



THE DOWNS
MALVERN COLLEGE PREPARATORY SCHOOL

HEALTH AND SAFETY MANAGEMENT

1. The Governors recognise and accept their responsibility for providing safe and healthy working and living conditions for all pupils and employees of the School.
2. The Governors will take all such steps as are reasonably practicable to meet this responsibility and will pay particular attention to:
 - a. the inspection and maintenance in a safe condition of mechanical and electrical plant, equipment and appliances;
 - b. arrangements for the safe use, handling, transport and storage of potentially hazardous articles, materials and substances;
 - c. the maintenance of places of work and residence in a safe and healthy condition and the provision of safe means of access to and egress from such places;
 - d. provision of a pleasant working and living environment;
 - e. supplying the information, training, equipment and supervision needed to enable staff and pupils to recognise and avoid hazards and contribute positively to the safety and health at work of themselves and others;
 - f. the provision of facilities for first aid and the prompt treatment of these injuries and illness on School premises.
3. It is the duty of the Heads of the teaching and non-teaching departments, House Parents and all supervisors to ensure that the objectives of the Governors's policy are met within those areas for which they are responsible. This duty may not be delegated, but without detracting from it in any way:
 - a. the Governors will appoint a Health and Safety Advisor whose main function is actively to assist SMT, Heads of Departments and House Parents to identify the risks to safety and health in premises and plant and to ensure that appropriate precautions are taken and instructions issued to safeguard against those risks. The Health and Safety Advisor will also arrange for access to expert technical advice on health and safety matters when this is needed;
 - b. the Head will appoint a Safety Master whose main function is to ensure the safety of the pupils in their day to day activities and outdoor pursuits.
4. There shall be a Health and Safety working group which will consist of the Head who shall be Chairman, the Safety Officer, the Health and Safety Advisor (who shall be secretary), the Deputy Head, the Head of the Pre Prep, the Senior matron, House Parent, Physical Education coordinator, the Estates Bursar, and the Catering Manager. This committee will meet once during each term, or more frequently if necessary, to discuss safety standards, determine priorities and review progress. The Committee will submit a regular report to the Governors.
5. No safety policy is likely to succeed unless it also involves pupils and staff. In this connection, the Governors remind all employees of their own duty under section 7 of the Health and Safety at Work Act 1974 to take care in their work for their own health and safety and that of others, including the public, and to co-operate with the Governors in the implementation of this policy.
6. A copy of this statement will be issued to all employees and it will be reviewed, added to and modified from time to time.

The Health and Safety at Work Act (1974) applies to the School. Employees should be mindful of the safety of themselves, their colleagues and pupils in all their actions. **The Control of Substances Hazardous to Health (COSHH) Regulations 1989** became law on 1st October 1989. These regulations apply to schools as well as industry. They apply to all substances of a toxic, corrosive or irritant kind **wherever** used in school.



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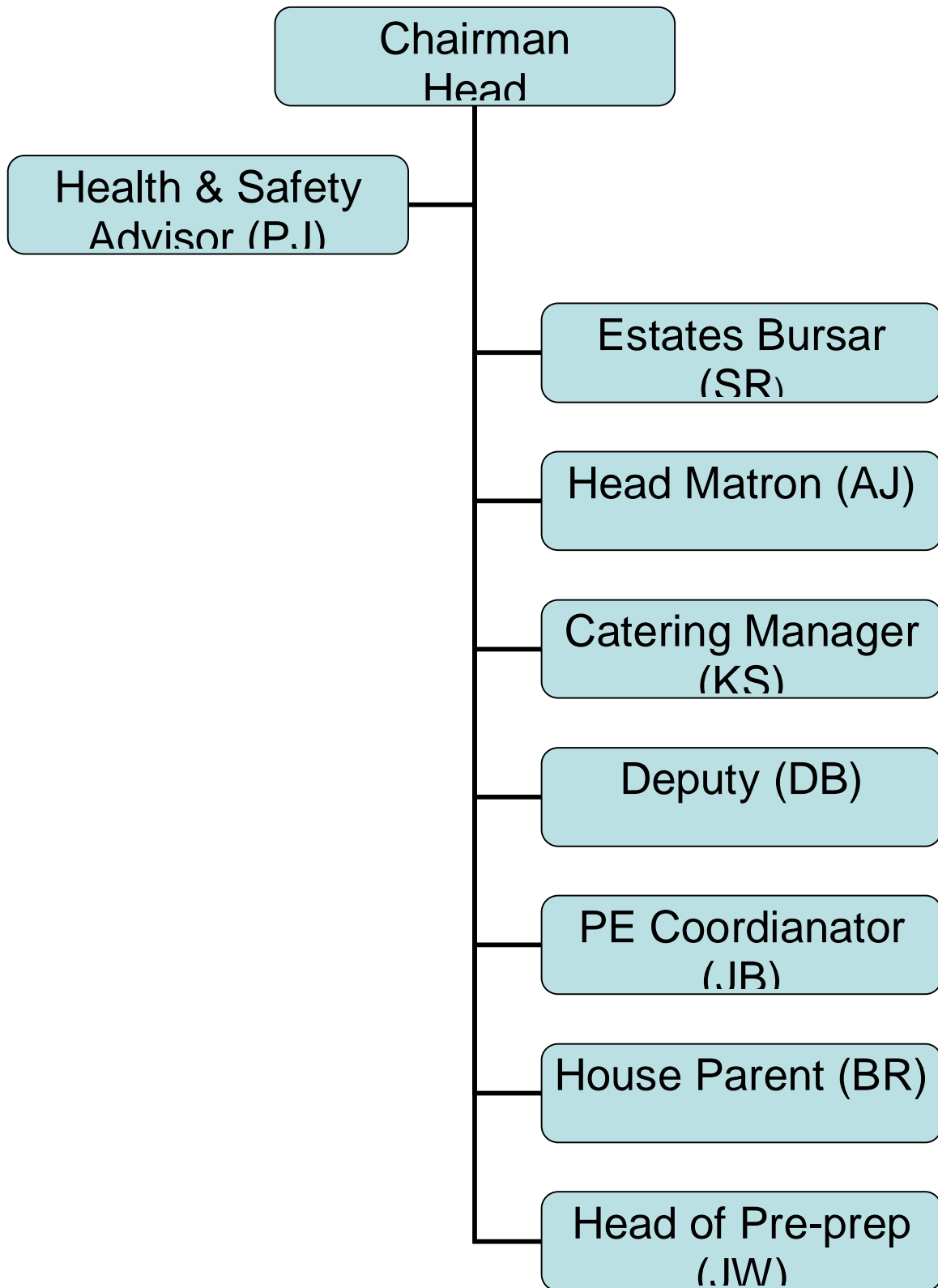
In **every** case consideration must be given to their storage and use and appropriate precautions **must** be taken to ensure the safety of employees and third persons, such as pupils. Staff should not keep or use such substances without **prior** reference to the Bursar.

(Note: The Health and Safety Advisor is Mr Peter Jackson and the Staff Representative is Mrs D. Bowring)

Health & Safety Working Group



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THE MEDICAL CENTRE

The Medical Centre is staffed by Matrons 24 hours a day during term time. The Medical Centre is run by the School Matrons under the supervision of the School Medical Officer, Dr Jonathan Pearce, who is responsible to the Head. The School Matrons are assisted by such resident personnel as deemed necessary. The Matrons can be contacted on extension 109 (544109)

Pupils attend the Medical Centre for First Aid or treatment. Members of staff must seek to ensure that pupils do so whenever appropriate.

Members of staff injured or taken ill at work must, for all but the most minor injuries/illnesses, attend the Medical Centre for First Aid or assistance.

The Medical Centre staff must examine all cases of sickness or injury referred to the Medical Centre and record the examination and any treatment given in a Treatment Book. Any further action taken or advised (e.g. to see a doctor or to go to hospital) must also be recorded. Members of staff and pupils must co-operate by acting on any advice given by the Medical Centre staff.

If the Medical Centre staff have any doubts as to the extent or seriousness of an illness or injury, they must refer the case to a doctor or a hospital and record in the Treatment Book that this has been done. Members of staff and pupils must co-operate by acting on any advice given by the Medical Centre staff.

If a pupil is kept overnight at the Medical Centre for treatment, the Medical Centre staff must notify the House Parent who will make arrangements for the pupil's kit to be taken to the Medical Centre if necessary.

The Medical Centre staff will advertise relevant information for the benefit of members of staff and pupils.

During the holidays, cases of sickness or injury must be reported to the Main Office so that action may be taken and the advice or treatment recorded.

The Matrons hold daily surgeries from Monday to Saturday from 8.00 am. The Matrons are available outside surgery hours for pupils who may wish to discuss personal matters and health issues.

The School Medical Officer holds surgeries On a Tuesday afternoon.

Pupils may visit a friend in the Medical Centre only at the discretion of the Medical Centre staff.

Pupils who are ill or injured may be issued with an off-games chit by the doctor, the Matrons or by their parents. It is the responsibility of the pupil to inform the supervising teacher that they are off-games. Pupils who are off-games should report to the member of staff supervising off games and not wander around school. Pupils who have to miss a PE lesson should report to the Medical Centre.

MEDICAL DATA

Information about individual pupils' medical history is held in the Medical Centre. Generally speaking this may not be complete out of respect for confidentiality, but will normally include reference to vaccinations, allergies and relatively minor complaints or self-medicating conditions such as asthma. Further details may be available on pupils whose file is marked 'see notes'. This means simply that the Medical Centre staff do not deem it important for staff to have these details for the normal business of teaching. It is, however, essential that if a member of staff is taking the pupil off-site, that they ask the Medical Centre staff if it would be appropriate to have the information for the safety and well-being of the pupil and others.



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The names of those pupils who suffer from diabetes, asthma, epilepsy or similar condition are raised at the staff meeting at the beginning of each term and will be displayed in the relevant staff room.

PROCEDURE IN THE CASE OF ACCIDENT OR ILLNESS

If someone in your charge has an accident or is ill you should adopt the following procedure, keeping calm and preventing those around from panicking.

1. Administer First Aid.
2. Take steps to prevent further injury/accident to others in your charge.
3. Contact Emergency Services if necessary ('999' call).
4. Contact the School Medical Centre immediately – Malvern 544109 (internal 109) – to inform them of the occurrence. Details will be recorded on an Accident Report Form by the Duty Matron as necessary.
5. Make arrangements for the injured or ill to be transported to the Medical Centre (or elsewhere as directed by the Duty Matron).
6. The School Medical Centre will arrange for appropriate treatment, doctor, drugs, etc. and inform the Houseparent of the nature of injury or illness.
7. The House parents, Deputy and Head will decide who is to contact parents.
8. The Head will decide how Common Room and the School will be informed.
9. Any information divulged to the Press will be handled only by the Head or his Deputy. The Head may consult the School PR Agent if appropriate.
10. The school has a legal obligation to report all accidents involving injury. They must therefore be reported as soon as possible to the Assistant Bursar's Office by the teacher i/c of the pupil at the time of the accident.

In the event of an accident taking place on the Sports fields the following points should be borne in mind:

1. Any player who is bleeding must be removed from the field of play and not allowed to return to it if there is the slightest possibility of a further spillage of blood. Bleeding wounds must only be dealt with by someone provided with protective disposable gloves: detergent antiseptic wipes must be used and under no circumstances should buckets of water be used.
2. Staff should have access to a mobile phone when teaching on Main Games or at the pool.
3. In the case of a suspected serious injury (particularly to the spine or head) or persistent unconsciousness, do not move the patient at all, even if he is in the middle of the field of play, and phone for an ambulance.
4. If you need to telephone for an ambulance, use a mobile or send a responsible person to the school office.
5. Take all patients with injuries other than those needing an ambulance direct to the Medical Centre, NOT back to their class. This includes all possible concussion victims or anyone who has lost consciousness at all or suffered a loss of memory; they must always receive a check-up. This also applies to anyone with an injury likely to require stitches, with a deep cut that may require cleaning and obvious fractures, even if transfer to Worcester will be required. If possible arrange for anyone injured to be taken to the Medical Centre by car. Where someone injured can walk, he/she should be accompanied.
6. Always inform the Headmaster and the member of staff i/c that sport of any injury that may have occurred in any game that you were refereeing or watching. (Pupils often do not bother.)



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7. Do not give any sort of drink to patients who need medical attention in case they later need anaesthetic.
8. On arrival at the Medical Centre inform the Duty Matron before moving the patient from transport in case transport to Worcester proves necessary.
9. The Duty Matron will be responsible for calling the Doctor, administering a pain-relieving drug if necessary, contacting A&E in Worcester and informing them of the patient's private or NHS status.

REPORTING PROCEDURE

Accidents must be reported in writing to the Assistant Bursar's office as soon as possible and in any event within 24 hours, using the **REPORT OF ACCIDENT OR DANGEROUS OCCURRENCE** form. Accidents resulting in death or serious injury must be reported immediately by telephone to the Head or the Head's secretary at their office or home and followed up with a written report.

As a check, the Medical Centre and Deputy Head will submit a weekly return giving brief details of accidents which come to their notice.

The Bursar's office is responsible for deciding whether the accident should be reported to the Health and Safety Executive, the School insurance brokers or others and will take all necessary follow-up action.

Completion of an accident report form is necessary when death, sudden illness or injury to staff, pupils or members of the public occurs on School premises or on school sponsored activities elsewhere in the U.K. or overseas if the accident arose out of or in connection with those activities.

Type of accident to be reported

All injuries to staff, pupils or members of the public:

- i. on School premises;
- ii. on school sponsored activities elsewhere in the UK or overseas if the accident arose out of or in connection with those activities.

Persons responsible for reporting accidents or dangerous occurrences

Injuries to staff on School premises : Head, Deputy, House Parent or Senior Matron.

Injuries to staff elsewhere : Staff member in charge of activity.

Injuries to pupils : Staff member in charge of the pupil at the time of the accident. In the case of games injuries, this is the staff member in charge of the pupil's team.

Injuries to others : The most senior member of the School staff in the vicinity at the time of the accident.

Sudden Illness

**Where applicable,
the above**

procedure should be followed when death or sudden illness occurs on School premises.

Obviously, serious incidents such as the collapse of structures, scaffolding or machinery, explosions of pressured vessels, fires resulting from electrical faults; the accidental release or escape of dangerous substances etc must be reported whether they result in injury or not; but less obviously **any dangerous occurrence, hazard or potential hazard which could cause injury must be reported whether it results in injury or not.**



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REPORT OF ACCIDENT OR DANGEROUS OCCURRENCE

Date of incident	Time of incident	Precise place where incident occurred	
Injured person's name	Pupil?	Visitor?	Address
	Staff?	Contractor	
Suspected nature and site of the injury:			
Description of the circumstances <i>(How the incident happened including any materials, equipment, machinery or vehicle involved)</i> <i>Include names and contact details of any witnesses)</i>			
What happened to the injured person after the accident <i>(Whether first aid given and by whom. Where injured person was taken, by what means and by whom. Whether victim was admitted to medical centre of hospital. Length of stay in hospital if known. Length of absence from work if known.)</i>			
Others Informed <i>(e.g. Police/Housemaster/Medical Centre/Bursar/Heath & Safety Advisor)</i>			
RIDDOR Reportable Y/N <i>Accidents resulting in significant injury must be reported to the H&S Advisor immediately</i>			
Follow up action <i>(continue on a separate sheet if required)</i>			

This report completed by: (signature)

..... (name in block capitals)

..... (date)



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Asbestos

An asbestos register has been compiled and any asbestos on the premises has been assessed in accordance with the Asbestos at Work Regulations 1987 and removed or sealed.

Areas containing asbestos will be examined annually. Reports on the annual inspection will be recorded in the asbestos register and brought to the attention of the Safety Committee. It is the policy of the School not to introduce onto the premises any materials containing asbestos where suitable substitute materials are available.

School staff will not be asked to work with Asbestos unless specific formal training is given.

Building, plant, equipment and other supplies

Staff are required to take immediate action concerning all confirmed or suspected safety related defects and report their findings to the Bursar or maintenance team.

Any equipment or product involved in an accident or incident must be retained and where possible left in situ, pending investigation. In the case of computer equipment with electrical faults this must also be reported to the Bursary.

When equipment is purchased the person authorising the order is responsible for:

- a. ensuring the equipment meets requisite safety standards; and
- b. if appropriate, advise the Bursar or Headmaster that major items of new equipment are being purchased and the possible need for access, floor loading, power and water supplies, alterations, maintenance, etc.

Contractors

"Contractor", for the purposes of this definition, includes all persons coming on site to execute work for the school. They are required to comply with statutory rules and other safety standards when entering into a contract.

All departments are responsible for contractors appointed on their behalf. Advice on this can be obtained from the Estates' Bursar.

Chemicals and control of substances hazardous to health

All materials on School premises will be subject to assessment under the Control of Substances Hazardous to Health (COSHH) Regulations. It is the responsibility of each Head of Department to ensure that this is done for all existing and any new substances. The Head of Department will ensure that manufacturers/suppliers data sheets are available within the department and that any necessary information, training, first aid, spillage data, personal protective equipment, etc. is provided and available prior to use of various hazardous materials and that there is adequate supervision. Hazardous materials will not be used if the conditions do not meet the requirements of the COSHH Regulations.

Waste Chemicals will be disposed of in accordance with the Control of Pollution Act and related legislation, using the services of a recognised contractor.



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It is the policy of the School that only trained and competent staff will deal with minor spillages of hazardous materials, when they are confident this can be done without taking personal risks. All other hazardous spillages will be dealt with by closing the doors around the spill, keeping unauthorised persons away and contacting the emergency services.

Where chemicals are transferred from one storage container to another, the new packages will be labelled in accordance with the Chemicals (Hazard Information and Packaging for Supply) Regulations.

Departmental safety policies

It is the responsibility of each Head of Department to prepare and keep up to date appropriate policies and safety rules specific to their department.

Electricity at Work Regulations

All work involving electricity will be carried out in accordance with the Electricity at Work Regulations 1989. The Bursary are responsible for ensuring that all portable electrical appliances are checked for electrical safety and appropriate certificates are issued or records kept.

Fire

The Headmaster has responsibility for passive fire safety within the School, including making arrangements for fire safety risk assessments to be undertaken as required under the Fire Precautions (Workplace) Regulations 1999. The maintenance team have responsibility for active fire arrangements within the school but each Head of Department is responsible for day to day operation of fire precautions within areas under their control.

Fire Strategy

Specialist fire training is provided. The Deputy Headmaster must ensure that all staff participate regularly in fire training and fire drills.

All staff have a duty to be familiar with fire prevention requirements, fire precautions, fire fighting and fire evacuation procedures. All staff should be offered the opportunity to attend fire training. Fire drills will be held in all areas on a termly basis. The Bursary must be informed of the location of any extinguishers which have been fully or partially discharged so that arrangements can be made for replacements to be provided.

All staff have a duty to report to the Headmaster any instances where proper procedures are not being implemented, eg fire doors wedged open, escape routes blocked by furniture or accumulations of rubbish, hazardous or flammable materials adjacent to escape routes, faulty electrical or gas appliances.

Food handling

The School contracts all food production to Palmer and Howells who have a food handling policy affecting all persons involved with the handling of food. This can be obtained upon request from the Catering Manager.

Legionella



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The Estates' Bursar has established a policy on the prevention of growth of legionella bacteria in water systems and will organise appropriate testing.

In the event of an outbreak of Legionnaires' disease, a report will be made by the Estates Office to the local Council Medical Officer for Environmental Health.

Manual handling

Manual handling tasks should be assessed and routines designed to prevent a foreseeable injury to a member of staff which is the result of manual handling of a load. Prior to manual handling each load will be assessed; continuous handling of objects in a fixed position will be minimised; repetitive manual handling should be avoided; mechanical aids to manual handling will be provided where required and appropriate training and maintenance provided; the working environment will be maintained to facilitate manual handling where necessary; all staff involved in manual handling will receive appropriate training; manual handling operations will be monitored; any manual handling that requires special strength or fitness will be so designated and only appropriate staff will carry out such handling; all manual handling accidents will be investigated.

The Headmaster in conjunction with the Staff Training and Development section of the Department has responsibility for ensuring that the necessary training in manual handling is carried out.

Noise at work

All areas where noise is considered to be a problem should be reported to the Headmaster. Where noise levels exceed the safe working level appropriate action will be taken to reduce the level or protect the personnel concerned.

13. Permit to work system

The Bursary will use permits to work for:

- a. welding, brazing, compressed gas and disc cutting;
- b. work on piped gas systems;
- c. work with high voltage;
- d. Asbestos removal.

Pregnant workers

The Management of Health and Safety at Work Regulations 1999 require an assessment of the risk to the health of expectant and breast-feeding mothers from their work. The Headmaster is responsible for ensuring the school is safe for this group of workers.

Pressure at work

If pressure at work is not managed effectively, work related stress may result. Guidance on managing pressure at work is available from the H+S executive. The guidance includes an assessment form which can be used by Heads of Department to identify where undue pressure is being suffered by staff. The



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assessment must be completed in any case where an employee's General Practitioner notifies the School that work related stress has led to illness.

17. Risk assessment

Risk assessments are required for the School under the Management of Health and Safety Regulations 1992 (as amended in 1994), Manual Handling Regulations 1992, Control of Substances Hazardous To Health Regulations 1999, the Display Screen Equipment Regulations 1992, the Provision and Use of Work Equipment Regulations 1998, and the Personal Protective Equipment Regulations 1992.

The assessments will be undertaken where appropriate by the staff in conjunction with the Safety Representative. A report will be made to the Headmaster if a shortfall is observed.

18. Security/violence

The Headmaster ensures that all practicable measures are taken to avoid violent incidents. Steps will be taken to ensure that in areas identified as those where a violent incident can be expected to arise, that the areas are adequately staffed and that the facilities are reviewed and improved so as to reduce the possibility of a violent incident.

Staff working in possible violent incident areas will receive appropriate training.

20. Training

The Headmaster in conjunction with the H+S committee will identify health and safety training needs for the School. Heads of Department in conjunction with Safety Co-ordinators should ensure that such training is provided and that the staff attend.

All members of staff at all levels are required to attend appropriate training, which may cover general safety training, specific job safety training or fire related matters. In addition, induction training for all new staff will be provided by the employee's immediate supervisor.

21. Visual Display Units

It is recognised that the problems that arise in the operation of VDUs can essentially be reduced by attention to ergonomics, job design and training. All VDU work stations will be assessed, with the full involvement of the users, to ensure that they meet the required standards and that any necessary remedial work is carried out.

FIRST AID POLICY

The general Health & Safety requirement of First Aid provision in any major organisation is to have a minimum of one adult professionally trained for every fifty people who belong to that organisation. It is the policy of the School not only to meet that expectation, but to surpass it by a considerable margin.



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Provision

The School offers the following First Aid provision over the school as a whole:

- One part time Medical Officer who is also a practising local GP
- One 5 bed Medical Centre staffed 24 hours a day in term time by a rota of First Aid qualified Matrons
- On average 15 to 20 teaching staff trained as First Aiders at any one time
- On average 2 to 5 ancillary staff trained as First Aiders at any one time
- First Aid kits in locations spread across the campus and replenished as necessary

The basic training, given as part of INSET at the start of each January term, is Emergency Aid for Schools. In addition to this, some members of the teaching staff have paediatric First Aid. Both qualifications are valid for three years before needing to be refreshed.

Risk Assessment Guidelines

The school has a responsibility under the Health and Safety at Work Act and under its own Health and Safety Policy to undertake thorough risk assessments of all areas of the school and the activities which go on in those areas.

Whilst some areas and activities require assessing by trained experts in the field, the majority rely on reasonable judgements made by the people using an area or supervising an activity.

If an accident occurs, one of the first items that you will be asked for by anyone investigating the incident will be the risk assessment that you carried out. If this is not available, you and the school may have committed an offence.

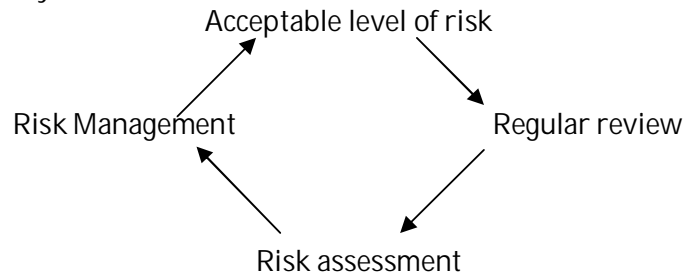
You should combine risk assessment with risk management to end up with a situation where there is an 'acceptable' level of risk. A great deal of risk assessment is common sense and occurs naturally within your role as an experienced professional but the recording process must occur. Many of the activities that



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we undertake are frequently repeated and therefore a generic risk assessment is appropriate, but if in place, all staff must refer to this in the planning of an activity.

Remember the risk assessment cycle



To increase safety:

1. Remove or reduce hazard. (If the hazard cannot be removed it may require, by law, a sign).
2. Reduce the likelihood of mishap
3. Increase controls i.e. train staff and pupils, increase levels of supervision etc.
4. Increase awareness. Children can and should be involved with risk assessment.
5. Reduce the consequences. (See emergency planning documents)

Ongoing review:

The initial risk assessment is only the start of the process. At all times during an activity you should be looking for and minimising risks. All areas should be reviewed at intervals deemed appropriate by the users or Senior Management Team.

On trips away from school remember to:

- Keep an eye on the weather and forecast.
- Seek local knowledge
- Do not tolerate any poor behaviour from pupils
- Pre-plan for emergencies. What would happen if? HAVE A 'PLAN B'

Making Judgements On Risk

In assessing risks you need to take two factors into account:

- How severe could an injury be and how many people would it affect?
- How likely is it to occur?

The following gives you a guide but remember that judgements and common sense are the key to successful risk management.

Most assessments ask you to judge the risks to be High, Medium or Low.

High Risks – Serious injury to one or more people is likely to occur.

Medium Risks – A serious injury is less likely to occur or a lesser injury is likely.

Low risks – Slight chance of less serious injuries occurring.



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If you take a scale of 1–5 with 5 being high and make a judgement for both likelihood and seriousness and then multiply the scores together you achieve a risk score between 1 and 25.

A score of 1 - 8 translates to a Low Risk.

A score of 9 – 17 translates to a Medium Risk.

A score of 18 –25 translates to a High Risk.

Severity of injury

1. Little risk of injury or disease to anyone.
2. Risk of minor injuries that may need simple first aid and leave the casualty able to continue the activity.
3. Risk of moderate injury that may keep an individual off work or school and may need specialist medical help.
4. Risk of serious injury or death to an individual or damage to buildings.
5. Risk of multiple injuries or deaths and/or destruction of buildings.

Likelihood Of An Event Occurring

1. Not likely, very little risk and accidents of this sort usually occur in freak conditions.
2. Possible but rare and require a lead up of events.
3. More likely but requires help to initiate i.e. someone tripping or falling or failing to carry out a task.
4. Likely to occur but can be predicted if warning signs are heeded and are often precipitated by an external event.
5. Likely to occur and often without warning.

For example. An air journey would carry a likelihood score of 1 but a severity score of 5. Multiply the scores and you have a risk level of 5 which translates to a low risk.

However a minibus journey could be scored as a likelihood of 3 or possibly 4 with a severity of 5. This gives a risk level of 15-20 which is high and would therefore require precautions to be taken to reduce the risk. i.e. reducing drivers' hours, behaviour management, driver training etc.

We cannot, nor should we aim to, run a risk free environment but we must take all reasonable steps to reduce risks. Any activity or room that presents a high risk should be reported to the Head immediately



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Risk Assessment Form

Area or Activity: _____

Name: _____

Date of Activity: _____

Hazard	Staff, Pupils Visitors	Likelihood	Severity	Total	Rating (H.M.L)	Notes/Risk Reduction Measures	Residual Risk

Review Date										
Initials When complete										

Additional Comments:

Staff Signature:

Date:

Head's Signature:

Date:

Fire Risk Assessment Form



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This form should be completed and displayed in the area as well as in the central file. When assessing fire risk look for sources of ignition, flammable materials and the number of people likely to be using the area and their condition i.e. sleeping. Remember to consider rooms next to, above or below the area being checked.

Area: _____ Max Distance to Exit: _____ Nearest Equipment: _____

Average Number of People _____ Exits Clear? _____

Hazard	Exits Signed	Likelihood (Ignition)	Severity	Total	Rating (H.M.L)	Notes/Risk Reduction Measures	Residual Risk

Review Date										
Initials When complete										

Additional Comments:

Staff Signature:

Date:

Head's Signature:

Date: