

**The Mill Hill School Foundation
Walker House, Millers Close, The Ridgeway, Mill Hill,
London NW7 1AQ**

**Mill Hill School
Belmont, Mill Hill Preparatory School
Grimsdell, Mill Hill Pre-Preparatory School
The Mount, Mill Hill International;
Walker House**

Health and Safety Policy

**Independent Co-educational Day School for Pupils aged 3 to 18
years and Boarding School for Pupils aged 13 to 18 years**

Effective June 2016

THE MILL HILL SCHOOL FOUNDATION

**MILL HILL SCHOOL,
BELMONT MILL HILL PREPARATORY SCHOOL
GRIMSDELL MILL HILL PRE-PREPARATORY SCHOOL
THE MOUNT, MILL HILL INTERNATIONAL
WALKER HOUSE**

HEALTH AND SAFETY POLICY

SECTION 1:

STATEMENT OF INTENT

1. STATEMENT OF INTENT

- 1.1 The Court of Governors recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the Mill Hill School Foundation (the Foundation) from time to time, these duties being implicit in the above Act.
- 1.2 The Court of Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Court of Governors that health and safety is a responsibility at least equal in importance to that of any other function of the Foundation.
- 1.3 The Court of Governors will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:-
 - 1.3.1 to create an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the Foundation, particularly at Senior Management level;
 - 1.3.2 to systematically identify and control risk as an effective approach to injury, ill-health and loss prevention;
 - 1.3.3 to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
 - 1.3.4 to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
 - 1.3.5 to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. The Foundation's Health and Safety Consultants are available to provide relevant information and this will be disseminated to the employees as appropriate;

- 1.3.6 to develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;
 - 1.3.7 to provide a safe environment for all visitors to the Foundation premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the Foundation environment;
 - 1.3.8 to control effectively the activity of all outside Contractors when on the Foundation premises. It is the intention of the Court of Governors that, apart from routine supervision and control of Contractors, this aim will be achieved in part by requesting copies of the Contractors' Safety Policies at the Tender stage;
 - 1.3.9 to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the Foundation and the committees already existing;
 - 1.3.10 to urge health and safety to preserve and develop human and physical resources and hence contribute to the Foundation's performance;
 - 1.3.11 to ensure that this Policy is used as a practical working document and that its contents are publicised fully;
 - 1.3.12 to constantly scrutinise and review performance and the details of this Policy so that the Foundation learns from experience and keeps in line with changes in current legislation.
- 1.4 The Court of Governors are committed to providing adequate resources to ensure its health and safety objectives of this Policy are met.
- 1.5 The Foundation is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 1.6 The Court of Governors and the Foundation are aware of, and will meet, the requirements under The Childrens' Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the Foundation's health and safety policies and practices. It is the intention of the Foundation to follow the advice given in The Childrens' Act Guidance and Regulations Volume 5.

- 1.7 The Court of Governors and the Foundation recognise the guidance contained in ‘Managing Health and Safety in Schools’ and ‘Health and Safety Guidance of School Governors and Member of School Boards’ both prepared in the Education Service Advisory Committee of the Health and Safety Commission, and intends to follow the good practice recommendations they make.
- 1.8 The Foundation will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected as required by the Management of Health and Safety at Work Regulations 1999.
- 1.9 The Court of Governors and the Foundation recognise the good practice contained in the 2011 Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies, prepared by the DfE and intends to follow that guidance.
- 1.10 The Court of Governors consider that the Health and Safety Policy is an integral element of the overall School Business Plan and other resource policies.
- 1.11 To these ends the Court of Governors has appointed Owen David Risk Management Ltd of Market Drayton as Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the Foundation.
- 1.12 This policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

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HEALTH AND SAFETY POLICY

SECTION 2:

MANAGEMENT STRUCTURE

2. MANAGEMENT STRUCTURE

2.1 The Court of Governors

- 2.1.1 The Court of Governors accept full responsibility for health and safety within the Schools.
- 2.1.2 The Court of Governors consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
- 2.1.3 The Court of Governors recognise their corporate responsibility as employees to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other pupils who visit the Foundation.
- 2.1.4 The Court of Governors are committed to ensuring that the Foundation operates in accordance with correct legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- 2.1.5 They will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary.
- 2.1.6 The Court of Governors will ensure that any changes in this Policy will be drawn to the attention of all employees.
- 2.1.7 They will establish an information gathering and reporting procedure so that their decision making on health and safety is soundly based and is current.

2.2 The Head of Mill Hill, Headmaster of Belmont, Head of Grimsdell and Head of The Mount, Mill Hill International

- 2.2.1 The Heads of the Foundation (the Head of Mill Hill School, The Headmaster of Belmont School, Mill Hill Preparatory School, the Head of Grimsdell School, Mill Hill Pre-Preparatory School, and the Head of The Mount, Mill Hill International) will be responsible to the Court of Governors for the safe functioning of all school activities. They will:
 - 2.2.1.1 monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Court of Governors as appropriate;
 - 2.2.1.2 consult with the Bursar as the Foundation nominated Foundation Health and Safety Officer;

- 2.2.1.3 recommend changes in the Health and Safety Policy in the light of experience;
- 2.2.1.4 ensure the cooperation of all staff at all levels as regards working to this Policy;
- 2.2.1.5 be responsible for ensuring that all academic and teaching-support staff directly employed by them fully understand their responsibilities and are given both the time and the encouragement to pursue them;
- 2.2.1.6 take steps to ensure that any changes in curriculum and also changes in systems of work on the domestic side are considered for their health and safety implications;
- 2.2.1.7 delegate some of their listed responsibilities to the Deputy Head(s) as deemed appropriate.

2.3 The Bursar (Foundation Health and Safety Officer)

- 2.3.1 On a day-to-day basis the Heads' responsibility with regard to the domestic and administrative side of the Foundation will be devolved to the Bursar. The Bursar will:
 - 2.3.1.1 be appointed as the Foundation's nominated Health and Safety Officer having responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the three schools via the normal line management structure;
 - 2.3.1.2 monitor the effectiveness of this Policy and report back to the Heads and the Court of Governors as appropriate;
 - 2.3.1.3 be the liaison point with the Foundation Health and Safety Consultants and ensure that their services are used to obtain the above information;
 - 2.3.1.4 in a line management function ensure the cooperation of all administrative, maintenance, janitorial, estates, security and domestic staff at all levels as regards the working of this Policy;
 - 2.3.1.5 be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the Foundation functions are used and kept up to date;
 - 2.3.1.6 be responsible for ensuring that all individual employees in the various domestic functions listed above who are given posts of intermediate management responsibility fully understand their responsibilities and are given the necessary instructions, time and the encouragement to carry out the functions that they have been given;
 - 2.3.1.7 chair the Foundation Executives' Health and Safety Committee;

- 2.3.1.8 establish a system for the reporting back of all accidents, incidents, near misses and damage to Foundation property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the Foundation Health and Safety Committee;
- 2.3.1.9 following completion of work associated with the COSHH Regulations, ensure that the ordering of all substances if through his department so that decisions may be taken for additional Assessments;
- 2.3.1.10 be responsible for liaison with outside bodies who may from time to time use the facilities of the Foundation, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the Foundation procedures and that the Foundation itself is appropriately indemnified;
- 2.3.1.11 be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the Foundation premises, and in this context be responsible for liaison with the Estates Bursar;
- 2.3.1.12 appoint the chair of the Foundation Health and Safety Committee who will consult with the Bursar and assist him in the monitoring of the effectiveness of this Policy and recommend changes in the Policy in the light of experience;
- 2.3.1.13 delegate some of his listed responsibilities to the Deputy Bursar as deemed appropriate.

2.4 Heads of Department

- 2.4.1 The Heads Department will be responsible to the Heads of their respective schools for the following:
 - 2.4.1.1 for ensuring that their department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the Foundation;
 - 2.4.1.2 they will be responsible for ensuring that the teachers and any other adult staff working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
 - 2.4.1.3 they should be responsible for ensuring that these teachers and adult staff are aware of the degree of priority that these matters carry and where appropriate they would be provided with both the time and encouragement to pursue such matters;

- 2.4.1.4 notify the Heads of any matters within this field that they feel are beyond their competence to deal with;
- 2.4.1.5 they should be responsible for reporting to the Bursar through the Deputy Head with delegated responsibility for Health and Safety for accidents, incidents, near misses or damage for appropriate investigation;
- 2.4.1.6 they should be responsible for informing the Bursar through the Deputy Head with delegated responsibility for Health and Safety of any potential hazards in the fabric or structure;
- 2.4.1.7 they will be responsible for ensuring adequate supervision for pupils working in their department during normal teaching activities;
- 2.4.1.8 as regards COSHH Regulations, they will be responsible for notifying directly to the Bursar any new substances that are required to be purchased by their departments;
- 2.4.1.9 they will be responsible for ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in Part 2 of this Policy;
- 2.1.4.10 they will constantly monitor all rooms under supervision as to correct use of electrical equipment;
- 2.4.1.11 they will ensure that all means of escape in case of fire are at all times kept free and unobstructed;
- 2.1.4.12 they will contact the Bursar through the Deputy Head with delegated responsibility for Health and Safety if there are any problems with the location and allocation of fire extinguishers or other fire safety equipment.

2.5 Boarding and Day Housemaster/Housemistress

- 2.5.1 The Housemaster/Housemistress will be responsible to the Heads of their respective Schools for the following:
 - 2.5.1.1 for ensuring that his/her House is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the Foundation;
 - 2.5.1.2 they will be responsible for ensuring that the adult staff working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
 - 2.5.1.3 they will be responsible for ensuring that such adult staff are aware of the degree of priority that these matters carry;

- 2.5.1.4 they will be responsible for providing such adult staff with reasonable time and the encouragement to pursue such matters;
- 2.5.1.5 they will notify the Heads of any matters within this field that they feel are beyond their competence to deal with;
- 2.5.1.6 they will be responsible for reporting to the Bursar through the Deputy Head with delegated responsibility for Health and Safety any accidents, incidents, near misses or damage for appropriate investigation;
- 2.5.1.7 they will be responsible for informing the Bursar through the Deputy Head with delegated responsibility for Health and Safety of any potential hazards in the fabric or structure;
- 2.5.1.8 they will be responsible for ensuring adequate supervision for pupils inside their House at all times;
- 2.5.1.9 in respect of COSHH Regulations, they will be responsible for notifying directly to the Bursar any new substances that are required to be purchased by their House, except when supplied by the Domestic Bursar;
- 2.5.1.10 they will be responsible for ensuring that the adult staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in Part 2 of this Policy;
- 2.5.1.11 they will ensure that all fire doors are kept closed at night, this work being undertaken by themselves and not delegated to pupils;
- 2.5.1.12 they will make arrangements for night-time fire practices at the agreed frequency (boarding Housemasters/Housemistresses only);
- 2.5.1.13 they will ensure that all pupils and sleeping-in academic and domestic staff in the house are fully familiar with all fire instructions (boarding Housemasters/Housemistresses only);
- 2.5.1.14 they will constantly monitor all rooms under their supervision as to correct use of electrical equipment;
- 2.5.1.15 they will ensure that all means of escape in case of fire are at all times kept free and unobstructed;
- 2.5.1.16 they will contact the Bursar through the Deputy Head with delegated responsibility for Health and Safety if there are any problems with the location of fire extinguishers or the fire safety equipment.

2.6 Laboratory Technicians and at The Mount, Mill Hill International the relevant Teacher(s) responsible for the Science Laboratories.

- 2.6.1 They will be responsible to the Head of Science or Head of Department as appropriate for the following:
- 2.6.1.1 gas supplies which will be switched off whenever they are not required, i.e. at the end of a practical;
 - 2.6.1.2 the constant security of all toxic and highly flammable substances which may be used in their department;
 - 2.6.1.3 to this end ensuring that all stores are kept securely locked when not actually being supervised;
 - 2.6.1.4 for ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;
 - 2.6.1.5 for ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the Prep rooms;
 - 2.6.1.6 for reading and acting upon all information supplied by the Head of Science;
 - 2.6.1.7 for checking the contents of the First Aid Box and Eye Wash facilities on a monthly basis and informing the appropriate person as listed in Part 2, Section 3.12.4 of this Policy of the Replenishments required.

2.7 Functional Managers

- 2.7.1 This section refers to the Line Managers who head secretarial, maintenance, grounds and gardens, cleaning, catering, laundry, domestic, security and Mill Hill School Enterprises. They will be responsible to the Bursar for the following:
- 2.7.1.1 for the safe running of their activities;
 - 2.7.1.2 for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy;
 - 2.7.1.3 for ensuring that staff have appropriate training according to the needs of their work;
 - 2.7.1.4 they will undertake the necessary training pursuant upon completion of work under the COSHH Regulations;
 - 2.7.1.5 for ensuring that all agreed systems of work are followed;

- 2.7.1.6 where they come across matters that they feel are not within their competence to deal with, they should refer the matter to the Bursar;
- 2.7.1.7 for investigating any accident or incident of a type specified by the Bursar and reporting accordingly.

2.8 Full-time, Part-time and Temporary Employees and Volunteers

- 2.8.1 The employees of the Foundation will take reasonable care for themselves and other persons who may be affected by their actions and will be fully aware of their duties under Sections 7 and 8 of the Health and Safety at Work etc Act 1974 and also under the specific Codes of Regulations;
- 2.8.2 they will wear and use all Personal Protective Equipment and safety devices that are provided by the management for their protection and cooperate fully with the management when the latter are pursuing their responsibilities under the above Act;
- 2.8.3 they will observe all Safety Rules and Regulations both statutory and school and conform to any safe systems of work that may be developed;
- 2.8.4 they will report all accidents, incidents and damage to their immediate superior.

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HEALTH AND SAFETY POLICY

SECTION 3:

LOCAL RULES AND ARRANGEMENTS

3. LOCAL RULES AND ARRANGEMENTS

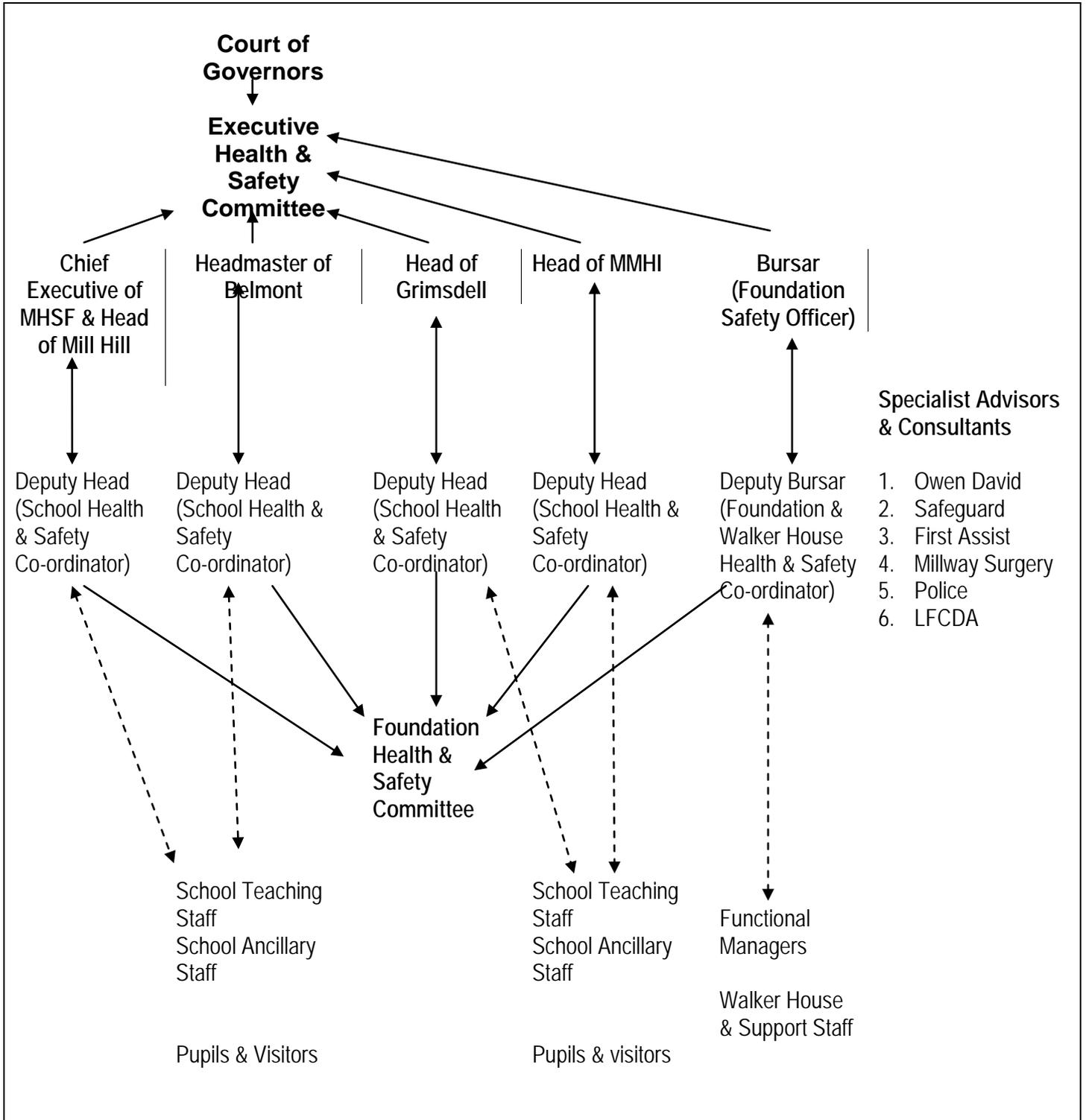
It is the Foundation's intention that in this part of the Policy, specific standards and arrangements will be established to cover specific risks and these standards will be monitored. Local Rules have been prepared and are contained in the following sub-sections:

- 3.0 Foundation Health and Safety Structure
- 3.1 Cascade System of Responsibility and Reporting
- 3.2 Executive Health and Safety Committee
- 3.3 Foundation Health and Safety Committee
- 3.4 Competent Persons
- 3.5 Management of Health and Safety at Work regulations 1999
- 3.6 Training
- 3.7 Accident Reporting
- 3.8 Fire Evacuation Policy
- 3.9 Fire Risk Assessment
- 3.10 School Trips
- 3.11 Mini-buses
- 3.12 First Aid
- 3.13 Science Teaching
- 3.14 Combined Cadet Force
- 3.15 Physical Education/Games etc
- 3.16 Use of School Facilities by Members of the Public
- 3.17 Laundry
- 3.18 Catering and Cleaning Departments
- 3.19 COSHH Regulations
- 3.20 Electricity at Work Regulations
- 3.21 Machinery Guarding and Work Equipment
- 3.22 Abrasive Wheel Machines
- 3.23 Safety of Pressure System
- 3.24 Noise
- 3.25 Display Screen Equipment
- 3.26 Manual Handling
- 3.27 Personal Protective Equipment
- 3.28 Control of Legionellosis

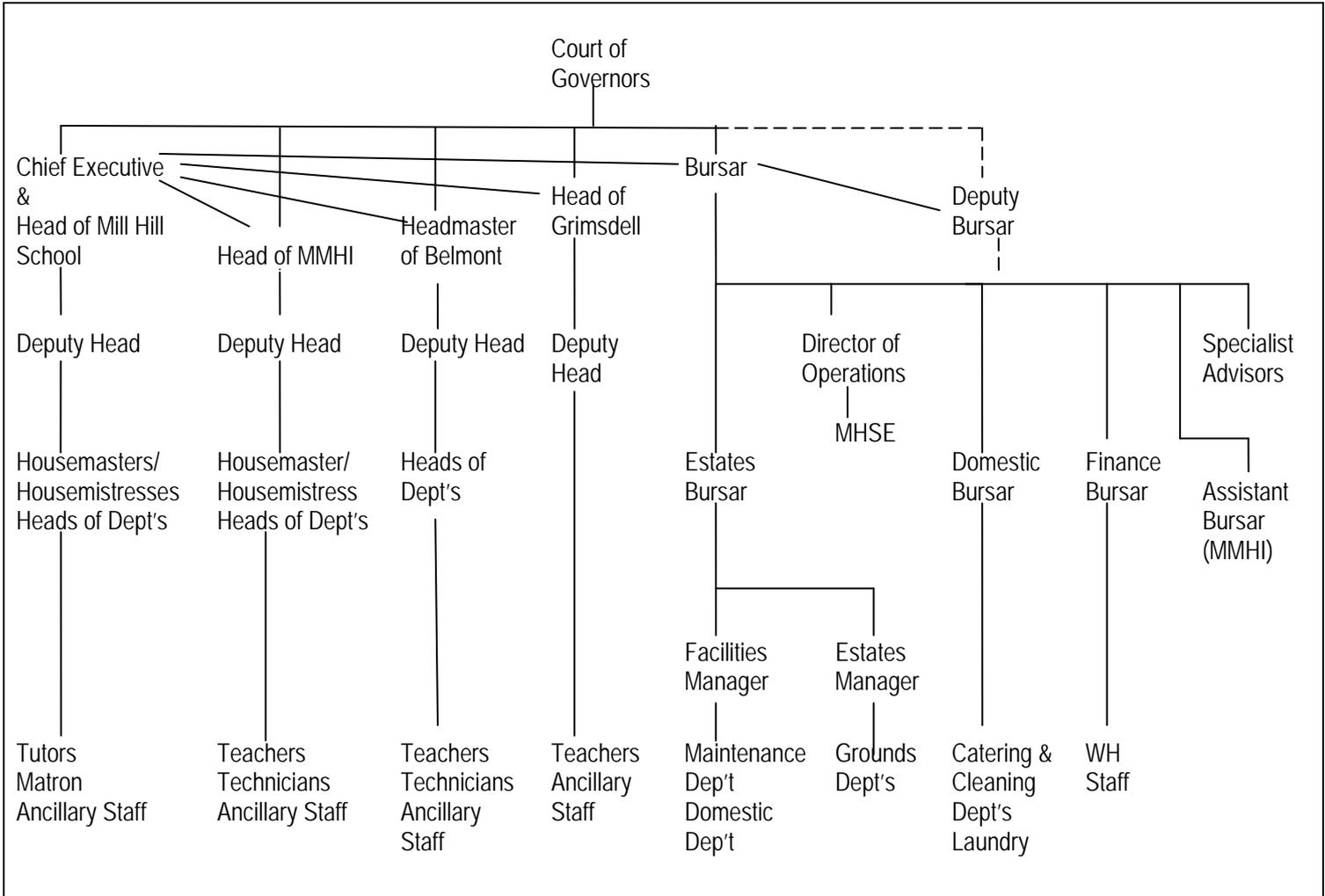
- 3.29 Swimming Pools
- 3.30 Management of Asbestos
- 3.31 Disclosure and Barring Service
- 3.32 Ground Staff
- 3.33 Instructions for Contractors
- 3.34 Lifts and Hoists
- 3.35 Gas
- 3.36 Waste Disposal
- 3.37 Design and Technology Teaching
- 3.38 SEND
- 3.39 Emergency Evacuation Procedures

3.0 Foundation Health and Safety Structure

3.0.1 In accordance with the Statement of Intent clause 1.3.1 of this Policy the Organisational Structure for the Foundation is shown below:



3.1 Cascade System of Responsibility and Reporting



Key: — reporting - - - - - RIDDOR reporting & Foundation H&S Committee oversight

3.2 The Executive Health and Safety Committee

3.2.1 Meetings

- a. It is proposed that the Executive Health and Safety Committee will meet at least once per school term.
- b. The Foundation Health and Safety Committee will report any matters deemed appropriate to the Foundation Safety Officer and through him to the Executive Committee for their deliberation throughout the school year.

3.2.2 Terms of Reference

- a. The Executive Health and Safety Committee will review the Foundation’s overall Health and Safety Policy and determine future strategy in consideration of the recommendations of the Foundation Health and Safety Committee.

3.2.3 Personnel

- a. The Executive Health and Safety Committee will generally include:
 - The Executives
 - The Chair of the Foundation Health and Safety Committee
 - Any other person who might contribute to the Committee's deliberations
- b. The Bursar as Foundation Health and Safety Officer will chair the Executive Health and Safety Committee.

3.3 The Foundation Health and Safety Committee

3.3.1 Meetings

- a. It is proposed that the Foundation Health and Safety Committee will meet at least once per term although members will have recourse to call for an emergency meeting if circumstances so dictate.

3.3.2 Terms of Reference

- a. It is anticipated that the Schools have fault detection/reporting procedures in place for dealing with day to day health and safety issues. It is also understood that monitoring of remedial action is to be carried out by Departmental Heads.
- b. It is, therefore, considered appropriate that the Foundation Health and Safety Committee should address the Foundation's overall Health and Safety Policy, accident/near miss trends, fault development trends and future strategy. The day to day health and safety issues are not for consideration unless deemed appropriate by a member of the Committee.

3.3.3 Personnel

- a. The Foundation Health and Safety Committee will include:
 - The Senior Deputy Heads (who are the Executives designated representatives)
 - The Estates Bursar
 - The Domestic Bursar
 - The Nurse Manager
- b. The co-option of any other person who might contribute to the Committee's deliberations for a specific matter or period.
- c. The Deputy Bursar will chair the Foundation Health and Safety Committee.

3.4 Competent Persons

- 3.4.1 Under the Management of Health and Safety at Work regulations 1999, Regulation 6, the Competent Persons appointed by the Foundation to assist in undertaking the measures necessary to comply with relevant statutory provisions are as follows:

Owen David Risk Management

Health & Safety Consultants who undertake an annual 3 day inspection of the Foundation providing a written Report.

Aqueous Logic (UK) Ltd

Health & Safety Advisors (Water Testing) who undertake a quarterly water testing survey providing written test results.

Shield Yourself

Health & Safety Advisors (Food safety) who undertake annual inspections of the catering and cleaning standards and conditions of the Foundation. They provide the Foundation with a report.

QuickKill

Health & Safety Advisors (Pest Prevention) who undertake quarterly inspections and service of pest prevention equipment.

A F Controls and R & D Limited:

The Fire alarms in Foundation buildings are serviced/maintained by either AF Controls or R&D Limited who are the Foundation's Fire Safety Advisors (Fire Alarms) and who undertake an inspection and service of fire alarms for each school term.

Fire FM

Fire Safety Advisors (Fire Fighting Equipment) who undertake an inspection and service of fire safety equipment in January and September each year.

M. Nias Electrical Contractors Ltd

Fire Safety Advisors (Fire Emergency Lighting) who undertake an inspection and service of fire emergency lighting for each school term.

Foursight Risk Management Fire Safety Consultants:

The Foundation's Fire Safety advisors and undertake an Annual Survey of the Foundation's property, providing fire risk assessments for each building as well as undertaking fire safety training.

Hansard Security Ltd.

Security Advisors (General Security & Guards) who provide security guards.

Universal Access & Security Ltd.

Security Advisors (Intruder Alarms & CCTV) who undertake annual inspection and service of intruder alarms and CCTV providing written recommendations.

Police Crime Prevention Unit

Regularly provide advice on the security provision at each School.

London Fire and Emergency Planning Authority

Undertake inspections and provide advice on the Fire Safety provision at each School.

Pickerings Europe Ltd

Undertake inspections and service of kitchen lifts in compliance with The Lifting Operations and Lifting Equipment Regulations 1998 regulation 9 and provide a written report.

3.5 Management of Health and Safety at Work regulations

- 3.5.1 It is the policy of the Foundation to comply with the Management of Health and Safety at Work regulations and its Approved Code of Practice.
- 3.5.2 The Foundation will appoint a responsible person/s to make a suitable and sufficient Assessment of the risks to health and safety of its employees whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions.
- 3.5.3 Where the Risk Assessment identifies any appropriate Health Surveillance this will be carried out following consultation with suitably qualified and Competent Person/s.
- 3.5.4 To assist in undertaking the measures identified by the Risk Assessment as necessary to comply with relevant statutory provisions, the Foundation has appointed a number of Competent Persons (see Section 3.4). Co-ordination of the necessary measures and Competent Persons will be carried out by the Foundation's Health and Safety Officer (see Section 3.4).
- 3.5.5 The results of the Assessment including identified risks and any necessary preventive and protective measures will be brought to the attention of relevant employees.

3.6 Training

- 3.6.1 The Schools will comply with the Health and Safety at Work Act 1974 and Management of Health and Safety at Work regulations 1999 with respect to training.
- 3.6.2 Before entrusting any task to an employee the Schools will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.
- 3.6.3 The Schools will provide employees with health and safety training:
- a. On recruitment: this induction training will give general health and safety information on the risks associated with the Schools' undertaking, including arrangements for Medical Support, Fire and Evacuation;
 - b. Or their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;

c. Periodically as refresher training as appropriate.

3.6.4 Records will be maintained of all training that has been given. The Foundation will appoint a responsible person co-ordinate training on the School's behalf.

3.7 Accident Reporting

3.7.1 During term time all accidents that require medical attention, should be reported to the relevant School's accident reporting centre, namely at Mill Hill School and The Mount, Mill Hill International the Foundation Medical Centre, at Belmont School the School Nurse, and at Grimsdell School the School Nurse. The accident reporting centre will be responsible for passing on details of the accident to the appropriate member of staff designated by the Head of that School and where appropriate to the Foundation Health and Safety Officer at Walker House.

3.7.2 At other times of the year all accidents should be reported directly to the Foundation Health and Safety Officer at Walker House.

3.7.3 The Schools and Mill Hill School Enterprises will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 2013

3.7.4 Whenever any of the following events occur involving any person, except a pupil, it must be reported immediately to the Foundation Health and Safety Officer and in the case of a pupil it must be immediately reported to the Head of the School and as soon as reasonably practicable to the Foundation Health and Safety Officer:

- The death of any person as a result of an accident arising out of or in connection with work;
- Any person suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - dislocation of the shoulder, hip, knee or spine
 - loss of sight (temporary or permanent)
 - any injury likely to lead to permanent loss of sight or reduction in sight, such as a chemical or hot metal burn to the eye or any penetrating injury to the eye
 - injury resulting from electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
 - any crush injury to the head or torso causing damage to the brain or internal organs

- loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent
 - serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalding requiring hospital treatment
 - any other injury leading to hypothermia or heat-induced illness or unconsciousness, or which requires resuscitation or admittance to hospital for more than 24 hours
 - acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material
- The person at work is incapacitated for his or her normal work for more than seven consecutive days (including the day of the accident) as a result of an injury ('over seven day') injury caused by an accident at work;
 - Injury arising from physical violence at work, such as where a teacher sustains a specified major injury as a result of a pupil, colleague or member of the public assaulting him or her while at work.
 - The death of an employee if this occurs from time after a reportable injury which leads to that employee's death, but not more than one year afterwards.

3.7.5 In the case of death, specified injury or condition, or a dangerous occurrence, involving any person the Head of the School and the Foundation Health and Safety Officer must be notified immediately e.g. by telephone, and this must be followed up within seven (7) days by a written report to the Foundation Health and Safety Officer on Form F2508 (F2508B in the case of a dangerous occurrence). The Foundation Health and safety Officer will make arrangements to ensure that the Health and Safety Executive is notified immediately by telephone and this will be followed up within ten (10) days by completing the HSE site online form.

3.7.6 In the case of over seven day injury to a person at work, a written report must be sent to the Foundation Health and Safety Officer within seven days of the accident on Form F2508. The Foundation Health and safety Officer will ensure the HSE online form is completed.

3.7.7 The Schools will keep records of all reportable injuries and dangerous occurrences containing the date and time of the accident causing the injury or the dangerous occurrence, and the following particulars about the person affected:

- Full name
- Occupation
- Nature of injury or condition

- Place where the accident or dangerous occurrence happened
- Brief description of the circumstances

The Schools will keep a the HSE copy of the online form.

- 3.7.8 Maintenance of adequate accident records and the reporting of those necessary to the Foundation Health and Safety Officer will be the responsibility of the Medical Centre.
- 3.7.9 The Schools will arrange for all accidents and ‘near misses’ to be investigated to determine the need for any remedial action. The person responsible for deciding who shall carry out the investigation will be the Foundation Health and Safety Officer.
- 3.7.10 A written report on all accidents and ‘near misses’ investigated by the Schools will be sent to the Foundation Health and Safety Officer at Walker House within 6 days of the date of the accident or ‘near miss’.
- 3.7.11 Where appropriate, a copy of the report will be made available for discussion at the next Court of Governors or Staff or Health and Safety Committee Meeting.
- 3.7.12 Currently the preferred method of reporting to the Health and Safety Executive is online. This may be done by:
- a. via the HSE website
 - b. telephone 03453009923 (fatal and specified injuries only)

3.8 Fire Risk: Evacuation

- 3.8.1 The Fire Risk Policy is a ‘serious and imminent danger procedure’ under the Management of Health and Safety at Work Regulations 1999. The Foundation has a Fire Risk Policy. Each School will establish its own Fire Evacuation and Fire Risk management procedures.
- 3.8.2 Once in every term, preferably within the first fortnight, the Schools will hold a fire drill, the timing of which will be notified in advance to staff. The Bursar will have the power to exempt certain staff from the drill.
- 3.8.3 If the Schools are not cleared completely in the minimum of time consistent with the difficulties inherent in the buildings, the drill will be considered inadequate and a further practice will be held until the satisfactory standard is achieved.
- 3.8.4 As regarding boarding houses, there will be practices once a term in a night-time situation organised and supervised by the Housemaster/Housemistress.
- 3.8.5 A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to members of the Foundation Health and Safety Committee.
- 3.8.6 The warning, in case of fire, shall be given by a siren or bell that is not used for other purposes and can easily be recognised by staff and pupils and will be heard clearly in all parts of the buildings.

- 3.8.7 The fire alarm system will be tested weekly. The work will be done by the Maintenance Department or other designated person by the Schools and the testing will be done sequentially from one operating point to the next. Details will be kept of these tests.
- 3.8.8 Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence. Upon hearing the alarm, nominated staff will summon the Fire Brigade, inform the Head of the School and Foundation Health and Safety Officer and undertake whatever duties are specified in these Regulations.
- 3.8.9 Teachers are considered to be competent to implement evacuation procedures. All teachers in charge of the class will therefore be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined roll call area. In the event of an actual fire, any subsequent movement will be decided by the Heads and Foundation Health and Safety Officer.
- 3.8.10 The Heads will ensure that there is an effective system for ensuring that class registers current to that day are available for roll call.
- 3.8.11 The person responsible for informing the Fire Brigade will be the Senior Member of Staff present.
- 3.8.12 The person responsible for bringing out the registers will be the Senior Member of Staff present or a nominated Member of Staff.
- 3.8.13 Directions for the evacuation of pupils and others will be displayed in a prominent place in such areas as classrooms, common rooms, cloakrooms, prep rooms, offices, assembly halls, sick rooms, libraries, dining rooms, kitchens.
- 3.8.14 Arrangements will be made locally for all appliances using gas and electricity to be switched off and laboratory experiments rendered safe, as far as time and travel distance allow.
- 3.8.15 Exit doors leading from School buildings should never, under any circumstances, be locked or obstructed during School hours.
- 3.8.16 No unauthorised persons should re-enter the Schools, under any circumstances, during a fire practice or actual fire emergency.
- 3.8.17 In the event of an actual fire happening in any area or facility which is being used by outside organisations or the public, the Operations Manager or Duty Manager of Mill Hill School Enterprises will be responsible for ensuring the building is evacuated safely along the designated evacuation route and that people are accounted for in the designated place for that area.
- 3.8.18 The Duty Manager of Mill Hill School Enterprises will also be responsible for informing the Fire Brigade and the Foundation Health and Safety Officer.
- 3.8.19 Directions for the evacuation for the users of Mill Hill School Enterprise's facilities to be displayed in prominent places around the various buildings in use, i.e. swimming pool, sports hall, gallery etc.

3.8.20 The Operations Manager or Duty Manager or other designated Staff Member of Mill Hill School Enterprises should ensure that no unauthorised persons re-enter the buildings under any circumstances, during a fire practice or actual fire emergency.

3.9 Fire Risk Assessment

3.9.1 In compliance with The Management of Health and Safety at Work and the regulation reform (Fire Safety) Order 2005 the Foundation will ensure that all non-residential and ancillary educational buildings are inspected by a competent person annually to assess fire risks at work.

3.9.2 The Foundation will ensure that appropriate measures to reduce or prevent a risk identified in the written Fire Risk Assessment will be considered within its Planned Maintenance programme.

3.10 School Trips and Outings

3.10.1 It is the intention of the School to follow the guidance on safety during school visits published by the DCFS.

3.10.2 A risk assessment will be conducted by the School EVC before a trip or outing is organised. The risk assessment will depend on the nature and duration of the trip or outing and will include assessment of the following factors where appropriate:

- a) Location
- b) Duration
- c) Nature of the activity
- d) Seasonal conditions or weather factors
- e) Competence, experience and suitable qualifications of supervisory staff
- f) Competence, age, maturity and fitness of the pupils

3.10.3 Permission for the trip or outing will be obtained from the Head before any announcement is made to pupils or parents.

3.10.4 All relevant details of the trip or outing will be given to the EVC and the Head or Deputy Head of the School or member of the School SMT, as appropriate, who holds designated responsibility for trips or outings before departure. These details will include:

- a) Itinerary
- b) Addresses and telephone numbers of any outside agency involved, including travel agency, activity centre, coach hire company etc.
- c) List of pupil names and addresses and home telephone numbers

3.10.5 The Bursar will be consulted on matters of insurance and written confirmation of his satisfaction with insurance arrangements to be obtained for the Head.

3.10.6 The Deputy Bursar to be notified of the registration number of self-drive vehicle/s hired for trips or outings.

3.10.7 The detailed procedures and appropriate forms for completion for a trip or outing at each of the three Schools that comprise the Foundation are laid down in their respective 'School Staff Handbook'.

3.11 Minibuses

- 3.11.1 A School Minibus will not exceed 17 seats (16 passengers and a driver) in compliance with Part 111 of the road traffic Act 1991 and Motor Vehicles (Driving Licences) Regulations (Amendment) 2013.
- 3.11.2 All seats will be equipped with lap and diagonal seat belts.
- 3.11.3 A School Minibus will contain:
- a) A First Aid Kit – located in the glove compartment or under the front passenger seat
 - b) 1 no. Fire Extinguisher fitted
 - c) Details of breakdown and recovery procedure
 - d) Jack and wheel brace
 - d) A Log Book to be completed before and after every journey
 - e) Warning triangle under front passenger seat

Note: These items listed above must not be removed from the Minibus

- 3.11.4 All School Minibuses will be checked by the Maintenance Department on a daily basis Monday to Friday during term time. Drivers of the Minibus will satisfy themselves of the safe working of the Minibus by a visual check that all equipment is working before commencement of a journey.
- 3.11.5 Drivers of a School Minibus will be:
- a) salaried employees of the Foundation
 - b) 25 years of age or over
 - c) in possession of a ‘clean’ driving licence with a D1 classification or PSV Part 1 qualification
 - d) successfully completed a School approved Minibus driving test qualification conducted by an external examiner
 - e) signed the Insurance declaration and application to be included on the Foundation approved list of Minibus drivers
 - f) confirmed by the Head to be included on the Foundation approved list of Minibus drivers
 - g) approved by the Foundation Insurance Company to be a Minibus driver

3.12 First Aid

- 3.12.1 The persons who have received training and have been appointed as First Aiders for the Schools, Mill Hill School Enterprises Ltd. and Walker House are listed in the First Aid Policy.
- 3.12.2 The First Aid training qualification is required to be renewed every 5 years and a refresher course undertaken every 2 years.
- 3.12.3 First Aid Boxes are maintained and located as listed in the First Aid Policy:
- 3.12.4 The persons responsible for ensuring that First Aid boxes meet laid down statutory requirements are:

3.12.4.1 Mill Hill School and The Mount, Mill Hill International

- Medical Centre Senior Nurse

3.12.4.2 Belmont School

- Belmont Nurse

3.12.4.3 Grimsdell School

- Grimsdell Nurse

3.12.4.4 Walker House

- Medical Centre Senior Nurse

3.12.4.5 Mill Hill School Enterprises Ltd.

- Medical Centre Senior Nurse

3.12.5 First Aid boxes in all areas to be checked against a stock list every 3 months and re-stocked as necessary.

3.12.6 The List of Contents of a First Aid Box is listed in the First Aid Policy.

3.13 Science Teaching

3.13.1 Experimental Safety

The method of conducting all experiments in the curriculum will be according to the standards laid out in the relevant 'Topics in Safety' published by the Association for Science Education.

The chemicals used will be according to the recommended restrictions in Chapter 8 of the above publication.

3.13.2 Eye Protection

The Schools recognise that eye protection is a difficult matter. Note is taken of the guidance in Topic 5 of the above publication regarding acceptable kinds of eye protection. However, it is understood that complete protection for the pupils will be available only if box goggles manufactured to BS2092C or BSEN 166 are provided and worn.

3.13.3 Fume Cupboards

It is the policy of the Schools that fume cupboards will be assessed once a year. This will conform to the 14-month requirement for the examination of engineering controls under the COSHH Regulations.

The minimum standard required by the DfEE (Building Bulletin 88, 1998) is a flow rate of 0.3M/sec with the sash fully opened. It is the aim of the Schools to achieve standards whereby the flow rate will be 0.5M/sec with the sash open at 0.5 metres.

3.13.4 Chemical Storage

It is the policy of the Schools that chemical storage will be along the general lines of that laid out in Topic 6 of the above publication. However, specific guidance on the extent to which this is interpreted will be given by Owen David Risk Management.

3.13.5 Microbiology

It is a policy of the Schools that all microbiological experiments will be assessed and categorised in accordance with Topic 15 of the above publication. The Schools will ensure that techniques and precautions appropriate to the level will be adopted as contained in Topic 15.

The treatment of contaminated equipment, treatment of spillages and disinfection procedures will be in accordance with the above Topic chapter.

3.13.6 Radioactive Sources

It is the policy of the Schools to comply with the Ionising Radiations Regulations 1999 in full.

The Schools will use the radioactive sources as required by the science curriculum, and will not carry out independent experiment outside the standard syllabus.

An examination of the Schools' activities indicate that instantaneous dose rates will not exceed $7.5\mu\text{Sv/hr}$ and therefore: the appointment of a Radiation Protection Adviser is not necessary. The Head of Physics will be appointed as Radiation Protection Supervisor for the whole School.

The Head of Physics will be responsible for producing the Local Procedures for Using Radioactive Materials necessary under the Ionising Radiations Regulations referred to above and in formulating these Local Rules reference will be made to the guidance given in Administrative Memorandum 1/92 from the DES, a copy of which will be held in the department. The Head of Physics will be responsible for reviewing these procedures and monitoring their use.

It is appreciated that matters relating to the application of the Radioactive Substances Act, possible exemptions regarding registration and the application of AM 1/92 is a complex matter.

The Local Fire Authority will be made aware of radioactive sources held at the School and their location by the Head of Physics through the Deputy Head with delegated responsibility for Health and Safety who will inform the Bursar.

3.14 Combined Cadet Force

3.14.1 Combined Cadet Force activities on Foundation property are subject to the Foundation's Health and Safety Policy.

3.14.2 Combined Cadet Force activities in the Mill Hill School Shooting Range, Military Ranges and Camps are subject to the Ministry of Defence Health and Safety Policy.

3.15 Physical Education, Sports and Other Activities

3.15.1 Wherever possible the Schools' Health and Safety Policy will apply generally, but specifically the publication 'Safe Practice in Physical Education' is applicable.

3.15.2 Each School will establish appropriate Physical Education, Sports and Other Activities Codes of Practice and Policies

3.16 Use of School Facilities by Members of the Public

3.16.1 The Foundation will ensure that all members of the public using the facilities of the Schools will be given sufficient information in order to allow them to avoid any risks to their Health and Safety.

3.16.2 The Schools and Mill Hill School Enterprises have established a written procedure for the Sports Centre setting out the organisation and arrangements for ensuring user safety as follows:

- Sports Centre: Normal Operating Procedure
- Sports Centre: Emergency Action Plan

3.16.3 With regard to the use of the Foundation's Residential Accommodation, this information will relate to means of escape in an emergency.

3.16.4 Any agreement form used by the Schools will carry a specific clause stating that the hirer will ensure adequate supervision and take responsibility for the Health and Safety of persons using the facilities.

3.17 Portable Appliance testing

3.17.1 The Foundation has established a Portable Appliance Testing Policy.

3.17.2 The Foundation recognises that Portable Appliance Testing ('PAT') regulations are safety rules related to the use of electrical equipment. The Foundation will undertake regular testing of portable electrical equipment to ensure it is suitable and properly maintained to minimise risk

3.17.3 The Foundation's PAT procedures are based on the Code of Practice for In-service Inspection and Testing of Electrical Equipment of the Institution of Electrical Engineers (the 'IEE Code').

3.18 Laundry

3.18.1 The full terms of the Foundation Health and Safety Policy apply to the Laundry.

3.19 Catering and Cleaning

- 3.19.1 The Foundation's Catering is under the management of the Domestic Bursar and is subject to the requisite Food Safety arrangements and the relevant Foundation and School policies.
- 3.19.2 The Foundation's Cleaning is under the management of the Domestic Bursar and is subject to the requisite cleaning safety arrangements and the relevant Foundation and School policies.

3.20 COSHH Regulations

- 3.20.1 The Schools will take all necessary steps to comply with the above Regulations.
- 3.20.2 It is recognised that substances to which the Regulations apply will be used in the teaching of Science, the teaching of Art, the teaching of Design Technology, the Offices, Maintenance, Domestic Cleaning and by the Ground Staff.
- 3.20.3 The Schools will establish and keep a folder in which will be listed the Data Sheets for each substance brought into the Schools, together with a written Assessment, where necessary, of the exposure of all persons who may use or be exposed to these substances.
- 3.20.4 The Schools will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.
- 3.20.5 The Schools will undertake the appropriate statutory examinations of all engineering controls that are required by the Regulations.
- 3.20.6 The Schools will set up a system whereby the Bursar will be aware of any change in purchase policy so that new substances may be effectively monitored.

3.21 Electricity at Work Regulations

- 3.21.1 The Schools will take all necessary steps to comply with the Electricity at Work Regulations 1989, amended 2002.
- 3.21.2 The Schools recognise that they have to introduce a formalised system of maintenance for all electrical systems.
- 3.21.3 The Schools will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.
- 3.21.4 The Schools will prepare an inventory of all electrical apparatus used in the Schools and this will be routinely inspected and tested and an appropriate register kept. All such apparatus will be visually inspected at the start of each term and any defects rectified.
- 3.21.5 Pupils are responsible for the safe condition and use of all electrical appliances that they bring onto School premises (vide Standard Terms & Conditions 8(f)).
- 3.21.6 The Schools will ensure that any temporary systems e.g. stage lighting and control gear are inspected and tested by a competent person every 3 months. In addition, the Schools will ensure that fixed stage electrical installations are inspected and tested annually by a competent person, and following any changes, before being energised.

- 3.21.6 The Schools recognise that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instructions prepared to control the risks.
- 3.21.7 The Schools will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

3.22 Machinery Guarding and Work Equipment

- 3.22.1 It is the intention of the Schools that all machinery whether static or mobile, academic or maintenance, will be guarded, according to the relevant assessed risks, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 utilising guidance given in Booklet L22. The standards that have been established and laid down for many years under Sections 12, 13 and 14 of the Factories Act 1966 and associated legislation will be utilised, even though, for the most part, that legislation did not apply to the Schools.
- 3.22.2 More specifically the matters of guarding will be those detailed in BS5304: 1988 and other relevant standards with interpretation of the Standards being provided by the Schools' Health and Safety Consultants.

3.23 Abrasive Wheel Machines

- 3.23.1 The Schools utilise abrasive wheel grinders and will adhere to safety in the use of abrasive wheels HSG17 (third edition 2000). Under the Abrasive Wheel Regulations 1970, no person is allowed to mount any abrasive wheel unless he has been trained, is competent and has been appointed by the employer. Although these Regulations do not apply to Schools, the same standards will be adopted. The persons appointed by the Schools is: Telford Machine Tool Services.
- 3.23.2 Tool rests on abrasive wheel grinders are required to be adjusted as close as practicable to the exposed part of the abrasive wheel. All staff are expected to be vigilant and to carry out checks whenever they use a grinder and before pupils use a grinder and to carry out the necessary adjustments to the tool rests to ensure they are so maintained.
- 3.23.3 If eye shields are provided these must be kept in a clean and good condition.
- 3.23.4 Eye protection (BS2092.1) must be worn when abrasive wheel grinders are used.

3.24 Safety of Pressure System

- 3.24.1 The Schools will take all necessary steps to comply with the Pressure Systems Safety Regulations 2000.
- 3.24.2 The Schools recognise that the Regulations will apply to all pressure systems on site containing steam at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than .5 bar (7psi).
- 3.24.3 The Schools will use manufacturers literature and information available from their Competent Person who carries out current thorough examination and test pressure systems, to establish the safe operating limits of its pressure systems.

- 3.24.4 The Schools have a written scheme for the periodic examination of its pressure systems prepared by a Competent Person.
- 3.24.5 The Schools will arrange for a Competent Person to carry out examination of the pressure system in accordance with the written scheme.
- 3.24.6 The Schools will provide adequate and suitable instructions to employees who have to operate pressure systems and this will include training, close supervision, provision of data and, if necessary, schematic or flow diagrams to help with the identification of important controls, valves etc.,
- 3.24.7 The Schools will ensure that the pressure systems are properly maintained in good repair so as to prevent danger.
- 3.24.8 The Schools will ensure that they keep the correct documentation. This documentation will consist of the following:
- a. A initial report and examination of the pressure system by a Competent Person;
 - b. The last Report of examination of the pressure system made by a Competent Person;
 - c. Any other Reports if they contain relevant data to assist the safe operation, or referring to repairs and modifications;

Information referring to data supplied by the designers or manufacturers.

3.25 Noise

- 3.25.1 The Schools are aware of the The Control of Noise at Work Regulations 2005 and where it believes that employees are exposed to noise levels that would designate the area as either Action Level 1 or Action Level 2 appropriate hearing protection will be provided and worn.
- 3.25.2 It is believed that these controls will be necessary in the following operations:
- a. Grass cutting operations;
 - b. Use of chain saws;
 - c. Use of all woodworking machinery;
 - d. Strimmers;
 - e. Driving of tractors unless provided with Q cabs.

3.26 Display Screen Equipment

- 3.26.1 It is the policy of the Schools to comply with the Health and safety (Display Screen Equipment) Regulations 1992 utilising the guidance given in Booklet L26.
- 3.26.2 The Schools will appoint a Competent Person to carry out suitable and efficient analysis of all workstations to assess the health and safety risks to exposed persons.
- 3.26.3 The Schools will plan the activities of employees who as part of their employment duties are required to be regular 'users' of workstations to allow periodic breaks or changes of activity.

3.26.4 The School will arrange for appropriate eye and eyesight tests by a Competent Person to be carried out on employees who as part of their employment duties are required to be regular 'users' of workstations or to reimburse those employee 'user' for such eye and eyesight tests.

3.26.5 All 'users' will be informed of appropriate workstation analysis assessments, the arrangements for work interruption, where necessary, and be trained in the use of their workstation.

3.27 Manual Handling

3.27.1 It is the policy of the Schools to comply with the Manual Handling Operations Regulations 1992 utilising the guidance given in L23.

3.27.2 In particular the Schools will:

- i. Avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.
- ii. Where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out by a responsible person.
- iii. Take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable, and provide employees with general indications of the weights of loads.

3.28 Personal Protective Equipment

3.28.1 It is the policy of the Schools to comply with Personal Protective Equipment at Work Regulations 1992 based on the guidance in Booklet L25.

3.28.2 The Schools recognise that Personal Protective Equipment is a last resort and that wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed that there is a residual risk, then suitable Protective Equipment will be provided to employees.

3.28.3 Where it is determined that Personal protective Equipment is required then an assessment will be made to assess the risk, define the characteristics required of the equipment and compare these with the characteristics of the available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.

3.28.4 All Personal Protective Equipment will be maintained and accommodation provided for it when it is not in use.

3.28.5 Employees will be informed, instructed and trained on the risks which the Personal protective Equipment will avoid or limit; the purpose and manner in which the equipment is to be used and action they need to take to ensure it remains in good repair and efficient working order.

3.28.6 A record will be kept of all Personal Protective Equipment that is issued to employees.

3.28.7 The person nominated to co-ordinate the above on behalf of the Foundation is the Clerk of Works.

3.29 Control of Legionellosis

3.29.1 The Foundation recognises that it operates hot and cold water systems where there is a risk of Legionellosis and therefore requires control.

3.29.2 The Foundation will do all that is necessary to comply with the requirements of the Approved Code of Practice by identifying and assessing sources of risk, implementing and managing precautions and keeping records of precautions implemented.

3.29.3 The Foundation recognises that Legionella may colonise storage tanks, calorifiers, pipework and associated plant, including taps, showers and other appliances. In particular, it is recognised that Legionella is most likely to multiply in calorifiers where water temperatures are insufficiently high and in pipework leading to taps and showers.

3.29.4 The main objective of the Foundation is to operate water services at temperatures that do not permit the growth of Legionella and to avoid stagnation. The Foundation will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.

3.29.5 Where possible, water services will operate at temperatures that prevent the proliferation of Legionella, that is hot water storage (calorifiers, at 60°); hot water distribution at least 50° attainable at the taps with one minute of running; cold water storage and distribution at 20°C or below. Whilst it is recognised that water temperatures in excess of 50°C give rise to danger of scalding, and where necessary 'fail safe' thermostatically controlled mixing valves will be used to allow the hot water system to run safely at higher temperatures to control Legionella.

3.29.6 Where the above water temperatures cannot be maintained, weekly thermal disinfection of the system will be carried out. This will involve raising the temperature of the whole of the contents of the calorifier and then circulating this water throughout the system for at least an hour. Each tap and appliance will be run sequentially for at least five minutes at this full temperature.

3.29.7 It is recognised that if a calorifier or substantial part of the system is on stand-by operation, or if it is out of use for a week or longer for maintenance or other purpose, water will be raised to the operating temperature throughout for at least an hour before being brought back into use.

3.29.8 The following regime of routine inspection and maintenance will be established for the plant:

- a. Water temperatures at calorifiers will be checked monthly;
- b. Water temperatures at taps after one minute running will be checked annually;
- c. Conditions in tanks for the presence of organic material, vermin etc., annually;
- d. Conditions in calorifiers for the presence of organic materials and unduly build up of scale, annually;
- e. The condition of accessible pipework and insulation annually.

- f. Water test sampling by a Competent Person will be undertaken during the Spring and Summer holidays and the October half term holiday.

3.29.9 The system will be cleaned and disinfected if routine inspection shows it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak or suspected outbreak of Legionellosis.

3.29.10 The following records will be kept:

- a. A simple description and plan of the system identifying storage and header tanks, calorifers and relevant items of plant;
- b. Details of risk assessment;
- c. Details of system operation relevant to controlling the risk, and the precautions to be implemented;
- d. Procedures for inspecting and checking the system;
- e. Details of precautions carried out.

3.29.11 The nominated officer for responsibility for ensuring this Policy is implemented is the Clerk of Works.

3.30 Swimming Pools

3.30.1 Introduction

3.30.1.1 The Foundation recognises that the use of its swimming pools gives rise to a number of hazards and that the following factors are relevant to potential accidents:

- Prior health problems e.g. heart trouble, asthma etc;
- Alcohol or food before swimming;
- Youth and inexperience (half of those who drown nationally are aged under 15);
- Weak or non-swimmers straying out of their depth;
- Unauthorised access to pools intended to be out of use;
- Diving into insufficient depth of water;
- Unruly behaviour and misuse of equipment;
- Unclear pool water, preventing casualties from being seen;
- Absence of, or inadequate response by, lifeguards in an emergency;

3.30.1.2 The Schools and Mill Hill School Enterprises have taken all of the above matters into consideration in establishing its Policy with regard to use of the pools.

3.30.2 Information to Bathers

3.30.2.1 The Schools and Mill Hill School Enterprises have developed a Swimming Pool Users Safety Code and will ensure that the information contained in the Code is brought to the attention of all bathers. This will be achieved by one or more of the following methods:

- A notice displayed at the poolside;
- References in contracts with club organisers, hiring the pool;
- Oral reminders, where necessary, by poolside supervision.

3.30.3 Written Operating Procedures

3.30.3.1 The Schools and Mill Hill School Enterprises have established a written Operating Procedure setting out the organisation and arrangements for ensuring users safety namely:

- The Normal Operating Procedures for the Indoor Swimming Pool
- The Emergency Action Plan for the Indoor Swimming Pool

3.30.3.2 This will be brought to the attention of the Schools and Mill Hill School Enterprise's staff who use the pools and to club organisations that may hire the pools.

3.30.4 Swimming Teaching

3.30.4.1 The Schools and Mill Hill School Enterprises will ensure that the necessary lifeguarding function is provided by those undertaking the teaching or coaching and that such person will fulfil lifeguarding requirements.

3.30.4.2 The Schools and Mill Hill School Enterprises will take suitable account of the Department of Education and Science Booklet entitled 'Safety and Physical Education' during teaching activities.

3.30.4.3 The Schools and Mill Hill School Enterprises also recognise that in certain circumstances, more than one suitably trained person will need to be present in accordance with the following basic guidelines:

Standard Pool Size (m)	Area (m ²)	Minimum Number of Lifeguards	Recommended Minimum Number of Lifeguards in Busy Conditions
20.0 x 8.5	170	1	2
25.0 x 8.5	212	1	2
25.0 x 10.0	250	1	2
25.0 x 12.5	312	2	2
33.3 x 12.5	416	2	3

3.30.4.4 Where a class has been arranged into groups in a pool, and where the distances involved do not enable a single swimming instructor to directly work with and act as lifeguard for more than one group, a second person trained to act as a lifeguard will also be present.

3.30.4.5 In the School swimming situation, the School and Mill Hill School Enterprises will ensure that the instructor acting as a lifeguard will be able to take short breaks from concentrated observation of the water as one class leaves and another one enters.

3.30.5 Hire of Pool by Outside Organisations

3.30.5.1 The Schools and Mill Hill School Enterprises will establish a contract with outside organisations who hire the pools which will include reference to safety arrangements.

3.30.5.2 The Schools and Mill Hill School Enterprises will almost exclusively expect outside organisations to provide appropriate poolside supervision although as the pool operator, the Schools and Mill Hill School Enterprises will ensure that they take reasonable steps to ensure that the arrangements for safety, agreed with the hirers, are implemented.

3.30.5.3 This will be achieved by occasional checking of such activities to ensure that agreed supervision is being provided and that any agreed rules of behaviour are being observed.

3.30.6 Emergency Arrangements

3.30.6.1 The following emergency arrangements will be available:

- A poolside telephone to summon help in an emergency;
- Suitable rescue equipment including poles or life belts will be available by the poolside and clearly identifiable;
- Whenever the pool is in use, a nominated member of staff should be designated as 'on call' to deal with any emergency. Such person should be trained in rescue, resuscitation and first aid.

3.30.7 Lifeguards

3.30.7.1 Lifeguards employed by the Mill Hill School Foundation and Mill Hill School Enterprises will be RLSS or NARS qualified.

3.31 Managing Asbestos

3.31.1 The Foundation will comply with the Control of Asbestos Regulations 2006.

3.31.2 The Foundation recognise its duty to manage asbestos and to this end has appointed a competent person to survey the buildings to determine the location and condition of asbestos-containing materials.

3.32 Mobile Access Towers

- 3.32.1 A Foundation employee responsible for the erection and use of a Mobile Access Tower will have undertaken training and hold a certificate of competence issued by the Competent Person appointed for training.

3.33 Disclosure and Barring Service

- 3.33.1 The Foundation is a Registered Body with Carecheck for the Disclosure and Barring service for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. For the Foundation's safeguarding procedures see Policy for the Safeguarding of Pupils who are children at the School.
- 3.32.2 The Foundation believes it to be of fundamental importance to ensure as far as possible that those who take up appointments in the Foundation do not pose a risk to the children in its care. The Foundation will apply for and review the past criminal records of any successful applicants for positions as an essential part of its recruitment process.
- 3.33.2 The Foundation will require Enhanced Disclosure with Barred List check for its employees and voluntary appointments unless an Enhanced Disclosure or Standard Disclosure is deemed to be appropriate for the appointment.
- 3.33.3 In accordance with the Code of Practice the Foundation will comply with the Disclosure and Barring Service guidelines covering:
- the retention period of Disclosure information and any associated correspondence,
 - the storage and security of Disclosure information and other confidential documents issued by the Disclosure and Barring Service,
 - the destruction of Disclosure information and any associated correspondence,
 - keeping the record of a Disclosure.

3.33 Ground Staff

- 3.33.1 All staff who use chain saws, strimmers or similar equipment will be provided with hearing protection, visors, safety footwear and the correct ballistic clothing. They will have been on a chain saw training course and work will proceed according to the current HSE Guidance Note PM31.
- 3.33.2 All pesticides will be safely and securely stored and will be under lock and key except when being manipulated. The person responsible for the spraying of pesticides will have been on a course approved under the Control of Pesticides Regulations 1986 and will hold a certificate of competence issued by the National Proficiency Tests Council, Tel. No. 0207203 696553.

3.34 General Instructions for Contractors

- 3.34.1 The Foundation's Liaison Manager for Contractors is the Estates Bursar or his representative who must be contacted before any work is commissioned or commenced.

- 3.34.2 The Foundation will require Contractors to report to Walker House daily throughout the Contract period both before commencing work on Foundation premises and on completion of work, unless alternative special arrangements have been agreed with the Estates Bursar or his representative.
- 3.34.3 The Foundation will require Contractors to wear Foundation Identity Cards when at work on Foundation premises unless it is a Health and Safety hazard to do so. The Identity Cards will be issued daily by Walker House, unless alternative special arrangements have been agreed with the Estates Bursar or his representative.
- 3.34.4 The Foundation will require Contractors to provide satisfactory evidence of insurance cover in respect of their legal liabilities to the Foundation, third parties, and their own employees. It will be a condition of Contract that the Main Contractor assumes legal liabilities to the Foundation and third parties which may be occasioned through the actions of any sub-contractor or other body employed or engaged by the Main Contractor or his representative up to £2 million unless otherwise specified.
- 3.34.5 Unless specifically agreed in writing with the Contractor, orders will be placed on the basis that the Contractor shall provide all equipment, including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of Foundation equipment such as lifting equipment, tools, electrical supplies and access equipment is prohibited unless specifically authorised by the Estates Bursar or the Deputy Bursar or the Clerk of Works.
- 3.34.6 Contractors are not permitted to engage the assistance of Foundation personnel without the specific authorisation of the Estates Bursar or the Deputy Bursar or the Clerk of Works.
- 3.34.7 When a Contractor uses scaffolding or other access equipment on site he must ensure that it complies with the Construction Regulations. Scaffolding inspections, in accordance with the Construction (Design and Management) Regulations 2015, are the responsibility of the Contractor.
- 3.34.8 The Contractor is responsible for seeing that any sump, pit or other excavation caused or worked on is securely fenced as required by the Construction Regulations.
- 3.34.9 The Contractor shall ensure by proper boarding, shuttering or other means the protection from damage of any property of the Schools or other person's property adjoining the site.
- 3.34.10 No Contractor or Contractor's employee is permitted to interfere with or operate any valve, tap, switch or plant control without the specific authorisation of the Estates Bursar or the Deputy Bursar or the Clerk of Works.
- 3.34.11 Contractors are reminded that, under the Electricity at Work Regulations 1989, amended 2002, Regulation 14, no work activity should be carried out on, or near, any 'live' conductor unless it is unreasonable, having regard to all relevant factors, for the equipment to be 'dead' while work proceeds; and that it is reasonable for the work to be carried out on or near it while it is 'live'; and suitable precautions are taken to prevent injury.
- 3.34.12 When portable electrical equipment is brought on to the Foundation site, this is expected to be of 110 volt centre-tapped supply unless otherwise specifically authorised by the Estates

Bursar or the Deputy Bursar or the Clerk of Works. All cables and extension leads are to be in good condition, properly maintained and terminated.

- 3.34.13 All gas welding or flame cutting equipment brought on to site is expected to be fitted with flashback ‘arrestors’, and proper arrangements are to be made by the Contractors for securing of cylinders while on site. This applies both to gas cylinders which are in use and spares. Cylinders which are not secured to a trolley should be tied back to a frame or other support to avoid damage to valves.
- 3.34.14 Before commencing ‘Hot Work Cutting’ contractors should be issued with a Hot Work Permit from the Clerk of Works.
- 3.34.15 The site includes areas of high fire risk which are identified by appropriate signs. The ban on smoking and naked lights in these areas is rigidly enforced and Contractors must be vigilant in observing these conditions.
- 3.34.16 Any accidents that occur on the Foundation site must be reported to the Bursar as the Foundation Health and Safety Officer or his representative the Deputy Bursar. The Foundation expects the co-operation of Contractors in the investigation of any accidents that may occur.
- 3.34.17 Contractors are required to advise the Estates Bursar or the Deputy Bursar or Clerk of Works where they will be working on the Foundation site and should not go into any other areas of Foundation property without prior authorisation from the Deputy Bursar or the Clerk of Works.
- 3.34.18 The Contractor will inform the Bursar as the Foundation Health and Safety Officer or the Estates Bursar or Deputy Bursar of the health hazards of any substances he brings on to the Foundation site, the likely exposure risks to Foundation employees, pupils and their parents and other visitors, and any precautions that need to be followed.
- 3.34.19 Any queries or problems on the Foundation site should be referred to the Estates Bursar or Deputy Bursar or the Clerk of Works.
- 3.34.20 The Bursar as the Foundation Health and Safety Officer or the Estates Bursar or the Deputy Bursar or the Clerk of Works will make contractors aware of the Fire Precaution arrangements for the School and location of Assembly Points for fire evacuations.

3.35 Lifts and Hoists

- 3.35.1 The Foundation will comply with the Provision and Use of Work Equipment Regulations 1998 and The Lifting Operations and Lifting Equipment Regulations 1998.
- 3.35.2 The Foundation recognises its duty to:
- take reasonably practical measures to ensure the safe use of lifts and hoists
 - to appoint a Competent Person to undertake a ‘thorough examination’ six times per annum to comply with The Lifting Operations and Lifting Equipment Regulations 1998 regulation 9

- to maintain a record of inspections and thorough examinations for at least two years in accordance with The Lifting Operations and Lifting Equipment Regulations 1998 regulation 1

3.36 Gas

3.36.1 The Foundation will comply with The Gas Safety (Installation and Use) Regulations 1998.

3.36.2 The Foundation recognises its duty to:

- maintain gas fittings and flues in a safe condition in accordance with Regulation 36 (2)
- ensure an annual inspection by a Competent Person of each gas appliance and flue in accordance with Regulation 36 (3)
- to retain a record of each inspection for two years in accordance with Regulation 36 (3)

3.37 Waste Disposal

3.37.1 The Foundation will arrange for collections of waste to comply with the Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991 by appointing a Competent Person to dispose of the Foundation's waste.

3.38 Design and Technology Teaching

3.38.1 The Foundation recognises the best practice recommendations made in BS4163:2000 'Health and Safety for Design and Technology in Schools and Similar Establishments – Code of Practice'.

3.38.2 The Head of Department will:

- 3.38.2.1 Carry out a formal review, at least once each term to ensure that the preventative and protective measures (*as identified by General Risk Assessments and PUWER compliance checks*) in place remain effective. Such a review will be part of monitoring procedures put in place by the Head and Bursar.
- 3.38.2.2 Ensure that all teaching and support Staff are trained in the safe use of equipment, machinery and processes. This training should be to the standards approved by the Teacher Training Agency and published by The Design and Technology Association (Health and Safety Training Standards in Design and Technology) and be updated at least every 5 years.
- 3.38.2.3 Ensure the safe and proper storage of all materials, projects, hazardous substances, flammable liquids, tools etc.
- 3.38.2.4 Ensure that access to the Department by pupils is prevented and that the key to the key-operated electrical supply is withdrawn and retained by a responsible person whenever a competent qualified member of Staff is not present.
- 3.38.2.5 Make arrangements to ensure that the more hazardous power-operated equipment which is necessarily restricted to teaching or support Staff use only, is isolated

from the power source and padlocked in the “OFF” position at all times except when immediately in use.

- 3.38.2.6 Can demonstrate the decisions made on which machinery is suitable for use by each group of pupils and which should be based, amongst other factors, on pupil maturity and competence, the level of supervision, the type and level of risk associated with the machinery.
- 3.38.2.7 Make arrangements to ensure all Local Exhaust Ventilation systems are subject to weekly visual inspections to verify that the basic operational features are functioning correctly. The fourteen (14) monthly Thorough Examination is arranged through the Clerk of Works.

3.39 SENDA

- 3.39.1 The Foundation will comply with SEN and Disability Discrimination Act 2005, the Equality Act 2010, the Children and Families Act 2014 and the revised SEND Code of Practice in application from 1 September 2014.
- 3.39.2 The Foundation has established a written Disability Policy and Accessibility Plan and a SEND Policy which is available on request from the Deputy Head with delegated responsibility for Health and Safety.
- 3.39.3 All employees are responsible for informing the Bursar through the Deputy Head with delegated responsibility for Health and Safety of any potential Health and Safety issues arising from the SEN and Disability Discrimination Act 2005, the Equality Act 2010, the Children and Families Act 2014 and the revised SEND Code of Practice (2014).

3.40 Disaster and Emergency Planning

- 3.40.1 The Foundation has a Crisis Management Policy and established procedures to deal with a crisis in the event of a disaster to Property, Supplies and Services etc. Crisis Management Procedures have been established for each School as set out in the Crisis Handbook.