

HEALTH AND SAFETY POLICIES AND PROCEDURES MANUAL

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Preface

All staff should be familiar with the contents of this manual, the Student Handbook and all relevant CGS/Guildhouse policy documents (all accessible via Shackleton on the school's intranet system).

Guildhouse Health and Safety Policy Manual is divided into 2 sections:

- **Health and Safety Policy Overview**
- **School Policies and Procedures.**

This document should be read with the school's Fire Policy and Procedures.

Health and Safety Policy Overview - contains roles and responsibilities and general health and safety topics that you may encounter on an occasional or a day to day basis. Further topics and information are covered in specific departments within the school for example the Operations and Sciences Departments.

School Policies and Procedures - the school's stand-alone policies, procedures and sample risk assessments which form appendices at the end of the main document.

Health and safety policy overview

In accordance with its duty under Section 2(3) of the Health and Safety at Work Act 1974, and in fulfilling its obligations to both employees and the public who may be affected by its activities, the Board of Directors of CGS have produced the following statement of policy in respect of health and safety.

Guildhouse School is committed to achieving, so far as is reasonably practicable, the highest standards of health, safety and welfare for its employees, students, visitors and any other person who may be affected by its activities or operations.

It is the belief that accidents, injuries, occupational illness and damage to property and the environment can often be avoided with good management and training. We are determined to ensure safe working practices in all departments through good management, training and awareness of our procedures and policies.

Our Health & Safety management structure is in place and has been enhanced further by the management team, which is tasked with ensuring the Health & Safety Policy is implemented and maintained.

A Health & Safety Manager has been appointed to co-ordinate all health & safety issues, carry out accident investigations and report writing in conjunction with department managers.

All employees have a responsibility for their own and that of others, health, safety and welfare whilst at work, they also have a responsibility to their employers to work safely and ensure that others work safely. Managers will establish and maintain procedures for consultation with staff and staff representatives on health, safety and welfare issues.

This Health & Safety Policy Document (procedures) sets out the management of health, safety and welfare, and details the arrangements made by the Leadership Team to achieve the aims of the

policy statement. The arrangements cover areas where risks have been identified and recorded, or are likely to occur, and can be reduced by carrying out or applying the correct procedures, thus reducing the risk to an acceptable level.

Managers at all levels are responsible for health & safety within their area of responsibility. They will ensure that suitable systems of work, suitable procedures, training and training records, risk assessments, monitoring of risks and reporting dangerous practices, accident procedures, fire procedures, and welfare matters are in place within their area of responsibility. Managers are to ensure that all members of staff are conversant with such procedures, that staff are appropriately trained or retrained, and consultation with staff on health, safety and welfare is conducted on a regular basis.

As part of the ongoing monitoring of health and safety matters, a Health and Safety Committee will meet at least three times a year. Usually, the Committee will consist of: an elected H&S representative from key departments including Science, Art, IT, and the Operations Manager, Headteacher and/or Deputy Headteacher.

Health and safety failures, such as accidents, fires, and damage to property etc, will be reported to the Health & Safety Manager who will take the appropriate action. Where necessary, incidents will be investigated. The Health & Safety Manager will work with the relevant department manager, specialist advisors and senior management to determine causes and appropriate action to prevent future occurrences.

It is the intention of the Leadership Team to provide safe access and egress to all working, teaching, storage and residential properties owned, rented or leased by the group, to all employees, students, visitors, contractors etc. It is also the intention to ensure a safe working environment for employees through the employment of safe systems of work.

It is our aim to achieve a working environment which is free of work related accidents and ill-health and to this end we will pursue continuing improvements from year to year.

Specifically, Guildhouse London undertakes and ensures:

- Adequate resources will be provided to ensure that proper provision can be made for health & safety;
- Risk assessments will be carried out and periodically reviewed;
- Systems of work will be provided and maintained, that are safe and with minimal risk to health;
- Arrangements for use, handling, storage and transport of articles and substances for use at work will be safe and with minimal risk to health;
- All employees will be provided with such information, instruction, training and supervision as is necessary to ensure their health, safety and welfare at work, and ensure the safety of all others that may be effected by their actions;
- Where appropriate, health surveillance will be provided to employees;
- The Health and Safety Committee is used as a forum to discuss Health and Safety-related issues and allocated actions accordingly;

- The provision and maintenance of all plant, machinery, and equipment will be safe and with minimal risk to health;
- The working environment of all employees will be safe and with minimal risk to health, and that adequate provision will be made with regards to facilities and their arrangements for their welfare at work;
- The place of work will be safe and that there is safe access and egress from the work place;
- Monitoring of activities will be undertaken to establish, maintain and review agreed standards.

The Health & Safety Policy will be reviewed at least annually and updated as and when necessary. Communication of any such changes will be made to all employees on all matters of health, safety and welfare.

Responsibilities

The Board of Directors

Are responsible for the operations of the school and for the implementation of this policy. Their specific responsibilities are to:

- Support the Health and Safety Policy.
- Set good personal examples.

Senior Leadership Team

It is the intention of the Leadership Team to provide safe access and egress to all working, teaching and residential properties owned, rented or leased by the Group, to all employees, students, visitors, contractors etc. It is also the intention to ensure a safe working environment for employees through the employment of safe systems of work.

Operations Manager

Responsibilities are to ensure that:

- Everyone understands the school's Health and Safety Policy and appreciates the allocated responsibilities.
- The Policy is effectively implemented in all functions under their control.
- Persons under their control observe the requirements of the health and safety policy.
- Adequate manpower to meet the Health and Safety requirements is made available.
- Persons under their control are adequately trained in the tasks allotted to them.
- The school Health and Safety Policy is understood at all levels.
- Contractors comply with the requirements of the Policy.

- Responsibilities are correctly assigned and accepted.
- First aid facilities are available at all times.
- Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- The precautions and work methods of every contractor are checked and evaluated prior to the contractor commencing work.
- Work is carried out as planned and the relevant legislation is complied with.
- Sets a good personal example.
- Co-ordinates accident reporting and investigation.
- Controls fire prevention and co-ordinates emergency procedures.
- All COSHH, Risk, Manual Handling and PPE assessments are compiled and distributed.
- Management is informed of any change to employee's or their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- The required personal and/or protective equipment is issued, maintained and used correctly.

Employees

The Employee's Health and Safety responsibilities are to ensure that they:

- Co-operate with the school on all aspects of health, safety and welfare.
- Comply with the requirements of the school's Policy.
- Do not endanger themselves or other persons through their actions or failures to act.
- Use the correct tools and equipment for the task.
- Only use tools which are in good condition.
- Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
- Avoid improvisation in regard to physical movements.
- Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

School policies and procedures.

Accidents and Near Misses

We are obliged by law to keep a record showing details of all accidents; this also helps us in managing risks and preventing the same accident occurring to someone else, therefore all accidents however minor, to employees, students and visitors, must be reported immediately.

A near miss, "close call", or "nearly a collision" is an unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage, or an interruption to normal operation. A near miss is often an error, with harm prevented by other considerations and circumstances. All near misses must be reported to the Operations Department for further investigation.

An Accident form and a Near Miss and Incident Form can be found on the H&S Operational SharePoint or via the school nurse. The Accident Form should be completed if there has been an injury at work - once you have completed the form:

- Keep a copy and share with your line manager and your site responsible health and safety person (Centre Head/Operations Manager)
- Send a copy to the Head of Health and Safety - if you are sending this form internationally please password protect and send the password in a separate communication.
- Review and if necessary revise the risk assessment for this activity.

RIDDOR

Guildhouse follows the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

The Operations Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death,
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here;

<https://www.hse.gov.uk/riddor/report.htm>

CCTV Monitoring

The Company reserves the right to use CCTV monitoring for the prevention or detection of criminal acts against students, employees or the school premises.

Committee

As part of the ongoing monitoring of Health and Safety matters, a Health and Safety Committee will meet at least three times a year. Usually, the Committee will consist of: an elected H&S representative from key departments including Ops (catering, cleaning and maintenance), Educational Specific Departments (Science, Art and IT) the Operations Manager, Headteacher and/or Deputy Headteacher.

Contractors working on Guildhouse premises

It is the policy of Guildhouse that in situations where outside contractors (e.g. utility company personnel, and specialist contractors) enter our premises to perform tasks in areas where there may be a risk to their health and/or safety, measures will be taken to reduce that risk to the lowest level practicable under the circumstances. Additionally where contractors are not DBS cleared by their employers they will be escorted by a member of that departments staff at all times whilst on the premises.

These measures may include any or all of the following:

- Induction training to include the hazards and/or risks posed by Guildhouse operations, the layouts of the buildings and supervision by a competent representative of Guildhouse who is aware of the hazards presented in the area of works to be performed.

- Verifying that the outside contractor is competent and trained to carry out the proposed tasks.

Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations, 1992, and The Health and Safety (Miscellaneous Amendments) Regulations, 2002 require an employer to perform a suitable and sufficient analysis of any workstation, including those provided for use at home, which may be used for the purposes of their undertaking.

This analysis must assess the health and safety risks to which those persons using them are exposed in consequence of that use.

It is the policy of Guildhouse that a competent person will assess all workstations so as to ensure compliance with legislation, which in turn will ensure that employees are protected from potential harm. These assessments will be the subject of periodic review.

All staff working with display screens are required to complete the Display Screen Equipment training module on iHasco.

Employment of New or Expectant Mothers

The phrase 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

In the event that an employee notifies the school that she is pregnant, has given birth within the previous six months, or is breastfeeding, risk assessments will be carried out following the same procedure as that for other risk assessments as described in the but specifically taking into account any risks to the new or expectant mother or to her baby from processes or working conditions.

Fire Prevention

Guildhouse is committed to an ongoing policy of assessing fire risk, the provision of adequate and suitable firefighting equipment and training in the use of such equipment. A separate document Fire Policy is an accompaniment to this document.

First Aid

First aid is designed to promote the health, safety and welfare of students, staff and visitors to Guildhouse London through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981.

Guildhouse offer periodic Emergency First aid courses and should any member of staff be interested in participating or has been a first aider in previous employment please contact the Operations Manager.

The arrangements for first aid provision are intended to be adequate to cope with all reasonably foreseeable incidents and are regularly reviewed to ensure provision is adequate by the school nurse. See the First Aid Policy.

All staff are instructed that if there is any doubt as to the severity or extent of any injury, and the school nurse is not readily available, the first response must be to dial 999.

Hazardous Substances (COSHH)

Hazardous Substances encompass all those substances - liquid, solid, gaseous or biological, that may pose a hazard to health.

It is the policy of Guildhouse that all substances used by our employees or affecting our employees, will be assessed with regard to the health risks imposed on the employee and others. Where possible, hazardous substances will be substituted by another, less harmful substance. The school will also take due regard to the storage and transport of hazardous substances. The science department use their own standards for COSHH via CLEAPSS.

Manual Handling Operations

Manual Handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the Regulations for Manual Handling, Guildhouse will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then the school will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. Assessment will be recorded and reviewed if no longer valid, or there is significant change in the matter to which it relates.

Personal Protective Equipment (PPE)

Personal Protective Equipment means all equipment, including accessories, additions and clothing used as weather protection, which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety. It is the policy of Guildhouse that suitable and sufficient personal protective equipment (PPE) is provided at no cost to our employees where risk assessment has shown a significant risk to their health or safety while at work. It is also a legal requirement that the employee uses the protective equipment provided by the school, where practicable return it to the accommodation supplied, and report defects or loss of PPE to the school immediately.

Protection of the Public

The protection of the public is to be as important a function as the protection of any other person involved in the execution of the task. The possibility of injury or ill health occurring to a member of the public as a consequence of the school's activities is to be identified in the risk assessment procedure and the control measures required to prevent such injury or ill health implemented as part of the risk assessment procedure.

Risk Assessments

The purpose of risk assessment is to identify the risks to the health and safety of school employees, as well as others affected by Guildhouse activities, in order that measures can be taken to either remove such risk to health and safety from the workplace or reduce those risks to as low a level as practicable.

In order to comply with legislation Guildhouse will require that written risk assessments be compiled by designated school personnel on activities that could be deemed to, or do, present a health and safety risk to either our own employees or others affected by our activities.

These assessments will be held at places where the risk is likely to be encountered and measures will be taken by Guildhouse to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers.

All risk assessments compiled will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates.

Off-site visits / residential visits and any school-led adventure

At Guildhouse School we believe that student and staff involvement in residential and non-residential trips and visits adds significant value to school life and enhances our core values and ethos. First-hand experience adds breadth and depth to the curriculum and enhances social, moral, spiritual and cultural development.

Guildhouse School London was founded to encourage all students to realise their potential, by fostering independence and maturity, in order to prepare them for their future as global citizens. We therefore aim to provide a broad programme of trips and visits, accessible to all students, that promotes a sense of community, social responsibility, initiative, resourcefulness and self-reliance.

The following forms are to be used for all Educational Visits and must be fully completed;

- Application for Approval of Educational Visit, which includes Risk Assessment
- Financial Information Form (if required)
- Evaluation of an Educational visit

The full policy can be found on Shackleton.

Smoking

In the interests of the safety for everyone and to comply with the law regarding smoking in enclosed places, we operate a No Smoking Policy, which includes vaping and any other form of smoking.

If you do smoke, you may only do so at a time and place which is specifically designated for this purpose.

Safety Audits

Progressive improvement in Health and Safety can only be achieved through the constant development of policy, approaches to implementation and techniques of risk control. It is the policy of Guildhouse that a systematic audit of all safety arrangements will be carried out on a regular basis.

Regular inspections of work areas will be carried out at a frequency commensurate with the level of risk imposed by the activity within that area. The school's appointed independent health and safety advisors will visit the workplace to carry out Safety Inspections and Audits on an annual basis. Records of Safety Inspections and Audits will be kept in order that Management can monitor the performance of the school and improve the overall safety culture within the workforce.

Training

In order that personnel can work safely and efficiently it is important that each person receives training appropriate to the job they are required to do. Whilst appropriate qualifications are required by the school before employment, it is not accepted that training will cease for that employee. It is the policy of Guildhouse that all employees continue training during the course of their employment by various methods ranging from attending residential courses to on the job instruction and refresher training using iHasco and LiL.

All employees will receive appropriate induction training that will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures and an explanation of the school Health and Safety Policy. An awareness of safety issues at all levels is an important feature in the promotion of this Health and Safety Policy.

Accordingly, in all forms of training, the safety requirements related directly or indirectly to the task or work area will be an integral part of occupational training and appropriate training will be given to anyone who undertakes a new task. All training will be mandatory, and records kept of courses and qualifications.

Waste Disposal

It is the policy of Guildhouse that where waste is generated during the course of school activities then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down school procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

Work Equipment

It is the policy of Guildhouse that all work equipment used in the course of school activities, whether provided by the school, on lease or loan to or from another school, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with the manufacturers/suppliers' instructions and at intervals set by Guildhouse.

All personnel who use work equipment, and those who supervise them, will receive adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risk which may be generated by that use and the precautions to be taken. Where there is a specific risk associated with the use, repair, modification, maintenance or servicing of any equipment, only those personnel specifically trained and authorised will be permitted to carry out such operations.

Working with Electricity

Portable electrical equipment will be tagged, tested and maintained on a regular basis. The recommended maintenance frequencies under Electrical Procedures at Work in the Procedures Section will be used as a reference point for all items of electrical equipment utilised by Guildhouse. Staff are advised against bringing in their own appliances. Phone chargers are allowed but must be of a branded type and removed from sockets after use.

Related Policies/Procedures

Access to Areas of Risk

Fire Policy and associated documentation

First Aid Policy

Risk Assessment Policy

Visitors Policy

CCTV Policy

Managing Asbestos

Managing Legionella

Working at Height Policy

Contractor Procurement Process

Appendices

Appendix 1 – Health & Safety checklist for classrooms

Rationale

Health and safety in a school is about taking a sensible and proportionate approach to ensure that the premises provide a healthy and safe place for all who use them, including the staff, visitors and students.

This checklist will help quickly identify any areas of concern or risks to those using or working in the classroom. It should be used each term, or if circumstances change significantly, to highlight health and safety issues that need to be addressed. However, all staff should always bring serious incidents to the attention of Operations Team immediately.

Procedure

Every member of staff is responsible for ensure the health and safety of themselves and the students in their care.

This checklist should be completed once an academic year for each classroom.

Checklist

The checklist is below and should be completed in its entirety.

Additional reporting can be completed on the final page and can include anything that would interrupt Teaching and Learning.

Checklist for classroom:		Yes	Further action needed	N/A
Date completed:				
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in the floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	As a classroom practitioner, I am aware of the procedures in place to deal with spillages (such as water, blood from cuts, etc...)			
Work at heights (falls)	Is there a step stool available for use where necessary?			
	Is a window-opener provided to open high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened (such as cupboards, display boards, shelving...)			
	Is furniture in good repair and suitable for the users, whether child or adult (such as chairs in particular)?			
	Is portable equipment stable?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable equipment been tested? (there should be a sticker to show that it has been tested).			
Fire	If there are fire exit doors in the classroom, are they: Unobstructed; Kept unlocked; and Easy to open from inside?			
	Is fire-fighting equipment easily accessible and clear in instructions?			
	Are fire evacuation procedures clearly displayed?			
	As a classroom practitioner, are you aware of the evacuation drill?			
Workplace (ventilation, heating, hygiene)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, such as blinds, to protect from glare and heat of the sun?			
	Is the computer screen and keyboard clean?			

This is not an exhaustive list and you should identify other hazards in the space overleaf, including any further action needed.

Additional issues

Issue	Description	Further action needed?

Further action needed

Hazard noted	Action taken and when

Name (and position)	Signature	Date
Location/ classroom		

Appendix 2 Lanyards and Visitors Procedure

Guildhouse & Stafford House Reception: All visitors and contractors to sign in on the visitors iPad.

All staff and students should wear the correct lanyard.

All staff should be vigilant and question anyone on site not wearing a lanyard to ascertain whether they should be in the school.

Visitors



Stafford House Staff



Guildhouse London Staff & Students



Stafford House Students





GUILDHOUSE SCHOOL
LONDON



Creating tomorrow's change makers.