



MALTMAN'S GREEN
SCHOOL

Health and Safety Policy

This policy also applies to the EYFS

Related documents

Anti-Bullying Policy
Asbestos Policy
Fire Evacuation and Lockdown Policy
Medical Policy
Curriculum Policy
Safeguarding and Child Protection Policy and Procedures

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1 Introduction

We apply high standards in the management and control of all our operations, to include matters of health and safety. These are designed to ensure that staff, pupils and those who visit the School or may otherwise be affected by the School's operation are safe.

This Health and Safety Policy (the policy) applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at the School.

1.1 Statement of general policy

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees, pupils and anyone else affected on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations.
- To provide information, instruction and supervision to employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.
- To ensure that adequate resources are available for the management of health and safety issues.
- To use specialist Health and Safety consultants to assist the School when necessary.

In accordance with our obligations under the Health and Safety at Work etc. Act 1974, we have a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the School's operations. Although pupil welfare and well-being is not strictly within the remit of this policy, we recognise that it is inextricably linked with health and safety at the School.

1.2 We will safeguard and promote health, safety and welfare by:

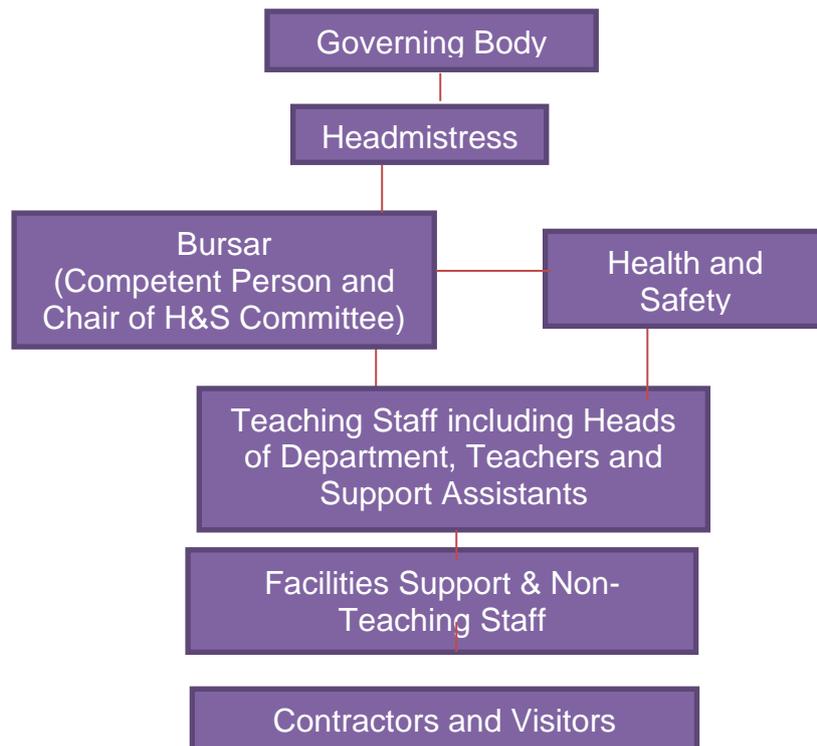
- taking a proportionate and holistic approach to risk management;
- ensuring that the Governors and Senior Management are aware of and understand the School's health and safety and welfare policies and procedures and apply them sensibly and practically to the real risks in the School;
- ensuring that key staff have clearly established roles and responsibilities;
- paperwork being kept to a minimum, with the significant hazards identified, their risks adequately controlled and precautions clearly documented where needed;
- consulting with staff and safety representatives and pupils, where appropriate, to find practical solutions to health and safety issues; and
- ensuring that practice and compliance is regularly monitored, feedback given and lessons learned.

Any references to legislation in this policy includes any subsequent amendments to that legislation.

2 Responsibilities

As an employer, Maltman's Green School Trust Limited (the School) has overall responsibility for health and safety at the School.

The organisation chart below shows the lines of communication to implement and manage the policy:



The Governing Body on behalf of the School are committed to protecting the health and safety of those affected by the School's operation, including but not restricted to its employees, pupils and visitors to the School site.

The Governing Body delegate responsibility for health and safety matters affecting staff and pupils to the Headmistress.

The Headmistress retains an overall responsibility for the implementation of the School's Health and Safety Policy but has appointed the Bursar as the School's Health and Safety Co-ordinator.

To ensure the health and safety standards are maintained / improved, the table below indicates the primary areas of responsibility for the following people or bodies:

Name	Responsibility
2.1 The Governing body	Monitoring and reviewing the School's Health and Safety Policy and ensuring that information is disseminated. The Governing Body acknowledges its legal duty to notify the Health and Safety Executive of major accidents and dangerous occurrences. The Governing Body ensures that a high standard of health and safety is maintained in the School and this implies financial commitment.
2.2 The Headmistress	Overall responsibility for the implementation of the School's Health and Safety Policy but has appointed the Bursar as the School's Health and Safety Co-ordinator. Instigates an investigation and, where appropriate, authorises remedial work or action and reports on a termly basis to the Governing Body.
2.3 The Bursar	Delegated responsibility from the Headmistress as the School's Health and Safety Co-ordinator
2.4 The Health and Safety Committee	<p>Chaired by the Facilities Manager and comprises both selected Governors and key staff, including the Bursar, is responsible for the day-to-day co-ordination of the School's Health and Safety Policy to include:</p> <ul style="list-style-type: none"> • <i>Regular inspections and risk assessments.</i> • <i>Liaising with contractors.</i> • <i>Initiating action on reported hazards and accidents.</i> • <i>Fire and emergency procedures.</i> • <i>Maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the School's agreed policy prior to the commencement of their duties.</i> • <i>Maintaining records of any Health and Safety incidents.</i>
2.5 First aid	Cover is provided by the School Matron and designated, trained members of Staff. Refer to the School Medical Policy which provides full information and a List of First Aiders.

This policy relates to health and safety whilst on School premises. The School's Curriculum Policy contains a section on Off Site Visits, which refers to health and safety issues relating to off site visits.

All staff also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with the School in order to comply with the law. All employees must:

- co-operate with supervisors and managers on health and safety matters;
- undertake their work in accordance with training and instructions
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to the Bursar (as detailed in this policy and the Staff Handbook).
- undertake relevant Health and Safety training.

Staff having curriculum responsibilities and those representing non-teaching, community staff or those who have buildings responsibilities also have a responsibility to manage safety in those areas on a day-to-day basis by:

- Checking that areas and equipment are safe before commencing an activity.
- Ensuring safe procedures are followed and use protective equipment as required.
- Encouraging pupils and visitors to comply with the policy.

The exact responsibilities of employees will depend in part on their management control. Therefore, for example Heads of Department are expected to carry out greater responsibilities than classroom teachers, and chief cooks more responsibilities than kitchen assistants. Duties are clearly identified in Job Descriptions, Contracts and the Staff Handbook.

In addition, teachers and other staff have a common law duty to act as any prudent parent would do when in charge of pupils.

All pupils and visitors must:

- operate with the School on health and safety matters and in particular follow the instructions of staff in the event of an emergency;
- take reasonable care for their own health and safety and that of others at the School;
- observe standards of dress consistent with safety and / or hygiene;
- use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety; and
- report all health and safety concerns to a member of staff.

3 Risk assessment - health and safety

The School promotes and safeguards the health and safety of employees, pupils and others through the systematic assessment of risks posed by its operation.

The School undertakes an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.

Risk assessments will be conducted / reviewed for new and / or expectant mothers, employees aged under 18 and night and / or lone workers.

Risk assessments will include key areas of risk including:

- supervision arrangements, school trips, hazardous or adventure activities;
- personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, asbestos at work, ionising radiation and fire safety; and
- use of high risk areas, such as gymnasias, swimming pools, machinery, laboratories and workshops.

Risk assessments are the overall responsibility of the Bursar who will delegate their completion to the following people:

Name	Risk assessment responsibility
Senior Management Team (Head of Years 5 and 6, Head of Years 3 and 4, Head of Pre-Prep, Head of EYFS, Director of Enterprise, Deputy Head Pastoral, Deputy Head Academic, Curriculum Coordinator)	Supervision arrangements Hazardous or adventure activities
Heads of Departments	Use of high risk areas such as gymnasias, laboratories and workshops Use of personal protective equipment Supervision arrangements
Educational Visits Co-ordinator / Trip Leaders	School trips Hazardous or adventure activities Supervision arrangements
Facilities Manager	Use of high risk areas such as swimming pools Use of personal protective equipment Manual handling operations Substances hazardous to health Noise at work Lead at work Asbestos at work Ionising radiation Fire safety
HR Manager	New mothers Expectant mothers Employees aged under 18 Night / lone workers

The findings of the risk assessments will be reported to the Facilities Manager.

Action required to remove/control risks will be approved by the Bursar and / or the Headmistress.

The Bursar will be responsible for ensuring the action required is implemented.

Risk assessments will be reviewed on an ongoing basis. Generally, risk assessments are reviewed annually or when the activity changes, whichever is soonest.

Further guidance on risk assessment can be found in Appendix 1.

4 Risk Assessment - Welfare Issues

The School's specific arrangements for safeguarding and promoting pupils' welfare are set out in:

- The Safeguarding and Child Protection Policy and Procedures and associated appendices
- The Anti-Bullying Policy
- The Pastoral Care and Pupil Support Policy
- Appendix 1 of the Health and Safety Policy: Guidance on Risk Assessment

5 Consultation with Employees and Pupils

The School will consult with employees through the regular departmental team meetings chaired by Heads of Departments in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety.

Heads of Departments will be provided with sufficient information to enable them to manage and participate fully in the consultation process.

Staff representatives are appointed to the School's Health and Safety Committee; the complete membership list is as follows:

- Bursar (Chair)
- 2x Governors
- Deputy Head Academic
- Deputy Head Pastoral
- Head of Pre-Prep
- Head of PE & Games
- Head of Art & DT
- STEAM Teacher
- Head of Science
- Facilities Manager
- Head of Sustainability
- Educational Visits Coordinator
- Matron
- Chef Manager

The School also consults with pupils, where appropriate, through the School Council which has pupils appointed from each Year Group and which meets once each half term.

6 Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the Staff Office and leaflets are also available from the Bursar.

Further notices relating to first aid and fire safety will be displayed as appropriate.

The School will display a certificate of employers' liability insurance in the Staff Office.

Health and safety advice is available from the Bursar.

Supervision of young workers / trainees will be arranged / undertaken / monitored by the appropriate Head of Department.

The Bursar is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

7 Competency for Tasks and Training

All employees are provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.

All employees are given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures.

The School will also ensure that all employees receive job specific health and safety training, including risk assessment training, where appropriate.

Job specific training will be provided by the Head of Department, where applicable, otherwise it will be arranged by the Director of Studies or HR Manager.

The School will provide further training if risks change and refresher training when skills are not frequently used.

Training records are kept on the School Management System, PASS, by the HR Manager.

Training will be identified by the appropriate Heads of Department, and arranged and monitored by the HR Manager.

8 Workplace Safety

The School will ensure that the School premises are safe and in good repair and are kept free of reasonably avoidable safety hazards and are fit for purpose and suitable for the age of pupils cared for and the activities provided on the premises.

The School will take all reasonable steps to ensure that the School premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils and other users of School premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004).

The School Premises are regularly inspected by both the Headmistress and the Bursar and, on a daily basis, by the Facilities Support staff. This includes a review of issues such as heating and lighting, cleanliness, sanitary provision, temperature, desks and seating, the condition of floors and facility arrangements for providing staff room facilities and the provision of drinking water.

Governors undertake an annual Health and Safety inspection and audit.

The Facilities Manager will manage regular surveys of the School premises and its maintenance and repair.

The School will promote effective infection control by ensuring that the School premises are kept clean and tidy. Handwashing is promoted and hand sanitiser is provided.

The School will ensure that access to high risk areas, including laboratories, workshops, the swimming pool and gymnasia and out of bounds areas of the grounds is appropriately controlled and restricted.

8.1 Vehicle safety

The School will ensure that there is adequate segregation of pedestrians and vehicular traffic on the School site.

The Facilities Manager will ensure that all School vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.

The Bursar is responsible for ensuring that School vehicles are properly taxed, licensed and insured.

The Bursar will ensure that drivers of School vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so and that School journeys are properly planned, supervised and risk assessed and that adequate records are maintained.

8.2 Safe plant and equipment

The Facilities Manager will be responsible for identifying all equipment / plant needing maintenance.

The Facilities Manager will be responsible for ensuring effective maintenance procedures are drawn up and implemented.

Any defects or problems found with plant / equipment should be reported to the Bursar and the plant / equipment should be immediately taken out of use until it has been made safe.

The Facilities Manager will check that new plant and equipment meets health and safety standards before it is purchased.

The School will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.

The School will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

8.3 Testing of electrical equipment, gas appliances etc.

The Facilities Manager will ensure that all equipment and systems including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the School and that records of inspection, maintenance and testing are retained.

In particular, the School will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989 (SI 1989/635) and the Gas Safety (Installation and Use) Regulations 1988 (SI 1998/2451).

Staff are forbidden from bringing personal items of electrical equipment (except those staff who have accommodation provided and this is for use in their own dwelling) into the school (such as mobile phone chargers, radios, kettles etc, only if new or PAT tested). If permission is granted to bring such items into the school by the Fire Safety Manager, a record will be maintained and the cost of the inspection under the Electricity at Work Regulations will be met by the staff member. Any equipment found to be faulty will immediately be taken out of service and the cost of any repair or replacement will be met by the staff member.

Portable appliance testing is currently undertaken by CAMS Portable Appliance Testing.

The fixed electrical installation will undergo inspection at the intervals recommended in BS7671:2001 which is currently every 5 years, or earlier if judged to be necessary.

8.4 Visual display units (VDUs) and display screen equipment

The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment at in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992/2792).

8.5 Manual handling

The School seeks to avoid the need for manual handling (defined for the purpose of this policy as the transporting of loads by hand or using bodily force) wherever possible.

Where manual handling cannot be avoided, the School will seek to reduce the risks related to manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992 (SI 1992/2793).

8.6 Safe handling and use of substances

The School will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, the School will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) (COSHH) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls, protective equipment and secure storage.

For details please refer to the School's Fire Evacuation and Lockdown Policy.

9 Asbestos

The School recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (ACM) or presumed ACMs on the School premises by complying with the Control of Asbestos Regulations 2012 (SI 2012/632) and in particular by:

- ensuring that the School complies with its duties in relation to licensed and
- non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate;
- preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;
- carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
- preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACMs known as an Asbestos Management Plan;
- regular inspections, reviews and / or monitoring, as appropriate;
- ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the School;
- ensuring that all employees may come into contact with ACM or presumed ACM are adequately trained;
- ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency.
- ensuring that ACM or presumed ACM is not disturbed unless prior agreement has been given by the Facilities Manager and there are appropriate control measures in place to ensure that staff, pupils or any other users of the School premises are not exposed to asbestos;
- ensuring that only authorised staff and / or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.

If anyone disturbs or suspects that they have disturbed ACM they should:

- not disturb it further under any circumstances;
- ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";
- immediately report it to the Facilities Manager who will take appropriate action; and
- ensure that any clothing which have been covered in dust or debris is appropriately disposed of.

For further details, please refer to the School's Asbestos Policy.

10 Emergency Procedures

10.1 General

In a health and safety emergency, the following staff can be contacted using the below contact details:

Name	Contact details
Bursar Mrs K O'Shea	Internal extension: 252 Via School Office: (01753) 883022
Facilities Manager Miss H Linsell	Internal extension: 291 Direct dial: (01753) 279118
These staff can also be contacted via the School Office	Internal extension: 208 Direct dial: (01753) 883022

10.2 Fire and evacuation

The Management and Governors of Maltman's Green School will comply with the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541) to ensure the safety of all employees, pupils, members of the public and contractors etc. who may have reason to be in our premises. We recognise the need to take precautions to maintain the safety of all persons on the premises against the threat of fire or any other emergencies including an attack within the surrounding area or directly against the School for which we would activate our Lockdown procedure.

For full details please refer to the School's Fire Evacuation and Lockdown Policy.

11 Accidents, First Aid and Work-Related Ill Health

This Policy should be read in conjunction with the School's Medical Policy.

The School will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the School premises and on School arranged trips and visits at all times.

The School will undertake a risk assessment to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The School's risk assessment will also identify where specialist health surveillance is needed.

A list of first aiders can be found in the School's Medical Policy.

A list of where first aid boxes are situated can be found in the School's Medical Policy.

The location of the defibrillator can be found in the School's Medical Policy.

Health surveillance is required for Facilities Support staff.

Health surveillance will be arranged by the Facilities Manager.

Health surveillance records will be kept by the Facilities Manager.

All accidents are to be reported to Matron and recorded in the accident book (see section 19 below). The book is kept by Matron in the Medical Room.

The School will take reasonable care to ensure that the health of their employees is not placed at risk. In doing so, the School will consider the risk of their employees suffering from

stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on staff.

11.1 Reporting requirements and record keeping

The School is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and/or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR). Reporting is most easily done online at www.riddor.gov.uk. Fatal and 'specified' injuries can also be reported by calling 0845 300 9923. Further guidance in relation to RIDDOR reporting can be found in Appendix 2.

The Bursar is responsible for ensuring that the School complies with its reporting and record keeping obligations.

The Bursar is responsible for reporting accident, diseases and dangerous occurrences to the HSE or enforcing authority.

All work-related ill health including work-related stress should be reported to The Bursar.

If anyone at the School is known or suspected to be suffering from disease which is classified as a notifiable disease, and / or in the opinion of a registered medical practitioner has an infection and / or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority. More information can be found at www.hpa.org.uk.

The Bursar will also consider whether the School is required to report the accident / incident to any other regulatory body or organisation.

The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any pupil or other child whilst in their care and act on any advice given

The School must also notify Ofsted of any serious accident, illness or injury to, or death of, any pupil or other child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.

Following an incident or accident, the School will take all reasonable steps to collect and preserve relevant evidence and documentation.

The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations.

Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the School, documents (which includes electronic documents) will generally be retained for at least six years unless:

- the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 25th birthday, or;
- the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and / or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.

12 Monitoring and Internal Investigation

The School monitors health and safety both actively and reactively. The Governing Body have overall responsibility for monitoring health and safety performance and for ensuring that the School meets the required health and safety standards and safety measures, reviewing risk assessments, accident books / reports and accident investigations termly and brought to the Health and Safety Committee at their termly committee meetings. Reviews should include a review of health and safety related complaints and sanctions taken against employees and / or pupils for health and safety breaches.

The Bursar is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.

Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.

The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.

The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.

No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.

13 Hirers, Visitors and Contractors

All hirers, visitors and other users of the School premises (to include parents, contractors, delivery people and inspectors) must:

- observe the rules of the School;
- ensure that they report to the School Office where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School;
- ensure that they are familiar with the School's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.

Contractors will be selected and managed in accordance with Use of contractors (HSE, INDG368 (revision 1) June 2012) and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2015 (SI 2015/51).

All contractors who work at the School are required to comply fully with the provisions of the School's Use of Contractors Policy, found later in this Health and Safety Policy.

Contractors must also ensure safe working practices by all of their employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the School premises.

The School will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised. The Facilities Manager will be responsible for this and the coordination of contractors' activities on site.

All contractors must report to the Facilities Manager before any work takes place and prior to each working session and in consultation with the Bursar inform the contractor of any conditions which may affect their safety and that of others.

The Bursar must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all persons on site. This might be achieved by the posting of suitable notices by the Bursar, or contractor, in consultation with the Bursar.

14 Security

The School aims to provide a safe and secure environment for all employees, pupils and other visitors to the School premises.

The School has a policy of restricting access to the School premises to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises.

The School will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School buildings and grounds) by ensuring that:

- there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks);
- security assessments are conducted and reviewed regularly;
- all employees and pupils are trained about the existence and operation of the School's security arrangements and that staff training is updated as required;
- visitors to the premises are appropriately identified;
- there are adequate supervision arrangements in place;
- all security breaches or incidents are reported to the Bursar and / or to the Headmistress and / or to the police or other emergency services as appropriate;
- security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

14.1 Protection from violence and harassment

The School will not tolerate any act of violence or harassment in which an employee or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.

Incidents or acts of violence or harassment by pupils will also be dealt with in accordance with the School's Discipline, Behaviour, Rewards and Sanctions Policy.

In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the Bursar and / or Headmistress and / or the Police as appropriate.

Violence or harassment by employees will constitute gross misconduct and will be dealt with under the School's disciplinary procedure. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

15 Policy and Procedures for Off-Site Visits (including residential visits and any school-led adventure activities)

Please refer to the separate School's Off Site Visits Policy.

16 Risk Assessment

16.1 Introduction

This policy is designed to assist the School in fulfilling its legal duties in assessing risks. Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them.

In accordance with our duties under the Management of Health and Safety at Work Regulations, the School is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The Headmistress, delegated to the Bursar in some cases, is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the School's premises, or when particular needs of a child or other visitor necessitate this.

The Headmistress is further responsible for conducting any necessary reviews or making changes to the School's policies or procedures in the light of any potential risks that they or other members of staff discover.

During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- the School's environment, both indoors and outdoors;
- all surfaces, both indoors and outdoors;
- all equipment used by children or staff;
- all hazardous materials.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Bursar and ensure that a record is made in the Incident Record Book or a Near Miss Form. The Bursar is then responsible for ensuring that any necessary action is taken.

As already stated, the Management of Health and Safety at Work Regulations require that suitable and sufficient assessments of the risk arising out of work are carried out. Put simply, a risk assessment is finding out what could cause harm to people and deciding if you have done enough or need to do more to protect them.

16.2 The Process of Risk Assessment

What can be risk assessed?

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five step process:

- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record your findings and implement them
- Step 5: Review your assessment and update if necessary

What is a hazard?

A hazard is anything which can cause harm e.g. electricity, chemicals, etc.

What is risk?

Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Evaluating the risk

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice. So first, look at what you're already doing think about what controls you have in place and how the work is organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard.

In asking yourself this, consider:

Can I get rid of the hazard altogether? If not, how can I control the risks so that harm is unlikely? When controlling risks, apply the principles below, if possible in the following order:

- try a less risky option (e.g. switch to using a less hazardous chemical);
- prevent access to the hazard (e.g. by guarding);
- organise work to reduce exposure to the hazard (e.g. put barriers between pedestrians and traffic);
- issue personal protective equipment (e.g. clothing, footwear, goggles etc); and
- provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).

Involve staff, so that you can be sure that what you propose to do will work in practice.

16.3 What is a Risk Assessment?

The Health and Safety Executive (HSE) defines a risk assessment as “a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm”. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

The five step process is as follows:

Step 1: Identify the hazards

Divide your work into manageable categories considering:

- Location
- Activities
- Equipment
- People

Identify the Hazards:

- Chemical – paint solvents/exhaust fumes
- Biological – bacteria
- Physical – noise/vibration
- Psychological – occupational stress

Step 2: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed, identify the groups of people – such as staff members or members of the public/pupils. Identify how they might be harmed i.e. what type of injury or ill health might occur.

Step 3: Evaluate the risks and decide on precautions

Consider how likely it is that each hazard will occur and what control measures you already have in place. Have the control measures in place got rid of the hazard altogether or reduced the risk so that harm is unlikely, if the task has not been adequately controlled what further actions are required. If any further actions are required the name of the person responsible for actioning the task should be recorded along with the projected completion date with the actual completion recorded in the completed column.

Step 4: Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after our staff.

Writing down the results of your risk assessment, and sharing them with the staff, encourages you to do this.

Step 5: Review your assessment and update if necessary

Risk assessments need to be reviewed and if necessary updated every year. However a review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

16.4 Definition of a Hazard and Risk

Hazard: A hazard is anything that may cause harm such as chemicals, electricity, working from ladders, an open drawer, etc.

Risk: The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

16.5 Types of Risk Assessments

There are three different types of risk assessments. These are generic, specific and dynamic.

Generic activities are those which although they are carried out at different times and locations, the hazards and risks are largely the same and do not change. For this type of activity generic risk assessments can be produced as a model for guidance only.

A specific risk assessment may be applicable where the hazards and risks are only applicable to a certain activity and also where there is a requirement in legislation to undertake a specific assessment for example COSHH, new and expectant mothers.

A dynamic risk assessment is a continuous process of identifying the hazards that occur in for example an emergency situation, assessing the risks and taking immediate action to eliminate or reduce these to an acceptable level.

Generic Risk Assessments

This policy contains a generic risk assessment template which has been produced to assist our school with the risk assessment process and should form a good foundation for identifying hazards, assessing risks and implementing controls. However, you must also pay attention to our own school environment.

The risk assessment template used is based on the format contained in the HSE publication "Five steps to risk assessment", see Figure 1. The template should list the hazards identified in the school environment and their associated risks and also a range of control measures that should be in place to eliminate or reduce the risks. The form needs to be adapted by a competent person from our establishment, who can complete the rest of the form having considered the generic hazards, risks and control measures listed on the form and adding any site specific items identified.

How to adapt a generic risk assessment:

The person carrying out the assessment identifies which template is applicable to their particular activity. They would take the following steps:

1. Review the list of hazards within the "what are the hazards" box and decide if these are applicable to the task/activity.

2. Review the list of people and the consequences of the identified hazards in the “Who might be harmed and how” box and amend to suit our school circumstances.
3. Review the list of control measures in place in the “What are you doing already” box and amend the list to reflect those procedures, safe working practices that have been implemented within the school.
4. A decision should then be made to determine whether the task/activity is adequately controlled. If additional control measures are identified these should be listed in the “What further action is necessary” box. If controls in place are deemed to be adequate then this box would remain empty.
5. When the “What further action is necessary” box is completed the name of the person assigned responsibility for ensuring that the control is put in place should be inserted in the “Action by who” box with a projected completion date added to the “Action by when” box.

The actual completion date for any additional recommended measures should be recorded. When actions/controls have been completed, the assessment form will need to be signed off by the person completing the assessment and forwarded to the Bursar. Any action that cannot be closed off by the person carrying out the assessment should be brought to the attention of the appropriate person/s, e.g. Headmistress, Bursar, Head of Maintenance and a plan put in place to close out such actions. It would be good practice that any action plan arising out of the risk assessment process is presented to the Board of Governors for their information, approval and action if required.

The risk assessments will then need to be reviewed and if necessary updated, every year or so. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

17 Swimming Pool Normal Operating Procedures

A deck level pool with an extended shallow end, which then shelves to a 2m deep end.

- Dimensions: 25m x 13m.
- Depths: 1.2m shallow end to 2m deep end.
- Six lanes are marked by a dark blue tile line along the centre of each lane, lanes are 2m wide.
- 3m x 5m removable platform located in the shallow end reducing the water depth to 0.74 metres for teaching purposes.

17.1 Bather load

The maximum bather load for the pool is 60.

17.2 Procedures for opening and securing the building

- Prior to a swimming lesson/training session check that the changing room entrance doors are open.
- Unlock the pool office internal door to gain access to the pool hall.
- Once the Duty Member of Staff and their Assistant are on poolside, the changing room doors to the pool hall will be opened.
- When the lesson/training session has finished the Duty Member of Staff will ensure all pupils have left the pool and lock the changing room and pool office blue doors

to prevent unauthorised access to the pool hall.

Prior to leaving the swimming pool the Duty Member of staff will make the following checks:

- that all pupils have left the building; and
- that the following doors are locked: changing rooms to pool hall, pool office to pool hall and entrance lobby to pool hall.

During the school day the following doors will remain unlocked: changing room entrance, pool office entrance, and main entrance

17.3 Emergency alarm and rescue equipment

- Four red emergency alarm buttons are located on the walls near each corner of the pool.
- Six emergency grab bags are evenly located around the pool.
- Lifeguard poles are located at either end of the pool.
- Green storage bin containing foil blankets and 'flip flops' is situated on the grass area alongside the pool accessed by the large poolside fire exit doors. The keys for this container are located in the pool office and also in the box next to the poolside fire door.
- Spinal board is located on poolside. This is only to be used by a person trained in the use of such equipment.
- Please refer to site plan for detailed locations of emergency equipment.

17.4 Fire alarms and extinguishers

- Fire alarms and extinguishers are located at the top and bottom of the stairs in both entrance lobbies, plus two further alarm call points in the pool hall located on the wall opposite the changing rooms.
- Fire alarm, CO₂, water and foam extinguishers are located in the plant room to the left of the main plant room entrance door.

17.5 Access and exit routes

- Swimmers will enter and exit the pool hall via the changing rooms.
- Teaching staff may enter and exit the pool via the pool office.
- There are three other entrance/exit routes for the pool hall: two via the plant room, one next to the pool office.

17.6 Emergency exits

There are five emergency exit doors leading from the pool hall:

- Four separate glass doors along the wall opposite the changing rooms leading out to the 'walled garden'.
- The door at the shallow end of the pool on the changing room side leading to the pool lobby and main exit door.

17.7 Public address

- The public address amplifier and microphone is located in the pool office

17.8 First aid equipment

- First aid box is located in the pool office

17.9 Emergency telephone

- The emergency telephone is located in the pool office
- The contact telephone numbers are shown in the pool office and in the Operating Rules or dial 999 to call the emergency services
- Pool office is located off the main entrance lobby with direct access to the pool hall

17.10 Teachers duties and responsibilities

Teachers and other staff involved in swimming activities must read and understand all relevant pool instructions and be familiar with the locations of:

- emergency alarm buttons
- first aid equipment
- rescue equipment
- emergency telephone
- fire alarm points
- fire extinguishers

17.11 Teacher to pupil ratios for Swimming

These are a maximum as per ASA recommendations:

- Non swimmers and beginners 12:1 those unable to swim 10m unaided.
- Children under the age of seven 12:1 Irrespective of their swimming ability.
- Improving swimmers seven years and over 20:1 providing all children can swim at least 10m competently on their back and front.
- Club/Squad training sessions 25:1, up to 45:2, up to 60:3 Training only with competent swimmers.
- For pupils in the EYFS, staff:pupil ratios are always in accordance with the EYFS requirements.

Minimum qualification for teaching staff is a current NRASTC qualification this will allow the teacher to "lifeguard" their class. This only applies to*programmed swimming*sessions.

Swim qualifications cannot be taken into consideration when calculating staff:pupil ratios in the EYFS and the statutory requirements and the school includes additional staff at the poolside with the appropriate level 3 qualification to reflect this during swimming sessions for the EYFS. .

During curriculum swimming lessons there must be at least two members of staff on duty whilst there is a group of pupils in the pool area, one of whom will be the Designated Duty Member of staff who must hold the minimum qualification for teaching staff and will take charge of the lesson

During club and squad training sessions there must be one member of staff on duty on poolside who will be the Designated Duty Member of staff, subject to the swimmer

to staff ratios stated above. In addition a second adult/ responsible person must be in attendance on poolside

All club and squad swimmers must be instructed in the procedures required to assist the member of staff in the event of an incident or accident. This instruction should be given and recorded at the start of each term

A *programmed swimming session* is defined as:

- with formal structure,
- disciplined,
- supervised or controlled, and
- continuously monitored from the poolside.

In a recreational situation the maximum ratio is 1 lifeguard to 25 swimmers with a minimum of two members of staff on duty one of whom must be the qualified lifeguard. Lifeguards should hold a current NPLQ qualification which is applicable to a water depth of at least 2metres.

17.12 Swimming pool equipment

All poolside equipment should be checked by a member of staff prior to use. This might include:

- starting blocks, ensuring they are secure and in good condition;
- lane ropes, ensuring they are properly tensioned and the cables are not damaged;
- training aids such as kick boards, pull buoys, floats etc. ensuring they are in good condition.(these must be allowed to dry before being stored away);
- faulty or damaged equipment should not be used and reported to the Head of PE.

17.13 Hire of pool to outside organisations

Checklist of points for inclusion in contract and operating rules:

- Information on numbers and age of those participating and their swimming abilities.
- Name of hirer's representative who will be in charge of the group.
- Numbers and qualifications of swimming teachers/lifeguards to be present during swimming sessions. Copies of their current qualifications to be provided to Maltman's Green School upon request.
- Hirer to be given copies of normal operating procedures and emergency action plan, and to sign to the effect that these have been read and understood.
- Rules of behavior to be enforced during the session.
- Safety advice to be given to each group of participants.
- Safeguarding procedures and protocols, including the hirer's safeguarding policy
- Details of responsibility in the event of an emergency:
 - Maltman's Green School for building related problems.
 - The hirer for emergencies associated with the activities of the group.

18 Swimming Pool Emergency Action Plan

18.1 Introduction

The following procedures are set so that all staff and hirers are able to react to an emergency situation with confidence and efficiency. The object of these procedures is to ensure that all staff and hirers are familiar with their role and the role of other members of staff if an emergency evacuation of the Pool is required.

The evacuation procedure is used in situations such as fire, gas escape, and bomb scare. Other situations that may arise requiring evacuation may include power/lighting failure, structural failure etc. This decision will be made by the duty member of staff.

All staff who are involved in providing curriculum swimming lessons and club, squad, training sessions and hirers must ensure that they have read and understand the Normal Operating Procedures and Emergency Action Plan before using the Swimming Pool Facility, and must sign to that effect.

18.2 Disorderly behavior

All swimmers must behave in an orderly manner and obey instructions given by their swimming teacher. Any pupil who fails to adhere to these instructions will be sent out of the pool area and disciplined accordingly.

18.3 Lack of water clarity

Swimming will not commence if the clarity of the water is poor. Teaching staff must be able to clearly see the bottom of the deep end of the pool.

Any problems with the clarity of the pool must be immediately reported to the Facilities Support Manager, or the duty Caretaker in their absence.

18.4 Bather in serious difficulty

- Immediately sound the panic alarm, the swimming teacher will immediately affect a rescue whilst the second member of staff will quickly clear the pool.
- The Duty member of staff will contact the school matron or dial 999 for the ambulance service, as necessary.
- If a spinal injury is suspected the casualty must be supported in the water, maintaining the head in the same position relative to the body and await professional medical assistance.
- An Incident Report must be completed as soon as possible after the event.

18.5 Discovery of an Unconscious Casualty in the Water

- Immediately sound the panic alarm, the swimming teacher will immediately affect a rescue whilst the second member of staff will quickly clear the pool.
- The duty member of staff will then dial 999 for the ambulance service.

19 Reporting Procedure in the Event of an Accident/Incident

19.1 Statutory obligation

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (commonly known as RIDDOR) makes it the School's responsibility to report certain specified incidents to the Health and Safety Executive in relation to:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

19.2 Types of reportable injury

19.2.1 Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

19.2.2 Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

19.2.3 Over-seven-day injuries to workers

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

19.2.4 Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

19.3 Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.

- Carpal tunnel syndrome,
- Severe cramp of the hand or forearm,
- Occupational dermatitis,
- Hand-arm vibration syndrome,
- Occupational asthma,
- Tendonitis or tenosynovitis of the hand or forearm,
- Any occupational cancer, and
- Any disease attributed to an occupational exposure to a biological agent.

19.4 Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hour.
- Any member of the public, visitor pupil, etc., taken to hospital (direct from the site of an accident)

20 Emergency Evacuation Procedure

Whilst there is a group of pupils in the pool area, there must be at least one member of staff who holds at least a current NRASTC (National Rescue Award for Swimming Teachers & Coaches) qualification in charge of the group. This person will be the designated Duty Member of Staff who will take control in the event of an emergency.

For curriculum swimming lessons there must be at least two members of staff on duty whilst there is a group of pupils in the pool area, one of whom must be the Duty Member of Staff.

In case of an emergency the Duty Member of Staff or an accompanying Member of Staff must do the following:

- Think, assess the situation, and act quickly and calmly on their assessment. They should not panic.
- In the event of an emergency the Duty Member of Staff will blow loudly three times on their whistle to raise the alarm. Pupils must STOP, LOOK and LISTEN to instructions given.
- If necessary a member of staff will press one of the four PANIC BUTTONS situated on the wall near each corner of the pool, or give clear instructions to another person to do so.
- The Duty Member of Staff will clear the pool and if necessary evacuate the class from the building. The second member of staff will deal with any casualties.

- Pupils will either be directed to the seats at the side of the pool to await further instructions, or in the case of evacuation they will be directed in an orderly fashion to the nearest safe emergency exit, where a member of staff will issue a foil blanket and a pair of 'flip fops' from the green storage container.
- Pupils should then report to the POOL ASSEMBLY POINT which is the grass area within the walled garden behind the pool building.
- If the POOL ASSEMBLY POINT is considered unsafe then the Duty Member of Staff should use their discretion as to where to assemble.
- Pupils are not allowed to stop to collect their belongings unless directed to do so by the Duty Member of Staff.
- Staff will not allow the pupils back into the swimming pool until the building has been declared safe.
- On activation of the Pool Panic Alarm between the hours of 08:00 – 18:00 the school office will contact a member of the Facilities Team (Facilities Manager, Facilities Support Manager, Bursar, or Duty Caretaker) to attend the pool.
- The member of the Facilities Team will assess the situation with the Pool Duty Member of Staff and take one of the following courses of action:
 1. Silence the alarm.
 2. Call for further assistance if needed.
 3. Re-set the alarm panel when the incident is over. They will then record the incident on the Pool Alarm Record Sheet.

For club and squad training sessions of Maltman's Green School there must be one member of staff, who must hold the minimum qualification for teaching staff, on duty on poolside subject who will be the Designated Duty Member of staff, subject to the swimmer to staff ratios. In addition a second member of the School staff or an adult/ responsible person must be in attendance on poolside.

In case of an emergency the Duty Member of Staff or the assistant member of staff/ responsible person must do the following:

- Think, assess the situation, and act quickly and calmly on their assessment. They should not panic.
- In the event of an emergency the Duty Member of Staff, or if he/she is incapacitated, the assistant member of staff or the additional adult, will blow loudly three times on their whistle to raise the alarm. Pupils must STOP, LOOK and LISTEN to instructions given.
- If necessary the Duty Member of Staff, or if he/she is incapacitated, the assistant member of staff or the additional adult, will press one of the four PANIC BUTTONS situated on the wall near each corner of the pool, or give clear instructions to another person to do so.
- The Duty Member of Staff will deal with any casualties while the assistant member of staff or the additional adult will clear the pool and await instructions, or evacuate the class from the building.
- Pupils will either be directed to the seats at the side of the pool to await further instructions, or in the case of evacuation they will be directed in an orderly fashion to the nearest safe emergency exit, where a member of staff will issue a foil blanket and a pair of 'flip fops' from the green storage container.
- Pupils should then report to the POOL ASSEMBLY POINT which is the grass area within the walled garden behind the pool building.
- If the POOL ASSEMBLY POINT is considered unsafe then the Duty Member of Staff should use their discretion as to where to assemble.

- Pupils are not allowed to stop to collect their belongings unless directed to do so by the Duty Member of Staff.
- Staff will not allow the pupils back into the swimming pool until the building has been declared safe.
- On activation of the Pool Panic Alarm between the hours of 08.00 – 18.00 the school office will contact a member of the Facilities Team (Facilities Manager, Facilities Support Manager, Bursar, or Duty Caretaker) to attend the pool.
- If no assistance arrives within 3 minutes of pressing the panic alarm button, the Duty Member of Staff or the assistant member of staff or the additional adult will delegate another pupil to go to the School Office to ask for help.
- The member of the Facilities Team will assess the situation with the Pool Duty Member of Staff and take one of the following courses of action:
 1. Silence the alarm.
 2. Call for further assistance if needed.
 3. Re-set the alarm panel when the incident is over. They will then record the incident on the Pool Alarm Record Sheet.

21 Snow Policy

The School may have to close because of snow. We are not able to guarantee adequate staffing for the safe and responsible care of the girls if weather and road conditions are treacherous. We do not want to be in a position where girls come to school and have to be turned away. We have therefore reluctantly concluded that we will have to close the school if there is significant snowfall whether at Maltman's or in the surrounding rural areas where increasing numbers of staff reside. Communication regarding Snow Days will use My School Portal, SchoolPost (email and text message), Facebook and Twitter to advise parents of any decision either the night before if obvious or early on the day itself.

However, if the school is open and a Snow Day has not been declared, but the journey to school would be hazardous because of localised conditions, staff and parents are advised to exercise caution. It is best to remain as safe as possible.

Should the weather deteriorate during the day and we feel that it is becoming dangerous to keep the school open; parents will be advised via My School Portal, SchoolPost (email and text message), Facebook and Twitter. Parents should make arrangements to collect their daughter as soon as it is safe to do so.

22 Lone Working Procedures

Any time spent on the school site outside of school and office hours constitutes lone working.

The School understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other school staff).

Work activities involving lone workers will be risk assessed. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response.

22.1 For Maltman's Green staff

In cases where staff plan on being on site on Saturday or Sunday outside of a pre-arranged school or club activity the residential caretaker Rod Baker, must be aware.

For access during these times a minimum of 2 working days' notice is required. Staff email their request to the Facilities Manager, and cc the Facilities Support Manager and advise of the following;

- expected arrival and departure times,
- the area where you will be working, and
- your mobile phone number.

N.B while every effort will be made to accommodate the request for lone working this cannot always be guaranteed.

If it is possible to accommodate a request the residential caretaker will be informed of the details.

While on site if the fire alarm sounds staff MUST proceed to the assembly point immediately, DO NOT leave site. The caretaker will contact and advise accordingly.

When leaving site, staff must call the duty phone to advise they are doing so. This is to ensure the personal and fire safety.

In the event the caretaker does not hear from a member of staff as expected he will contact them, or visit them on site to ensure they are safe.

For emergency assistance while on site, staff call the duty phone in the first instance. If this is not responded to, then they should visit the caretaker's residence. Should they require them, the emergency services should be called.

If plans change on the day and they will no longer be visiting, it is expected that the member of staff advises the caretaker of this by calling the duty phone.

22.1.1 Contact details;

- Residential caretaker duty phone 07770 170558
- Facilities Manager - Hannah Linsell, hlinzell@maltmansgreen.com
- Facilities Support Manager - Adrian Winchcombe, awinchcombe@maltmansgreen.com

22.2 For external contractors

The facilities team should monitor external contractors while on site as a matter of routine, however some projects may require contractors to work longer hours than the facilities team are on site.

The Facilities Manager or Facilities Support Manager should ensure that they are aware of the expected working hours of all contractors and should not leave them on site without putting a lone working process in place with the lead contractor.

In cases where contractors wish to work on beyond the closure of the Facilities office for the day, the residential caretaker must be made aware of the contractor name, area of work and expected departure time.

The contractor must be advised to call the duty phone when they are preparing to leave site. If the residential caretaker does not hear from the contractor at the expected time they must visit them to ensure their safety.

The contractor must be made aware that in the event of a fire alarm that they still gather at the normal assembly point and wait for instructions and that they **MUST NOT** leave site.

In the event of an emergency the contractors must call the duty mobile in the first instance, if there is no response and they are able they should then visit the caretaker's residence. The contractor should call the emergency services if required.

22.2.1 Contact details:

Residential caretaker duty phone 07770 170558

23 Incident and Near Miss Policy and Procedures

This policy is to be read in conjunction with the following appendices:

- *Appendix 9: Incident Report Form*
- *Appendix 10: Near Miss Report Form*
- *Appendix 11: Near Miss Report Form Example*

23.1 Incident Reporting

All incidents that occur on the School site must be reported immediately so that appropriate action can be taken. Anything that any member of staff regards as important enough to require some further action should be reported in writing on the Incident Report Form (Appendix 9). Copies of the Incident Report Form can be found at the following locations:

- Matron's Office, the Staff Resources Room, the Front Office or the PE Office.

Such incidents which justify incident reporting include those resulting in a pupil, member of staff, parent or visitor being injured.

Action to be taken when incident reporting:

The member of staff observing the incident or Matron if the child has already been taken to the Medical room should IMMEDIATELY complete an Incident Report form and:

- pass to Matron (if Matron is not the one completing the form).
- or the Front Office if Matron is the one completing the form or someone else is completing the form but Matron is absent.

The Front Office staff will distribute the initial information via green (original) and white (copy) as per the instruction on the Incident Report Form.

If the incident involves an accident where a person is injured and Matron, or a first aider dealing with the incident, has to take immediate action getting the person to hospital, and they have not received an Incident Report form or do not have time to complete one, they must advise the Front Office and Bursar's Office of the incident. In this instance, the Front Office or the Bursar will complete an initial Incident Report Form and Matron will complete the form on returning to the School prior to passing to the Front Office for logging and distribution.

In the case of any incident where a child requires treatment at School, Matron, or in her absence, the Front Office, must contact the child's parent or carer and advise of the occurrence and the treatment given.

If the person needs medical attention that cannot be administered at School, Matron should contact the parent or carer, or other emergency contact if not a pupil, and make arrangements for the person to be collected from School. Matron will complete the report on any treatment given/ hospital or Doctor's visit advised as soon as possible after the incident occurred.

The Form Teacher or a member of the SMT should contact the parent or carer before the end of the school day to ascertain the welfare of the child.

Matron will complete the further medical information section with details of any report from the injured person/ family of the injured person on the following school day and advise if the injured person has returned to school or remains absent.

If the incident involves someone being injured, Matron will enter the details in an Accident Book. Where an incident occurs out-of-hours, Matron will complete the Accident Book on the next available day. Matron will conduct a weekly reconciliation of the Incident Reporting Register and the Accident Book to ensure the two match.

The Incident Report Form should be distributed as detailed on the form itself and the incident must be entered in the Incident Report Register held by the Front Office.

The Bursar and Matron will review the incident and make any necessary report to the Health & Safety Executive under the RIDDOR regulations, note any lessons identified and make recommendations for any remedial action as necessary e.g. a repair to a piece of equipment, a revision of a risk assessment. The Bursar should also make an insurance claim, where appropriate.

The Headmistress will review the Bursar's recommendations and add any additional recommendations or comments as necessary.

The Bursar will review all of the previous term's incidents with the Health & Safety Committee and make further recommendations or declare the incident closed.

The Incident Report Register should be updated at every stage of the process.

23.2 Near Miss Reporting

All Near Misses that arise on the School site must be reported immediately so that appropriate action can be taken. Anything that any member of staff regards as important enough to require some further action should be reported in writing on the Near Miss Report Form (Appendix 10). Copies of this form can be found at the following locations:

- Staff Resources Room.
- Front Office.

- Facilities Manager's Office.

Such occurrences which justify Near Miss reporting include:

- A piece of equipment breaking or a damaged piece of equipment being identified.
- Damage or a dangerous area of the fabric to a building, part of the grounds or an area on the school site.
- A trip hazard or a potential trip hazard.
- An object/ item on the school site left unattended that may cause an accident, could cause damage or result in a dangerous occurrence.

All completed Near Miss Forms should be sent to the Facilities Manager in the first instance for recording and follow-up remedial action.

A sample of a completed Near Miss Report Form can be found in Appendix 11.

24 Use of Contractors Policy

24.1 Statutory Requirement

The Health and Safety at Work Act 1974 (HSWA) requires both employers and the self-employed to ensure the health and safety of both their employees and non-employees. To this end clients and contractors must therefore pay close attention to the requirements of section 3 of HSAWA.

24.2 Definitions

Contractor

Workers not directly employed by Maltman's Green School carrying out work activities on Maltman's Green School owned or controlled sites at the request of the School or its Governors.

Demanding Manager

The Manager demanding the work of a contractor; typically, this will be a Governor, Head teacher, Facilities Manager or Senior Manager. Only the Head Teacher can appoint and authorise a manager to undertake this role.

24.3 General Statement

Maltman's Green School as site occupiers, will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to employees, other persons on-site and the public.

The organisation will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be achieved by in the case of contractors appointed prior to this policy by their record of operating safely and competently for the school over the length of their contract. For new contractors; a selection and evaluation procedure will be used to ensure that only competent contractors are used by Maltman's Green School.

Site safety rules will be issued to all contractors and will be clearly stated in contractual arrangements, together with any special health and safety requirements likely to affect cost or time-scales. In the case of existing contractors this is to be done retrospectively.

The School will make arrangements for the exchange of all relevant information arising from risk assessments and emergency procedures, particularly steps required to protect contractors' employees from other contractors and their employees, as well as the day-to-day activities of the employer's workplace.

Plant and equipment, such as temporary access platforms, ladders, personal protective equipment, lifting equipment, internal transport vehicles and electrical equipment, will not be loaned to contractors unless exceptional circumstances prevent contractors from using or hiring their own. Even in these circumstances, contractors will only be permitted to use such equipment with written authority to do so for a specified task and period, provided the equipment is in a sound condition and the contractor is competent to use it.

24.4 Duties

Demanding Manager

The demanding manager must:

- Ensure that adequately detailed specifications for the work to be done are produced. This specification is to include health, safety and environmental matters.
- Request which Health and Safety Regulations apply to the proposed contract. It is recommended that this is undertaken at the earliest point practical in the contract cycle.
- Ensure the requirements laid down in the General Statement detailed above are met. The demanding manager, if they have no relevant knowledge or experience in the task being contracted are to appoint a competent named individual to co-ordinate the contract. The appointed competent person or the demanding manager will be required to visit the area the contractors are working at least daily and be available for out-of-normal-hours communications if necessary. This individual will be expected to encourage and develop the right safety culture amongst contractors.
- If appointing a competent person to assist them, present their nominee's to the Head teacher.
- Evaluate potential contractor's method statements. Copies of method statements and tendering documentation should be forwarded to either the tendering award panel for large contracts and via the Facilities Manager to 'In House' for verification of medium and small contracts.
- Request copies of insurance documents and financial checks to be carried out by Bursar.

Headmistress

- Must ensure that a person competent to assess the health, safety and environmental issues of the proposed contract are included in the tender evaluation process and that their views are documented.
- Appoint and authorise managers who can by their position or relevant work experience assume the role of demanding manager. Appoints may be either specific to one project or rolling.
- Confirm when appropriate the Demanding Manager's choice of a competent named individual to co-ordinate the contract.

All Employees

All employees of Maltman's Green School will be expected to report danger (within their capability to recognise unsafe practices) to their manager or supervisor, who will be expected to either:

- Stop the work if serious or imminent danger to persons or property, other than the contractor's employees, is foreseen
- Notify the individual responsible for co-ordinating the work by telephone or in writing, depending on the circumstances.

Contract Evaluation Panel

It is important that the same person or team of people evaluates the tenders, in order to ensure a consistent evaluation approach. Subject to the size of the contract or degree of risk Maltman's Green School will form an evaluation panel. The panel is to consist of people who have experience in the particular aspects to be covered. Members should include:

- A Governor
- The Headmistress
- The Demanding Manager who will co-ordinate the efforts of other personnel
- Contracts officer
- A competent Health and Safety Advisor

24.5 Arrangements

Construction Work That Comes Within the Scope of the Construction (Design and Management) Regulations 2015

Where any construction work is carried at Maltman's Green School that is subject to the Construction (Design and Management) Regulations 2015, the organisation will appoint a Principal Designer as soon as possible, but no later than the initial design/preparation stage. The school will ensure that those they appoint are competent and have adequate resources available to carry out their duties competently.

Maltman's Green School will ensure that no construction commences until an adequate health and safety plan covering the work has been prepared.

Maltman's Green School will ensure that any health and safety file, prepared in relation to any project, is kept readily available for inspection.

Construction Work That Does Not Comes Within the Scope of the Construction (Design and Management) Regulations 2015

Maltman's Green School, as a client, will do the following for all construction projects:

- Appoint the right people, advice is to be sought from relevant trade associations and the Contractor's references and work experience.
- Allow adequate time
- Provide information to the construction team. The team will need information about what Maltman's Green School want, how you will use it, the site and existing structures or hazards, such as asbestos.
- Ensure Maltman's Green School and the Construction Team communicate and co-operate
- Ensure suitable management arrangements are in place
- Ensure adequate welfare facilities on site
- Ensure projects are designed correctly
- Ensure the work area is safe and Health and Safety law is adhered to

Non Construction Contracts

Maltman's Green School will:

- Carry out an assessment of the risks to the health and safety of the school's own employees and persons not in their employment, i.e. contractors; that might arise as a result of their (the employer's) work activities.
- Ensure co-operation with other employers, who have employees working in the same premises, on health and safety arrangements.
- Supply any necessary health and safety information to the employers of any visiting employees.
- Inform any such employees of any qualifications or skills necessary for them to carry out their work safely.
- Inform contractors of any health surveillance arrangements.
- Inform any employment agency of any qualifications or skills necessary for that employment agency's staff to carry out their work safely, and of any specific health and safety features of the work to be carried out.

24.6 Records

Maltman's Green School will retain the contractor evaluation documentation for the duration of the contract and archived for a further 2 years.

24.7 Linked policies

This policy should be read in conjunction with the School policies and procedures on health safety and welfare including:

- Anti-Bullying Policy
- Fire Evacuation and Lockdown Policy
- Medical Policy
- Curriculum Policy
- Safeguarding and Child Protection Policy and Procedures

25 Eye Sight Test Policy

25.1 Introduction

This policy has been written in accordance with Health and Safety Display Screen Equipment (DSE) Regulations 1992. The policy and regulations are reflective of the minimum health and safety requirements for work with display screen equipment as implemented in the regulations.

25.2 Policy Statement

Maltman's Green School accepts its responsibility as an employer to ensure that employees who habitually use display screen equipment on behalf of Maltman's Green School should have their sight tested regularly.

25.3 Policy Objective

To provide all staff with the opportunity to have their eyes tested. Those employees who carry out driving roles on behalf of Maltman's Green School must attend an annual eye site test.

25.4 Eye Sight Testing

Testing is provided as part of the Employee Assistance Programme, and should be booked at a qualifying Optical Express branch as per the appendix document 'Optical Express SS Leaflet'. One claim is permitted per year. Employees should make an appointment directly with Optical Express and take a copy of the flyer and proof of employment with Maltman's Green School with them to the appointment.

25.5 Glasses Prescribed

Should a new prescription for glasses be required the Optical Express SS Leaflet entitles Maltman's Green School employees to a 10% reduction on frames and a free second pair of frames – please refer to the terms and conditions on the leaflet in Appendix 12 of this policy.

26 Appendix 1: Guidance on Risk Assessment

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control real risks - those that are most likely and will cause the most harm.

The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'.

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1: Identify the hazards

First you need to work out how people could be harmed.

Step 2: Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors and contractors.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

1. try a less risky option
2. prevent access to the hazard
3. organise work to reduce exposure to the hazard
4. issue personal protective equipment
5. provide welfare facilities
6. involving or consulting with workers

Step 4: Record your findings and implement them

Make a record of your significant findings - the hazards, how people might be harmed by them and what you have in place to control the risks. Any record produced should be simple and focused on controls.

If you employ five or more people, the law requires you to record your findings. You can use the attached template (see Appendix 3) or download a template from <http://www.hse.gov.uk/risk/assessment.htm>.

A health and safety checklist for classrooms can be downloaded from <http://www.hse.gov.uk/risk/classroom-checklist.htm>.

Step 5: Review your risk assessment and update if necessary

You should review what you are doing on a regular ongoing basis. When doing so, ask yourself:

- have there been any significant changes?
- are there improvements you still need to make?
- have employees or pupils spotted a problem?
- have you learnt anything from accidents or near misses?

27 Appendix 2: Guidance on RIDDOR Reporting

The School is obliged to report certain accidents, diseases and dangerous occurrences or near misses under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (RIDDOR):

27.1 Accidents involving staff

The School will report:

- work-related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples include: any loss of consciousness caused by head injury or asphyxia; amputation)
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than seven days.
- certain work-related diseases
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

27.2 Accidents involving pupils or visitors

The School will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".

In determining whether the accident arose out of a "work activity", the School should consider whether the accident was caused by factors, such as:

- a failure in the way a work activity was organised e.g. inadequate supervision on an educational visit
- the way in which equipment, machinery or substances were used
- the condition, design or maintenance of the School premises.

Further guidance can be found in Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers (EDIS1 (revision 3)), and at <http://www.hse.gov.uk/riddor/resources.htm>.

29 Appendix 4: Health and Safety Policy Summary

This is the statement of general policy and arrangements for	Maltman's Green School
Overall and final responsibility for health and safety is that of (give name)	The Governing Body of Maltman's Green School
Day-to-day responsibility for ensuring this policy is put into practice is	The Headmistress

Statement of general policy	Responsible person (position and name)	Operational responsibility (position and name)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Headmistress, Mrs J Walker	Facilities Manager, Miss H Linsell
To provide adequate training to ensure employees are competent to do their work	Headmistress, Mrs J Walker	Facilities Manager, Miss H Linsell Curriculum Co-ordinator, Mrs K Edwards
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Headmistress, Mrs J Walker	Facilities Manager, Miss H Linsell
To implement emergency procedures - evacuation in case of fire or other significant incident	Headmistress, Mrs J Walker	Facilities Manager, Miss H Linsell
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances	Headmistress, Mrs J Walker	Facilities Manager, Miss H Linsell
Health and safety law poster is displayed	Headmistress, Mrs J Walker	Facilities Manager, Miss H Linsell
First aid box and accident book are located	Matron, Mrs V Woodward	Matron, Mrs V Woodward
Accidents and ill health at work reported under RIDDOR	Headmistress, Mrs J Walker	Bursar, Mrs K O'Shea
Signed		Date
Subject to review, monitoring and revision by	Headmistress, Mrs J Walker	Every 12 months or sooner if work activity changes

30 Appendix 5: Guidance to Cleaners

Listed below are some simple rules for all cleaners in the School to help take care of themselves and prevent accidents:

- Check equipment before use – report defects to the Facilities Manager
- Take special care when moving or handling equipment or furniture
- Be wary of wet floors when working
- Alert others in the building of the existence of wet floors or trailing leads
- Do not mix cleaning materials unless permitted by instructions
- Use the minimum quantity of chemical cleaner necessary to do the job and return the container to the safe store when finished
- Be careful about personal hygiene and always wash before eating
- Do not transfer chemical cleaning agents from the original to an unsuitable container such as milk bottles or jam jars
- Do not use materials from containers with indistinct or no label
- Always ensure that cleaning cupboards are locked
- Use antibacterial and antiviral cleaning products to cover both types of germ

When cleaning a Laboratory, be aware of the following:

- Be careful when emptying waste bins – glass/sharp objects or contaminated objects/towels may have been accidentally left in them
- Take extra care when cleaning sinks, always wear your gloves
- Do not touch any laboratory equipment or electrical apparatus
- Do not mop spillages without first asking the teacher in charge of the Laboratory, or the Facilities Manager, if it is safe to do so.

ALWAYS REMEMBER – IF IN DOUBT, FIND OUT!

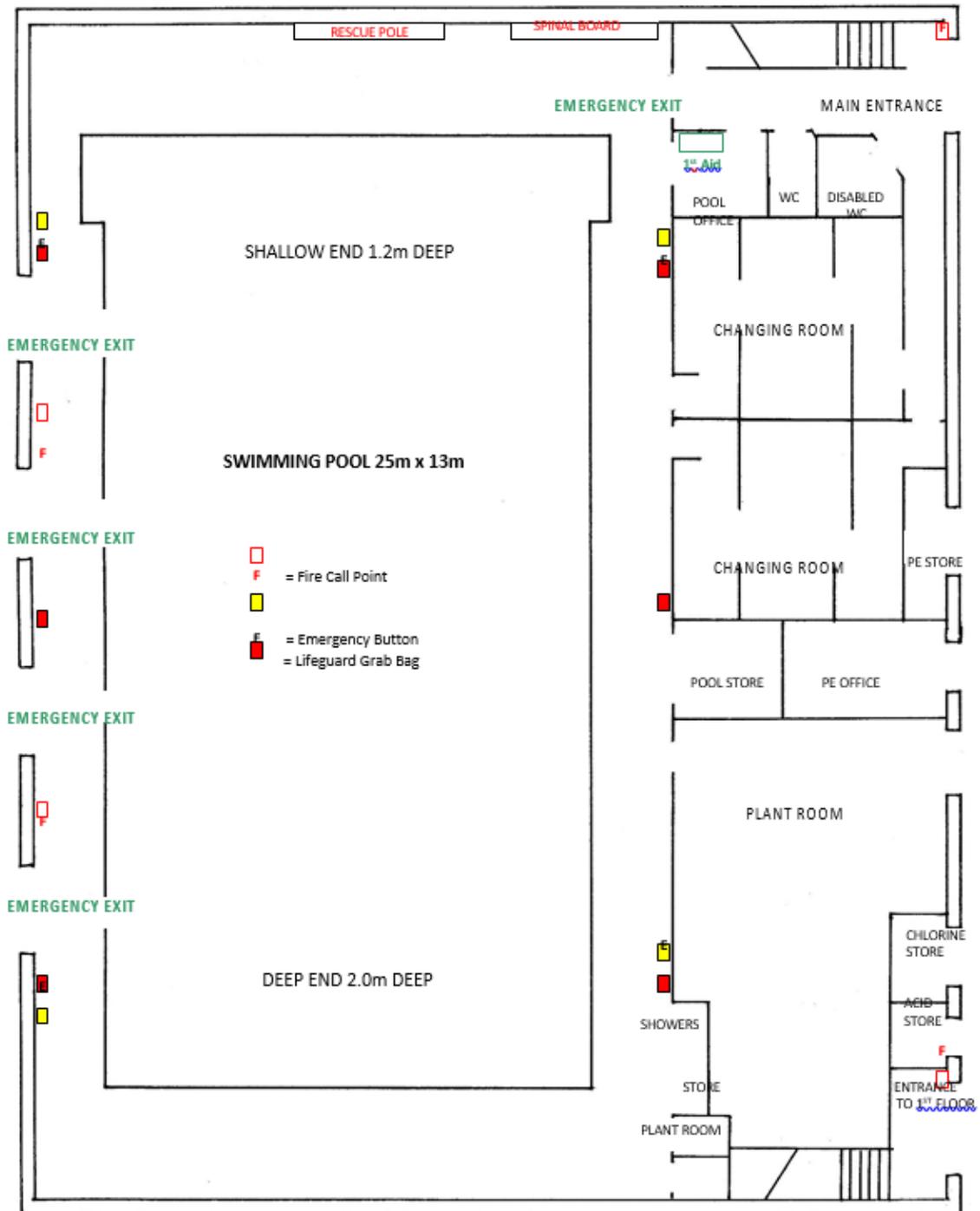
31 Appendix 6: Road Crossing Procedure

All staff and girls are trained annually in the Road Crossing procedures. This happens before a particular year group goes on a trip during the year. They are trained in ADA to give the most realistic road conditions, while maintaining a safe environment. The agreed procedure is as follows:

1. The best option is to use an official crossing point i.e. Zebra or pelican crossing.
2. One option is to cross toes to pavement as one line. This can only be done on a relatively straight section of road with good visibility and a long enough crossing and receiving section of pavement. Staff at both ends of the line check for traffic and indicate to each other when it is safe to cross. Other members of staff disperse themselves evenly amongst the girls.
3. We also use the traditional crocodile crossing, with pairs crossing one after another. This should only be started when the front and next teacher are both in position and there should always be a teacher in the middle of the road directing the operation and watching for/stopping traffic. Staff should pass this role in a relay system until the entire set has crossed.
4. The trip leader uses their best judgment to decide on which option to use.

During training, the girls and staff walk through options 1 and 2.

32 Appendix 7: Pool Diagram



33 Appendix 8: Partnership Agreement for School Swimming



Appendix Z1

PARTNERSHIP AGREEMENT FOR SCHOOL SWIMMING

NOP	Normal Operating Procedure
EAP	Emergency Action Plan
PSOP	Pool Safety Operating Procedures
LP	Leisure Provider

The Provider will:

- Provide every child with an equal opportunity to learn to swim, in line with the National Curriculum, and maintain the highest standards of tuition.
- Ensure all bookings fulfil the time allocation agreed. This includes registration and assessment times.
- Ensure all safeguarding checks for their staff are up to date and confirmation is available if requested by the school
- Provide a current NOP/EAP to the school prior to commencement of the School Swimming Programme or, if available, a simplified document that explains to teachers what they need to know.
- Offer a full induction programme.
- In partnership with the school, fix an annual charge for implementation in September each year.
- Send invoices in advance of the new school term.
- Provide lifeguards in accordance with the provider PSOP (copy available from the Duty Manager).
- Specify programme allocation on the confirmation form.

- Ensure that the school takes responsibility for the supervision of their pupils whilst on the premises.
- Notify the School that the Provider/Swimming Teachers will not be held responsible for the discipline of pupils.
- Notify the BSSP/BC of teachers who do not support on poolside.
- In the event that a child suffers an accident while at the centre, ensure centre staff are on hand to assist and administer first aid if necessary. Normal school procedures regarding reporting of accidents must be adhered to including the completion of a school accident form or book. Under no circumstances will the centre provide accident forms for such incidents.
- Report all School Swimming Accidents/Incidents to BSSP/BC if a Lifeguard enters the pool.
- Ensure that the school is aware that the school is responsible for the loss or damage to property (including vehicles) brought onto the premises, unless the loss or damage is caused by negligence of either the Company or the Council.
- Will identify the needs of all pupils and how to progress them and regularly feedback to schools.

The School will:

- Inform Provider Staff/Swimming Teachers of any medical condition/SEND needs or, impairment which may affect the safety of a pupil, especially in the water (e.g. the lifeguard needs to know if a child with Epilepsy is swimming).
- Settle invoices in advance of the new school term.
- Be responsible for supervising their children while on the premises. This includes for the behaviour of the students during the lesson and support with school swimming as trained. For safety reasons, any children being disruptive will be removed from the lesson (any child removed from the lesson is properly supervised).
- Be responsible for transport to and from the swimming venue. (The Provider will not be liable for any other expenditure incurred or loss sustained by the hirer arising from cancellations).
- Ensure appropriate parking for buses. Buses must not be parked at the entrance to the centre unless actively picking up or dropping off children.
- Ensure that pupils who have been excused from swimming remain at school.
- Take responsibility to ensure that all accompanying school staff are in attendance **at all times** during swimming visits. All school staff who attend on poolside, need to have completed, as a minimum, the Swim England Support Teacher of School Swimming training.

- Provide Swimming Teachers with a register which includes details of medical/additional needs of the pupils.

Accompanying School Staff - We will:

- Discuss the School Swimming Programme with the Provider.
- Ensure that Class teachers have their pupils ready to start the session on time.
- Ensure the discipline of the pupils.
- Provide information to the LP swimming teacher of issues affecting the children on the day of the swimming session (dynamic risk assessment).
- Inform Provider Staff/Swimming Teachers of any medical condition/SEND needs or, impairment, which may affect the safety of a pupil, especially in the water (e.g. the lifeguard needs to know if a child with Epilepsy is swimming).
- Only use the area within the facility that is specified on the booking form. The school will be allocated a set amount of pool space suitable for the session. This could include sharing pool space with public.
- Remain actively involved on the poolside in a capacity that we feel capable of, and are trained to do.
- Refrain from use of our mobile phones on poolside or any other activity, which takes focus away from the school swimming lesson.
- Fulfil duty of care over the pupils ('watchful eyes'), safeguarding etc. Remain on the premises during the school swimming session.
- Ensure all pupils conform to the following:

Pupils must wear:

- Conventional swimming costumes must be worn - one-piece tight fitting swimming trunks or a one-piece costume (these may conform to cultural requirements).
- A swimming hat (the school will bring spare hats).

Pupils must not wear:

- Underwear in the swimming pool.
- Jewellery (including earrings and watches)
- Outdoor shoes on poolside at any time during the swimming session (Overshoes are available to all staff/teachers on poolside),

Pupils should be encouraged to use the toilet before entering the pool hall. They may be required to shower (if required and practical).

Updated April 2021

34 Appendix 9: Incident Report Form

This document can be found on the School network in the following location: [T:\Staff Resources\OFFICE\Standard Forms\Incident Reporting](#)



INCIDENT REPORT

Mr: IR *xxxxxx*

Detail / Information		INITIALS												
Name & Form or Name & Role														
Name of Person Witnessing or Reporting Incident														
Date and Time of Incident														
Location of Incident														
Nature of Incident <small>(Give details of persons involved, injuries incurred, damage to building/ equipment - draw a sketch if necessary to highlight how incident occurred, where a person has fallen state how high was the fall)</small>														
Initial Action Taken <small>(by person witnessing or first identifying the incident)</small>														
Initial Treatment Given <small>(by person witnessing or first identifying the incident)</small>														
Further Medical Treatment Recommended														
PERSONS ADVISED <small>(parent/ carer/ others)</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name/Relationship</th> <th>How Contacted</th> <th>UPE & Time</th> <th>Contact By</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td></td> <td></td> <td></td> </tr> <tr> <td>No</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name/Relationship	How Contacted	UPE & Time	Contact By	Yes				No				
Name/Relationship	How Contacted	UPE & Time	Contact By											
Yes														
No														
RIDDOR Reportable (Y/N) <small>(please tick)</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Deputy Head</td> <td>Form Tutor</td> </tr> <tr> <td>Head/ Years</td> <td>Matron</td> </tr> <tr> <td>Facilities Manager</td> <td>Cleaning Supervisor</td> </tr> <tr> <td>File (Offs)</td> <td></td> </tr> </tbody> </table>	Yes	No	Deputy Head	Form Tutor	Head/ Years	Matron	Facilities Manager	Cleaning Supervisor	File (Offs)				
Yes	No													
Deputy Head	Form Tutor													
Head/ Years	Matron													
Facilities Manager	Cleaning Supervisor													
File (Offs)														
Initial Report Distribution <small>(White Copy #1) (select as appropriate)</small>														
(Date and Time														



INCIDENT REPORT

Mr: IR *xxxxxx*

Detail / Information		INITIALS												
Report on Medical Diagnosis and further Treatment Received/Required														
Bursar Review and Recommended Actions <small>(Then pass green copy to the Headmistress and email the person responsible for taking the appropriate action)</small>														
Closing Comments by Headmistress <small>(Pass this green copy to the Bursar/Manager at the next H&S Committee meeting)</small>														
H&S Committee Review and Comments <small>(post this meeting the green original, including supporting documentation, is to be returned to the office for filing)</small>														
Reviewed Report Distribution <small>(Please to distribute as necessary)</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Headmistress</th> <th>Bursar</th> <th>Deputy Head</th> <th>Practical Manager</th> </tr> </thead> <tbody> <tr> <td>Full Teacher</td> <td>Early Years</td> <td>H&S</td> <td>Matron</td> </tr> <tr> <td>Facilities Manager</td> <td>Other Manager</td> <td>Cleaning Supervisor</td> <td>File (Offs)</td> </tr> </tbody> </table>	Headmistress	Bursar	Deputy Head	Practical Manager	Full Teacher	Early Years	H&S	Matron	Facilities Manager	Other Manager	Cleaning Supervisor	File (Offs)	
Headmistress	Bursar	Deputy Head	Practical Manager											
Full Teacher	Early Years	H&S	Matron											
Facilities Manager	Other Manager	Cleaning Supervisor	File (Offs)											

Completion Notes:

Once page 1 of the green original has been completed in full, a white copy is distributed as per:

- Yes – Deputy Head, Pastoral Manager, Form Tutor, Matron, File (Office)
- Either – Head of Early Years or Head of KS1
- Depending upon the 'What', 'How' & 'Why' – FM, Chief Manager, Cleaning Supervisor.

The green original is immediately circulated to the Director who will then complete a review and recommend actions to the Headmistress. The Bursar at this stage may produce a further white copy for the FM for example, setting out the immediate action necessary.

On receipt of the green original, the Headmistress will approve or revise the Bursar's recommended course of action and return the form to the Bursar who will then take the necessary action. The incident will then be reviewed at the next H&S Committee meeting in order to attempt to highlight trends and/or lessons identified.

Post H&S Committee meeting review, the Bursar will ensure that the green original is returned to the Office for filing as well as the Incident Report Register updated.

Page 2 – if subsequently it is necessary to complete the first box on page 2 (report on medical diagnosis and further treatment received/required), the green original is to be located and further comments appended. Matron will advise as necessary if there is further action to be taken or comments to be appended.

35 Appendix 10: Near Miss Report Form

This document can be found on the School network in the following location: [T:\Staff Resources\OFFICE\Standard Forms\Incident Reporting](#)



MALTMAN'S GREEN
SCHOOL

Near Miss Report Form

A near miss is a potential hazard or incident that has not resulted in any personal injury or property damage. Some examples of near misses are unsafe conditions, improper use of equipment, use of faulty equipment, or not following proper procedures.
It is the responsibility of all to report and correct any of these potential hazards as soon as possible using the form below.

Location of potential incident or hazard:	Date and time occurred:
Name:	Date reported:
Email address:	
Mark all appropriate conditions: <input type="checkbox"/> Near miss <input type="checkbox"/> Safety concern <input type="checkbox"/> Safety suggestion <input type="checkbox"/> Other (please specify below)	Type of concern: <input type="checkbox"/> Unsafe act <input type="checkbox"/> Unsafe condition of area <input type="checkbox"/> Unsafe condition of equipment <input type="checkbox"/> Other (please specify below)
Describe the potential incident/hazard/concern, and possible outcome (please use as much detail as possible):	
Actions to prevent further incidents:	
Remedial action completed (Facilities team to complete):	
Signed (Facilities)	Date:

Please submit this form to the Facilities Manager for review and action.

Maltman's Green School, ~~Wotton~~ Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Regional Office)
Tel: 01753 ~~403033~~ Fax: 01753 ~~404347~~ Email: office@maltmansgreen.com www.maltmansgreen.com

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36 Appendix 11: Near Miss Report Form Example

This document can be found on the School network in the following location: [T:\Staff Resources\OFFICE\Standard Forms\Incident Reporting](#)



MALTMAN'S GREEN
SCHOOL

Near Miss Report Form

A near miss is a potential hazard or incident that has not resulted in any personal injury or property damage. Some examples of near misses are unsafe conditions, improper use of equipment, use of faulty equipment, or not following proper procedures.
It is the responsibility of all to report and correct any of these potential hazards as soon as possible using the form below.

Location of potential incident or hazard: Purple block – outside classroom fire exits	Date and time occurred: September 2020
Name: Eric Clotley	Date reported: September 2020
Email address: eclotley@maltmansgreen.com	
Mark all appropriate conditions: <input type="checkbox"/> Near miss <input checked="" type="checkbox"/> Safety concern <input type="checkbox"/> Safety suggestion <input type="checkbox"/> Other (please specify below)	Type of concern: <input type="checkbox"/> Unsafe act <input checked="" type="checkbox"/> Unsafe condition of area <input type="checkbox"/> Unsafe condition of equipment <input type="checkbox"/> Other (please specify below)
Describe the potential incident/hazard/concern, and possible outcome (please use as much detail as possible): Eric reported to me (Hannah Linsell) that there are a number of loose paving slabs on the pathway behind the purple <u>block particularly</u> coming out of the fire door of his form room.	
Actions to prevent further incidents: Dennis Stark re-laid paving slabs in October half term to ensure there are no trip hazards.	
Remedial action completed (Facilities team to complete): Girls to be told to be careful when exiting the block this way.	
Signed (Facilities): Hannah Linsell	Date: 30/10/20

Please submit this form to the Facilities Manager for review and action.

Maltman's Green School, [Wolverhampton Lane](#), Gerrards Cross, Buckinghamshire SL9 8RR (tagline) Office
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37 Appendix 12: Optical Express SS Leaflet



FREE Eye Test

PLUS FREE SECOND PAIR OF PRESCRIPTION GLASSES*

- **FREE, state-of-the-art, personalised iScan eye care report, exclusive to Optical Express**
- **FREE eye test**
- **FREE initial consultation and 10% discount on lens and laser eye surgery**
- **10% off LipiFlow dry eye treatment**
- **Save 10% on complete glasses, sunglasses and contact lenses bought in clinic**
- **FREE second pair of glasses***

The discounts do not apply to online purchases and direct-debit contact lens sales, and cannot be used in conjunction with any other promotion, offer, discount or entry level treatment promotions available to the general public.

*** Free second pair**
 If you spend £100 or more (after any discount has been applied) on a complete pair of prescription glasses (frame and lenses), you may choose a free second pair from our special range. The free second pair must be fitted to the same prescription and the frame must be chosen from the Special Collection. You may upgrade the lenses or frame and pay the additional amount. A free second pair cannot be given in conjunction with a complete price offer.



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