



Lichfield Cathedral School

HEALTH AND SAFETY

Part 1 STATEMENT OF POLICY

1. The Board of Governors of Lichfield Cathedral School recognise and accept their duties and responsibilities as employers for providing, so far as is reasonable practicable, safe and healthy places of work and working environments for all its employees and pupils at the School.
2. The Board of Governors will take all such steps as are reasonably practicable to meet this responsibility, paying particular attention to:
 - the provision and maintenance of safe plant, equipment and systems of work;
 - arrangement for the safe use, handling, storage and transportation of articles and substances;
 - the provision of information, instruction, supervision and relevant training to enable all employees to recognise hazards and to contribute positively to the safety and health at work of themselves and others;
 - the provision and maintenance of means of access and egress to places of work;
 - the maintenance of places of work in a safe and healthy condition;
 - the provision of a healthy environment;
 - the provision of adequate welfare facilities at work;
 - the provision of a structured organisation to monitor, control and implement necessary policy and actions to achieve the above responsibilities listed in paragraphs (i) to (vii) above.
3. The details of the responsibilities under the Safety Policy and the organisation for carrying them out are included in the annexes to this document.
4. The Board recognise that no safety policy is likely to be successful unless it actively involves the employees. In this connection the Board of Governors remind and encourage all employees in the execution of their own responsibilities under the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999, to take care in their work for their own safety, for that of other employees, for the safety of pupils and the public, to cooperate with the Board of Governors and to inform them of relevant matters so as to enable the Board to carry out its responsibilities.
5. Without detracting from the responsibility of teachers and administrative staff for ensuring safe and healthy conditions at work, the Board of Governors will provide competent technical advice on health and safety matters via the school Health and Safety Adviser and from outside bodies, where this is necessary to assist those responsible.
6. The senior management of the school are committed to ensuring a safe environment for all staff and pupils and to providing the necessary support in order for these standards to be achieved.
7. No activity which is undertaken by the school should be so urgent or pressing as to jeopardise the Health and Safety of the staff or pupils.
8. While the school will endeavour to minimise or remove risks, the minimum acceptable standards are those which conform to the current legal requirements and guidance as set out in The Education (Independent School Standards) (England) Regulations 2014 (ISSR).



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9. The senior management of the school will ensure that effective communications are maintained with regard to Health and Safety matters.
10. A list of all staff with particular Health and Safety responsibilities is included in Part Two of this document, all of whom have been consulted on their appointments.
11. A copy of this statement and accompanying policies will be displayed for all staff to see on the School website, in the Staff Rooms at Lichfield and Longdon, in the School Office and the Bursar's office. It will be reviewed, added to or modified from time to time.

Heads of Department will issue supplementary statements relating to Health and Safety policy and systems of work for their areas of responsibility and these should be read in conjunction with this statement of general policy.

On behalf of the Board of Governors of Lichfield Cathedral School

Title	Name
Chair of the Governors	Mr Colin Hopkins
Nominated Responsible person for Health and Safety.	Mr David Brown
Lichfield Cathedral School Head:	Mrs Susan Hannam
Version No: 1.3	Date: 20/01/2016



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PART 2: ORGANISATION

Duties and Responsibilities:

a) The Board of Governors

The Board of Governors recognises its duty and responsibility as the Employer to display a level of commitment commensurate with these responsibilities to enable all members of the School to carry out their duties in a safe and responsible manner.

The Board of Governors will ensure that resource management procedures for Health and Safety are in position and are functioning correctly, and will monitor and review performance standards of both commitment and performance of Health and Safety management within the School.

b) The Head

The Head is responsible for ensuring that the School carries out its full duty for the Health and Safety and Welfare of its employees, pupils and visitors; for displaying a continuing commitment to the School Health and Safety Policy; for the oversight of resource management procedures to carry out this policy; for arranging periodic inspections, and for the communication of Health and Safety related matters both to and from the Board of Governors and to all members of staff.

c) The Bursar (Nominated responsible person for Health and Safety)

The Bursar is the School's Health and Safety Officer (see below) and is responsible for the day to day management of Health and Safety throughout all aspects of school life and work. The Facilities Manager is the deputy Health and Safety Officer and in this capacity will support the Bursar and Head in carrying out their duties and responsibilities.

d) Heads of Department

A Head of Department has responsibility for the health, safety and welfare of the staff, pupils and visitors whilst they are working or present in the department. Heads of Department will produce a Health and Safety policy Statement for their areas of responsibility, which must be appropriate to the degree of risk present within their department. These policies must be reviewed periodically and updated as necessary. The period of review should reflect the level of risk inherent in their departmental areas. The period between reviews should be no more than 12 months.

The policy should identify

- Members of department with specific health and safety duties;
- When or how often these duties must be carried out;
- Any specific systems of work (related to health and safety, i.e. handling of substances that are subject to a COSHH restriction);
- Departmental safety rules;
- A system for monitoring health and safety systems, procedures and performance within the Department.

The responsibilities of a Head of Department are to:

- ensure that risk assessments are carried out and recorded every (with a copy of the results of the risk assessment forwarded to the Bursar on all identified hazardous substances, activities or areas of work in their department). Where an assessment covering a number of areas or activities is thought to be practical, agreement on the resulting assessment is to be cleared through all heads of department covered by the assessment and the Bursar.



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- ensure relevant staff induction and continuation training is carried out and recorded.
- keep up to date with current and any new Health and Safety legislation or codes of practice relevant to their area of work and pass on this information to relevant staff and/or pupils.
- ensure proper procedures are followed in the department.

While Heads of Department retain overall responsibility for health and safety matters in their department, they may delegate certain duties to members of their staff.

The responsibilities of Members of Staff (all departments) are to:

- act and carry out their duties with due care and attention to their own health and safety and that of others at all times.
- check, in particular, that the work area and equipment to be used are safe before use.
- ensure safe procedures are followed and understood.
- ensure that protective clothing and equipment are used by themselves and by everyone else they are responsible for.
- report any defects, accidents, dangerous incidents or events to their Head of Department.
- carry out allotted special tasks i.e., first aid, risk assessments, membership of and attendance at safety committees, etc.

School Health and Safety Officer

The responsibilities of the School Health and Safety Officer (the Bursar) are to:

- advise all levels of school management on all aspects relating to their legal responsibilities for the safety, health and welfare of employees, pupils and visitors to the School both under statute and Civil Law.
- constantly update his/her knowledge in the light of new legislation, standards and technical developments.
- advise departments on workplace layout, on safe, healthy and hygienic working methods and on personal protective clothing and equipment.
- consult with Heads of Department before changes are introduced in the work place/work method.
- liaise with managers to ensure that health & safety is included in induction training of all new employees and in 'on the job' instructions.
- assist in the delivery of Health & Safety training by arranging seminars, workshops and courses etc.
- monitor that regular inspections of work places, equipment and work practices are carried out and recorded by those to whom these tasks have been assigned.
- inform managers of any departures from legal and in-house standards; to monitor remedial action.
- monitor equipment subject to statutory inspection requirements e.g. boilers, fire equipment, portable electrical appliances etc., arrange regular inspections and tests as appropriate and maintain records.
- liaise with the Facilities Manager in the planning of alterations of buildings, work processes, content and organisation, which may have health and safety implications.
- liaise with Departmental Heads in completion of Risk Assessments, to advise on appropriate risk assessment procedures, to advise on procedures for and frequency of inspections, surveys, sampling, audits, general tours etc..
- report on accident statistics, analysing remedial action, financial priorities and training targets.



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- liaise and consult with Health and Safety Authorities, Environmental Health Officers, Fire Prevention Officers and Insurance Companies.
- purchase appropriate health and safety literature for central use; advise Departmental Heads on purchases of protective clothing and equipment etc.

School Fire Officer (The Bursar with the Facilities Manager as Deputy)

The responsibilities of the School Fire Officer are to

- initiate and monitor a 'whole School' Emergency Evacuation Plan.
- monitor and advise Heads of Department and Boarding Master/Matron on Evacuation plans and procedures for their areas of responsibility.
- monitor and advise Heads of Department and Boarding Master/Matron on the selection and appointment of Fire Wardens (for both day and night, where relevant) and their training.
- be in attendance for all scheduled Fire Service Inspections and Fire Protection Officers visits.
- monitor and review the effectiveness of all emergency plans and procedures within the School, including the initiation, monitoring and review of practices and drills for the whole school and individual areas.
- maintain a record of all evacuation drills and observations arising from them.
- monitor, and advise on, the production, review and updating of risk assessments, fire precaution instructions and provision of firefighting equipment by Heads of Department & House Mother in, and for, their areas of responsibility.
- monitor the inspection and maintenance of all fire safety equipment and alarm systems including the records of all inspections, their findings, action taken and maintenance carried out.
- advise Heads of Department & House Mother of all observations or instructions relevant to their areas of responsibility as a result of Fire inspections or advice from the Fire Services Fire Prevention Officer.
- report all instances of Fire or Fire-related occurrences to the Head and the Board of Governors.
- attend an appropriate training course in relationship to these duties as soon as possible upon assuming these duties.

Health and Safety Committee

This committee will advise on matters of general policy and present proposals (through the Bursar) concerning major financial expenditure (above normal budgetary levels for the year) to the Board of Governors.

It will formulate and present new policy proposals to the Board of Governors as necessary as a result of:

- i) new legislation or codes of practice;
- ii) information received from outside agencies;
- iii) advice and recommendations from investigations, audits and reviews carried out by members of the School.

This committee is the working body of the school Health and Safety organisation. Its responsibilities will include:



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- i) the organisation and direction of major accident, near miss or dangerous occurrence investigation and reporting;
- ii) the organisation and reporting of departmental safety and health inspections and monitoring in conjunction with departmental safety staff;
- iii) producing recommendations for actions, which are either above their financial budget or conflict with current policy;
- iv) decide priorities for actions, works and expenditure within their authority requested by departmental safety staff or highlighted by safety and health inspections, monitoring or reviews;
- v) liaise with Heads of Department on all matters relating to Health and Safety.

Departmental Safety Staff

The Departmental Safety Staff member will be the member of staff concerned with the day-to-day health and safety matters within his/her department or building.

The Departmental Safety Staff member will be the Head of Department unless otherwise appointed or agreed by the Head and his/her primary task will be to advise the staff of the department on health and safety matters. To effect this, he will liaise with the School Health and Safety committee, as appropriate.

The Bursar will send a letter of appointment to each person nominated specifying:

- a) that the nominee has been appointed,
- b) the duties attached to the appointment as described below,
- c) that the appointee is fully indemnified by the school against any civil action, which may arise from the execution of these duties.

List of Functions. The Departmental Safety Staff:

1. Shall be fully familiar with the School Health and Safety Policy and their departmental health and safety policy, and shall monitor that they are applied at all levels within their areas.
2. Shall periodically review health and safety procedures within their areas.
3. Shall advise the Bursar on any significant revision of the departmental health and safety policy.
4. Shall assist in the implementation of relevant changes to school health and safety policy
5. Shall disseminate health and safety information and reports and pass to appropriate members of staff and pupils within their areas.
6. Shall monitor that adequate precautions are taken in relation to any special hazard in or about to be introduced into the department, with the advice to/from the Bursar where appropriate.
7. Shall conduct or co-ordinate systematic health and safety monitoring through regular safety inspections, and accident studies to identify unsafe or unhealthy conditions or work practices, and ensure that preventative action is recommended and pursued.
8. Shall monitor that all plant, equipment and processes within their areas are maintained, and that staff and pupils are informed, instructed, trained and supervised to avoid risk to their health and safety.
9. Shall maintain adequate health and safety records where appropriate.
10. Shall monitor that a high standard of housekeeping is maintained within their areas.
11. Shall monitor that adequate suitable protective clothing and equipment is available and used within their areas.



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12. Shall monitor that safe working practices/procedures or risk assessments for project work is complied with.
13. Shall act with the delegated authority of the Head of Department in matters of urgency.
14. Shall refer promptly to the Head of Department or Bursar any health and safety problems which cannot be resolved in a time scale appropriate to the risk.

Committee Memberships

1. Health and Safety Committee

Chair of Committee;

Bursar

Secretariat of Committee;

Facilities Manager (Deputy Chair)

For SLT;

Head

Deputy Head

Head of Junior School

For Staff;

Science Representative

Sports Representative

Catering Representative

Boarding representative

Other Staff;

External Visits Coordinator

PART 3: EMERGENCY PROCEDURES & GENERAL ADVICE FOR FIRE PRECAUTIONS & EVACUATIONS

The following information and regulations on The School Health and Safety Policies and procedures are to be read in conjunction with the following other documents or publications:

- Staff Handbook (Staff Room)
- Departmental Health and Safety Policies, practices and systems of work

Departmental policies

Heads of Department are to produce a Health and Safety policy for their areas of responsibility, which must be appropriate to the degree of risk within their department. These policies must be reviewed periodically and updated as necessary. The period of review will be reflected in the level of risk inherent in their departmental areas. The policy should detail and identify by name who does what, when and how in regard to safety.

Induction and Continuation Training

All new members of staff or staff members carrying out specific duties for the first time (at Lichfield Cathedral School) must be formally informed as to any areas of risk to their own, or anyone else's health and safety inherent in the task or area to be worked.

Instruction or training on procedures, systems of work or safety policy is to be arranged by the Head of Department and is to be recorded within the departmental Health and Safety file. Where revision or updating of training or instruction is carried out these details must also be recorded.



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Emergency Procedures

(See FIRE EVACUATION PROCEDURES 09-15)

In the event of fire, accident or incident liable to cause injury to a person or persons or damage to buildings or structures, follow the directions set out below:

Action in the event of Fire

If you discover a fire:

1. Activate fire alarm.
2. Dial 9 999 to call the Fire Brigade.
3. Send first person available to inform the school fire officer, or his deputy, of the location and, if possible, type of fire.
4. Turn off all Electricity and Gas (IF SAFE TO DO SO).
5. Close all windows, doors and open curtains (IF SAFE TO DO SO).
6. EVACUATE THE BUILDING, in a swift but orderly manner. Books, bags and belongings must be left behind.
7. Report to assembly point.
8. Once outside the building you must not re-enter until the all-clear, by the Fire Brigade or Health & Safety Officer, has been given (even in a drill).

If you hear the fire alarm.

1. Evacuate the building. Members of a class, common room, dormitory or work area must ensure that everyone is assembled, and then leave together by the prescribed routes.
2. Close all doors when leaving (if safe to do so).
3. Assemble by Houses or departments in order to ascertain who is missing.
4. Report result of Roll Call. Send the House or department fire monitor to the Fire Officer or his deputy at who will be located on the main drive between the Palace & School House.

FIRE DRILLS

Periodic fire drills will be organised by the School Fire Officer, both in and out of School hours. These drills may be carried out without warning (the school secretary/receptionist must be informed to prevent Fire Services being called out for internal practice drills). At the start of each Academic year a drill must be carried out within a short time of the start of the term and at least once per term thereafter. Fire Drills must be carried out separately for the Boarding Provision and at times specific to their activities outside of normal teaching hours.

The fire alarm warning system will be tested and any fault rectified immediately. Evacuation drills, alarm tests and results or observations and actions will be recorded by the person carrying out the inspection with detailed report on findings and actions (including follow-up actions) taken to the School Fire Officer.

Fire Wardens and Inspections

Each Head of Department will be the fire wardens for their department (unless otherwise agreed with the School Fire Officer)

Duties and procedures to be followed for Fire Wardens must be incorporated in Safety policies. Individual Fire Wardens must be informed of their responsibilities and trained in the carrying out of these duties.



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Fire Wardens' responsibilities will include:

- Ensuring that firefighting equipment is kept serviceable, in its correct location and any defects reported to the Maintenance Department.
- Ensuring that fire exit routes are kept clear, that fire doors are kept shut and not wedged open for convenience.
- Ensuring that a system of checks at the end of each day is instigated and carried out for the promotion of a fire-safe culture within their areas.

General Policy in the event of Fire

A member of staff's first and overriding duty in the case of fire is, to look after the pupils; no attempt to fight any fire should be made until the pupils' safety has been assured, unless it is as a means to effect a safe evacuation as a last resort.

Evacuation procedures for each building or activity area must be written into all departmental safety policies and instructions (these must also be posted prominently within the area) and be carried out accordingly at all drills or practices.

The School Fire Officer **MUST** be informed of all fires, no matter how small or how started.

Use of school by Outside Organisations

When members of the public, especially outside normal working hours, use School facilities or premises additional safety considerations arise. Escape routes and exits must be clearly marked for the benefit of anyone not familiar with the layout of the building. Those responsible for such out-of-hours activity must be carefully briefed about the position of telephones, escape routes, fire alarms, and firefighting equipment. Thorough checks should be made of all parts of the premises at the end of an evening or session to ensure that no smouldering fires are left burning and that all doors and windows are properly secured. 'No Smoking' signs must be prominently displayed. There are security doors and alarms in place to stop any individual gaining access to the boarding areas in the Palace.

General Fire Precautions throughout School

Design alone cannot ensure the safety of the buildings occupants; any building can quickly become dangerous unless there is foresight and care in its day to day use. Only by the supervision of buildings and its occupants' activity can we ensure the building continues to be safe, and it is the occupants who must know and instruct others on what to do if there should be a fire.

- Decorations and evergreens should not be suspended from light fittings or attached to hot pipes. Fire, which occurs in suspended and highly flammable materials, spreads rapidly: blazing pieces may drop over a wide area before everyone has a chance to escape.
- Collections of plastic waste, newspapers, woollens or other materials for whatever reason must be stored, even for short periods, in such a way as to avoid both obstruction of exits and the risk of fire. Care must be taken in areas of direct sunlight and reflected heat from the placing of mirrors.
- Drama costumes and fancy dress are often by their very nature highly flammable. The greatest of care must be exercised, in both their storage and use when school plays or parties are held, to minimise the risk of costumes etc. catching alight.



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- Stairways and exit doors must be kept in good repair and must never be obstructed. Rubbish, combustible materials or waste must not be stored or allowed to accumulate in the stairway enclosures and particularly not in laboratories, workshops and boiler rooms. Particular care must be taken with the storage of such materials in maintenance, science room and cleaners' areas. Such materials should be put in metal or non-combustible containers and disposed of as soon as possible.
- Doors across escape-routes should not be fitted with locks. However, where they are, they must be unlocked with the key removed at all times that the building is occupied.
- It must always be possible to open all exit doors from the inside easily and immediately while there is anyone in the building.
- Fire doors, designed to delay the spread of fire or smoke, should be self-closing and marked with a warning notice that they are provided for fire safety. When possible these doors should be kept closed.
- The purpose of 'smoke stop' doors opening into stairway enclosures or across escape routes is to prevent blockage by smoke or dangerous gases. This should be explained to all occupants of the school, together with the importance of ensuring that such doors are closed if there is a fire in any part of the building.
- These doors and all fire-resistant doors should be closed at night, at weekends and during holidays so that if there is an outbreak of fire its spread can be contained and damage from smoke limited. Fire or smoke doors must never be wedged in an open position.

Gas/Electrical equipment and installations.

The fittings and equipment used in school range from the fixed permanent installations for lighting and cooking, to the temporary experimental circuits used for teaching purposes. Within the range is included a wide variety of audio-visual aids and a number of semi-permanent installations, of which lighting equipment set up for a limited period is an example.

The fixed installations have been designed and approved by a qualified electrical engineer and will not be extended or modified without reference to the Facilities Manager and then the appropriate authority.

- Compliance with the Electricity Regulations (which are statutory) and also with the regulations for electrical equipment of buildings issued by the Institute of Electrical Engineers has been a condition of contract.
- Appliances, which are in regular use, should preferably be fixed in position. Metal parts should be permanently earthed, and a competent person should regularly and frequently inspect this connection by arrangement with the Facilities Manager. Records of all inspections and maintenance actions will be centrally stored for all staff to access. Fixed wiring inspections will be carried out at least every five years by a competent person.
- Portable Gas/Electric heaters will not be used in school areas unless specific authority is granted by the Bursar or Facilities manager and then only if the appliance complies with British Standard Specification and has been inspected and passed safe for use by the maintenance electrician or contractor.



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- All portable electrical equipment, school or privately owned for use in the school, must be PAT tested and passed fit for use, by the maintenance electrician or school contractor prior to its use in school. The items must be clearly labelled with the date of test and the expiry date. Any item which is past the expiry date must not be used.
- All Heads of Department including Boarding are to be particularly vigilant with regard to the introduction of new equipment at the start of school terms and after school breaks. Where pupils bring electrical item in for private use in their room within a boarding house there will be no need to PAT test these items, however if they are put in a communal area e.g. kitchen/laundry room and would be for general use then they must be PAT tested.
- Attention to electrical wiring is of great importance. Fuses must be checked and must be of the correct rating, or replaced with one of the correct rating, never of a higher rating.
- Flexible cable should be no longer than necessary and must be inspected, and replaced immediately if worn, as part of the maintenance inspection programme.
- Inspections, additions or alterations to wiring, the provision of improvised stage lighting, amplifying equipment, fairy lights or other type of light used for decoration is only to be carried out by a competent person and must be inspected and passed fit for use by the school electrician or school contractor prior to use. Fixed wiring inspections are to be carried out by a competent person in all buildings at least every five years.
- Electric irons should be plugged into sockets fitted with a pilot light. The flexible cable is often damaged by being wound around an iron, which is still hot; irons should be allowed to cool before being put away.
- Attention is to be drawn to this point by the provision of suitable notices in Dormitory areas.
- Nationally there is an increased incidence of fires caused by intruders after school hours or during holidays, often resulting in extensive material damage and disruption of education. The opportunity for such acts of vandalism can be reduced by ensuring that doors and windows are properly secured after school hours and during holidays and that flammable material is not left needlessly accessible to intruders.
- Special care should be taken when maintenance work, re-building or re-decoration are taking place.
- For further guidance see Appendix B and C.

NO SMOKING POLICY

The School has a strict No Smoking Policy for all pupils, employees and visitors in School buildings, within the School grounds and on any School activity.

ACCIDENT and ILLNESS

- a. All accidents must be reported to the Bursar by the quickest means possible.
- b. In the case of accident or injury the following action should be taken as necessary:



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- i) Call an ambulance (do this independently if you believe the situation warrants it) via 9 999 and/or
- ii) Contact the nearest first aider (the first aider's name and location should be displayed in all School buildings).
- iii) Contact the Matron (6183) or send/take casualty to the Sick Room.
- iv) Administer basic First aid until a qualified person arrives.
- v) Place out a guide to direct assistance to the casualty's location.
- vi) Finally, instigate the accident report, which should be signed by the Head and retained on file by the Bursar and Health and Safety Officer. (See below)

In the case of minor injury or a person showing / reporting symptoms of illness the following guidelines should be followed:

PUPILS:

- a) Assess injury and administer first aid if necessary. The pupil must then be escorted to the Sick Room at Lichfield or Longdon. The member of staff in charge of sport, lesson or activity need not do this, but he/she must take follow up action to ensure that the person has been seen by the Sick Room staff, in connection with the original reason for being sent to the Sick Room.

If further treatment is required by hospital, doctor, dentist etc., the Sick Room staff will arrange this in consultation with the Matron or parent as required.

All accidents must be referred to the Sick Room even if a minor accident has been treated by simple first aid.

If a Boarder becomes ill or shows/reports symptoms of illness after 7 pm, he/she must report first to the Matron or resident House Staff on duty before reporting to the Sick Room.

- b) An accident report must be instigated for all accidents or injuries. A copy of the form must be sent to the Health and Safety Officer for review and consideration whether the accident should be reported under RIDDOR regulations. A copy remains in the Accident Book for departmental records.

STAFF:

Subject to the severity of the injury staff can report to either the Sick Room or direct to their own doctor after initial first aid has been administered and accident form completed.

FIRST AIDERS

Heads of Department are to ascertain who are the nearest first aid trained personnel to their areas of responsibility, where the nearest first aid equipment is located (appoint a nominated person to ensure it is kept adequately stocked if within their own area), and ensure their staff are aware of this information.

Adequate notices giving the above information are to be displayed in all areas.

First Aid Boxes are located in the following areas:

School House Staff Room, Science Laboratory and DT Room
The Palace Sick Room
Dimble House



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Broadhurst
13 The Close
Cathedral House
Longdon: Sick Room
Lichfield Kitchen
Longdon Kitchen

Remember all accidents must be reported as detailed above.
All accidents involving pupils must be reported to the Sick Room (even if the casualty goes direct to hospital).

SCHOOL OWNED MINIBUSES

Maintenance, Servicing and Ministry of Transport testing: This is to be carried out under arrangements made by the Bursar in conjunction with the Transport Manager.

Scheduled servicing, maintenance and inspections are to take priority over other requirements although efforts are to be made to avoid clashes of interest.

The Bursar has the final decision regarding vehicle serviceability and can remove a vehicle from service (for safety reasons) at any time.

Daily User Inspections

The driver of the vehicle is responsible for the following checks before a vehicle is used:-
Existence & serviceability of:

Fire extinguisher

First Aid kit

Jack & Wheel brace

Lights: indicators, stop & tail, headlights etc.

Seat belts

Tyres: a visual check to ensure the absence of bulges, tears in the tyre wall or foreign bodies (nails etc.) in the tread

Doors: to ensure that they close and secure correctly

If any of the above are found to be faulty the vehicle will not be used to carry passengers until the fault is cured.

If the vehicle is to be kept away from school for a number of days a daily check of lubricants and where possible tyre pressures should also be made.

General Usage

Drivers must carry out a visual inspection to ensure that they and their passengers use the fitted seat belts provided.

Mobile telephones must not be used by the driver of the minibus, including hands free, while they are in control of the vehicle. This includes when stopped at traffic lights and at the side of the road in unauthorised parking locations.

Luggage and equipment loading must always be supervised. Internal loads should be secured in such a way as to leave easy access to vehicle exit points in the event of an accident (i.e. in case of an impact on the side exit door the rear door should be easily accessible and vice versa).



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Drivers must always observe nationally recognised speed limits and if necessary drive at reduced speed where the load or conditions merit this.

To comply with insurance requirements the vehicle log must always be completed prior to the start of any journey, in particular the list of passengers.

At the end of use the vehicle log is to be closed with any relevant faults or defects recorded and drawn to the Transport Manager's or Bursar's attention.

Prior to any journey likely to encounter excessive driver fatigue, consideration must be given to enlisting driver assistance or a relief driver. Drivers undertaking long journeys must also ensure that they take advantage of available rest stops to avoid the possibility of excessive fatigue. Prior planning of workloads before and between driving tasks must also be considered.

Driver Eligibility

The school insurance covers "Any person licensed to drive, (holding a clean category D1 or PCV licence, which allows a driver to drive a 'small bus' i.e. up to 16 passenger seats) and driving with the insured's (the Bursar's) permission, aged over 21 years."

Drivers must provide proof of age and clean current driving licence to the Bursar prior to first driving a school vehicle. Any subsequent driving conviction either involving safety or an offence which may affect the individuals cover under the school's insurance policy must be reported to the Bursar before next driving a school vehicle.

Hire Vehicles (self-drive)

Full comprehensive cover must be obtained from the hire company.

Hire Vehicles (with driver)

School buses and transport for out-of-school activities (sports teams, theatre trips, etc.) should be booked through the Bursar or direct to Hire Company included on his list of authorised contractors. In all cases a reputable company must be used and checks made as to the competence and reliability of the hire company, to include the standard of vehicle used and professional competency of their drivers.

Where possible the provision of on board mobile phones for use in an emergency should be encouraged.

Instances of unsatisfactory vehicles or drivers must be reported to the Bursar as soon as possible after the event. Vehicles, which fail to meet minimum standards on arrival at school, should not be used. The Bursar should be informed immediately and a replacement obtained.

Private Vehicles

Staff who use their private vehicles for school business must, in their own interests, confirm with their own motor insurance company that they are covered for "occasional or personal business use".

If transporting pupil passengers in the course of school business, staff must have fully comprehensive cover and ensure they are covered for "occasional or personal business use". Also parental permission must be obtained prior to the journey.



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The School has in place an insurance policy covering any member of staff driving their own vehicle on School business which means that any claims will be met by the School's insurance policy and not the member of Staff's.

APPENDICES

Appendix A

ELECTRICAL EQUIPMENT

Code of practice for use of electrical equipment in living accommodation, studies, common rooms etc.

1. Light fittings, switches & socket outlets must not be tampered with in any way.
2. Light bulbs should be replaced only with bulbs of the same rating.
3. Adapters from light sockets are not permitted.
4. Light shades are not to be fitted or changed without permission of the Housemother.
5. Any extra lighting, apart from installed lighting, must be approved by the Housemother and must be of the manufactured type (not homemade). Portable lamps must be plugged directly into a socket outlet or approved extension lead. The plug on the lamp and any extension lead must be fitted with the correct amperage fuse. A two-way adapter may be used in a 13-amp socket providing all appliances are correctly fused and do not total more than 13 amps.
6. All portable electrical equipment including lighting intended for use in accommodation or common rooms must first be approved by the Housemother prior to being used in school at the start of each term (or before being first used) and must be correctly wired to a fused plug. The plug must be fitted with the minimum rated fuse recommended by the manufacturer of the appliance being used and the wiring must be flex (not cable) of the correct capacity.
7. Extension leads should be of the manufactured type and not more than 3 metres in length. Extension leads being used should be placed in a position where they are not a hazard to the occupants.
8. No wires, flexes or leads should lie under rugs or carpets.
9. Plugs should be removed from sockets when not in use.
10. Stop using and report any faulty electrical equipment and fittings immediately. Do not attempt repairs yourself.
11. Turn off all lights and appliances when leaving studies, common rooms etc. This minimises the risk of electrical fires and saves electricity.

Appendix B

CONTRACTORS

Compliance with Health and Safety Regulations and Lichfield Cathedral School Security Regulations.

1. All contractors and their operatives are reminded of their obligations and duties under The Health & Safety at Work Acts and their associated Regulations to take reasonable care of their own health & safety and that of others who might be affected by their actions or omissions.
2. Contractors working on the school grounds for protracted periods, or on a regular basis, must make known to the Facilities Manager or the Bursar the name (and means of contact) of their nominated competent person responsible for their employees'



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health and safety under the Health and Safety at Work Act (this person need not be on site at all times).

3. Contractors are also reminded of their obligation under the Management of Health & Safety at Work Regulations to provide competent operators in regard to scaffolders, dumper drivers, JCB drivers, vehicle drivers, electricians etc., and are warned that with regard to their own statutory obligations the school may carry out inspections by their own nominated persons to ensure that the safeguards contractors have are in place for any statutory assessments in regards to COSHH, Noise, Manual handling, PPE relevant to the area or equipment to be worked.
4. The Facilities Manager will brief, or re-confirm in the case of frequent visits, contractors and/or their operatives on all health & safety matters, including:
 - a) Any and all unusual or particular risks or hazards in the area of work. (If any contractor or operative has a concern over any aspect of safety within the school he/she should inform the Facilities Manager.)
 - b) the location and availability of welfare facilities in the form of toilets, washing and rest rooms/eating areas.
 - c) the location and identity of first aid equipment, trained personnel and the procedure for accident reporting.
 - d) The location of the fire assembly area.
5. In the event of fire or if the fire alarm sounds all contractors must leave the building by the nearest indicated exit and proceed to their nearest fire assembly point where they must report to the Facilities Manager. Under no circumstances may a person re-enter a building until personally advised by the Facilities Manager that it is safe to do so.
6. All contractors and their operatives must report to the Facilities Manager on arrival and departure. If during the course of work or day any contractor or operator leaves the site intending to return, the Facilities Manager or Head of Maintenance must be informed and be aware of both departure and return.
7. The Facilities Manager or his delegated deputy will ensure that any Contractors without a DBS will be chaperoned at all times during term time and periodically monitored when there are no children in. When organising work to be carried out the Facilities Manager will endeavour to use contractors with current DBS certification.
8. When planning for larger projects/building work all new contractors will be asked to complete a Contractors Health and Safety Questionnaire by the Facilities Manager.
9. All contractors will make themselves aware of the contractors guidelines situated in reception.

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