St Mary's School
CAMBRIDGE

Health & Safety Practical Arrangements

This policy is the responsibility of the Health and Safety Manager

Last review: March 26

Next review: March 27

Overview

This Policy is intended to meet the needs of all our pupils from the Early Years (EYFS) to the Sixth Form, including our Boarders, members of staff and volunteers.

General

St Mary's School *Management of Health and Safety Policy* explains the school's general statement of policy, and how responsibility is delegated throughout the school community. This document follows on and covers the arrangements for managing specific areas of health and safety (H&S). Some of these subjects require more detail and therefore a specific document has been written.

Periodic Site Inspections

The school arranges the following H&S inspections and servicing.

Contracted Services:

Inspection	Company / Detail	Frequency	Workshop Folder No
Fixed Electrical System	MS Electrical carryout inspection	5 years	NA
Radiation	Cambridge University Hospitals NHS Foundation Trust East Anglian Regional Radiation Protection Service (EARRPS). The school is classed as a "Radiation Employer" under the Ionising Radiations Regs. EARRPS is the HSE Approved Dosimetry Services. An inspection is required under the Regs for advice on complying with the Ionising Radiations Regs	3 years	NA

Inspection	Company / Detail	Frequency	Workshop Folder No
Local Exhaust Ventilation (LEV)	ALS (UK) LLP. The school has fume cupboards in the Science Hubs and dust extraction in the Resistant Materials Classroom	14 Monthly	020
Portable Electrical Appliance Testing (PAT)	MS Electrical carryout inspection	Annual	NA
Lifts	Ray Tuttle Lift Services Ltd carryout the LOLER inspections Gensis Lifts carryout servicing of the service and passenger lifts	Six Monthly/Quarterly	021
Boilers	CPS Building Services carryout servicing	Annual	022
Gas Catering	Gardiff Catering Equipment carryout inspections	Annual	NA
Pottery Kilns	Corby Kilns Ltd service school kilns	Annual	023
Water Fountains	Cooler Aid carryout servicing	Annual	NA
Fire Alarms	TTS Fire/CamAlarms service the alarms and detectors	Annual	024-026
Fire Extinguishers	TP Fire Ltd carryout servicing	Annual	027
Emergency Lighting	CamAlarms/ MS Electrical carryout discharge tests	Annual	025/026/028
Intruder Alarms	Gary Reed alarms carryout servicing	Annual	029
Air Conditioning	Airway Air Conditioning Ltd carryout servicing	Annual	030
Vehicle MOT/Servicing	Stepney Brothers Ltd carryout MOT and servicing	Annual	NA
PE & Gym/Play Equipment	Universal Services carryout inspection and servicing	Annual	031
Lightning Protection	PTSG carryout inspection and servicing	Annual	032
Automatic Gates	Anglia Gates carryout servicing	Annual	033
Sliding Doors	Reactive Doors carryout inspection and servicing	Annual	034
Partition Walls	Pro Servicing carryout servicing	Annual	035
Roller Shutters	Royal Industrial Doors carryout inspection and servicing	Annual	036
Autoclaves (Biology)	Prestige Medical carryout inspection	Annual	NA
Kitchen Suppression Systems	Global Fire Systems Ltd carryout servicing	Six Monthly	027

Inspection	Company / Detail	Frequency	Workshop Folder No
Minibus roadworthy inspections	Castle Minibus carryout inspections as required under section 19 permits	Quarterly/6 weekly	NA
Legionella and TVC Bacteria	ALS analyse two water samples taken by the Work Department	Monthly	037

School Staff:

Inspection	Persons + Detail	Frequency	Workshop Folder No
Radiation Leak Testing	The Science Dept. Radiation Protection Supervisor	Annual	NA
Fire Doors	H&S Manager, intumescent seals, door closuring correctly	Annually/ Quarterly	NA
Ladders	H&S Manager	Six monthly	050
Condition of Asbestos	H&S Manager	Six monthly	NA
First Aid Kits	Nurses inspect and restock	Termly	NA
Descaling of shower heads	Works Dept	Quarterly	037
Emergency Lighting, Fire Extinguishers and Escape Routes	Works Dept emergency lighting function test Check for missing extinguishers Ensure fire escape routes are clear	Monthly	051
Sixth Form Gym & Play Equipment	Works Dept	Monthly	031
Water temperature testing	Works Dept. Temperature testing sentinel outlets and calorifiers flow and return	Monthly	037
Fire Alarms	Works Dept. Test alarms at random call points	Weekly	NA
Minibus Roadworthiness	Work Dept. Strider App	Weekly	NA
Water Flushing	Cleaners, Works Dept, Health & Safety Manager. Identified low use showers and taps	Weekly	037
Fire Alarm Panels	Works Dept panel fault check	Daily	NA
Minibus Daily Use	Minibus park & ride drivers. Strider App	Daily	NA

Training of Staff in Health & Safety

All members of staff receive H&S induction training as soon as practical at the beginning of their employment. The school uses the service of Smartlog, a cloud-based fire and health & safety compliance management portal for the following training needs:

- Asbestos Awareness
- COSHH Awareness
- DSE Users
- Fire Awareness
- Fire Warden
- Guide to completing a risk assessment
- Health and Safety at Work
- Legionella Awareness
- Managing Safety
- Manual Handling
- Slips, Trips & Falls in Education
- The Fire Safety (England) Regs 2022
- Working at Height Awareness

H&S training specific to job title is arranged by Line Managers with advice from the H&S Manager.

Examples of further training include:

- First Aid at Work/Emergency First Aid/Paediatric First Aid
- Anaphylaxis Training
- Medicines Training
- PASMA Tower Scaffold Training
- Fire Extinguisher Training
- Legionella Competent Persons Training

Risk Assessments:

The Arrangements for Risk Assessment policy is available on the Policies tile of SMC.

Consultation Arrangements with Employees

The School's Health and Safety Committee meets termly and is the main conduit for H&S consultation. The Committee consists of the following persons:

- Health & Safety Manager – Chair
- Governor
- Headmistress
- Bursar
- Head of Juniors
- IT Director
- Catering Manger
- Nurse
- Operations Manager

- Head of Science
- Head of Boarding
- Head of Food Technology
- Head of Art
- Head of PE

Minutes of the meetings are displayed on the H&S pages of SMC.

Health and Safety is also a standing item on the School's Staff Forum and Governance Committee Meeting. Any issues raised are passed on to the H&S Manager. Notices and information are routinely sent out by email from the H&S Manager and Bursar. Further information is passed to and from staff during Monday morning staff meetings and departmental meetings.

Recording & Reporting Accidents

- An accident is defined as: any unplanned event that results in injury or ill health.
- A near miss is defined as: any unplanned event that does not cause injury or damage but has the potential to do so.
- After the immediate response to an accident, in terms of first aid, making the area safe and any further medical treatment, an incident form should be completed. The form is available on the H&S pages of SMC and should be completed as soon as possible: all relevant information should be provided. For pupils, visitors, and contractors the form should be completed by a member of staff. Where a member of staff is involved in the accident and is unable to complete the form a colleague (who witnessed the accident if possible) should complete it on their behalf.
- Details of when parents should be contacted are within the *Medical and First Aid Policy*.
- Where a near miss has occurred the incident, form should be completed.
- Forms are circulated the the Nurses and to the H&S Manager who add any follow upactions and recommendations. The H&S Manager is responsible for investigating accidents and incidents to understand causes. Accident and near miss occurrences are discussed at the H&S Committee meetings.

Policy and Procedures for Off-Site Visits

The *Off-site Visits Policy* is available on the school web site and Policies tile of SMC.

Dealing with Health & Safety Emergencies

The School's *Crisis Management Plan* is available on the Policies tile of SMC and printed in nominated battle box locations.

First Aid & Supporting Medical Needs

The School's *Medical and First Aid Policy* is available on the Policies tile of SMC and the School web site.

New & Expectant Mothers

Once a member of staff has informed the school, they are pregnant, a meeting takes place between the member of staff and H&S Manager. The H&S manager discusses the range of tasks undertaken and a specific risk assessment is completed. Once agreed by the member of staff the risk assessment is presented to their

line manager for implementation. The Nurses are also made aware of any pregnant employees and inform them of any illness present in school which could affect their pregnancy.

Occupational Health Services & Managing Work-Related Stress

St Mary's has employee policies and procedures to protect the wellbeing of employees and to assist Line Managers in supporting individuals. These include policies on Stress, Bullying at Work, Harassment, Absence, and Drugs and Alcohol which are all contained in the Staff Employment Manuals. Members of staff are required to read the Manuals when they sign their contracts.

The school will liaise as appropriate with occupational health and other medical professionals with the object of helping employees to maintain good health. The occupational health professionals provide a comprehensive service designed to help employees stay in work, or to return to work, after experiencing health problems. This includes preparing medical assessments of individual's fitness for work following referrals from line managers and the HR department, liaising with GPs, and working with individuals to help them to retain employment.

Workplace Safety for Teachers, Pupils & Visitors

The *Arrangements for Visitors Policy* is available on the Policies tile of SMC and the School web site.

The School Health & Safety Policy and subsidiary documentation focus on workplace safety.

Risk assessment for classrooms and other areas of the school are available on the Risk Assessment pages of SMC.

School Security

The *Schools Protective Security Policy* is available on the Policies tile of SMC.

Physical Security:

Key locks are fitted to external doors, offices, kitchens, maintenance/cleaning areas and science labs. Keys are only held by members of staff that require them. Key losses are reported to the Operations Manager. Additionally, combination pads are fitted to some of the above, an SLT, staff, pupil and boarding code restrict access to unauthorised areas. Codes are changed on a regular basis. External doors have self-closing mechanisms fitted to reduce the likelihood of unauthorised access.

Padlocks and combination pads are fitted to external gates and maintenance/cleaning areas.

Weekdays during term time the school buildings are unlocked by the Works Department, in the evening the cleaning contractor Iconic or Hyline Security secure the school buildings.

Alarms:

Intruder alarms are fitted throughout the school buildings. Hyline Security are contracted to operate a call out system to attend the site out of hours, supported by a member of the Works Dept on a rotational callout pattern.

Reception:

The Senior School reception is staffed weekdays between the hours of 7am to 6pm during term time. The main external doors to reception are controlled by the receptionist who electronically opens the door when the bell rings. Visitors are supervised in the Cortile by receptionists until an escorting member of staff arrives.

CCTV:

Close circuit television is fitted throughout the school buildings. CCTV is managed by the School's IT Director. The *CCTV Policy* is available on SMC and the School web site.

Safeguarding:

The following polices are available on SMC:

- *Safeguarding and Child Protection Policy.*
- *Recruitment Selection and Disclosure Policy and Procedure.*
- *Staff Behaviour Policy.*

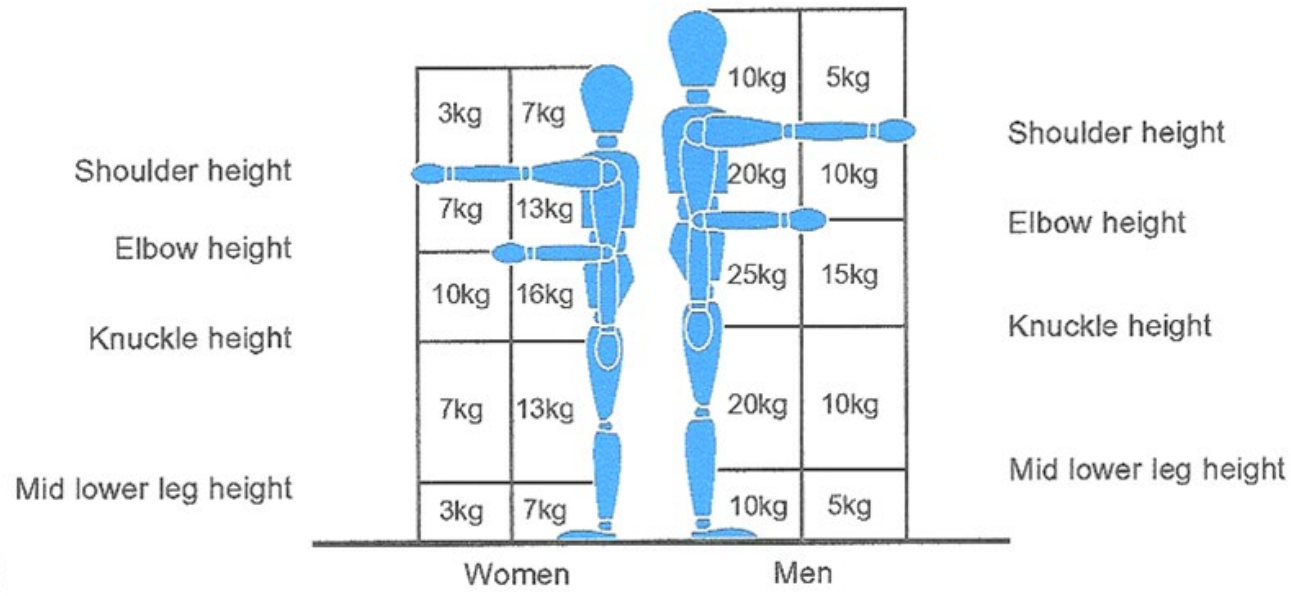
Violence to Staff

The school has a zero-tolerance policy towards violence and threatening behaviour. Any incidence of violence or threatening behaviour is reported to the Senior Leadership Team. The *Staff Behaviour Policy* is available on SMC.

Manual Handling

Manual handling refers to any activity which requires a person to use force to lift, lower, push, pull, carry, or otherwise move, hold or restrain objects.

To remove some of the risk from manual handling, sack barrows and trolleys are provided throughout the school buildings. Porters are employed to routinely move items around the school premises. As a guide the average maximum weights adult men and women should lift at different heights are displayed below



Slips & Trips

The H&S Manager and the Operations Manager are responsible for the condition of the school's walkways, stairways, rooms, and outside paths. Refurbishment works continually take place primarily during school holidays. Potholes on public pavements and roads directly outside school property are reported to the County Council.

Wet floor cleaning signs and barrier systems are used by cleaning staff to alert persons to slippery floor areas during cleaning. Spills and shattered items are cleaned up as soon as possible.

Non-slip/safety footwear is provided to the Works Department, Catering and Porters.

On-Site Vehicle Movements

The on-site vehicle speed limit is 5 mph, the compact layout of the site means that vehicle movements are restricted to driveways and the sports fields. Where the layout of the school site allows pedestrians and vehicles use segregated areas.

School minibuses are fitted with a reverse parking alarm.

Management of Asbestos

Arrangements for Managing Asbestos are available on the Policies tile of SMC.

Control of Hazardous Substances

Chemicals and Substances:

Cleaning and maintenance products with no health hazard CLP label (classification, labelling and packaging of substances and mixtures) are used where practical. COSHH assessments are undertaken for products with a health hazard CLP label as shown below:

WARNING

DANGER

CORROSIVE

COMPRESSED GAS

COMPRESSED GAS

AQUATIC ENVIRONMENT

SENISTISER, CARCINOGEN, MUTAGEN OR TERATOGEN

Material safety data sheets accompany COSHH assessments, they explain the safe, storage, disposal and emergency procedures for their use.

The science department use CLEAPSS cards for substances used in lessons.

Chemicals are stored in locked flammable vaults and science preparation areas as appropriate.

Bodily Fluids:

Biohazards clean up kits are located throughout the school and boarding accommodation.

Work at Height

The school avoids all work at height where there is a reasonably practical alternative. A number of approved external services conduct work at height on school premises:

- Window cleaners (during school holidays).
- Lightning protection systems inspections and maintenance.
- Erection of scaffolding.
- Maintenance work from scaffolding.
- Maintenance work from a Mobile Elevated Work Platform (MEWP).
- Work of short duration from a ladder.
- Aerial tree inspections and remedial work.
- Telecoms engineer's inspections.
- Drama Support Technician.

Only staff trained in the use of ladders and work towers are permitted to use such equipment. To ensure safe working at height the school provides a work tower for use by PASMA (Prefabricated Access Suppliers' and Manufacturers' Association) trained persons. Ladders are inspected every sixth months by the H&S Manager.

Work at height is not to be carried out if the weather conditions would jeopardize safety or health.

Selecting & Managing Contractors

Arrangements for Selecting and Managing Contractors are available the Policies tile of SMC.

Estate Management

Drainage:	The Works Dept inspect the drainage system on an annual basis to ensure its serviceability.
Guttering:	The Works Dept inspect the guttering and down pipes on an annual basis to ensure their serviceability.
Outdoor Play Equipment:	An approved contractor undertakes and an annual inspection. The Works Dept inspect play equipment on a monthly basis.
Trees:	The school's trees are inspected by an arborist every three years, from their professional inspection a tree survey and risk assessment is written. In the intervening years the H&S Manager inspects the trees and assesses their risk.
Water Hygiene:	The Arrangements for Water Hygiene (specifically legionella) Policy is available on the Policies tile of SMC.

Workplace Transport

The Arrangements for Workplace Transport Policy (including the use of school minibuses) is available on the Policies tile of SMC.

Electrical Safety

The Arrangements for Electrical Safety Policy is available on the Policies tile of SMC.

Local Exhaust Ventilation

Science fume extraction cupboards and the D&T Workroom are subject to a 14-month Local Exhaust Ventilation (LEV) inspection by an approved contractor.

Pressure Systems

The Biology Department autoclaves are inspected on an annual basis by an approved contractor.

Gas Appliances

A gas proving system with emergency cut off is fitted to science laboratories.

The heating system is inspected on an annual basis by an approved contractor (registered on the gas safe register).

An annual servicing of gas cookers takes place in the school kitchens.

Lifting Equipment

The passenger and service lifts are regularly serviced. An approved contractor carries out the 6/12 monthly LOLER inspection.

Glazing Safety

Where there is a risk of windows and glass doors being smashed due to activities such as PE, glazing is protected by wire mesh or strengthened glass is fitted. The school has no doors which are entirely glass, removing the risk of accidental collision and subsequent serious injury when doors are closed but appear open at first glance.

Any broken windows are boarded up by the Works Department as soon as possible. Any crack or chips found in windows are repaired by the school's glazing contractor as soon as possible.

Fire Safety

Arrangements for Fire Safety are available on the Policies tile of SMC.