, safety and welfare at school and in work. The latter includes meeting the statutory requirements of current health and safety legislation such

as the *Health & Safety at Work etc. Act 1974* and the *Management of Health & Safety at Work Regulations 1999*.

This Health and Safety Policy applies the appropriate standards in its arrangements and procedures to ensure the health, safety and welfare of students, staff, visitors and contractors' staff. This policy should be read in conjunction with the Risk assessment Policy to Safeguard the Welfare of Pupils and identify appropriate action to reduce risks.

All Queen Margaret's staff must familiarise themselves with this Policy and take reasonable care for their own health and safety and that of others, in particular, the students. Everyone has a duty to discharge their responsibilities and to cooperate fully with those delegated to implement this health and safety policy.

This Policy is a working document available to all staff in the VLE and on the schools website and is distributed to all departments within the School. Any suggested alteration to this Policy should be made to the Health and Safety Strategic Committee via the Health and Safety Officer, for approval. This Policy, and the way in which it is operated, will be reviewed every year by the Governors, the Head, the Bursar and the School's Health and Safety Officer.

## 0.2. Associated Policies

This Policy should be read in conjunction with the following associated policies

Risk assessment Policy to Safeguard the Welfare of Pupils and identify appropriate action to reduce risks.

Medical Aid

Travel

Security and Access

Fire Safety

Pupil Access to Risky Areas

Supervision of ancillary, contract and unchecked staff

E-Communications and E-Safety Policy

CCTV Policy

## 0.3. The Statement of Intent

The Chairman of the Board of Governors and the Head will, annually, sign a Statement of Intent in the form contained at Part One of this policy to confirm that the policy has been the subject of annual review including such updating, modification as is considered necessary.

## 9.4. The Organisation

The School's management structure for the creation and implementation of the School's Health & Safety Policy as applicable from time to time is set out in Part Two of the Health & Safety Policy.

## 9.5. Arrangements and Procedures

The arrangements and procedures in place from time to time are set out in Part Three of the Health & Safety Policy and its various appendices.

Nick Edwards

**Interim Bursar**

Ed Cole

**Health and Safety Officer**

February 2023

Next Review Date: January 2024

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## PART ONE

## STATEMENT OF INTENT

We, the Governors and Head of Queen Margaret's School attach the highest importance to the health, safety and welfare of each girl in the School. We believe that ensuring the health and safety of all School employees and others who use the School premises or participate in School activities is essential to the success of the School.

To this end we seek to create an environment within the School where everyone

- is aware of their responsibilities to each other,
- acts in responsible ways, mindful of the health and safety of others,
- safeguards and promotes the health and safety of others.

With that aim in mind we:

1. will take all reasonable steps to provide and maintain safe and healthy conditions for pupils, employees and others who may be affected by the School's activities;
2. will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the School;
3. will consult with employees on matters affecting their health and safety;
4. will regularly evaluate and review the Health & Safety Policy to ensure its objectives are met and, as necessary, to modify the policy in light of new legislation or other changing circumstances;
5. will ensure that the necessary information, instruction and training is given to employees and others, including temporary staff, to ensure their competence with respect to health and safety;
6. will take steps to ensure, as a minimum, compliance with all relevant health and safety legislation and seek to exceed these where there is a demonstrable benefit;
7. will provide the necessary resources in the form of finance, equipment, personnel and time to implement this policy. Expert advice and assistance will be obtained where the necessary skills are not available within the School;
8. will ensure that health and safety is fully integrated into the management and decision-making processes within the School, as it is recognised that health and safety ranks equal to all other School functions;
9. will expect all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others. The School will ensure that health and safety is an integral part of every role and will monitor health and safety performance along with other duties;
10. will ensure procedures are established for the safe use and handling of substances and ensure that safe equipment and plant are provided for employees and non-employees; and
11. will ensure a system is in place for investigating accidents and near miss events and take appropriate action to reduce the likelihood of their occurrence.

All Governors will take an active role in the interest in health and safety matters, the Pastoral Committee will receive a termly the Chairman of Governors will appoint a member or members of the Governing Body to carry out an annual audit of the School's health and safety policies and procedures and report back to the Board with its findings

Signed: (Chairman of Governors) Date:

Signed: (Head) Date:

## PART TWO

### ORGANISATION & RESPONSIBILITIES

#### INTRODUCTION

To comply with the Board of Governors' Statement of Intent responsibilities have been assigned as detailed below.

#### 2.1 THE BOARD OF GOVERNORS

2.1.1 The Board of Governors has established a Pastoral Committee that is charged with responsibility for considering and reporting on the School's Health & Safety Policy. The Board of Governors in consultation with the Head and informed by that Committee's deliberations will:

- a) ensure there is an effective and enforceable written policy statement for the provision of health and safety throughout the School;
- b) create and monitor the health and safety management structure and ensure that the responsibilities for health, safety and welfare are allocated to specific people and that those persons are informed of these responsibilities;
- c) ensure that clear procedures are created which assess the risk from hazards and produce safe systems of work minimising the risk to staff, students and others;
- d) ensure that persons have sufficient capability, experience, knowledge and training to perform the tasks and responsibilities required of them;
- e) ensure the allocation of sufficient funds with which to operate safe systems of work and effectively implement this Policy so as to enable the Bursar to meet the obligations placed upon her/him under this policy;
- f) ensure the effectiveness of this policy is assessed both actively through regular audit and reactively following any incident;
- g) ensure the School's health and safety policy and performance is reviewed annually and that any necessary changes are made.

2.1.2 In particular the Board of Governors undertakes to provide:

- a) a safe place for staff and students to work including safe means of entry and exit;
- b) safe and healthy working conditions which take account of all appropriate:
  - statutory requirements
  - codes of practice whether statutory or advisory
  - guidance whether statutory or advisory;
- c) plant, equipment and systems of work which are safe;
- d) safe arrangements for the handling, storage and transport of articles and substances;
- e) supervision, training and instruction so that all staff and students can perform their School-related activities in a healthy and safe manner;
- f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- g) adequate welfare facilities.

## THE HEAD AND THE BURSAR

### 2.2

- 2.2.1 The Head has overall responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors and any other persons using the premises or engaged in activities sponsored by the School.
- 2.2.2 To achieve this end the Head has delegated specific responsibilities and tasks to members of the School's Senior Leadership Team, senior members of staff, Heads of Departments, Teachers and Housemistresses as appropriate.
- 2.2.3 The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. In furtherance of that responsibility the Head has delegated to the **Bursar** the requirement to;
- a) be fully committed to the Board of Governors' Statement of Intent for Health and Safety;
  - b) ensure that a clear, written Policy for Health and Safety is created and amended as necessary;
  - c) be aware of all health and safety legislation and codes of practices relevant to the work of the School
  - d) ensure that the School is aware of changes or developments in legislation, statutory or other guidance that relate to or affect this Health and Safety Policy;
  - e) ensure that any alterations to this Policy or the procedures set out in it are implemented in a timely and effective way;
  - f) ensure that the Policy is communicated adequately to all relevant persons;
  - g) ensure safe working conditions for the health, safety and welfare of staff, students and others using the School premises and facilities;
  - h) ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus and any hazardous substances, so that each task is carried out to the required standards and so that all risks are controlled;
  - i) ensure that periodic premises audits are carried out and action plans are devised and implemented to address issues raised;
  - j) monitor first aid and welfare provision;
  - k) draw up a plan for fire drills or practices that will ensure that the School is compliant with NMS and ensure that these are carried out;
  - l) ensure that procedures to deal with emergencies are in place;
  - m) consult with members of staff, including the Health and Safety Officer, on health and safety issues and sit as a member of both the Health and Safety Strategic and Consultative Committees;
  - n) encourage staff, students and others to achieve the highest possible standards of health and safety throughout the School, including all School-based activities;
  - o) encourage all staff and (where appropriate) students to identify hazards; where feasible and appropriate to initiate action and suggest ways and means of reducing risks;
  - p) identify the training needs of all staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;

- q) ensure that accident and incident information is collated
- r) ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, testing, monitoring etc.;
- s) monitor the standard of health and safety throughout the school, including all School based activities (non-School based activities being the responsibility of the Senior Deputy Head) and ensure effective adherence to the highest possible standards ;
- t) report weekly (save in emergency, when an immediate report will be made) on health and safety issues to the School's Senior Leadership Team and to such other committees as may be necessary;
- u) report to the Governors' Pastoral Committee termly and the Board of Governors annually on the health and safety performance of the School.

## **2.3 THE SCHOOL HEALTH AND SAFETY OFFICER (The Estate Manager)**

2.3.1 The School Health and Safety Officer (and as a consequence of his role as Estate Manager) has the following responsibilities:

- a) to co-ordinate and manage the annual operational and technical risk assessment process for the School;
- b) to coordinate the annual general workplace monitoring inspections and performance monitoring process;
- c) to make provision for the inspection and maintenance of work equipment throughout the School;
- d) to manage the keeping of records of all health and safety activities including management of building fabric and building contractors;
- e) to collate and maintain accident and incident records including records of near misses and in consultation with the Bursar be responsible for all regulatory reporting
- f) to arrange systems for the prompt identification of potential hazards;
- g) to ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay;
- h) to advise the Head and the Bursar of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors;
- i) to ensure that staff are adequately instructed in health and safety matters and about their specific workplace and the School generally;
- j) to convene the Health & Safety Strategic Committee which meets once every half term;
- k) to convene and chair the Health & Safety Consultative Committee, which meet once every half term during term time;
- l) to ensure that all necessary equipment to ensure health and safety is installed, inspected and tested to ensure it remains in a safe condition, including satisfactory provision and periodic checking of fire appliances, alarm systems, emergency lighting, smoke and heat detectors, fire doors and exits and the provision of satisfactory means of escape;
- m) to review annually the fire risk assessment
- n) to provide effective liaison with North Yorkshire Fire and Rescue Service;



- o) to ensure that arrangements are in place for the safe handling and storage of dangerous or combustible materials (including radioactive materials) and for safe waste disposal;
- p) implement and monitor an effective legionella control plan and maintain records thereof;
- q) implement and monitor an effective system for the control of asbestos;
- r) to carry out any other health and safety functions devolved to him by the Head or Bursar.

## **2.4 SENIOR LEADERS, TEACHING, NON-TEACHING AND RESIDENT STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

- 2.4.1 The Bursar will ensure that adequate resources are made available to ensure the full and effective implementation of this policy.
- 2.4.2 The Deputy Head Pastoral will ensure that risk assessments for Boarding accommodation are carried out or reviewed annually.
- 2.4.3 The Academic Leadership Team will ensure that risk assessments for classrooms and teaching and learning facilities are carried out or reviewed annually.
- 2.4.4 All Senior Leadership Team Members (including those mentioned above), Heads of Departments, Housemistresses, Department Managers, Co-ordinators, Technicians and Supervisors will be actively involved in the implementation of the School's Health and Safety Policy and in helping other members of staff, students and others to comply with its requirements. They have a responsibility to:
  - a) ensure safe methods of working exist and are implemented throughout their department;
  - b) ensure health and safety regulations, rules, procedures and codes of practice are being applied effectively;
  - c) carry out regular health and safety risk assessments of the activities, equipment and furniture for which they are responsible and submit these assessments to the Health & Safety Officer;
  - d) ensure staff, students and others under their control are instructed in safe working practices;
  - e) ensure new employees working within their department are given instruction in safe working practices as part of their induction training;
  - f) take positive, corrective action where necessary to ensure the health and safety of all staff, students and others;
  - g) ensure all plant, machinery and equipment in the department in which they work is adequately guarded;
  - h) ensure all plant, machinery and equipment in the department in which they work is in good and safe working order;
  - i) ensure all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work;
  - j) ensure appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
  - k) ensure toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled;

- l) ensure they monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety;
- m) discipline those who consistently fail to consider their own well-being or the health and safety of others;
- n) ensure all the signs used meet the statutory requirements;
- o) ensure all health and safety information is communicated to the Health and Safety Officer;
- p) ensure they report, as appropriate, any health and safety concerns to the appropriate individual;
- q) investigate any accidents that occur within their area of responsibility;
- r) provide regular contributions via their departmental representative to the Health and Safety Consultative Committee

## **2.5 CLASS TEACHERS AND RESIDENT STAFF**

2.5.1 Class teachers and resident staff are expected to:

- a) exercise effective supervision of the students;
- b) to know the procedures for fire, first aid and other emergencies and to carry them out;
- c) give clear oral and written instructions and warnings to students when necessary;
- d) follow safe working procedures;
- e) require the use of protective clothing and guards where necessary;
- f) make recommendations to their Head of Department or Housemistresses on health and safety matters and equipment and on additions or necessary improvements to plant, tools, equipment, machinery or buildings and fittings;
- g) integrate all relevant aspects of safety into the teaching process and life in the boarding School and, where necessary, give special lessons on health and safety;
- h) ensure through the examination of PAT certificates the safe condition, installation and use of students' personal items of equipment (electrical or mechanical) on School;
- i) report all accidents, defects and dangerous occurrences to the Health & Safety Officer;
- j) provide regular contributions via their departmental representative to the Health and Safety Consultative Committee;

## **2.6 ALL MEMBERS OF STAFF**

2.6.1 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

2.6.2 In particular all members of staff will:

- a) be familiar with this safety policy and all safety regulations as laid down by the Board of Governors;
- b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students;
- c) see that all plant, machinery and equipment is adequately guarded;
- d) see that all plant, machinery and equipment is in good and safe working order;
- e) not make unauthorised or improper use of plant, machinery and equipment;
- f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- h) report any defects in the premises, plant, equipment and facilities which they observe;
- i) take an active interest in promoting health and safety and suggest ways of reducing risks.

## 2.7 Students

Students, allowing for their age and aptitude, are expected to:

- a) exercise personal responsibility for the health and safety of themselves and others.
- b) observe standards of dress consistent with safety and/or hygiene.
- c) observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency.
- d) use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## 2.8 HIRERS, CONTRACTORS ETC.

- 2.8.1 When the School's premises are used by persons or corporate bodies not in the employment of the School whether for hire or otherwise the principal person in charge of the activity for which the premises are in use will have the responsibility for the enforcement of safe practices. The School's Commercial Lets and Events Manager will provide the Health and Safety Officer with details of the date, time and proposed nature of the use as soon as practically possible after that use has been approved and will obtain from that principal person a Risk Assessment that will be submitted to the Health and Safety Officer who may require such adjustments or amendments as he deems necessary.
- 2.8.2 The Health & Safety Officer will seek to ensure that hirers, contractors 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.
- 2.8.3 When the premises are hired to persons outside the employ of the School, 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 herein and that they will not without the prior consent and specific approval of the Health and Safety Officer:
  - a) introduce equipment for use on the School premises,
  - b) alter fixed installations,
  - c) remove fire and safety notices or equipment,

- d) take any action that may create hazards for persons using the premises or the staff or students of the School.
- 2.8.4 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 and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Act. They must produce such risk assessments and method statements as the Health and Safety Officer considers necessary.
- 2.8.5 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head will take such actions as are necessary to prevent persons in his care from risk of injury.
- 2.8.6 The Board of Governors draws the attention of all users of the School premises (including hirers and contractors) to s.8 of the Health and Safety at Work 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.
- 2.9 E-SAFETY**
- 2.9.1 All staff and students need to be aware of eSafety issues set out in the E-Communications and E-Safety Policy.

## PART THREE

### ARRANGEMENTS & PROCEDURES

#### 3.1 EMERGENCY PROCEDURES

##### 3.1.1 Evacuation

The School has in place a two stage evacuation procedure (local and full) which set out the actions to be taken in the event of a fire or other major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

These procedures are practised at least once each term in boarding time, and are fully explained during the health and safety induction of all new staff.

It is the responsibility of housemistresses and teaching staff to explain the procedures to the students. Notices of the procedures are prominently displayed throughout the School.

The procedures for evacuation of all buildings on site are listed in the Emergency Fire Plan located in the fire boxes in Reception.

##### 3.1.2 Fire Safety

see Appendix A

Appropriate fire alarms, automatic fire detectors and fire fighting equipment of a suitable type will be provided.

Automatic fire alarms are installed in all residential buildings and other areas where high risk activities are undertaken.

Emergency routes and exits lead as directly as possible to a place of safety and are adequate in number and dimensions to enable quick evacuations.

Emergency routes and exits will be indicated by signs and where necessary are provided with emergency lights.

Emergency routes and exits are kept clear of obstructions and combustible materials at all times.

Fire exit doors will be hung conventionally and where necessary will open in the direction of escape. Fire doors are properly maintained, signed and are not to be propped/wedged open.

Fire evacuation instructions will be clearly displayed in key areas. Staff and students will receive training for emergency evacuation; staff nominated as Fire Wardens will receive training on the use of fire extinguishers. Training records will be maintained.

There will be a practice evacuation of all buildings at least once a term in “boarding time” that is at a time when students are normally to be found in their boarding houses rather than in the classroom or engaged in other activity. These will be recorded in the fire logbook and a report, produced by the Health and Safety Officer, will be forwarded to the Board of Governors.

Fire alarm systems (including fire alarm call points and automatic detection), emergency lights and fire fighting equipment will be regularly inspected, tested and maintained in accordance with current regulations.

The School operates a policy of No Smoking on the site.

##### 3.1.3 Duties of the Responsible Person for Fire Safety

The Head as the "Responsible Person" for fire safety has a legal duty to ensure that everyone can escape the premises if there is a fire. To this end he appoints the Health and Safety Officer acting as Fire Safety Officer as the "Competent Person" who will ensure that all necessary procedures are in place.

#### 3.1.4 Fire Wardens

In accordance with Regulatory Reform (Fire Safety) Order 2005, nominated staff are appointed as Fire Wardens and trained appropriately to assist the Responsible Person and the Fire Officer to maintain fire safety throughout the School.

The responsibility of the Fire Warden is to ensure that fire precautions are successfully implemented and maintained within their area of responsibility, to ensure that situations where fires may start are avoided, that escape routes are kept clear of obstructions, and emergency equipment is not misused.

They must also in an emergency take responsibility for the supervision for evacuation within their areas to ensure all persons evacuate buildings quickly and safely, and take the necessary follow-up action, in accordance with procedures.

Any member of staff may be required to undertake the role of Fire Warden, but no appointment will be made without prior approval of the School's Senior Leadership Team and the appointee must undergo formal Fire Warden training.

#### 3.2 FIRST AID AND ACCIDENT REPORTING Appendix B

see

The arrangement for the provision of first aid is adequate to cope with all foreseeable minor and major incidents. A number of staff are appointed as first aiders having undergone HSE approved First Aid At Work training courses. The number of first aiders will not, at any time, be less than the number required by HSE guidance, which in a medium risk organisation such as QM is a ratio of 1 first aider for every 50 people and as a matter of course will always significantly exceed that. The type of training and the numbers of trained persons appointed takes account of the geography and operation of the School.

In addition, during term time the Health and Wellbeing Centre ("HWBC") provides medical cover as stated in the Medical Policy with a qualified nurse on call on site at all other times.

First Aid equipment is distributed throughout the School. Its locations are prominently marked and all staff are advised of them. The materials are checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-School-activities.

A defibrillator is kept in an accessible container outside the HWBC and is maintained by the HWBC staff during term time and by the Estate team during school holidays. Training in the use of the defibrillator is provided as set out in Appendix B .

A record will be made of each occasion any member of staff, girl or other person receives first aid treatment either on the School premises or as part of a School-related activity. The School's First Aid Policy is set out in more detail in the Medical Policy.

In the event of an accident or a dangerous occurrence (near miss) happening to a member of staff, a girl, a visitor or any other person using the premises an accident/incident report form must be completed.

*An accident is an unplanned or uncontrolled event that results in injury or damage to equipment or property.*

*An incident is an unplanned or uncontrolled event that has the potential to cause injury, ill-health or damage.*

The form must be completed by the most senior person present at the time of the accident or dangerous occurrence. In the case of injury, the nature of the injury and the treatment given should be provided by the person administering the treatment.

Paper copies of the form are kept next to the first aid boxes sited around the School and in Reception, the Senior Common Room and the Health and Wellbeing Centre. The form is also available on the Shared Area of the School Intranet under Health and Safety and as a google doc..

Once completed, the form must be returned to the Health and Safety Officer who will then carry out an investigation of the incident/accident and will, if necessary and in accordance with current regulations report such issues to the HSE. Further details are set out in

### 3.3 SECURITY

- 3.3.1 The School will maintain and implement a written policy that will afford reasonable and proportionate provision to keep students and staff safe from unwanted intrusion. That policy is contained in policy B 7 Security and Access.

### 3.4 RISK ASSESSMENTS

- 3.4.1 The School maintains and implements a full and effective policy for risk assessment – see Policy A10.

### 3.5 USE OF SWIMMING POOLS

see Appendix C

- 3.5.1 See appendix C.

### 3.6 DEFECTS AND HAZARD REPORTING

see Appendix D

- 3.6.1 All members of staff have a responsibility to report any defects in the premises, plant, equipment and facilities they observe.

If immediate action is necessary contact the Estate Office directly by telephone or email, see emergency procedures in Appendix (C)

Normal applications for work should be made by creating an electronic works ticket in the Estate Section of the School Helpdesk Portal.

### 3.7 ELECTRICAL SAFETY

see Appendix E

- 3.7.1 It is the responsibility of all staff to familiarise themselves with the arrangements contained in Appendix (D). Electrical installations will be tested and inspected at specific frequencies.

Any essential remedial works will be undertaken as a priority, or other actions taken as necessary to make the installation safe. Only competent, qualified persons shall undertake work or alterations to electrical installations. All works will be controlled by the Estate Office.

Portable appliances will be inspected at frequencies determined by risk assessment. All appliances used throughout the School will be submitted for inspection unless the appliance is within a 12 month warranty period. A record of inspections will be maintained in the Estate Office.

### 3.8 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

see Appendix F

- 3.8.1 Many work functions and teaching practices occasionally (and sometimes routinely) involve the use of substances that have the potential to cause harm if misused or not controlled adequately. Additionally, some work practices, such as wood machining, can create substances which may be hazardous to health if not adequately controlled.

Substances hazardous to health are any substances with the potential to cause harm if they are inhaled, ingested, or come in contact with, or are absorbed through the skin. They may be in many forms such as solids, liquids, gases, vapours, dust, mist, fibres, and smoke.

Hazardous substances include:

- Airborne fibres such as asbestos, fibreglass, and saw dust.
- Biological agents such as legionella bacteria and infectious diseases.
- Chemicals used in the laboratory and swimming pool, and in other preparations such as cleaning products, paints, and adhesives.
- Fuels and oils.
- Gases and fumes such as carbon monoxide.

A written risk assessment for the control of hazardous substances is to be produced wherever the presence of such substances arises or will arise in accordance with COSHH.

### 3.9 MANAGEMENT OF ASBESTOS

see Appendix G

- 3.9.1 A management survey of asbestos on the School premises has been carried out. Arrangements are in place to ensure that the location of any asbestos and its condition is made known to all those people who may disturb it. A central register of all the asbestos which is known to be within the School buildings is maintained by the Estate Office.

It is the policy of the School to remove asbestos in areas when discovered, where possible and financially practicable. Where it is not practicable to remove it and it remains undisturbed and in good condition, it will be identified with appropriate warning signs. Where it is not practicable to remove it but it is in poor condition it will be encapsulated with an approved material by competent licenced abatement contractors.

All identified asbestos material will be monitored and inspected annually.

As a routine where asbestos may be suspected no work will start until an asbestos assessment has been carried out with a negative result. School personnel and/or contractors (save for those licensed to do so) are not permitted to



carry out work on any form of asbestos or where the presence of asbestos is suspected. If asbestos is discovered or suspected on site all work will cease and the area will be cordoned off, pending investigation by a specialist contractor.

When the condition of asbestos cannot be managed and is to be removed; only a competent, qualified, registered specialist contractor will be used.

Once the removal of the asbestos is completed, an air quality test will be carried out and a certificate for reoccupation issued.

### **3.10 CONTROL OF LEGIONELLA BACTERIA**

**See Appendix H**

- 3.10 Legionella bacteria are often present in water supplies and may proliferate in water systems given certain conditions. Concentrated forms of the bacteria can cause flu-like symptoms in people who are exposed to it, which can be fatal in some high risk groups such as the elderly, the very young, and those with illnesses and immunosuppression.

In accordance with Approved Code of Practice L8 – 'The Control of Legionella Bacteria in Water Systems' risk assessments have been carried out to identify water systems that present a risk of exposure to the bacteria and a written scheme produced to specify a system of temperature control and water treatment to prevent the bacteria from forming. These Risk Assessments are maintained in the Estate office and are updated as necessary.

### **3.11 CONTROL OF BIOLOGICAL AGENTS**

#### **3.11.1 Control of the Spread of Infectious Diseases**

It is inevitable that at some point an infectious disease will develop, or be brought into the School. It is important that it is recognised early and control measures taken to minimise the risk of other persons from being exposed to the disease.

Nursing staff in the Health and Wellbeing Centre should be contacted immediately if an infectious disease is suspected. They will advise, with assistance from the School doctor and the Health Protection Agency when necessary, the course of action to be taken.

The Health and Wellbeing Centre is equipped with individual rooms where boarding students may be placed in isolation and monitored.

#### **3.11.2 Exposure to Bodily Fluids**

**see Appendix I**

Due to injuries and illnesses there may be occasions when other persons may be exposed to bodily fluids such as blood, urine, and vomit. Such bodily fluids have the potential to contain viruses and diseases which could be harmful to the health of others.

It is essential that spillages of bodily fluids are dealt with quickly and safely, ensuring that measures are taken to prevent others from being exposed to the potentially harmful fluids and to minimise the spread of the infection.

It is the responsibility of all members of QM staff to initiate the necessary procedures to deal with a spillage when such an incident is encountered. Hygiene kits are available for trained staff to use. Training will be provided periodically and as required

### **3.12 PROVISION OF PROTECTIVE CLOTHING**

- 3.12.1 Protective clothing, for both staff and students, will be supplied by the School where necessary for safe working practices to be maintained. Items of protective clothing include eye protection, face masks, ear protection, protective overalls and boots.

Where it is provided as a consequence of being identified as a mitigating factor against an identified hazard by risk assessment, staff and students are required to wear the PPE correctly and Heads of departments and Managers are required to ensure compliance with this requirement.

Heads of departments and managers are to ensure that their department has adequate items of protective clothing to meet their needs. The annual budget request of the department should include provision for replacement items when necessary.

Through risk assessments Heads of Departments and managers are responsible for issuing PPE as necessary and should maintain sufficient stocks for their needs. They will also ensure that it is worn correctly and check for condition.

### **3.13 SLIPS, TRIPS AND FALLS**

- 3.13.1 The School Governors are committed to a robust management system to identify slip and trip problems around the School campus and to put in place control measures to rectify them wherever it is reasonably practicable. They also look for a positive commitment to the issue, and a demonstration that slip and trip risks are taken seriously at all levels of the School organisation.

### **3.14 MANUAL HANDLING**

see Appendix J

- 3.14.1 The School will comply with its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable. Individuals must be aware of their limitations and should not attempt to lift or move loads that are likely to cause injury. Loads where possible shall be lifted or transported using mechanical methods. Where this is not practicable an assessment of the risk shall be made and a safe means of handling identified.

### **3.15 WORKING AT HEIGHT**

See Appendix K

- 3.15.1 Any circumstance in which the method of working created a risk of a fall must be considered as working at height. The School has in place suitable and sufficient arrangements for ensuring that where necessary, access to height can be achieved safely or the need for being at height is removed.

### **3.16 LONE WORKING**

- 3.16.1 Lone working should be avoided on School premises whenever possible. If absolutely necessary there should be an assessment of risk for the planned activity and appropriate mitigating measures put in place, if risks cannot be effectively reduced to an acceptable level the planned activity must not take place. All persons on School premises during School holiday times must sign in and out at Reception or in the Estate Office.

### **3.17 ON SITE VEHICLE MOVEMENTS**

- 3.17.1 To minimise the risk of accidents the following arrangements are in place:
- Speed restrictions apply throughout the School campus for all vehicular traffic. Control measures include road speed signs, speed ramps and CCTV.
  - Wherever practicable vehicular traffic and pedestrian routes have been separated by means of bollards and barriers.
  - Upon arrival all coaches and delivery vehicles will report to Security who will supervise any further movement of the vehicle.
  - Wherever possible delivery vehicles will keep to agreed times so as to minimise risk to pedestrians.
  - Reversing is restricted to places where it can be carried out safely.
  - Vehicles may be parked on site in designated parking areas. No parking operates on all access routes.

### **3.18 DRIVING AT WORK**

see Appendix L

- 3.18.1 The School will ensure that all persons driving School vehicles or using their own vehicles for School business do in compliance with all statutory requirements and the specific requirements of the School set out in the appendix. In particular members of staff wishing to drive on School business in any vehicle whether owned by the School, the individual or by a hirer or other third party must ensure that before doing so they have taken all steps necessary to obtain authorisation according to the procedures set out in the appendix.

### **3.19 DISPLAY SCREEN EQUIPMENT**

- 3.19.1 The School will identify potential DSE users through survey and will carry out a work station assessment and provide equipment and information and training as necessary to mitigate against risks identified in the assessment.

### **3.20 LANDING OF HELICOPTERS**

**See Appendix M**

- 3.20.1 Approval for landing helicopters and other similar craft, including those privately owned, within School grounds may be granted and facilitated providing certain criterion can be satisfactorily provided beforehand.

When approval has been given for a helicopter or other similar craft to land the Head will nominate a competent person to supervise the preparation of the landing area, including selection of suitable site, notifying adjacent persons and clearing the site of all persons and debris.

### **3.21 HEALTH AND SAFETY TRAINING**

#### **3.21.1 Induction Training**

All new staff will be required to undergo general health and safety induction training almost immediately upon starting work. The training will be given by the health and safety staff and will cover issues regarding emergency evacuation, School Health and Safety Policies, security, and First Aid procedures. A record of this training will be retained in the health and safety files for audit purposes. This induction training is in addition to any departmental/job specific training that may be required.

#### **3.21.2 Staff Training**

Specific health and safety training will be provided when necessary. Training days are usually arranged at the start of each term and, subject to requirement, may involve health and safety topics. This training may be delivered by School health and safety staff or outsourced to commercial trainers. A record of all health and safety training will be retained for audit purposes.

### **3.22 STAFF WELFARE**

- 3.22.1 Duties and responsibilities relating to individual staff roles will be clearly identified and reviewed annually through interviews with line managers, to aid them in the delivery of their work and managing the expectations of the job. Line managers will be alert to the potential for workplace stress arising through work activity and be prepared to manage this.

- 3.22.2 The School will, so far as reasonably practicable, ensure:
- That workspaces are of sufficient size, appropriate for function and maintained adequately
  - That workspaces are adequately heated, ventilated and with adequate natural light
  - Adequate provision of drinking water
  - Adequate provision of toilets, washing and changing facilities.
  - Provision of a suitable place for rest and eating meals

- 3.22.3 The School Health and Wellbeing Centre, although primarily for the students, will treat staff in case of emergency and will include staff, if they so request, with the students for routine flu vaccinations.

The School Chaplain and the School Counsellor are available to help, if needed, all members of the School community in the strictest confidence.

### 3.23 CONSULTATION ARRANGEMENTS

- 3.23.1 Staff will be consulted on all matters that may affect their health and safety and the School recognises their right to appoint recognised Trades Union representatives.

All staff have the opportunity to express their views on matters of Health and Safety at their various departmental meetings, Staff Meetings or via a Health and Safety Committee member at Health and Safety Committee Meetings.

#### 3.23.2 Health and Safety Committees

##### **The Health and Safety Consultative Committee**

Within the first week of the Academic year the Bursar and the Health and Safety officer will (after consultation with the Head) appoint representatives from all departments operating within the School to the Health and Safety Consultative Committee, ensuring that there is a wide and representative committee membership and that areas of high risk, in particular are well represented.

The Health and Safety Officer will convene meetings of the Consultative Committee which will meet once every half term and will be chaired by the Health and Safety Officer.

The remit of this Committee is;

- To draw attention to areas of concern
- To identify training needs within individual departments or groups within the school
- To report incidents, for example incidents that did not necessitate the completion of an accident report
- To disseminate information back to departments and groups within the School.
- To suggest improvements to the Strategic Committee

The agendas for and minutes of this Committee's meetings will be posted in the Staff only section of the Shared area in the Health and Safety folder and thus available for all staff to peruse.

##### **The Health and Safety Strategic Committee**

This Committee will consist of the Bursar, the Health and Safety Officer, the Senior Deputy Head, Deputy Head Pastoral and two persons who are to be appointed annually by the Head as Assistant Health and Safety Officers with responsibility for assisting the Deputy Head Pastoral and the Senior Deputy Head in the scrutiny and approval of risk assessments for on and off campus activity respectively.

The Committee will be chaired by the Health and Safety Officer and will meet once every half term. The remit of this Committee will be to:

- Provide advice to SLT including on Policy setting
- Ensuring effective communication of H & S issues and raising awareness of those issues
- Reviewing the process for and ensuring effective implementation of risk assessments
- Ensuring adequate record keeping on all H & S issues
- Ensuring that the School is informed of all changes in legislation/statutory guidance /best practice in relation to H & S issues and that alterations required to working practices and record keeping are implemented
- Monitoring levels of compliance with statutory and other requirements and with our own policies
- Auditing processes and premises within the School from a H & S perspective
- Reviewing accident records

### 3.23.3 Student Consultation Arrangements

Students will be consulted on matters that may affect their health and safety via the School Council.

All students are encouraged to raise matters to do with Health and Safety via their School Council and Year Group Representatives.

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## APPENDIX A: ARRANGEMENTS FOR FIRE SAFETY

### References:

- A: Regulatory Reform (Fire Safety) Order 2005
- B: National Minimum Standards Boarding 2015
- C: British Standard 5389 Part 1: 2002

### 1.0 APPOINTMENTS

1.1 Responsible Person. In accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) the School's Head, Sue Baillie is appointed as the Responsible Person for fire safety for Queen Margaret's School.

1.2 Competent Person. Quinn Cardy has been appointed by the Head as the Competent Person to ensure the employers' duties under the regulations are met, and to monitor all matters relating to fire safety to ensure compliance.

1.3 Fire Wardens. In accordance with Article 15 of the FSO, members of staff are trained as Fire Wardens and appointed by the Head to assist the Responsible Person. Due to the number of buildings and the fact that the School is effectively in use 24hrs a day a significant number of wardens are required. Each Fire Warden has responsibility for specific buildings, and areas within buildings. All resident staff are trained and appointed as Fire Wardens and will cover the Fire Warden responsibilities whilst on duty, particularly at night. As staff depart QM, SLT will nominate replacements and ensure they are trained to a competent standard as necessary.

### 2.0 FIRE RISK ASSESSMENTS

2.1 Fire risk assessments (FRAs) have been produced for each building taking account of all the identified hazards, and control measures and procedures that are in place to minimise risk. The FRAs identify the actions, with target completion dates, necessary to ensure the procedures and control measures are to an adequate standard. The FRAs will be reviewed regularly, and updated as determined by incidents and events. The role and duties of the Fire Warden is at Section 1 to this appendix.

### 3.0 INSTALLED FIRE ALARM SYSTEMS

3.1 Fire Alarms. An LI addressable fire alarm system has been installed to all residential buildings in accordance with current standards. In addition to this, teaching rooms that are considered to present a higher fire hazard risk, such as the Art and Technology Building, and the Music School have alarm systems to an enhanced L4 standard, or equivalent. As the science laboratories are situated under sleeping accommodation an LI standard fire alarm has been installed. At present the Sports Hall has a manual fire alarm only, and automatic detection limited to only the plant room, identified as higher risk. To aid simplicity, all fire control panels in residential accommodation are similar in design and supplied by the same manufacturer, and where practicable they have been installed in the lobby of the main entrances. Zone layout plans and system log books are positioned adjacent to each fire control panel. None of the alarm systems are linked to the Fire Station.

3.2 Weekly Maintenance and Testing. In accordance with BS5389 Part 1:2002 all fire alarm systems are tested weekly by School estate staff on Tuesdays between 10:50 hrs and 11:15 hrs, and Fridays between 08:45 hrs and 09:30 hrs. A record of the test is entered into the log book adjacent to each fire alarm panel. Defects detected at this time are entered into the log book and reported to the Estate Office.

3.3 Quarterly/Annual Maintenance and Inspection. In accordance with BS5389 Part 1:2002 the alarm systems are inspected every 3 months, culminating with the issue of a certificate of worthiness on the 4<sup>th</sup> quarterly inspection.

3.4 Dealing With False Alarms. When determined, all false alarms, regardless of the cause of activation, are to be entered into the fire alarm log book located next to the fire alarm panel. In addition, and at the earliest opportunity, staff are to report all alarm activations to the Estate Office.

3.5 Dealing With Faults. Faults to the fire alarm systems will be dealt with as a priority. If appropriate the School's electrician will carry out the repair. If specialist remedial work is required, specialist fire alarm engineers will be contacted under the existing maintenance contract.

**3.6 Operating the Fire Alarm Panel.** All residential staff appointed as Fire Wardens have received instructions and training for operating the fire alarm panels. Refresher training is provided periodically. Written instructions are provided at the fire panel.

#### **4.0 CONTINGENCY WHEN ALARM SYSTEM FAILS TO OPERATE**

4.1 If for any reason the fire alarm system fails to operate and cannot be repaired in time to protect occupants in sleeping accommodation, residential staff must remain on duty in the areas affected, and periodically throughout the night check for signs of fire.

#### **5.0 FIRE EVACUATION PROCEDURES**

5.1 **Fire Evacuation Strategy.** Due to the complexity of the site and to avoid unnecessary disruption to the operation of the School a two stage evacuation procedure has been developed. As the fire alarm systems in individual buildings are not inter-linked throughout the School, the first stage of the evacuation procedure requires only the individual building where the alarm is sounding to evacuate. If the activation of the alarm is accidental (an unwanted) alarm it is to be dealt with at a local level. However, if a fire is discovered the Fire Warden is to instigate a full evacuation, where the whole School evacuates. Procedures for evacuation are shown at Section A to this appendix and a flow chart showing the evacuation strategy is shown at Section 2.

5.2 **Evacuation Registers.** In order to account for persons on site at any time, registers are maintained and stored in plastic boxes at Reception. A duplicate set of registers with fire wardens instructions are stored in the Security Office as a contingency. The registers account for students, staff and visitors, and are updated twice a day throughout the School week. All contractors on site are entered into the contractors register at the Estate Office. Residential staff are encouraged to maintain registers for year group students for use in the Local Fire Assembly Point during silent hours.

5.3 **Arrangements for Persons Requiring Assistance.** Any person that may require assistance in an emergency evacuation shall be identified by School staff and the local Fire Wardens will be notified. Personal Emergency Evacuation Plans (PEEPs) are provided for any members of staff, and generic plans are available for visitors from reception.

5.4 **Visitors.** All visitors, including contractors are required to sign in on the appropriate register whereupon an identification badge will be issued. On the badge are instructions for the actions to be carried out upon hearing the fire alarm. Reception staff are to draw visitors' attention to these instructions.

5.5 **Isolation of Utilities.** Staff are encouraged to switch off electrical appliances as they depart the building in an evacuation where this does not delay their escape and where practical. Catering staff should switch off cooking appliances, making them safe, and activate the gas (LPG) shut-off valve on their exit from the Kitchen.

5.6 **Evacuation Reports.** Fire wardens are to forward formal written reports of all evacuations to the Health and Safety Officer at the earliest opportunity. These reports will be used to assess the effectiveness of the evacuation procedures, the standard of individuals' awareness, and to identify defects and faults.

5.7 **Missing Persons.** Should it become apparent during the accounting process that someone is missing, efforts should be made to determine the individual's whereabouts. Searches may be instigated provided it is safe to do so and the anticipated search area is clear of the building fire. On no account should anyone re-enter a burning building. If it is suspected that the individual remains in the burning building the Fire and Rescue Service will be informed immediately upon their arrival.

#### **6.0 DISSEMINATION OF FIRE SAFETY INFORMATION**

6.1 Information relating to fire safety is disseminated by the following means:

- it is incorporated in to the School's Health and Safety Policy;
- posted on prominent notice boards in corridors and in communal areas;
- posted on walls/doors inside all rooms. (Fire Action notices);
- incorporated into leaflets issued to all staff during fire safety and awareness training;
- incorporated into guidance notes for residential staff;



## 7.0 FIRE ESCAPE ROUTES

7.1 Escape routes for safe egress in emergencies have been identified and are clearly indicated with signs that comply with current standards. Girls are made aware of routes from their sleeping accommodation by undertaking walk-through practices at the start of each term.

7.2 All staff, and particularly Fire Wardens, are to ensure that escape routes are kept clear of obstructions and other combustible materials. Nominated Fire Wardens are responsible for undertaking regular checks of their designated areas and of the preventative and protective equipment installed within, and forwarding their reports to the Health and Safety Officer. Periodic inspections by the Health and Safety Officer will monitor compliance with this requirement.

## 8.0 EMERGENCY LIGHTING

8.1 Emergency lighting is installed in accordance with current standards. The lighting is tested on a monthly basis to check illumination of lamps, and annually to test the whole system. The monthly testing is to be recorded in the log and a certificate of worthiness is to be issued on completion of the annual inspection, and both log and certification retained in the Estate Office. Faults identified as a result of the testing and inspections are to be reported to the Estate Office.

8.2 Testing and inspection is carried out by the School's electrician, or contracted to another appropriately qualified engineer when necessary.

## 9.0 FIRE ASSEMBLY POINTS

9.1 To meet the emergency evacuation strategy there are six Local Fire Assembly Points from A to F located around the campus for use at local evacuation, and one Main Fire Assembly Point to be used when a full School evacuation is necessary. Each area has been selected taking account of safe distances from affected buildings, adequate space, safe access routes, and close to existing lighting.

9.2 Each fire assembly point is clearly indicated with a sign conforming to current standards. A site plan has been produced showing the locations of each.

## 10.0 FIRE FIGHTING EQUIPMENT

10.1 Fire Extinguishers. Appropriate fire extinguishers are positioned at predetermined locations around the School to fight small fires and assist escape. The location, type, and number of extinguishers shall be determined by the Estate Manager (QM Fire Officer) in consultation with appropriate fire authorities. Every fire extinguisher is tested by a competent engineer on an annual basis, in accordance with current standards which is recorded on the extinguisher and at the Estate Office.

10.2 Fire blankets. Fire blankets are mounted on walls in all residences where cooking facilities have been provided.

10.3 Fire Hose Reels. Generally, these are not installed within the School. The only exception is the Riding Stables where two hose reels have been installed.

10.4 Fire hydrants. There are three fire hydrants within the vicinity of the School grounds. These are shown on the Location Plan in the Emergency Fire Plan and are tested periodically by the Fire and Rescue Service.

## 12.0 NOTIFYING THE FIRE AND RESCUE SERVICE

12.1 The Fire Warden controlling the evacuation should be responsible for ensuring the Fire and Rescue Service (FRS) is contacted in an emergency. If there are no Fire Wardens available, or if their presence at the Main Fire Assembly Point has been delayed, the call to the FRS should be instigated by any other responsible person present. They should be contacted by using any available telephones, providing it is safe to do so, or by using a mobile phone. Security staff may be tasked to contact the Emergency Services.

12.2 As soon as the emergency services have been contacted and all occupants have safely evacuated the building, the duty member of SLT must be contacted.

### 13.0 FIRE TRAINING

13.1 Escape Route Familiarisation. At the start of each term residential staff are to ensure that all students are familiar with their designated escape routes from their dormitories and bedrooms. This is achieved by carrying out a fire walk through procedure, by house staff on the first evening of each term. On completion, a report is sent to the Health and Safety Officer confirming the training was successfully carried out.

13.2 Fire Practice/Fire Drills. Fire evacuation drills are carried out at least once each term during boarding time in accordance with NMS. In addition, all staff and visitors will be involved in at least one evacuation practice, involving the whole school, annually. Health and safety staff, together with assistance from Fire Wardens, will monitor the performances of students and staff during the evacuation of buildings, and the speed and accuracy of the accounting process.

13.3 Fire Awareness. Staff training days are programmed at the start of each term, before the students return to School. Periodically, fire training will form part of this staff training. Training will be provided as necessary to take account of any changes in requirements or procedures, or as refresher training.

13.4 Induction Training. Every new member of staff is required to undergo formal health and safety induction training as soon as practicably after starting work at QM. Emergency procedures, including procedures for evacuation, are included in this training. A record of individual induction training is retained by the Health and Safety Officer.

### 14.0 FIRE PROTECTION DEVICES

14.1 Fire Doors. Generally, fire doors are installed in accordance with Building Regulations. Fire risk assessments have identified areas where the standard is not adequately met, and a programme of upgrading is in process. Building occupants must not hold open fire doors unless it is essential, and if they do, they must ensure the doors are closed when they have finished their task.

14.2 Door Holding Open Devices. Where it is necessary for fire doors to be held open automatic proprietary devices have been installed. These will be checked regularly as part of the weekly fire alarm test to ensure they are working correctly.

### 15.0 FIRE PREVENTION INSPECTIONS

15.1 Health and Safety staff will carry out periodic inspections in all areas within buildings to check that staff, and where appropriate students, are complying with the requirements of the School's policies and procedures. Issues of particular concern are storage of combustible materials, obstructing escape routes, misuse of electrical appliances and electricity, and use of naked flames.

### 16.0 HAZARDOUS SUBSTANCES

16.1 Fire risk assessments identify where hazardous substances are used and produced and identify measures to control the risk of these substances causing a fire.

#### Sections

- 1 Role and Duties of the Fire Warden.
- 2 Procedures for Emergency Evacuation.
- 3 Strategy for Emergency Evacuation.

## SECTION I – ROLE AND DUTIES OF THE FIRE WARDEN

### Provision for Fire Precautions

On appointment and following appropriate training, Fire Wardens will be responsible for maintaining fire precautions (preventative and protective measures) in their area. Specifically they will ensure:

- Safe use of electrical appliances, ensuring circuits are not overloaded.
- Fire doors are not held open unless fitted with proprietary devices for this purpose.
- The standard of housekeeping does not contribute to a fire hazard.
- All fire escape routes are kept clear of obstructions and flammable materials at all times.
- Fire extinguishers are mounted on the wall in the correct locations and are not tampered with.
- School's policies for fire safety are adhered to by all persons.

### Provision for Fire Procedures

In an emergency (serious and imminent danger) when the fire alarm or klaxons have been activated, Fire Wardens will carry out the following procedures:

Actions on hearing the fire alarm in buildings:

- Ensure all persons within their area of responsibility safely evacuate the building to either the Local Fire Assembly Point (LFAP).
- Take control at the LFAP. No requirement to carry out roll calls.
- Check the area indicated by the fire panel to confirm if a fire is present.
- If it is a false (unwanted) alarm, re-set the fire alarm system at the panel.
- Providing the system resets correctly allows persons to re-enter the building.
- Enter details of the alarm activation in the Fire Log Book adjacent to the fire panel.
- Complete a report for the alarm activation and forward it to the Health and Safety Officer.

Actions on hearing the klaxons or confirmation of a fire:

- Sound the klaxon if not already activated.
- Ensure all persons assemble at the Main Fire Assembly Point (MFAP).
- Take control at the MFAP unless other trained Fire Wardens have already assumed the responsibility.

Actions by the Fire Warden in Control:

- Ensure persons assemble in their correct groups and remain quiet.
- Ensure roll call is taken and compile a list of unaccounted for persons.
- Ensure the emergency services are contacted.
- Prevent any persons re-entering the building.
- Prevent any non-emergency vehicles from entering campus.
- Keep routes to the building clear for emergency vehicles.
- On their arrival, brief the Fire and Rescue Service on the situation and notify them of any persons who cannot be accounted for.
- Contact the duty member of SLT and appraise them of the situation.
- Consider safe accommodation for assembled persons if weather is inclement.

## SECTION 2 – PROCEDURES FOR EMERGENCY EVACUATION

# FIRE EVACUATION

## FIRE EVACUATION

**If you hear the fire alarm: (adopt procedures for local evacuation)**

- Close any windows and doors in your area (without causing unnecessary delays) and evacuate the building, in silence, using the nearest available exit.
- Do not attempt to silence or reset the fire alarm system.
- Escort any visitors and assist any disabled persons who require assistance.
- Remain quiet and calm, do not collect personal belongings, don't use lifts, and do not run.
- Assemble in the Local FAP where the FW or staff member will give further instructions.

**If you hear the Klaxon: (adopt procedures for full evacuation)**

- Evacuate the building by the nearest available exit.
- Activate the building fire alarm at the nearest MCP to warn others in the building.
- Go directly to the Main Assembly Point at reception car park.

**If you discover, or suspect a fire: (adopt procedures for full evacuation)**

- Raise the alarm by using the nearest Manual Call Point (MCP).
- Report the matter to a member of staff who will activate the klaxon.
- Evacuate the building using the nearest available exit, closing all doors and windows en route (without causing unnecessary delays).
- Go directly to the Main Fire Assembly Point.
- At the Main FAP report your discoveries to the Fire Warden (FW), or member of staff.

## ACTION BY THE FIRE WARDEN

- Without unduly delaying your own escape, check rooms within your area of responsibility to ensure all occupants have evacuated the building.
- Assemble at the Local FAP and account for all occupants, if practicable.
- If the cause of alarm activation is not obvious, return to the fire alarm panel if safe to do so, and using the displayed information identify the location of the activated device.
- Send two competent people to check the identified location, if safe to do so.
- If evidence of a fire is confirmed contact the Fire and Rescue Service immediately, give instructions for the klaxon to be activated, and instruct those in the Local FAP to move to the Main Fire Assembly Point (Main FAP), adjacent reception car park for a full evacuation. (Procedures for Full Evacuation to apply).
- If the cause of activation is confirmed as a false or unwanted alarm, or if there is no evidence of a fire, having conducted a thorough search, the fire alarm system should be silenced and reset.
- The building may only be re-entered if the alarm system resets correctly. (Note: If the glass in an MCP has been broken it will require replacing before the fire alarm system will reset).
- Once the fire alarm system has been reset, enter into the Fire Alarm Log Book (adjacent to fire alarm panel) details of the incident. At the earliest opportunity a full report of the incident is to be forwarded to the Health & Safety Officer.

## FULL EVACUATION – BY DAY



**Mon – Fri 8.30am – 5.25pm & Sat 8.25am - noon)**

The sounding of the klaxon indicates that a full evacuation is in progress. On hearing the klaxon all persons on site (including off duty staff and family dependants) are to evacuate the building immediately, setting off the fire alarm system en route to ensure all building occupants are alerted to the evacuation.

All persons shall exit the buildings in silence (except those issuing instructions), by the nearest available exit, closing windows and doors en route (without unnecessary delay to their escape), and walk briskly to the Main FAP adjacent reception car park.

Pupils are to assemble in year groups together with year group staff who will conduct a roll call and confirm to the Fire Marshall (FM) whether all persons have been accounted for.

Remaining staff shall assemble in their designated departmental check list groups at the rear of the pupils, where a nominated person from each group will conduct a roll call and confirm to the Fire Marshall (FM) whether all persons have been accounted for.

All persons shall remain in the Main FAP until the situation has been made safe, and await further instructions from the FM to re-enter buildings.

## FULL EVACUATION – BY NIGHT



**(Mon – Fri 5.25pm – 8.25am & Sat – Mon noon – 8.25am)**

The sounding of the klaxon indicates that a full evacuation is in progress. On hearing the klaxon all persons on site (including off duty staff and family dependants) are to evacuate the building immediately, setting off the fire alarm system en route to ensure all building occupants are alerted to the evacuation.

All persons shall exit the buildings in silence (except those issuing instructions), by the nearest recognised escape route, closing windows and doors en route (without unnecessary delay to their escape), and walk briskly to the Main FAP adjacent reception car park.

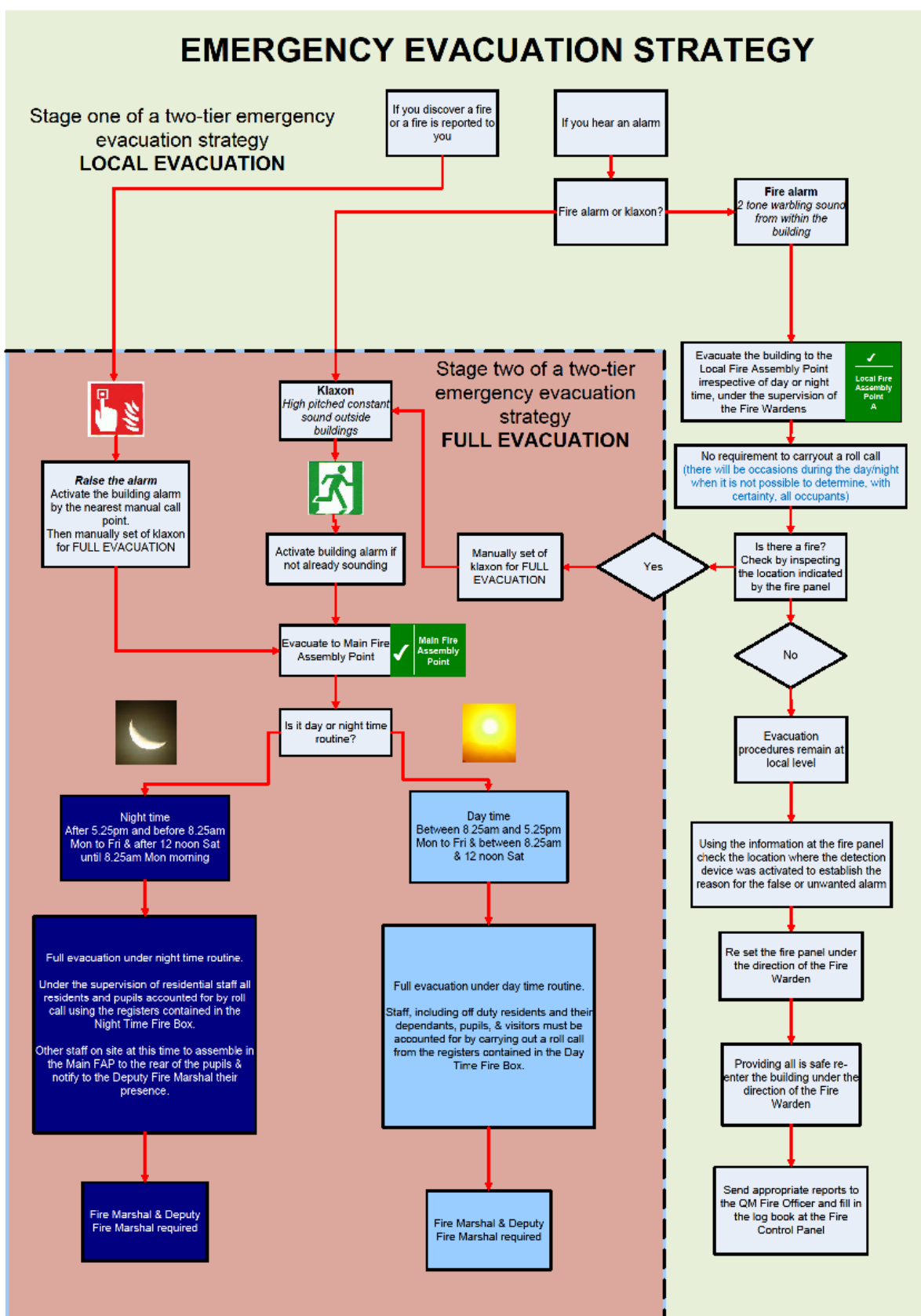
Pupils are to assemble in year groups together with year group staff who will conduct a roll call and confirm to the Fire Marshall (FM) whether all persons have been accounted for.

No residential staff on the School premises at this time are to assemble at the rear of the pupils and inform the Fire Marshall (FM) of their presence.

All persons shall remain in the MFAP until the situation has been made safe, and await further instructions from the FM to re-enter buildings.

Fire Safety Q2Oct 2011

SECTION 3 - EMERGENCY EVACUATION STRATEGY FLOWCHART



## **APPENDIX B: FIRST AID & ACCIDENT REPORTING**

Reference:

A: The Health and Safety (First-Aid) Regulations 1981

B: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

### **1.0 General**

1.1 The First Aid arrangements at the School are in operation to ensure that all students, members of staff and visitors will receive immediate First Aid in the event of an accident, no matter how minor or major.

### **2.0 First Aid Trained Persons**

2.1 In accordance with Regulation 3 of Reference A above, the School has provided a number of suitable persons as considered adequate and appropriate to render first aid to any persons on site who are injured, or become ill at work.

2.2 All suitable persons will be volunteers and will have undergone a course of training to become competent and qualified. First Aid at Work is the qualification standard for the School's first aiders, as identified by HSE. Staff on short term contracts such as Graduate Assistants will be provided with Emergency First Aid at Work training. The Health and Safety Officer will ensure subsequent re-qualifying training is arranged as necessary to provide a continuity of qualification.

2.3 The Health and Safety Officer is responsible for monitoring numbers of first aiders to ensure adequate provision is maintained. The number of first aiders required is based on an assessment of perceived injury risk and takes account of the number of persons on campus day and night, the spread of the campus and staff working routines.

### **3.0 First Aid Stations**

3.1 First aid stations are installed in buildings around campus. They are located where risk of injury is perceived to be the greatest, and in other such areas to ensure they are within a reasonable distance of all departments and potential users.

3.2 Each station is equipped with a first aid kit, a list of first aiders local to that area with their contact details and accident reporting forms.

### **4.0 Health and Wellbeing Centre**

4.1 The School has a dedicated Health and Wellbeing Centre providing nursing care during term time only, with one treatment room and four isolation rooms with dedicated shower and washing facilities. The facility is primarily for the treatment of the students although the nurses will administer assistance to any other person as necessary.

4.2 Further information relating to the provision and services of the Health and Wellbeing Centre are in the Medical Policy

### **5.0 Defibrillator**

5.1 As mentioned at page 12 above a defibrillator is kept in an accessible container outside the HWBC and is maintained by the HWBC staff during term time and by the Estate team during school holidays.

5.2 Training in the use of the defibrillator is periodically offered to all staff and such training is a part of the First Aid at Work training given to all first aiders.

### **6.0 First Aid Arrangements for Visits and Activities Off Campus**

6.1 A Travel First Aid Kit will be issued from the Health and Wellbeing Centre, on request from members of staff responsible for the visit. This Kit will be signed for on collection and counter signed by medical staff dispensing. Should this kit include any medication, this will be clearly stated as drug, dosage and how to record it. First Aid

kits must be returned to the Health and Wellbeing Centre on return by depositing in the collection box on the wall adjacent the entrance to the health centre.

6.2 All kits will include an accident/incident form and it is the responsibility of the person organising the visit or activity to instigate the completion of the form.

## **7.0 Accident Reporting**

7.1 In accordance with the regulations at Reference B, all accidents and incidents (near misses) must be reported in order to discover the causes and to ascertain how a repetition can be avoided. Accident forms must be returned as quickly as possible to the Health and safety Officer.

7.2 Copies of the form are available at the First Aid Stations or available in the health and safety folder on the shared drive. Once completed the information is confidential.

7.3 Every accident form submitted will be scrutinised by the Health and Safety Officer and if required, a thorough investigation will be carried out. A report including an analysis of accidents/ incidents detecting any trends will be carried out twice a term for discussion at the Health and Safety Committee Meetings. The information gleaned from accident/incident reports will be used to inform future risk assessments.

7.4 Wherever possible the member of staff who has received the injury or witnessed a dangerous occurrence are responsible for completing the accident report. Staff supervising students who receive injuries are responsible for ensuring accident reports are completed and submitted on their behalf. Hosting staff shall be responsible for ensuring accidents reports are completed for their visitors.

7.5 In accordance with the RIDDOR regulations the Health and Safety Executive will be informed of any incident reportable pursuant to Regulations 4 to 13 (so far as applicable) This reporting will be done by the Health and Safety Officer or in his absence by the Bursar.



## **APPENDIX C: USE OF SWIMMING POOLS**

### **PART I INDOOR POOL**

#### **1.0 INTRODUCTION**

1.1 Persons charged with responsibility for supervising activities in the swimming pool must make themselves familiar with the requirements of this policy.

1.2 This policy is not a risk assessment and does not replace the requirement for one to be carried out prior to undertaking swimming pool activities. Persons responsible for swimming activities must produce their own risk assessment, taking into account all relevant factors. Risk assessments may be generic for activities which are similar; otherwise they are to be specific to the event and activities undertaken.

#### **2.0 SECURITY OF THE POOL AREA**

2.1 Doors into the poolside area (2 doors off the corridor and 1 door from each of the 2 changing rooms) must be kept secured at all times when the pool is not in use. The Fire Exit doors in the east wall of the poolside area should only be used in the event of an emergency.

2.2 Estate and Housekeeping staff are to ensure doors are secure on completion of their task.

2.3 The issue of keys to the poolside area shall be restricted to authorised persons only.

2.4 Security staff shall be responsible for security of the outer doors to the sports complex, which must be locked at the end of each day. Before securing the outer main doors security staff are to ensure that all doors allowing access to the poolside area are also secure. They should record all incidents of insecure poolside doors in the Security Guards Occurrence Book.

#### **3.0 ACCESS**

3.1 During normal School hours the key for the poolside doors shall be controlled by PE staff. In boarding time the key shall be obtained from the House Study in Cloisters. The person releasing the key is to record the issue of the key (time issued and returned, and the person receiving it) in the Record Book provided for that purpose. During periods when students are not in School the key will be in the custody of the Estate Office.

#### **4.0 SECURITY OF THE PLANT ROOM**

4.1 The door to the plant room must be kept shut locked at all times when not in use by Estate, pool and Housekeeping staff. Entry to the plant room shall be restricted to authorised persons only. The Plant room is to be kept clear of all materials other than those necessary for the proper operation of the pool.

#### **5.0 NORMAL OPERATING PROCEDURES**

5.1 The Normal Operating Procedures (NOP) set out the way the pool operates on a daily basis. Persons charged with the responsibility for pool supervision must be trained and instructed to work in accordance with the procedures. The NOP is shown in Section 1 to this part.

#### **6.0 EMERGENCY ACTION PLAN**

6.1 The Emergency Action Plan (EAP) gives specific instructions on the action to be taken in the event of an emergency. Persons charged with the responsibility for pool supervision must be trained and instructed to work in accordance with the procedures. The EAP is shown at Section 2 of this Part I.

#### **7.0 SWIMMING POOL RULES**

7.1 All persons using the pool must follow the rules for conduct to ensure their behaviour does not jeopardise the safety of themselves or others and ensure that the facilities are used in the manner for which they were designed. Swimming Pool Rules shall be posted in prominent areas around the pool and changing rooms, and all persons using the facility shall make themselves familiar with their requirements.

7.2 The Swimming Pool Rules are shown in Section 3 to this Part I.



## 8.0 POOL CAPACITY

8.1 The maximum number of persons permitted to swim in the pool at one time shall be restricted to 80. In exceptional circumstances this may be increased once a separate risk assessment has been undertaken. This risk assessment will indicate the revised maximum capacity and identify any further control measures necessary.

8.2 The maximum number of persons permitted to swim in the pool shall also be governed by the number of lifeguards providing supervision.

## 9.0 PROGRAMMED AND UNPROGRAMMED/FREE SWIMMING SESSIONS

9.1 Programmed swimming sessions are interpreted as being organised lessons, matches, competitions, and training sessions. All other sessions shall be regarded as free swimming sessions.

9.2 Programmed swimming sessions shall be supervised by qualified members of staff; (defined as persons holding a currently valid National Rescue Award for Swimming Teachers and Coaches). The number of staff providing supervision shall determine the maximum number of persons permitted to swim in the pool at any one time. The ratio between lifeguards and swimmers must be in line with that set out in the Normal Operating Procedures for the Pool (see page 34).

9.3 Free swimming sessions shall be supervised by qualified lifeguards ;( defined as persons holding the National Pool Lifeguarding Qualification). The number of lifeguards providing the supervision shall determine the maximum number of persons permitted to swim in the pool at any one time. The ratio between lifeguards and swimmers must be in line with that set out in the Normal Operating Procedures for the Pool (see page 34).

9.4 Young persons (below the age of 18) who are qualified lifeguards and who are supervising a free swimming session must work with a member of staff ("a staff supervisor"), who will be responsible for receiving and returning the pool key, will be present on the poolside throughout the swimming session and will be responsible for opening and closing the pool. There is no requirement for a staff supervisor to hold a qualification; their responsibility is to ensure that students participating in the swim behave properly.

## 10.0 PRIVATE USE OF THE SWIMMING POOL

10.1 In exceptional circumstances the pool may be available for private use by staff members outside normal School times. Requests should be submitted to SLT prior to the event for consideration. The requirement for qualified lifeguards may not necessarily apply if the following criteria can be met:

- The user submits a separate risk assessment identifying all significant hazards associated with the proposed activities.
- That the ratio between competent adult swimmers and children below the age of 8 years does not exceed 1:1.
- That the user notifies a third party when they enter and leave the pool.
- That the user fully understands the requirements of the Normal Operating Procedures and the Emergency Action Plan.
- That the user must observe and adhere to the rules of the pool.
- That the user understands that they swim at their own risk.

## 11.0 USE OF THE POOL BY OUTSIDE ORGANISATIONS

11.1 The swimming pool may be used by other outside organisations providing a prior request has been submitted to SLT for approval, and they are able to satisfy the following criteria:

- A member of School Staff must be present to open and close the pool but the responsibility for the safe use of the pool lies exclusively with the user
- If no lifeguards are available from the School the organisation must provide their own.
- They must produce evidence when requested that lifeguards are suitably qualified.
- They fully understand the requirements of the Normal Operating Procedures and the Emergency Action Plan.
- They must observe and adhere to the rules of the pool.
- They must receive a briefing on the School's emergency evacuation procedures.
- On completion of the session they inform the attending member staff of their departure.

- A risk assessment must have been submitted and approved in advance of the use of the pool

## **12.0 LONE BATHING**

12.1 Lone bathing at any time is not permitted.

## **13.0 SPECIALIST ACTIVITIES**

13.1 Special activities (e.g. canoeing and sub aqua) may be permitted in the pool providing a prior request has been submitted to SLT for approval. The activities will be the subject of a separate risk assessment.

## **14.0 SOCIAL EVENTS**

14.1 Social events in and around the pool will not be permitted without prior approval from SLT, and the preparation of a suitable and sufficient separate risk assessment which must be approved by the Health and Safety Officer. The names of those supervising the pool should be included as part of the risk assessment process.

## **15.0 LOG BOOK/REGISTER**

15.1 All non-programmed swimming sessions and swimming sessions by outside organisations shall be recorded in the Poolside Safety Folder, providing starting and finishing times, and the name of the person(s) lifeguarding.

15.2 A register shall be maintained of all pool users for non-programmed swims. The register must be completed by the person supervising and must list the names of all individuals entering the pool. The register is to be kept in the poolside safety folder and periodically monitored by the Health and Safety Officer.

## **17.0 SUPERVISION PERIODS**

17.1 Staff supervisors, qualified members of staff and lifeguards may not supervise or guard for longer than 60 minutes in any one session, and there must be a break of at least 20 minutes between each session that a supervisor or lifeguard participates in.

17.2 Staff Supervisors, qualified members of staff and lifeguards must remain at the pool and remain vigilant for the duration of the session, and should not take part in activities in or around the pool.

## **18.0 HEALTH OF POOL USERS**

18.1 Any persons experiencing ill health should not enter the pool. For the protection of individuals and other swimmers, lifeguards and other supervising staff should, so far as is reasonably practicable, be aware of any persons displaying obvious signs of ill health.

## **19.0 EMERGENCY EQUIPMENT**

19.1 Staff supervising swimming activities should use the internal telephone in the pool area which may be used to summon urgent assistance in emergencies. They should also sound the 'drown alarm' which activates a bell that sounds internally and externally whilst simultaneously triggering an automatic dial round that will make contact with 1 of 3 duty mobile phones.

19.2 Rescue Equipment. Rescue equipment is installed at the poolside for use in the event of an emergency. The equipment should be checked at the start of any organised swimming sessions. Any deficiencies or damages should be reported to the Sports Department staff immediately.

19.3 First Aid. A first aid kit shall be provided for use by the lifeguard. The Sports Department shall be responsible to ensure the first aid kit is adequately maintained. The first aid kit is maintained at the poolside. The lifeguard must check the contents of the first aid kit at the start of the swimming session and notify the sports department when any first aid supplies have been used so they can be replenished.

## **20.0 MAINTENANCE**

20.1 For reasons of safety and hygiene defects and breakdowns should be reported and actioned as quickly as possible. Lifeguards and supervisory staff must assess any situation where defects or breakdowns have occurred to confirm whether it is safe to continue the swimming session. If there is any doubt the session should be suspended.

## **PART I SECTION I - NORMAL OPERATING PROCEDURES**

### **1.0 INTRODUCTION**

1.1 The Normal Operating Procedures (NOP) sets out the way the pool operates on a daily basis. All members of the Sports Department and Lifeguards must familiarise themselves with the requirements set out in these procedures. Where necessary, specific training and instruction is to be provided to ensure the requirements are fully understood.

1.2 Outside organisations, particularly when their own lifeguards are to be used, are to be provided with a copy of the NOP, or all parts that are relevant to them.

1.3 A copy of the NOP shall be kept on poolside.

### **2.0 DESCRIPTION OF POOL**

2.1 The swimming pool is 25m long and 13m wide accommodating 6 lanes each 2m wide with a 500mm wide buffer zone for safety between each of the outside lanes and the edge of the pool. The shallow end is 1.0m deep extending to a depth of 2.5m at the deepest point.

2.2 The poolside deck is clad with slip resistant vinyl and is level with the surface of the water at both sides, with an upstand at either end of 300mm to facilitate diving (when permitted).

2.3 The continuously filtered water enters the pool via the side wall and returns to the filtration plant via 2 No gullies in the bottom of the deep end of the pool. Surplus water spills over into a side channel, falls to the ballast tank at the deep end of the pool before returning to the filtration plant for recirculation.

2.4 The water is heated to 29°C with the air temperature set to 1°C higher. A high level air extraction and ventilation system extracts humid stale air and replaces it with fresh air via a heat exchanger to ensure the fresh air is preheated before it reaches the pool area.

### **3.0 POTENTIAL RISK FACTORS**

3.1 All Lifeguards, Pool Qualified Sports Staff and Staff Supervisors must be aware of all significant hazards in and around the pool area. The main hazards are:

- Slips, trips, and falls due to wet flooring.
- Drowning
- Impact injuries whilst in the water.
- Contact with hazardous substances (if access to plant room)
- Swimming soon after consuming food and drink.
- Using electrical equipment within the pool area.

### **4.0 DEALING WITH THE PUBLIC**

4.1 The indoor pool at Queen Margaret's during term time is only used by members of the school community, unless specific approval is granted by SLT.

4.2 In the event of the hire of the indoor pool to the public or letting groups, lifeguards must first and foremost maintain their observation of the pool. If necessary the lifeguard should seek assistance from another member of staff to deal with any concerns or comments from the public. Any comments or concerns must be logged on the lifeguard report sheet and passed on at the end of the session to the Events Manager for action or reply.

### **5.0 LIFEGUARD AND OTHER SUPERVISORY STAFF DUTIES AND RESPONSIBILITIES**

5.1 Duties and responsibilities of Lifeguards and other supervisory staff include the following:

- Ensuring all safety equipment is in place and serviceable before the start of swimming sessions.
- Ensuring the lifeguard's report is correctly filled in giving details of the swimming session and a list of names of those participating for all non-programmed sessions.
- Monitoring the number of participants to ensure the maximum permitted is not exceeded.
- Keeping a close watch over the pool and the pool users, exercising the correct level of control.

- Anticipating problems and preventing accidents.
- Intervening to prevent behaviour which is unsafe.
- Identifying emergencies quickly and taking the appropriate action.
- Carrying out rescues from the water when necessary.
- Giving immediate First Aid to any casualty.

5.2 Lifeguards should not be distracted by lengthy conversations with other persons, and should not take reading material poolside or use their mobile phone unless in an emergency.

5.3 Persons suffering medical conditions, or temporarily incapacitated should not undertake the duties of the lifeguard until fully recovered.

5.5 Lifeguards with a NPLQ qualification must maintain their level of skills and competency with on-going training. These sessions will run throughout the year and lifeguards must complete a minimum of 20 hours on-going training to be reassessed as a renewal candidate.

5.6 Records of NPLQ lifeguards on-going training will be logged and stored by the ATC centre coordinator.

5.7 Lifeguards should demonstrate competency in CPR skills on a monthly basis.

## 6.0 POOL CAPACITY

6.1 The maximum capacity of the swimming pool is 80. Regardless of the number of lifeguards, this maximum shall not be exceeded without prior approval, and the completion of a separate risk assessment.

## 7.0 LIFEGUARD RATIO

7.1 The ratio between each lifeguard and swimmers will be as follows;

Non-swimmers	1:12
Competitive training	1:30
Canoeing	1:07
Shallow Water Aqua aerobics	1:30
All other activity	1:20

## 8.0 DETAILED WORK INSTRUCTIONS

8.1 The length of swimming sessions that lifeguards are to be on duty shall not exceed 60 minutes. If sessions are planned to be longer than this, provision must be made to alternate to another qualified lifeguard to take over the responsibilities. Having taken a 20 minute break from duties the original lifeguard may resume responsibilities.

8.2 During the handover of responsibility the lifeguard going off duty must brief the replacement lifeguard of any incidences or issues that may have occurred.

8.3 It is the responsibility of the replacement lifeguard to check that all emergency equipment is available at the time of handover. Details of the replacement lifeguard must be clearly noted in the lifeguard's reports.

8.4 One person must be positioned in the high chair at all times and the chair can be moved if necessary to reduce glare and reflection from the water surface.

## 9.0 FIRST AID SUPPLIES AND TRAINING

9.1 A First Aid kit is provided for use by the lifeguard. It is to contain supplies as recommended by the medical staff. The kit shall be checked by the lifeguard at the start of the session and any deficiencies reported to sports staff. The use of any items is to be reported to sports staff so that they may be replaced.

9.2 The First Aid kit should be stored on the poolside.

9.3 Any injuries requiring First Aid are to be reported to the Health and Safety Officer using the approved accident reporting form.

9.4 Lifeguards (NPLQ) must demonstrate their CPR competency as part of their on-going training.

## 10.0 DETAILS OF ALARM SYSTEMS

10.1 There are 2 drown alarms at the indoor pool.

10.2 There are 2 fire alarm call points at the outdoor pool.

10.3 On hearing the school fire alarm (klaxon) the normal fire procedures are to be adopted. Space blankets are available within the pool safety equipment and at the Main Fire Assembly Point (Reception Car Park) to help keep swimmers warm if they have not had the opportunity safely to collect their clothing.

### **11.0 RAISING THE ALARM**

11.1 The mobile phone carried by the supervisor should be used whenever additional assistance is required to help with an emergency. Emergency contact numbers are:

- |                                  |                              |
|----------------------------------|------------------------------|
| • Health and Wellbeing Centre    | 01904 727608 or 07970 039782 |
| • Security (Facility Assistants) | 01904 727609 or 07970 039786 |
| • Estate Department              | 01904 727650 or 07970 039783 |

### **13.0 COMMUNICATION WITH POOL USERS**

13.1 A whistle is to be used to attract the attention of swimmers. One short blast of the whistle is to attract the attention of swimmers; two short whistles to attract the attention of another lifeguard and three short blasts indicates that the lifeguard is entering the water.

13.2 One long whistle indicates the end of the session and swimmers should get out of the pool.

### **14.0 CONDITIONS FOR POOL USE BY OUTSIDE ORGANISATIONS**

14.1 The pool may be used by outside organisations providing prior approval has been granted by SLT. They may use their own lifeguards providing they can demonstrate they are suitably qualified when requested. Persons from outside organisations are to follow the procedures laid out in the NOP and the Swimming Pool Rules.

### **15.0 EMERGENCY PROCEDURES**

15.1 Lifeguards, qualified members of staff and Staff Supervisors must make themselves familiar with procedures in the event of an emergency. Details of the action to be taken is laid out in the Emergency Action Plan (EAP).

### **16.0 ARRANGEMENTS FOR MAINTENANCE**

16.1 Any faults or breakdowns that require repair should be made to the Estate Office.

16.2 Any faults that impact on the safety of the operation of the pool should be reported directly to the Estate Office for urgent action. In this instance, an assessment is to be made by the lifeguard as to whether the swimming session should be suspended.

## **PART I SECTION 2 - EMERGENCY ACTION PLAN**

### **1.0 OVERCROWDING**

1.1 Lifeguards are to monitor numbers of persons entering the pool to ensure that overcrowding does not occur, and the maximum permitted numbers are not exceeded. Entry for persons in excess of the permitted maximum (including the lifeguard/swimmer maximum ratio) should be denied entry to the pool area. If the lifeguard suspects that overcrowding has occurred, despite controlling entry, the session is to be suspended until the correct number of swimmers is achieved.

### **2.0 DISORDERLY BEHAVIOUR**

2.1 Any disorderly behaviour, or acts contrary to Swimming Pool Rules, is to be stopped immediately. The swimming session is to be temporarily suspended (using one blast of the whistle), and the person(s) warned. Should the person(s) fail to comply with the warning, and continue their disorderly behaviour, they should be asked to leave the pool. A report of the incident should be forwarded to the Health and Safety Officer at the earliest opportunity.

### **3.0 LACK OF WATER CLARITY**

3.1 Clarity of the pool water must be such that a person at the bottom of the deepest part of the pool is still clearly visible from the side of the pool. If this is not possible the swimming session is to be suspended and the pool cleared of all swimmers. The fault is to be reported to the Estate Office for remedial action. The pool must not be used until the water clarity improves to the satisfaction of the pool technician.

### **4.0 OUTBREAK OF FIRE (OR SOUNDING OF THE KLAXON)**

4.1 If a fire anywhere within the sports hall and swimming pool area is detected the following action is to be taken:

- Activate the fire alarm system by breaking one of the manual call points.
- If you hear the fire alarm, stop the swimming session immediately (three short blasts of the whistle) and instruct all swimmers to collect a space blanket and leave the pool and exit the building using the nearest fire exit.
- The lifeguard is to collect their report containing the list of persons participating, and assemble, with all other building occupants in the Local Fire Assembly Point
- Using the list of names, the lifeguard shall account for all persons from the swimming session.
- If a presence of a fire has been confirmed the evacuation is to be escalated to a full School evacuation by sounding the klaxon. (Refer to Evacuation Procedures for further details)

4.2 An emergency evacuation of the whole school will be indicated by the sounding of the klaxon. If the klaxon is heard whilst swimming activities are in progress the following action is to be taken:

- Stop the swimming session immediately (1 long blast of the whistle) and ensure all swimmers get out of the pool.
- Provided the pool alarm is not sounding as well as the klaxon, swimmers are to be instructed to collect their clothing from the pool area otherwise and without delay, make their way to the Main Fire Assembly Area adjacent to the reception car park.
- If both alarms are sounding swimmers must vacate the building without collecting their clothing but may take such towels that are available poolside and the provided space blankets.
- The session log should be taken to the main school assembly point to assist with the accounting process.

### **5.0 LIGHTING FAILURE**

5.1 There is additional lighting at the indoor pool. If poor light means that it is not possible to see all areas of the pool clearly, including the pool bottom, the sessions should be suspended.

## 6.0 STRUCTURAL FAILURE

6.1 If the lifeguard notices any problems with the structure of the pool tank, walls or roof, the session should be suspended and the defect reported to the Estate Office. Swimming should not restart until any repairs have been carried out.

## 7.0 EMISSION OF TOXIC GASES

7.1 The pool plant room for the indoor pool is in the sports centre.

7.2 Faults in the mixing process of pool chemicals can produce toxic gases. Should there be any suspicion of toxic gases the following action is to be taken:

- Stop the swimming session immediately (1 long blast of the whistle) and ensure all swimmers get out of the pool.
- Instructions are to be given to all pool users to collect their clothing and leave the pool area immediately.
- The lifeguard is to report the incident to the Estate Office immediately (via security office outside normal School hours).
- Prevent any persons from entering the pool area.
- Escort persons displaying any signs of having been exposed to chemicals or gases to the medical centre immediately.

## 8.0 SERIOUS INJURY TO A BATHER

8.1 Should a swimmer receive a serious injury the following action should be taken:

- Suspend the swimming session immediately and ensure all the swimmers get out of the pool (1 long blast of the whistle). If it is anticipated that the duration of the incident will be prolonged, the session should be stopped and instructions given to leave the poolside area. Retain only those required to assist with the incident.
- Use the mobile phone to summon urgent assistance.
- Administer First Aid as necessary. Should there be any concern regarding the severity of the injury the ambulance service should be contacted immediately using the poolside phone dialling 999.
- Ensure the incident is reported to the Health and Safety Officer and the Medical Centre.
- Serious injuries may be reportable to HSE under health and safety regulations (RIDDOR 2013). If possible, and as soon as practicable after the incident, the lifeguard should record the event that led to the incident. This may be useful should an investigation be necessary.

## 9.0 DISCOVERY OF A CASUALTY IN THE WATER

9.1 If you discover someone in the water in difficulty, remember the principles of rescue.  
SHOUT and SIGNAL – REACH – THROW – WADE – SWIM WITH AID – SWIM and TOW.

9.2 Prior to entering the water, blow your whistle 3 times ordering the pool to be cleared, activate the poolside alarm and shout “lifeguard going in”.

9.3 If working with other supervisors or lifeguards, someone should phone for assistance from the medical centre staff.

- With assistance, and if practicable, lift the casualty out of the water using any safety equipment necessary.
- Administer first aid as appropriate and so far as practicable ensure the comfort of the casualty. Should there be any concern regarding the severity of the injuries to the casualty, the ambulance service should be contacted immediately using the poolside phone dialling 999.
- Ensure the incident is reported to the Health and Safety Officer and the Health and Wellbeing Centre at the earliest opportunity. Serious injuries may be reportable to HSE under health and safety regulations (RIDDOR 2013). If possible, and as soon as practicable after the incident, the lifeguard should record the event that led to the incident. This may be useful should an investigation be necessary.



**SECTION 3 – SWIMMING POOL RULES**

## Swimming Pool Rules

### DO

- ☒ Sign in the swimming pool attendance registers
- ☒ Check the temperature of the water before entering the pool
- ☒ Leave your clothes well away from the pool
- ☒ Remove all jewellery, including watches
- ☒ Follow the instructions issued by the lifeguard or member of staff
- ☒ Ensure your skin is protected from the effects of the sun

### DO NOT

- ☒ Enter the pool until instructed to do so by the lifeguard or member of staff
- ☒ Shout, run, push, duck, bomb, or any other acrobatics
- ☒ Eat or drink before attempting swimming activities
- ☒ Dive into the pool unless under specific instruction
- ☒ Use mains powered electrical appliances within pool area
- ☒ Use equipment and other floatation aids without permission of the lifeguard

### Emergency Action

If you hear ONE short blast of the whistle – stop and listen to instruction issued by the lifeguard

If you hear THREE short blasts of the whistle – get out of the pool water immediately and follow instructions

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## **PART I SECTION 4 - DUTIES OF THE LIFEGUARD**

### **1.0 INTRODUCTION**

1.1 The role of the lifeguard is essential to the safe operation of the swimming pool. Lifeguards need to be responsible people who are physically fit, strong confident swimmers with good vision and hearing, and must hold a valid lifesaving qualification issued by an approved assessor.

### **2.0 KEY FUNCTIONS**

2.1 The key functions of the lifeguard are:

- To keep a close watch over the pool and the pool users, exercising the appropriate level of control.
- Communicate effectively with pool users and colleagues.
- Anticipate problems and prevent accidents.
- Intervene to prevent behaviour which is unsafe.
- Identify emergencies quickly and take appropriate action.
- Carry out a rescue from the water.
- Give immediate first aid to any casualty.

### **3.0 OPERATING AND EMERGENCY PROCEDURES**

3.1 All lifeguards must be familiar with the Normal Operating Procedures (NOP's) and control measures identified in specific risk assessments. They must also know what to do in emergency situations and be familiar with the Emergency Action Plan (EAP) and School fire evacuation procedures. All necessary information is contained in the Poolside Safety Folder.

### **4.0 LIFEGUARDS REPORT**

4.1 Lifeguards are to complete a report for all free swimming sessions. The report shall contain the date and times of the start and finish of the session, lifeguards name, list of names of those participating in the session, and details of any handover of responsibilities to another lifeguard during a session. The reports are to be kept in the Poolside Safety Folder where they will be monitored by PE staff.

### **5.0 SAFETY EQUIPMENT**

5.1 Lifeguards are to ensure that all safety equipment is available for use at the start of the session. Equipment includes the Poolside Safety Folder, first aid kit, space blankets, whistle, torpedo buoys and throw bags. Swimming sessions must not continue with this equipment.

## **PART 2 OUTDOOR POOL**

### **1.0 INTRODUCTION**

1.1 Persons charged with responsibility for supervising activities in the swimming pool must make themselves familiar with the requirements of the policy, and strictly follow the procedures. It is the duty of every person using the pool to use the facility in accordance with the procedures, and to follow the rules and instructions issued by the supervising person at all times.

1.3 This policy is not a risk assessment and does not replace the requirement for one to be carried out prior to undertaking swimming pool activities. Persons responsible for swimming activities must produce their own risk assessment, taking into account all relevant factors. Risk assessments may be generic for activities which are similar; otherwise they are to be specific to the event and activities undertaken.

### **2.0 SECURITY OF THE POOL AREA**

2.1 The pool area is fully enclosed behind a fence to the south elevation and hedge to all other elevations. This enclosure incorporates 2 gates for access which must be kept locked when not in use.

2.2 Lighting within the pool area is installed to illuminate the area to assist with monitoring during the hours of darkness.

2.3 Security staff shall monitor the pool area and physically check the security of the access gates periodically. Unauthorised use of the pool and incidents of insecure gates are to be recorded in the Security Guards Occurrence Book.

### **3.0 ACCESS**

3.1 During normal School hours the key for the poolside doors shall be controlled by PE staff. Outside normal School hours the key shall be obtained from the security office. The security guard is to record the issue of the key (time issued and returned, and the person receiving it) in the Security Guard's Occurrence Book.

### **4.0 SECURITY OF THE PLANT ROOM**

4.1 The door to the plant room must be kept shut locked at all times when not occupied by maintenance staff. Entry to the plant room shall be restricted to authorised persons only.

### **5.0 NORMAL OPERATING PROCEDURES**

5.1 The Normal Operating Procedures (NOP) set out the way the pool operates on a daily basis. Persons charged with the responsibility for pool supervision must be trained and instructed to work in accordance with the procedures. The NOP is shown in Section 1 to this Appendix.

### **6.0 EMERGENCY ACTION PLAN**

6.1 The Emergency Action Plan (EAP) gives specific instructions on the action to be taken in the event of an emergency. Persons charged with the responsibility for pool supervision must be trained and instructed to work in accordance with the procedures. The EAP is shown at Section 2 of this Appendix.

### **7.0 SWIMMING POOL RULES**

7.1 All persons using the pool shall follow the rules for conduct to ensure their behaviour does not jeopardise the safety of themselves or others, and will help ensure the facilities are used in the manner for which they were designed. Swimming Pool Rules shall be posted in prominent areas around the pool and changing rooms, and all persons using the facility shall make themselves familiar with the requirements.

7.2 Swimming Pool Rules are shown in Section 3 to this Appendix.

### **8.0 POOL CAPACITY**

8.1 The maximum number of persons permitted to swim in the pool at one time shall be restricted to 80. In exceptional circumstances this may be increased once a separate risk assessment has been undertaken. This risk assessment will indicate the revised maximum capacity and identify any further control measures necessary.

8.2 The maximum number of persons permitted to swim in the pool shall also be governed by the number of lifeguards providing supervision.

## **9.0 PROGRAMMED SWIMMING SESSIONS**

9.1 Programmed swimming sessions are interpreted as being organised lessons, matches, competitions, and training sessions. All other sessions shall be regarded as free swimming sessions.

9.2 Programmed and free swimming sessions shall be supervised by qualified lifeguards. The number of lifeguards providing the supervision shall determine the maximum number of persons permitted to swim in the pool at any one time. The ratio between lifeguards and swimmers shall not exceed 1:20.

9.3 Young persons (below the age of 18), including students holding appropriate lifeguard qualifications may undertake the duties and responsibilities of the lifeguard providing there is at least one member of staff present at the poolside throughout the duration of the swimming session. This member of staff should be a competent swimmer.

9.4 Unless (s)he is an appropriately qualified lifeguard, the members of staff shall not be taken into account when determining the number of swimmers in relation to the maximum ratio permitted.

## **10.0 PRIVATE USE OF THE SWIMMING POOL**

10.1 In exceptional circumstances the pool may be available for private use outside normal School times. Requests should be submitted to SLT prior to the event for consideration. The requirement for qualified lifeguards may not necessarily apply if the following criteria can be met:

- The user submits a separate risk assessment identifying all significant hazards associated with the proposed activities.
- That the ratio between competent adult swimmers and children below the age of 8 years does not exceed 1:1.
- That the user notify a person on duty (security staff) when they enter and leave the pool.
- That the user fully understands the requirements of the Normal Operating Procedures and the Emergency Action Plan (excepting references to lifeguards).
- That the user must observe and adhere to the rules of the pool.
- That the user understands that they swim at their own risk.

## **11.0 USE OF THE POOL BY OUTSIDE ORGANISATIONS**

11.1 The swimming pool may be used by other outside organisations providing a prior request has been submitted to Senior Management for approval, and they are able to satisfy the following criteria:

- If no lifeguards are available from the School they must provide their own.
- They must produce evidence when requested that lifeguards are suitably qualified.
- They fully understand the requirements of the Normal Operating Procedures and the Emergency Action Plan.
- They must observe and adhere to the rules of the pool.
- On arrival they report to PE staff where specific instructions regarding the pool may be given. Outside normal School hours they are to report to the Security Office where access will be provided.
- On completion of the session they inform PE staff of their departure, or security staff if outside normal School hours.

## **12.0 LONE BATHING**

12.1 Lone bathing at any time is potentially hazardous and is not permitted.

## **13.0 SPECIALIST ACTIVITIES**

13.1 Special activities (e.g. canoeing and sub aqua) may be permitted in the pool providing a prior request has been submitted to the SLT for approval. The activities will be the subject of a separate risk assessment.

## 14.0 SOCIAL EVENTS

14.1 Social events in and around the pool will not be permitted without prior approval from SLT, and the preparation of a suitable and sufficient separate risk assessment which must be approved by the Health and Safety Officer. Regardless if swimming activities are planned, the risk assessment must address the risk of drowning and adequate appropriate measures must be implemented (e.g. physical barrier around pool or provision of lifeguard).

14.2 Where food is provided as part of the social event, consideration must be given to ensure persons do not attempt swimming activities having consumed quantities of food and drink. The risk assessment shall take this into account.

## 15.0 LOG BOOK/REGISTER

15.1 All free swimming sessions and swimming sessions by outside organisations shall be recorded in the Poolside Safety Folder, providing starting and finishing times, and the name of the person lifeguarding.

15.2 A register shall be maintained for all pool users for free swims. Individuals must sign in on entry to the poolside area. The register is to be kept in the poolside safety folder and periodically monitored by PE staff.

## 16.0 LIFEGUARDS

16.1 Provision of Lifeguards. Suitably qualified lifeguards shall supervise all programmed swimming sessions. The ratio of lifeguards to swimmers shall not exceed 1:20. Young persons who are suitably qualified lifeguards may supervise organised swimming sessions providing a member of staff is present at the poolside throughout the session.

16.2 Qualifications. All lifeguards are to be effectively trained with the qualification issued by an appropriate national body. Assessments should be carried out by independent assessors, and retesting should be carried out towards the end of the qualifying period.

16.3 Lifeguard Training. Requirements for lifeguard training are shown in Section 4 to this Appendix.

16.4 List of Trained Lifeguards. A current list of trained lifeguards is shown in Section 5 to this Appendix.

16.5 Poolside Working Times. Periods of supervision for lifeguards shall be limited to 45 minutes. Lifeguards must remain vigilant throughout the period of supervision, constantly scanning the pool and surrounding areas.

16.6 Duties and Responsibilities of the Lifeguard. Duties and responsibilities of the lifeguard are shown in Section 6 to this Appendix.

16.7 Rotation of Lifeguards. For prolonged swimming sessions (greater than 60 minutes) it will be necessary to rotate or change over lifeguards. Details for the routine for change over are included in the NOP.

## 17.0 HEALTH OF POOL USERS

17.1 Any person experiencing ill health should not enter the pool. For the protection of individuals and other swimmers, lifeguards and other supervising staff should, so far as is reasonably practicable, be aware of any persons displaying obvious signs of ill health.

17.2 It is important to note that the outdoor swimming pool is not heated. The temperature differential between external air temperature and the water temperature has the potential to be a hazard, particularly if not anticipated by the swimmer. All swimmers, prior to entering the pool should be warned of the water temperature.

17.3 The pool must not be used in inclement weather. In addition to their other duties, lifeguards must monitor weather conditions, and clear the pool of all swimmers if a weather storm is suspected.

## 18.0 EMERGENCY EQUIPMENT

18.1 Staff supervising swimming activities must have a mobile phone at the pool area which may be used to summon urgent assistance in emergencies.

18.2 Rescue Equipment. Rescue equipment is installed at the poolside for use in the event of an emergency. The equipment should be checked at the start of any organised swimming sessions. Any deficiencies or damages should be reported to the PE department staff immediately.

18.3 First Aid. A first aid kit shall be provided for use by the lifeguard. The PE department shall be responsible to ensure the first aid kit is adequately maintained. The first aid kit should be kept in the staff room when the pool is not in use. The lifeguard must check the contents of the first aid kit at the start of the swimming session.

## 19.0 MAINTENANCE

19.1 For reasons of safety and hygiene defects and breakdowns should be reported and actioned as quickly as possible. Lifeguards and supervisory staff must assess any situation where defects or breakdowns have occurred to confirm whether it is safe to continue the swimming session. If there is any doubt the session should be suspended.

## 20.0 MONITORING AND REVIEWING POLICY

20.1 The Senior Management and Health and Safety Officer will periodically monitor the operation of the pool to ensure compliance with the policies and procedures.

20.2 The policy and procedures will be reviewed:

- periodically (usually annually);
- following an incident;
- when there have been significant changes to programmed swimming activities;
- when there have been significant changes to the pool facilities or layout;
- when changes in legislation make it necessary.

Sections:

- 1 Normal Operating Procedures
- 2 Emergency Action Plan
- 3 Swimming pool rules
- 4 Training for lifeguards
- 5 List of trained lifeguards
- 6 Duties of the lifeguard

## **SECTION I - NORMAL OPERATING PROCEDURES**

### **1.0 INTRODUCTION**

1.1 The Normal Operating Procedures (NOP) sets out the way the pool operates on a daily basis. All members of the PE Department, lifeguards, and other supervisory staff must familiarise themselves with the requirements set out in these procedures. Where necessary, specific training and instruction is to be provided to ensure the requirements are fully understood.

1.2 Outside organisations, particularly when their own lifeguards and supervisory staff are to be used, are to be provided with a copy of the NOP, or all parts that are relevant to them.

1.3 A copy of the NOP shall be kept in a folder as part of the lifeguard's safety equipment.

### **2.0 DESCRIPTION OF POOL**

2.1 The swimming pool was originally constructed circa 1920's and has changed little since. It is 23m long by 9m wide, with a shallow end of 1m and a deep end of 2m. The pool incorporates a gutter around the top of the inside surface of the wall which defines the water level, which is approximately 250mm below the pool deck. Surrounding the pool is a concrete slab apron extending approximately 1.8m.

2.2 The pool water is not heated but continuously filtered through a sand filter. Dosing for chlorination and maintaining water clarity is carried out by hand.

2.3 A plan of the pool is attached.

### **3.0 POTENTIAL HAZARDS**

3.1 All lifeguards and supervisory staff should be aware of all significant hazards in and around the pool area. The main hazards are:

- Slips, trips, and falls due to wet flooring.
- Drowning
- Impact injuries whilst in the water.
- Contact with hazardous substances (if access to plant room)
- Swimming soon after consuming food and drink.
- Contact with water when temperature differentials are significant.
- Swimming during thunder storms.
- Using electrical equipment within the pool area.

### **4.0 LIFEGUARD DUTIES AND RESPONSIBILITIES**

4.1 Duties and responsibilities of the lifeguard include the following:

- Ensuring all safety equipment is in place and serviceable before the start of swimming sessions.
- Ensuring the lifeguard's report is correctly filled in giving details of the swimming session and a list of names of those participating.
- Ensuring all swimmers are warned that water is not heated prior to entering the pool.
- Monitoring the number of participants to ensure the maximum permitted is not exceeded.
- Keeping a close watch over the pool and the pool users, exercising the correct level of control.
- Anticipating problems and preventing accidents.
- Intervening to prevent behaviour which is unsafe.
- Identifying emergencies quickly and taking the appropriate action.
- Carrying out rescues from the water when necessary.
- Giving immediate First Aid to any casualty.
- Monitoring weather conditions and clearing the pool of swimmers if a storm is suspected.

### **5.0 DUTIES OF SUPERVISORY STAFF**

5.1 Supervisory staff shall be present when swimming sessions are to be supervised by a School girl. They shall be members of the School staff and be competent swimmers. Their duties include the following:

- Being present for the full duration of the swimming session.
- Assisting the lifeguard to maintain good behaviour by all pool users.
- Assisting the lifeguard with any casualty, injury, or other emergency situation.
- Ensuring the poolside area is secured at the end of the swimming session.
- Carrying a mobile phone for use in emergencies.

## **6.0 CONDITIONS FOR POOL USE BY OUTSIDE ORGANISATIONS**

6.1 The pool may be used by outside organisations providing prior approval has been granted by the SMT. They may use their own lifeguard staff providing they can demonstrate they are suitably qualified when requested. Persons from outside organisations are to follow the procedures laid out in the NOP and the Swimming Pool Rules.

## **7.0 POOL CAPACITY**

7.1 The maximum capacity of the swimming pool is 80. Regardless of the number of lifeguards, this maximum shall not be exceeded without prior approval, and the completion of a separate risk assessment.

## **8.0 LIFEGUARD RATIO**

8.1 The ratio between lifeguards and swimmers shall not exceed 1:20.

## **9.0 EMERGENCY PROCEDURES**

9.1 Lifeguards and supervisory staff must make themselves familiar with procedures in the event of an emergency. Details of the action to be taken is laid out in the Emergency Action Plan (EAP).

## **10.0 COMMUNICATION WITH POOL USERS**

10.1 A whistle is to be used to attract the attention of swimmers. One short blast of the whistle is to attract the attention of swimmers and three short blasts indicate that all persons must get out of the pool water immediately and await further instructions.

## **11.0 RAISING THE ALARM**

The mobile phone carried by the supervisor should be used whenever additional assistance is required to help with an emergency. Emergency contact numbers are:

- |                                  |                              |
|----------------------------------|------------------------------|
| • Health and Wellbeing Centre    | 01904 727608 or 07970 039783 |
| • Security (Facility Assistants) | 07970 039786                 |
| • Estate Department              | 01904 727650 or 07970 039783 |

## **12.0 FIRST AID**

12.1 A First Aid kit is provided for use by the lifeguard. It is to contain supplies as recommended by the medical staff. The kit shall be checked by the lifeguard at the start of the session and any deficiencies reported to PE staff. The use of any items is to be reported to PE staff so that they may be replaced.

12.2 The First Aid kit should be stored in the staff room in the Main School when the pool is not in use. The supervisor should collect the first aid kit from the staff room prior to swimming activities commencing.

12.3 Any injuries requiring First Aid are to be reported to staff at the Medical Centre as soon as practicably possible, who will enter the information in the School Accident Book.

## **13.0 LIFEGUARD QUALIFICATION**

13.1 All appointed lifeguards are to be competent swimmers and qualified to an adequate standard under a recognised nation training scheme (Royal Lifesaving Society – Bronze Medallion). The qualification should be assessed by an independent person. The period of qualification is normally 2 years, after which time an independent re-assessment is required.

13.2 A list of appointed lifeguards is to be maintained indicating the expiry date, or date of qualification.

#### **14.0 ROTATION OF LIFEGUARDS**

14.1 The length of swimming sessions that lifeguards are to be on duty shall not exceed 60 minutes. If sessions are planned to be longer than this, provision must be made to alternate to another qualified lifeguard to take over the responsibilities. Having taken a 20 minute break from duties the original lifeguard may resume responsibilities.

14.2 During the handover of responsibility the lifeguard going off duty must brief the replacement lifeguard of any incidents or issues that may have occurred.

14.3 It is the responsibility of the replacement lifeguard to check that all emergency equipment is available at the time of handover. Details of the replacement lifeguard must be clearly noted in the lifeguards reports.

#### **15.0 ARRANGEMENTS FOR MAINTENANCE**

15.1 Any faults or breakdowns that require repair should be made through the PE Department who will submit a request for the appropriate work to the Estate Department.

15.2 Any faults that impact on the safety of the operation of the pool should be reported directly to the Estate Department for urgent action. In this instance, an assessment is to be made by the lifeguard as to whether the swimming session should be suspended.



## APPENDIX D: DEFECTS AND HAZARD REPORTING

### 1.0 INTRODUCTION

1.1 Queen Margaret's School employs a team of skilled, trained tradesmen within the Estate Department to respond quickly and efficiently to the most common faults and breakdowns associated with the busy environment of the School. The Estate Department is coordinated by the Estate Manager.

1.2 In addition to responding to breakdowns, the department is responsible for undertaking minor new building and refurbishment projects, providing and installing equipment required to comply with current regulations, and for ensuring this equipment is thoroughly inspected, tested, and where necessary, certified.

### 2.0 REPORTING FAULTS AND BREAKDOWNS

2.1 Any member of staff who witnesses, notices, or has reported to them by students, a fault or breakdown, has a duty to report it so that it may be made safe and repaired. If the fault is likely to cause, or has the potential to cause injury to others, that member of staff also has a duty to ensure that the fault is isolated from contact with other persons until it can be rectified by the appropriate persons. It is not acceptable to leave potentially hazardous faults unattended.

2.2 Reporting faults and breakdowns which require immediate attention should be forwarded to the Estate Office by the quickest means, most practicably this will be by phoning the Estate Office on extension 650, or 01904 727650.

2.3 Normal applications for work (all other priorities) should be made by creating an electronic works ticket in the Estate Section of the School Helpdesk Portal. All fields within the electronic ticket are to be correctly completed. Breakdowns and faults can be inspected and repairs effected more quickly if a full and thorough description is provided by persons applying for the work.

### 3.0 EMERGENCY CALLOUT

3.1 A 24 hour/7 days a week callout service is provided by the Estate Department. This is for emergency work only. An emergency is defined as follows:

*"A fault or breakdown that if not rectified immediately, or as soon as reasonably practicable, and that cannot be avoided by persons, may cause serious threat of injury to a person or persons or; significantly affect the normal operation of the School to an unacceptable level or; may result in substantial damage to the fabric of the building(s)."*

3.2 It is not deemed an emergency if the fault can be isolated from persons so as not to present a threat of injury or, if it can be safely contained until the next working day.

3.3 All staff should be aware there is an additional cost to the School for emergency callouts.

### 4.0 ESTATE DEPARTMENT WORKING TIME

4.1 The Estate Department works from Monday to Thursday between 8.00am and 4.30pm, and Fridays from 8.00am to 4.00pm all year round except Bank holidays. School holidays are often busier times when unrestricted access to various buildings is possible. The department does not work weekends however, a callout service is provided for emergency works only.

### 5.0 SYSTEM OF PRIORITISING WORKS

5.1 The Estate Department employs a four tier system to prioritise the urgency for the repair of faults and breakdowns of existing facilities, and for undertaking new work. The categories are:

- Immediate. This is an emergency when there is a significant risk of injury to persons or damage to property. (It is anticipated this category should be used infrequently)
- Urgent. Not an emergency, but if not actioned within a reasonable time frame may lead to risk of injury, damage to property or; affect the welfare of staff or students to an unacceptable level. Faults to door locks that prevent intruder access should be considered as urgent work.

- Routine. Work not in the above categories that can be programmed for undertaking during the School term or during holiday periods.

5.2 Misuse of this prioritising system will result in a disproportionate number of high priority works being requested which in turn is likely to cause a delay in responding to other, genuine high priority work.

## **6.0 ACCESS TO ACCOMMODATION**

6.1 Access to boarding accommodation by Estate Department staff will be in accordance with Policy C9: Staff Access in Boarding.

## **7.0 CONTRACTORS**

7.1 Wherever possible non-emergency work involving specialist contractors will be programmed to be carried out during holiday periods. When it is necessary to carry out emergency work in students' accommodation the procedures above apply, except that contractors are to be escorted at all times.

7.2 All contractors are to report to the Estate Office on arrival where their work will be confirmed. They will provide information to confirm their identity and will be issued with a contractor's pass and, if appropriate, a permit to work. The contractor's pass provides safety information relating to emergency procedures and general behaviour which they must agree to observe.

7.3 Only reputable contractors will be appointed to undertake work at the School. They will be accredited to appropriate organisations where possible, or have a known track record and recommended. Accreditation checks and references will be confirmed before starting work for contractors not having previously worked at the School.

7.4 The Estate Manager is responsible for all contractors brought in to work on the School by the department.

## APPENDIX E: ELECTRICAL SAFETY

### References:

A: IET Wiring Regulations 17<sup>th</sup> Edition: BS7671:2008

B: Maintaining Portable and Transportable Electrical Equipment HSG107

### 1.0 PERIODIC INSPECTIONS OF ELECTRICAL INSTALLATIONS

1.1 In accordance with the regulations at Reference A all electrical installations within buildings are periodically inspected by competent and qualified engineers. Any faults discovered during the inspection posing a hazard to safety will be repaired or made safe as soon as practicable possible.

### 2.0 PORTABLE APPLIANCE TESTING

2.1 Portable appliances shall be tested by a competently qualified technician on a regular basis, depending on the type of appliance, its location, and use. A database for all items tested is maintained by the Estate Department. Once each item has been successfully tested an identification tag will be applied. This tag must be left on the appliance as proof of testing.

2.2 For appliances that fail the inspection the following action will be taken:

- **Appliances belonging to the School.** The item will be removed from the place of use to the Estate Department. An assessment will be made as to whether an economical repair can be made. If it can, the item will be repaired by an appropriately competent person and returned to its user. If it cannot be repaired, the user will be consulted as to whether a replacement should be purchased.
- **Appliances belonging to residential staff.** Same procedure as above but the School's electrician has no obligation to undertake the repair.
- **Appliances belonging to students.** The item will be removed from the user and passed to house staff who will ask the owner for the item to be disposed of, or removed from School property until the item has been successfully repaired (and re-tested by the repairer). The School's electrician has no obligation to undertake these repairs.

2.3 Staff should not bring on to School property personal appliances which have not been inspected by a competent person and fitted with a valid and appropriate inspection label. Girls should not bring on to School property appliances without the permission of the house staff, and must be able to show evidence of having been inspected as above. Any item not adequately marked shall be deemed untested, and therefore, not permitted for use within the School.

2.4 New appliances and appliances less than 12 months old are deemed to have been quality tested during manufacture and thus electrically safe to use within the School premises. Where not obvious, proof of date of purchase/manufacture may be required.

### 3.0 PERSONAL ELECTRICAL APPLIANCES

3.1 Staff and students may only bring into School and use electrical appliances (except portable heaters) and adaptors which are approved to current standards, in good working order, and inspected in accordance with paragraph 8 below. The appliances shall be in good working order, and switched off and kept secure when not in use. Whilst in use care shall be taken to ensure that electrical power leads to the appliances are kept tidy, not over stretched, and not trailing to the extent as to cause a trip hazard. House staff shall be responsible for monitoring the safe use of electrical appliances by the students in boarding houses.

### 4.0 MULTI-WAY ADAPTORS

4.1 'Block' type multi-way adaptors that plug in directly to the power socket are not permitted. A 'bar' type multi-way adaptor, with or without an extended power cord, with housings for 4 plugs maximum (4 gang) which are individually switched, fitted with 13 amp fused plugs are recommended.

4.2 Individuals should be aware which appliances consume large quantities of current. Usually, this can be determined from a small metal plate attached to the rear of, or underneath the appliance, and measured in watts

(W). To avoid overloading the sockets do not allow the total wattage to exceed the limits for use in 13 amp sockets (total of 3000w).

4.3 Extension leads should only be used where it is essential to use a number of appliances simultaneously, or when there is no power socket within the reach of the power cord. Where a number of appliances are used simultaneously it is essential that the total power loading does not exceed 13 amps.

4.4 Girls requiring the use of an extension multi-way adaptor in the boarding area should seek approval from house staff. If approval is granted, house staff may obtain an approved switched extension adaptor from the Estate Office. This adaptor shall remain the property of Queen Margaret's School, and must be returned at the end of the School year.

4.5 When house staff receive requests from students for extension multi-way adaptors, they shall make an assessment for the requirement taking into account the number, and positions of existing power sockets and the number of appliances permitted to be used.

## **5.0 CONVERSION ADAPTORS**

5.1 Adaptors which allow 2 pin or continental types of electrical plugs to be used with UK types of sockets may be used providing:

- they are in good working condition,
- they display evidence they comply to BS or CE requirement,
- they only allow a single appliance to be used at any time,
- they are fitted with a maximum 13 amp fuse,
- the live and neutral pins are insulated at the base,
- they are not used in conjunction with any other adaptor, but may be used with extension leads.

5.2 Power adaptors of any description must not be used in pendant light fittings as a source of power for other lights or appliances.

## **6.0 EXTENSION LEADS**

6.1 Proprietary extension leads may be used where necessary when the appliance has to be used at a distance from the nearest power socket. The selection of the lead should be just sufficiently long to reach the appliance safely. Care must be taken to avoid creating a trip hazard with the trailing leads. The practice of joining extension leads together to reach longer distances is not permitted. When using longer extension leads coiled on a drum, and appliances with high current consumption, the coiled lead should be extended to its full length to avoid a build-up of heat that may be generated within the coiled cable.

## **7.0 DECORATIVE/FESTIVE LIGHTS**

7.1 The use of mains voltage decorative lights on campus is not permitted. Low voltage or battery operated lighting sets may be used, subject to portable appliance testing, for functions and events supervised by members of staff. Girls may install battery operated or low voltage lights at the discretion of house staff however, consideration should be given to ensure they are installed in a safe position and they are switched off when the room is vacated.

## **8.0 RE-SETTING DISTRIBUTION BOARDS**

8.1 No persons shall access an electrical distribution boards to reset a tripped circuit unless:

- they are competent, and
- only a single power circuit or single lighting circuit requires resetting.

8.2 Where multiple circuits, or the main isolation switch in the distribution board have tripped the Estate Office must be contacted for remedial action. Outside normal working hours the duty standby Estate engineer should be contacted.

8.3 Only qualified electricians are permitted to access and reset breakers and switches in electrical distribution boards rated 415v.

8.4 Staff will be deemed competent if they have successfully undergone a formal period of training.

## **9.0 OVERLOADING**

9.1 Staff should be aware that using large numbers of appliances with high power consumption ratings is likely to overload the electrical system within a building, causing the circuit breaker to trip. Persistent overloading will increase the potential for an electrical fire. The load on the system should be reduced immediately by reducing the number of appliances.

## **10.0 ELECTRICAL REPAIRS**

10.1 Only qualified electricians are permitted to undertake repairs to the electrical installation and appliances.

## **11.0 REPLACEMENT LAMPS (BULBS)**

11.1 In order to conserve energy, and where possible it is School policy to replace lamps with low energy lamps. The rating of any lamp type must not exceed the maximum rating of the lamp holder in the light fitting.

## **12.0 ENERGY CONSERVATION**

12.1 All lights and appliances should be switched off when not in use to conserve energy. Televisions and other similar appliances should not be left in stand-by mode. Transformers for low voltage appliances should be switched off at the socket and removed as they consume power when left plugged in, even though the appliance may not be attached. Battery chargers are not to be left plugged in and left unattended for long periods, or left plugged in overnight.

## **13.0 DANGEROUS APPLIANCES & NON COMPLIANCE OF POLICY**

13.1 Any unsafe or dangerous installations, or appliances, discovered during routine maintenance, or other inspections, shall be made safe, or removed from use.

## APPENDIX F: CONTROL OF HAZARDOUS SUBSTANCES

### References:

- A: Control of Substances Hazardous to Health (COSHH) 2002
- B: Management of Health and Safety at Work Regulations 1999
- C: Chemical (Hazard Information & Packaging for Supply) Regulations 2009 – revoked 01 June 2015
- D; European Regulation (EU) No 1272/2008 – Classification, Labelling & Packaging (CLP) Regulations
- E: Dangerous Substances & Explosive Atmospheres Regulations 2002
- F: Control of Asbestos Regulations 2012
- G: Control of Legionella Bacteria in Water Systems ACOP – L8
- H: EH40/2005 Workplace Exposure Limits

## 1.0 INTRODUCTION

1.1 Hazardous substances can be supplied for use with or as part of a work process (e.g. chemicals in cleaning products), or be produced as a by-product of a work process (e.g. saw dust in a joiners workshop).

1.2 Hazardous substances can be either chemical or biological agents. Chemical substances can take the form of dust, fumes, smoke, gases, mists and aerosols, vapour, liquids, and solids. Biological substances can be bacterial (e.g. leptospirosis, legionellosis), viral (e.g. hepatitis B, HIV), and Fungal (e.g. ringworm, aspergillosis). Depending on their form, hazardous substances can enter the body by inhalation, ingestion, absorption through the skin and through open wounds.

1.3 Control of Substances Hazardous to Health Regulations (COSHH) 2002 places a duty on the employer to protect staff, students, and visitors from hazardous substances by controlling exposure and by ensuring sufficient information relating to the substances is made available.

## 2.0 COSHH RISK ASSESSMENT

2.1 In accordance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) the School will ensure suitable and sufficient COSHH risk assessments are carried out for activities that involve or produce substances classified as being hazardous to health.

2.2 Department heads and managers are responsible for ensuring the correctly identify all hazardous substances used or produced within their department, and will carry out a suitable and sufficient risk assessment. A copy of the risk assessment is to be forwarded to the Health and Safety Officer.

2.3 The person undertaking the risk assessment must be sufficiently competent to do so with adequate knowledge for the requirements of the risk assessment, and adequate knowledge and experience of the work process or activity involving hazardous substances. The School will provide training for the requirements of a suitable and sufficient risk assessment as required.

2.4 Where the hazardous substances are identified as being carcinogenic or mutagenic the risk assessment must make specific reference to the justification for use, emergency procedures, levels of exposure, monitoring procedures and potential for health surveillance. The Health and Safety Officer shall be informed of all processes and activities where carcinogenic and mutagenic substances are used.

2.5 The risk assessment must identify and make specific provisions for 'persons at risk' who may be exposed to hazardous substances. Persons at risk will include expectant mothers and persons suffering certain types of chronic illnesses.

2.6 The COSHH risk assessment can be made part of, or an extension of a more generic risk assessment as required under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

## 3.0 DEPARTMENTAL RESPONSIBILITY

3.1 Department heads and managers shall be responsible for:

- identifying all substances hazardous to health used or produced within their department as part of a work process or activity;
- ensuring that a suitable and sufficient COSHH risk assessment is carried out by competent persons and a copy is forwarded to the health and Safety Officer;
- compiling a register of all hazardous substances used or produced by any processes or activities within the department and forwarding a copy to the Health and Safety Officer;
- ensuring the risk assessment is reviewed periodically and upgraded when necessary;
- ensuring that all control measures are properly implemented;
- ensuring all persons likely to be exposed to hazardous substances are adequately and appropriately trained, and any training provided is recorded;
- ensuring PPE identified in the risk assessment is available and worn correctly;
- ensuring hazardous substances are correctly stored to prevent accidental or unauthorised exposure to persons;

#### 4.0 IDENTIFYING HAZARDOUS SUBSTANCES

4.1 In accordance with Chemical (Hazard Information & Packaging for Supply) Regulations (CHIP) 2009, the supplier is responsible for identifying any supplied substances considered hazardous to health and identify so using regulation warnings on package labelling. Hazardous substances are classified as one of the following: 'Irritant', 'Corrosive', 'Harmful', 'Toxic' and 'Very Toxic' which is indicated on the container using one of the pictograms below:



4.2 With effect from June 2015 CHIP Regulations will be revoked and replaced with a European regulation: Classification, Labelling and Packaging (CLP) Regulations. This European regulation follows a similar format as CHIP Regulations but hazard classification differs slightly, as do the pictograms as shown in the example below.



4.3 Other substances, particularly where activities and processes produce substances, may not necessarily be very easy to identify as hazardous. In all cases to determine whether hazardous substances are being used a COSHH risk assessment is to be carried out.

4.4 COSHH only applies to substances that are hazardous to health. Substances identified as flammable and explosive are not subject to the requirements of COSHH but covered by Dangerous Substances & Explosive Atmospheres Regulations (DSEAR) 2002 and are defined as 'dangerous substances' as opposed to 'hazardous substances'. However, some dangerous substances may have an effect to health so may satisfy the requirements for COSHH.

#### 5.0 MATERIAL SAFETY DATA SHEETS (MSDS)

5.1 The supplier of hazardous substances has a duty under CLP (previously CHIP 2009) regulations to only supply hazardous substances that are clearly identified and labelled, and with access to relevant MSDS. Information in the MSDS should be used to identify safe procedures and control measures, and should include:

- identification of the substance;
- identification of the ingredients forming the substance;
- identification of the hazards, or potential hazards;
- procedures for first aid;
- fire-fighting measures;
- procedures to be followed if accidentally released or spilled;
- guidance on storage and handling;
- requirements for PPE;
- health warnings;

- likely effects on the environment;
- methods of disposal;
- methods for transporting;
- information, regulations and guidance that relate to the substance.

## 6.0 RISK PHRASES AND HAZARD STATEMENTS

6.1 Under CHIP Regulations 2009 risk phrases and safety phrases are used as an abbreviated form for providing warnings and necessary actions required for specific hazardous substances. Under the European CLP Regulation risk and safety phrases have been replaced with hazard statements and precautionary statements. There are slight changes between the regulations but essentially follow a similar pattern.

6.2 Information provided in these statements and phrases are to be used in the formulation of the COSHH risk assessment.

## 7.0 REGISTER OF SUBSTANCES

7.1 Departments using and storing hazardous substances must maintain a register identifying the substance type, the approximate quantity, and location where it is stored. A copy of the register, and subsequent amendments are to be forwarded to the Health and Safety Officer.

## 8.0 CONTROLLING EXPOSURE TO HAZARDOUS SUBSTANCES

8.1 Competent Persons. Only persons having received appropriate training should use hazardous substances.

8.2 Exposure Prevention. Wherever possible exposure to hazardous substances should be avoided. Work processes should be reviewed and changed if possible, or hazardous substances substituted with non-hazardous substances.

8.3 Exposure Limits. Some hazardous substances will have prescribed exposure limits which will be listed in HSE's publication EH40/2005 Workplace exposure Limits. These limits must not be exceeded and should be factored into the risk assessment.

8.4 PPE. Persons using hazardous substances are to wear the appropriate Personal Protective Equipment (PPE) identified by the risk assessment and the information provided in the Safety Data Sheet. Department heads and managers are to ensure that adequate supplies of PPE is freely available to those using the substances and that the correct PPE is worn by those involved in the process or activity.

8.5 Storage. Hazardous substances are to be kept in a locked store with access restricted to authorised persons only. Keys for these stores are to be retained by the authorised persons at departmental level. Under no circumstances are the keys to be passed on to unauthorised persons. The store room or cupboard should be marked using the appropriate warning signs.

8.6 Containers. Hazardous substances must always be stored in their original containers, with the correct identity and warning labels, to prevent accidental use.

8.7 Safe Systems of Work. Safe Systems of Work (SSOW) are to be provided to users of hazardous substances where repeat processes or activities are likely.

## EMERGENCY PROCEDURES

If the risk assessment identifies that the risk to health is significant it may be appropriate to provide a written list of procedures that must be followed in case of emergency. This list should include:

- how to deal with a spillage or release of a particular substance;
- whether the building or work space should be evacuated;
- what first aid procedures should be taken if the substance has been inhaled, ingested, or absorbed, or has come into contact with the skin;
- who to contact if specialist assistance is required;
- how to dispose of the substance.



## APPENDIX G: MANAGEMENT OF ASBESTOS

### References:

A: The Control of Asbestos Regulations 2012.

B: Control of Substances Hazardous to Health 2002

### 1.0 INTRODUCTION

1.1 Asbestos is a naturally forming fibrous material which was used extensively in the construction of buildings during the 1970's and earlier 1980's due to its fire resisting properties. Since it was discovered that the asbestos fibres were the cause of many cancers of the lung and chest lining its use has been prohibited. Although it is no longer used in buildings, it continues to be discovered in buildings which undergo refurbishment and repair work. The disease usually takes between 15 to 60 years to become apparent and continues to kill approximately 3000 people in Great Britain each year.

### 3.0 MANAGING ASBESTOS

**3.1 Management Survey.** A survey of the whole School premises has been carried out by a UKAS accredited surveyor to identify asbestos containing materials (ACMs) that have been easily accessible. The results of the survey form the basis for the Register of Asbestos.

**3.2 Register.** The Register of Asbestos clearly identifies the location, type, extent of each type of ACM detected, condition and likelihood of being disturbed. Through risk scoring the register has identified prioritised actions required to adequately manage the situation. It is held in the Estate Office, and is reviewed and updated as necessary.

**3.3 Management.** If the ACM is in good condition and the risk of persons being exposed to asbestos fibres is assessed as low they will be kept in place and identified with an approved warning label. The material may remain in situ until either its condition deteriorates to an extent that the risk to exposure rises, or if the area undergoes significant refurbishment, when it will be removed.

**3.4 Risk (Condition) Assessment.** Periodic inspection of the identified ACMs will be carried out to assess any change in risk that the material may pose. This assessment will take account of any deterioration to its condition, whether it remains clearly identifiable by existing warning notices, and whether changes in activities in the known areas present any greater risk than previously assessed.

**3.5 Removal Policy.** It is the School's policy to remove ACMs when its condition is no longer considered safe to manage, or where it has, or is likely to become disturbed. It is also the policy to remove any known ACM prior to planned refurbishments where it is reasonably practicable to do so.

**3.6 Asbestos Refurbishment and Demolition Surveys.** Prior to significant planned refurbishment works the Estate Manager will commission appropriate qualified and UKAS accredited surveyors to undertake an inspection of the entire work area to identify the presence of asbestos material. Work will not commence whilst this survey identifies any asbestos materials that pose a risk to health without removal action taking place.

### 4.0 MAINTENANCE AND BUILDING WORKERS

**4.1 Estate Maintenance Workers.** All Estate staff are made aware of the Register of Asbestos, and informed of the locations where ACMs have been identified. Prior to the commencement of works an assessment will be carried out to ensure any risk of exposure to ACMs is minimal.

**4.2 Building and Maintenance Contractors.** All building and maintenance contractors are required to report to the Estate Office on arrival where their proposed work will be confirmed. If they are to carry out works in an area where ACMs are known to be present, they will be issued with a permit to work which clearly identifies the location of the identified ACMs. They will also receive instructions on the procedures to be taken in the event that they discover, or suspect they discover ACMs not previously identified.

### 5.0 PROCEDURES ON DISCOVERING ASBESTOS

5.1 If any ACMs, or suspected ACMs are discovered whilst undertaking building and maintenance work the following procedures are to be taken:

- Stop work immediately.
- If the ACM has not been disturbed prevent anyone from entering the area.
- If the ACM has been damaged, remove any clothing that may be contaminated with fibres and evacuate the local area.
- Report findings to the Estate Office.
- Estate Office to arrange to have samples taken to confirm presence of asbestos.
- After analysis, if no asbestos is detected, continue with work when instructed by the Estate Office.
- If asbestos is confirmed the Estate Office is to arrange its removal by a licensed contractor.

## **6.0 ASBESTOS REMOVAL**

6.1 Asbestos removal will only be carried out by approved licenced contractors in accordance with CAR 2012. The contractor will provide a method statement prior to starting work proposing a safe system for the work to be carried out, and will give the required notice to HSE as necessary. All ACMs removed from the building will be disposed of as hazardous waste by the contractor, and an appropriate consignment note will be issued to the Estate Office. On completion of the work, the contractor shall carry out air quality tests, and when safe, issue a certification to re-occupy the building or work area. No one is permitted to re-enter a work area until the certificate is issued.

## **7.0 AWARENESS TRAINING**

7.1 Regulations at Reference A requires any worker who may be exposed to asbestos containing materials to receive mandatory awareness training. Estate staff undergo periodic training to learn of the hazards associated with ACMs, learn to recognise the likely places where ACMs may be found, and to learn the procedures in place to prevent exposing fibres and actions to take if unidentified material is suspected to contain asbestos.

## **APPENDIX H CONTROL OF LEGIONELLA BACTERIA**

### **1.0 INTRODUCTION**

1.1 Legionella bacteria (Legionella Pneumophila) is the cause of the disease known as Legionnaires Disease, or Legionellosis. The disease causes flu-like symptoms which can, in certain high risk groups, be fatal. It is possible for the bacteria to be present in extremely low concentrations in the mains water supply, but may proliferate in water systems given certain conditions. It is therefore necessary to maintain water systems within parameters which will not allow the bacteria to develop.

1.2 To achieve this the School has adopted the principles of control and management identified in the Health and Safety Commission Approved Code of Practice and Guidance Document L8 (ACOP L8) – 'The Control of Legionella Bacteria in Water Systems' dated November 2000.

### **2.0 RECORD KEEPING**

2.1 Every building or facility at the School should have its own water system logbook (Building Water System Logbook) that is to be held in the Estate Office. It shall be the responsibility of the Responsible Person to ensure the logbook is maintained, reviewed and updated as necessary.

2.2 Each logbook shall contain the following information:

- Schematic diagrams of all water systems in that building or facility.
- A written description of those water systems.
- Photographs (where these would be of benefit)
- An asset register listing all assets included in the water systems and recording the same by reference to the school's site plan reference coding
- A detailed risk assessment for those water systems
- A written scheme for controlling any risk to health identified as arising in respect of those water systems.
- Schedules of and records of the completion of any remedial works deemed necessary
- Schedules and records of routine temperature monitoring.
- Schedules and records of routine inspections and maintenance.

### **3.1 RISK ASSESSMENTS**

3.1 Legionella risk assessments will be carried out immediately after any new water systems are installed at the School and after any modification of or addition to an existing system and the Building Water System Logbook updated as necessary. All risk assessments will be reviewed not less frequently than every two years. This assessment will identify water systems which present a significant risk of exposure to Legionella bacteria. It will also identify remedial works necessary to the water system to ensure it is kept clean and the temperature parameters can be achieved.

### **4.0 CONTROLLING MECHANISMS**

4.1 Control by Chemical. Following consultant advice the primary method of control on the majority of School's water systems is achieved by the introduction of a continuous controlled dose of Hydrogen Peroxide at a level that secures optimum outcomes in terms of the reduction of Total Viable Counts (TVCs) in the water system.

4.2 In addition the School has adopted a regime of temperature control as a secondary method for controlling the proliferation of Legionella and other bacteria. For these measures to be effective in their control it is essential that water systems are well maintained and kept as clean as possible. The effectiveness of the regime will be greatly reduced if systems are allowed to become fouled with organic matter such as slimes (biofilms) and scale.

4.2 The regime of temperature control works by maintaining the stored and distributed water supplies at temperatures where bacteria cannot proliferate. Cold water must be below 20°C and hot water above 50°C (60°C in calorifiers). Long runs of pipe work ending with an appliance should be avoided as the water will stagnate in the pipe when the appliance is not in use; cold water will warm to the ambient temperature of the room, and hot water will cool.

## **5.0 SAFE AND CORRECT OPERATING STANDARDS**

### **5.1 Cold Water Storage Tanks.**

5.1.1 All cold water storage tanks shall be inspected for compliance with Water Supply (Water Fittings) Regulations 1999. Where multiple tanks are installed they shall be connected in parallel. Connecting pipework shall be checked to ensure that water flows through each of the tanks so as to avoid stagnation in any one tank. When a tank is out of service, the tank itself, connecting pipe work, and mains cold feed will be drained and vented to the atmosphere.

5.1.2 The temperature of the water at the inlet and outlet of the tank shall be recorded every six months and should not exceed 20°C. The condition of the tank and the water in it shall be inspected annually to ensure it is clean and the water is clear. The tank shall be inspected to ensure the insulation, tanks' lid, and screens are in good condition.

### **5.2 Cold Water Distribution System.**

5.2.1 For cold water outlets the temperature should not be greater than 20°C after two minutes of running the water. The pipe work installation should be inspected to ensure the pipe work is adequately insulated and routed away from hot pipe work and other heat sources, so far as practicable. All dead legs should be identified and an assessment made as to whether they should be removed.

### **5.3 Hot Water Calorifiers and Storage Cylinders.**

5.3.1 Calorifiers and hot water cylinders shall store and deliver water at temperatures not less than 60°C. The return to the vessel shall not be less than 50°C. Vessels with a capacity greater than 500 litres should be fitted with a destratification pump to circulate water within the vessel to ensure the full volume is heated to the required temperature.

5.3.2 Where multiple calorifiers and storage cylinders are installed they shall be operated in parallel. When a vessel is out of service, the vessel itself, all connecting pipe work, and cold feeds shall be drained and vented to the atmosphere. Where two pumps or more are installed they shall be run in parallel and periodically changed over.

5.3.3 The temperature of the hot water at outlet and inlet to the vessel shall be recorded monthly. Where practicable, vessels should be fitted with a drain down valve and inspection hatch. Annually, calorifiers and storage vessels should be drained and the condition of the water and the inside of the vessel recorded.

### **5.4 Hot Water Distribution Systems.**

5.4.1 For hot water outlets the temperature should not be less than 50°C within one minute of running the water. Pipe work shall be checked to ensure that it is adequately insulated and routed away from cold ducting and other cold influences to prevent excessive temperature drop in the hot water distribution circuit. All dead legs should be identified and an assessment made as to whether they should be removed.

### **5.5 Little Used Outlets.**

5.5.1 Outlets that are in use infrequently shall be identified in the risk assessments. Depending on the use of the building and the periods of occupation some specific outlets and the times will vary. The Responsible Person shall, so far as practicable, take this into account in the management of Legionella control.

5.5.2 Little used outlets shall be flushed through on a weekly basis, or purged to drain immediately before use, taking care not to release water aerosols.

### **5.6 Shower Heads.**

5.6.1 A regime of disinfecting and cleaning of scale build-up shall be implemented on a quarterly basis (every 3 months).

## **6.0 DESIGN, INSTALLATION, COMMISSIONING**

6.1 All water systems shall, so far as reasonably practicable, be properly designed, installed, and commissioned, taking account of all relative, current regulations and approved codes of practice.

6.2 Prior to handover water systems shall be cleaned and disinfected to the satisfaction of the Responsible Person. The installing contractor shall be responsible to provide at handover suitable schematic diagrams.

## **7.0 CLEANING AND DISINFECTING**

7.1 Water systems should be cleaned and disinfected in the following situations:

- If routine inspections show it to be necessary.
- If analysis of the water system indicates an unacceptably high concentration of bacteria.
- If the system, or part of it has been substantially altered for maintenance purposes in a manner which may lead to contamination.
- During or following an outbreak, or suspected outbreak of Legionellosis.

7.2 Cleaning and disinfecting, when required, may be undertaken by competent specialist contractors. The method and scope of the cleaning and disinfecting shall be agreed between the Responsible Person and the contractor at the time of tendering and appointment.

## **8.0 TRAINING**

8.1 The Bursar and the Responsible Person will ensure that all persons who carry out risk assessments and/or who draw up and implement precautionary measures have the ability, experience, instruction, information, training and resources to enable them to carry out their tasks competently and safely and in particular that they know:

- Potential sources and the risks that they represent
- Measures to be adopted, including precautions to be taken for the protection of people concerned and their significance ;and
- Measures to be taken to ensure that controls remain effective, and their significance

## **9.0 AUDITING**

9.1 Compliance with this policy of will be subject to periodic audit carried out internally by the Bursar.

## **APPENDIX I: EXPOSURE TO BODILY FLUIDS**

### **1.0 INTRODUCTION**

1.1 Due to injuries and illnesses there may be occasions when other persons may be exposed to bodily fluids such as blood, urine, and vomit. Such bodily fluids have the potential to contain viruses and diseases which could be harmful to the health of others.

1.2 It is essential that spillages of bodily fluids are dealt with quickly and safely, ensuring that measures are taken to prevent others from exposure to the potentially harmful fluids and to minimise the spread of the infection.

1.3 It is the responsibility of all members of QM staff to initiate the necessary procedures to deal with a spillage when such an incident is encountered. Housekeeping staff are available to assist with cleaning and control during the hours of 8.00am to 5.00pm.

### **2.0 PREVENTING THE SPREAD OF INFECTION**

2.1 Containment. It is essential that people should be kept well clear of the contaminated area. Persons walking through the contamination are likely to spread infection on their shoes to other clean areas. As soon as reasonably practicable the area should be cordoned off using any means available, such as locking doors, providing barriers from chairs etc.

2.2 Disposal. Contaminated items, including equipment and materials used in the process of cleaning the spillage, not required to be kept should be disposed of using the yellow plastic sacks provided in the hygiene kits. These sacks should be sealed when filled and carefully placed in the general (red label) large waste containers.

2.3 Cleaning. Contaminated items such as clothing and bedding which are to be kept must be submitted for specialist cleaning. These items should be placed in the red plastic bag provided in the hygiene kits, secured and passed to the Housekeeping Department for cleaning. Under no circumstances should contaminated items be washed in School laundry machines, sinks or wash basins.

### **3.0 HYGIENE KITS**

3.1 Hygiene kits, containing all the equipment and materials to safely clear away biohazard spills, are distributed throughout the School and located in the following area:

- 1 No kit in each year group boarding area (see relevant house staff for access).
- 2 No kits in the HWBC.
- 1 No kit in the HouseKeeper store (see Housekeeper).

3.2 Each kit contains personal protective equipment (PPE) such as apron, eye protection, gloves etc, which must be worn in accordance with the procedures and instructions provided. A full list of the equipment and materials, and the procedures and instructions to be followed are contained in each kit.

### **4.0 TRAINING**

4.1 Before use, individuals should undergo basic training in the use of the hygiene kits. Training can be arranged through the Housekeeper.

### **5.0 REPORTING**

5.1 All incidents involving bodily fluids must be reported to:

- Health and Wellbeing Centre – to ensure they are informed of the situation regarding the health of an individual, and to follow up with any additional medical care.
- Housekeeper – to ensure the cleaned area is sufficiently hygienic and to ensure that equipment used from the hygiene kits is adequately sterilised and materials used are replenished.

## APPENDIX J: MANUAL HANDLING

Reference:

A: Manual Handling Operations Regulations (as amended) 1992

B: Management of Health and Safety at Work Regulations 1999

### 1.0 INTRODUCTION

1.1 Musculoskeletal Disorders (MSD's) which include injuries caused by manual handling are one of the most common occupational illnesses in Britain, accounting for almost 30% of all reported work related. Whether you are moving furniture or lifting boxes of photocopy paper, you are manual handling. There are many work related tasks within the School where staff will be exposed to the risk of injury resulting from manual handling.

1.2 The Regulations define manual handling as: "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force".

### 2.0 EMPLOYERS DUTY OF CARE

2.1 The School will comply with the Manual Handling Operations Regulations 1992 (as amended), which places a requirement on the employer and employee to reduce the hazards to health associated with the manual handling of loads.

2.2 Accordingly, the School will so far as is reasonably practicable:

- Avoid manual handling operations where a significant risk of injury could occur;
- Design and provide safe and ergonomically suitable workplace environments;
- Assess the risks associated with manual handling activities and eliminate or reduce these to a tolerable level;
- Introduce appropriate measures to reduce the risk of injury;
- Provide equipment to enable manual handling activities to be undertaken safely;
- Provide suitable and sufficient supervision, training (*including periodic refresher training*) and information to all staff involved in manual handling operations.

### 3.0 RESPONSIBILITIES

3.1 Heads of departments and department managers have a responsibility to ensure that all manual handling operations that are under their control that could result in injury are assessed and adequately controlled.

3.2 The department head or manager must:

- Identify all manual handling operations that may require a risk assessment;
- Undertake risk assessments, recording all significant risks, and implement any risk reduction measures identified as necessary;
- Identify all staff who are required to undertake manual handling operations and provide them with appropriate training and information necessary to carry out the manual handling task allotted to them (*Training and information should be updated as necessary*);
- Ensure staff are made aware of this policy and associated guidance and that they understand and are able to comply with it;
- Act promptly to reduce any manual handling hazards identified by department staff;
- Review assessments on an annual basis or when the work significantly change

### 3.3 Staff must:

- Adhere to the identified safe working practices;
- Make full and proper use of any safety equipment or manual handling aids provided;
- Report any defects in systems, practices or equipment;
- Cooperate with the School in undertaking the assessments;
- Attend training provided and put it into practice in the workplace;
- Take reasonable care of their own health and safety and that of others who may be affected by their activities;
- Inform their department head or manager when they believe that there is a risk of injury to health from a manual handling activity;
- Inform their department head or manager when they suspect the risk assessment is no longer valid.
- Inform their department head or manager of any health problem or condition that might affect their ability to handle loads safely.
- Comply with any health advice given by the Health and Safety Officer.

## 4.0 RISK ASSESSMENTS FOR MANUAL HANDLING

4.1 Generic assessments based on risks which are common to a number of broadly similar work activities are acceptable providing they consider all of the risks that are present in the activity. Similarly, a manual handling hazard identified within a work activity, where many other significant risks relating to different hazards, can be incorporated and recorded in a general risk assessment for that whole activity.

4.2 Where manual handling risks are identified and the general assessment indicates a possibility of injury and avoiding the activity is not practicable a more specific assessment should be carried out.

## 5.0 PHYSICAL CAPABILITIES

5.1 The Regulations do not prescribe any specific maximum weight that may be lifted by an individual. When considering measures to reduce the risk of injuries individual capabilities must be taken into account. Physical size, age, health and gender have a significant bearing on what loads can be safely moved.

## 6.0 STAFF ESPECIALLY AT RISK

### 6.1 Particular consideration should be given to:

- Pregnant staff, or staff who have recently been pregnant. They should notify their department head or manager as soon as practicably possible so that additional measures may be implemented to safeguard both mother and baby whilst allowing them to continue to work. There is an expectation on the manager to be aware and implement these additional measures when the pregnancy becomes visibly apparent even if they have not been approached by the member of staff.
- Persons known to have a history of back, knee or hip trouble, hernia, or other health problems that will affect their manual handling capabilities.
- Young workers who are defined as persons below the age of 18.

## 7.0 TRAINING

7.1 Department heads and managers shall be responsible for providing training as required for work activities that involve manual handling.

7.2 The School's Health and Safety Officer shall arrange periodic manual handling general awareness training to all staff.



## APPENDIX K: WORKING AT HEIGHT

### Reference:

- A: The Work at Height Regulations 2005 (as amended)
- B: Management of Health and Safety at Work Regulations 1999
- C: Lifting Operations and Lifting Equipment Regulations 1998
- D: Personal Protective Equipment at Work Regulations 1992

### 1.0 INTRODUCTION

1.1 The Work at Height Regulations (WHR) 2005 defines work at height as a place where a person could be injured falling from it, even if it is at or below ground level. There is no specific height.

1.2 Within the construction industry falls from height remains the biggest cause of workplace deaths and one of the main causes of major injury. It is obvious there are many work activities that take place in this industry at height and the HSE has been targeting this sector to improve safety. Statistics show that the number of injuries from falls from height within this sector has fallen significantly due to this campaign by HSE. However, the same statistics show injuries within the education sector have been increasing over the past 10 years.

1.3 WHR 2005 applies to all work at height carried out at QM. This will include maintenance work and cleaning activities, but also less obvious activities such as putting up work displays in the classroom.

1.4 Work at height should be avoided if there are other reasonably practicable methods available.

### 2.0 EMPLOYERS RESPONSIBILITIES

2.1 In accordance with WHR 2005, Queen Margaret's shall:

- Encourage the avoidance of working at height if at all possible.
- Ensure the work is properly planned, organised and appropriately supervised.
- Ensure a suitable and sufficient risk assessment is carried out as necessary in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- Ensure that all persons engaged in working at height are adequately competent.
- Provide appropriate safe access equipment where it is necessary to work at height.
- Provide training as necessary prior to undertaking necessary work at height.

### 3.0 HEADS OF DEPARTMENT RESPONSIBILITIES

3.1 Department heads and managers shall:

- Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.
- Ensure the work is properly planned, organised and appropriately supervised.
- Ensure a suitable and sufficient risk assessment is carried out as necessary in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- Ensure that only competent persons (including contractors) engage in work at height.
- Ensure that access equipment used is periodically inspected for serviceability, and results recorded.
- So far as reasonably practicable, ensure work platforms are checked on each occasion before the place is used.

### 4.0 EMPLOYEES RESPONSIBILITIES

4.1 All staff shall:

- Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.
- Implement the measure identified in the risk assessment.
- Correctly use safety and access equipment provided.
- Comply with safety policies and instructions received by supervisors, on behalf of the employer.

## 5.0 PUPILS

5.1 Pupils shall not be involved in activities at height unless the activity is properly planned, organised and supervised, and a suitable and sufficient risk assessment has been carried out.

## 6.0 ACCESS EQUIPMENT

6.1 Chairs. Chairs, desks and tables etc. must not be used as access equipment to facilitate work at height.

6.2 Ladders. Step-ups and ladders may be used to access work at height providing the equipment has been inspected and is tagged as safe for use, and the work to be carried out in a specific place is of short duration (not more than 30 minutes). Two sets of step-up steps have been provided (one in the Art Centre, one outside MFL classrooms) specifically for teacher/classroom use.

6.3 Scaffold Towers. Scaffold towers are to be erected and used in accordance with manufacturer's instructions. The tower shall be inspected by a competent person prior to the commencement of work, and the inspection recorded.

6.4 Mobile Elevated Work Platforms (MEWPs). MEWPs shall only be operated by trained persons holding the appropriate IPAF qualification. A fall arrest harness must be worn when working from a MEWP.

6.5 Fall Arrest Harnesses. Fall arrest harnesses shall be worn as identified in risk assessments. Harnesses are to be of sufficiently strong and periodically inspected for serviceability by competent persons.

6.6 Roof Access Systems. Roof access systems are to be periodically inspected for serviceability by competent persons, and where installed, are to be used as part of the access equipment.

## 7.0 WORK AT HEIGHT SAFETY

7.1 Danger Areas. Physical barriers shall be provided to prevent persons accidentally accessing danger areas where access equipment is in use. Appropriate signs shall also be installed to warn of the danger areas.

7.2 Falling Objects. Provision shall be made to prevent the risk of objects falling from the work at height operation, or from the access equipment.

7.3 Safety Helmets. Persons working at height, where there is a risk of falling objects, are to wear safety helmets, as identified in the risk assessment.

7.4 Unauthorised Access. Provision shall be made to prevent unauthorised persons from accessing access equipment.

7.5 Weather Conditions. When working outside at height weather conditions are to be taken into account. No person should work at height outside in inclement weather and high winds.

7.6 Fragile Roofs. When accessing roofs particular care and attention shall be paid to the potential for fragile roof coverings, and safe methods of work are to be identified.

7.7 Loading Scaffolding. Persons using scaffolding are to be aware of the dangers of overloading the working platform with materials and associated equipment. The maximum safe working load of the designed scaffold system is not to be exceeded.

7.8 Mobile Phones. Using mobile whilst working at height or using access equipment is forbidden.

7.9 Removing Debris. Under no circumstance is waste and debris to be tipped or thrown from a work at height platform.

## **APPENDIX L: DRIVING AT WORK**

Reference:

A: Policy B6 - Travel

### **1.0 INTRODUCTION**

1.1 Under the Health and Safety at Work Act 1974 the School's duty of care extends beyond the premises and grounds to staff driving vehicles for School business. This will include driving School vehicles and carrying students in private cars, but also includes less obvious journeys where staff may use their own vehicle travelling to and from training venues for work related courses.

1.2 The duty of care does not extend to journeys between staff members' homes and the School, but does include journeys from the home of a staff member to a venue hosting School related business.

1.3 In securing duty of care the School is ensuring the safety of staff members driving for work purposes and the safety of their passengers as well as ensuring driving laws are fully complied with. Under the same Act members of staff have a duty to ensure they cooperate with the School and ensure they follow the procedures described in this policy.

### **2.0 DRIVING OWN CAR ON SCHOOL BUSINESS**

2.1 The School maintains an insurance policy for occasional business use. This allows members of staff to use their own private vehicle for official School business without them having to arrange additional insurance cover for 'business' use. Staff wishing to use this cover must register with the Health and Safety Officer by completing a 'Drivers Declaration' form.

2.2 Whenever possible students should be transported in School vehicles. When vehicles are not available, or where it is not practical to use minibus for a small number of students, staff are permitted to use their own cars. To protect both parties, unless in case of emergency, male members of staff should avoid travelling with one girl only. If for any reason this is being contemplated in a non-emergency situation advice should be taken in advance from the SLT or the DSL or their Deputy.

2.3 Staff who are likely to drive on School business must register to use the School's policy by submitting a Driver Declaration form. The insurance cover will not apply unless staff are registered. Failure to comply with this requirement may result in an individual driving with invalid insurance.

### **3.0 DRIVERS DECLARATION**

3.1 Driver Declaration forms are available in the Health and Safety folder on the shared drive of the School's intranet. Individuals are required to complete the form and submit it to the Health and Safety Officer.

3.2 From June 2015 the paper part of the driving licence showing endorsements will no longer be valid. Individuals will need to enter their personal details online at: <https://www.gov.uk/view-driving-licence> to generate a check code that must be submitted as part of the Driver Declaration form. To achieve this individuals require their driving licence number, National Insurance number, and the postcode for the address shown on the licence.

3.3 Drivers are required to declare any penalty points remaining on their licence and any accidents they may have been involved in, regardless of blame. The School's insurance provider will take a view based on the information provided and may reject an individual from using the policy, or apply restrictions, if they consider the risk too high.

3.4 Any driving convictions received after making an initial declaration are to be reported directly to the Bursar or the Health and Safety Officer.

3.5 Drivers are also required to declare any health conditions that may impair their ability to drive safely. If individuals have any doubt regarding this, they should seek advice from their Doctor. Health issues arising after initial declaration must also be reported to the Bursar or the Health and Safety Officer without delay.

#### 4.0 DRIVING SCHOOL VEHICLES

4.1 Members of staff are permitted to drive school vehicles within the sphere of their work providing they meet the following criteria:

- Attained the aged 21 years.
- In possession of a valid full Category B car driving licence.
- Completed a 'Drivers Declaration' form.
- The vehicle is used for approved School business.

4.2 For the purpose of this Policy, School vehicles will include any vehicle within the School's fleet or any vehicle on hire to the School.

4.3 School vehicles are not to be used for unauthorised journeys or for personal gain.

#### 5.0 DRIVING MINIBUSES

5.1 The School has two buses, a 17 seat and a 14 seat vehicle. The 15 seat vehicle has been specifically designed at a weight less than 3500kg to take account of the change in licence categories in 1997.

5.2 School staff are permitted to drive minibuses providing they meet the following criteria:

- Attained the aged 21 years.
- Have a minimum of 2 years driving experience.
- In possession of a valid full Category B (or D1) car driving licence.
- Completed a 'Drivers Declaration' form.
- The vehicle is used for approved School business.
- Undergone a minibus driver assessment course.
- Drivers are volunteers and drive without reward <sup>see Section 19 Permit</sup> (not paid, except for out-of-pocket expenses).

5.3 Persons who have passed a Passenger Carrying Vehicle (PCV) test and hold Category D or D1 are permitted to drive either of the School's minibuses.

5.4 Persons who hold a full licence having passed their test before 1 January 1997 and have D1 (101) on their licence may drive a minibus carrying a maximum of 16 passengers (excluding the driver) in excess of 3500kg. Licences with Category D1+E (101) may also tow a trailer over 750kg but must not exceed 12,000kg fully laden.

5.5 Persons who passed their driving test after 1 January 1997 and hold a category B licence may drive the 15 seat minibus as it is less than the maximum 3500kg. They are not permitted to tow a trailer.

5.6 The driver is responsible for ensuring all passengers wear seat belts provided.

#### 6.0 SECTION 19 PERMIT

6.1 Both School minibuses operate under Section 19 Permits issued by the Department for Transport. This allows the School buses to be driven by members of staff on Category B or Category D1 (101) full car licences, including for hire or reward, as required.

6.2 Section 19 Permits, which remain valid until December 2019, are affixed to the inside windscreen of both buses and must remain visible at all times.

#### 7.0 MINIBUS MAINTENANCE

7.1 The Estate Department is responsible for the general upkeep of the minibuses. He will ensure all servicing and inspections are carried out in accordance with legal requirements and manufacturers' instructions. Where practicable the Estate Department will ensure that oil and fuels are routinely topped up in preparation for the next user.

7.2 Drivers are responsible for carrying out pre start checks before commencing their journey. They are to complete a Minibus Users Form which highlights all necessary checks. The forms are kept in the vehicle log book in the vehicle cab. Drivers are also responsible for ensuring the bus is cleaned at the end of the journey.

7.3 Drivers should note that they may be liable for penalties if stopped by police for issues relating to the condition of the vehicle.

## **APPENDIX M: LANDING OF HELICOPTERS**

### **1.0 GENERAL**

1.1 There may be occasions where individuals, including parents of School students, wish to land helicopters and other light flying craft within the School grounds. This is potentially a very hazardous activity, but by observing strict control measures permission may be granted.

1.2 The reference to helicopters in this document includes other types of light flying craft that may seek approval for landing within School grounds.

### **2.0 APPROVAL**

2.1 Those wishing to land flying craft at the School must seek approval from the Head, or in her absence a member of SLT, in consultation with the Estate Office. Approval will only be granted if the required criteria can be met, and is to the complete satisfaction of the Head, or her deputy.

2.2 Under no circumstances can helicopters or other flying craft, privately owned or otherwise, land within the School grounds without advance notification and approval.

### **3.0 CRITERIA FOR APPROVAL**

3.1 The owner of the craft, or the person making the arrangement must submit a request in writing (a fax or emailed request is acceptable) to the School at least 24 hours before the planned time of arrival. Due to changing factors, such as weather conditions, the proposed landing must be confirmed at least 3 hours before the estimated time of arrival (ETA). This will allow time for School staff to clear and prepare the area selected for landing.

3.2 The following information must be included in the initial request:

- Date and estimated time of arrival and departure.
- Name of pilot and evidence of pilot's licence and appropriate insurance.
- Type of aircraft and confirmation that its size is appropriate for the selected landing zone.
- Number of passengers travelling in aircraft.
- Reason for requested landing.
- Confirmation that prevailing weather conditions are suitable for landing at the School.
- Means of contacting pilot, or person making arrangements, prior to and during the flight (should circumstances change at the School where a landing is no longer possible).
- Confirm whether flying under 'Visual Flight Rules (VFR)' or 'Instrument Flight Rules (IFR)' and give details of flight plan where appropriate.

3.3 Persons requesting aircraft landing approval should complete a request form for approval.

### **4.0 NOTIFICATION OF APPROVAL**

4.1 When a request has been submitted the Head, in consultation with other competent persons, should assess the request and carry out the following:

- Identify a suitable landing site within School grounds, taking into account overhead obstructions, suitability of ground conditions, and other users of the area.
- Provide notification in writing (fax or email acceptable) to the pilot, or person making the arrangement, of the proposed landing site. Include with this notification a plan of the School grounds indicating the location of the proposed landing site, and a description of the area and current ground conditions.
- Confirm with the pilot that the proposed site is acceptable before granting final approval.
- Nominate a competent member of School staff to oversee arrangements prior to, and during the visit by the helicopter.

## **5.0 PREPARATION PRIOR TO THE ARRIVAL OF HELICOPTER**

5.1 The nominated person must carry out the following, enlisting assistance of others as necessary, prior to the arrival of the helicopter:

- Confirm there is no change to the ETA.
- Ensure the proposed land site is clear of debris liable to cause damage to the helicopter.
- Cordon off the proposed landing site, using physical barriers where necessary, and prevent traffic and persons entering the area.
- Temporarily close off roads and tracks adjacent to the proposed site 15 minutes before the arrival and departure of the helicopter.
- Ensure that all persons within the vicinity are notified of the proposed visit (e.g. those playing sports on adjacent fields, riding stables).
- Ensure there are no naked flames, smoking, or other means of igniting fire within 75 metres of the proposed site.

## **6.0 APPROACHING THE HELICOPTER**

6.1 No person shall approach the helicopter until the rotors have stopped turning and the pilot signals that it is safe to do so.

6.2 Only authorised persons will be permitted to approach the aircraft.