



MOOR PARK CHARITABLE TRUST LIMITED

HEALTH & SAFETY POLICY

- A. Health & Safety Policy Statement**
- B. Organisation of Health & Safety**
- C. The Health & Safety Arrangements**

Moor Park Charitable Trust Limited

A. Health & Safety Policy Statement

1.0 GENERAL

1.1 The Governing Body notes the provisions of the **Health and Safety at Work Act 1974** S.2(1), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and s.3(1), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

1.2 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

1.3 The arrangements outlined in this policy document and the other safety provisions made by the Governing Body cannot on their own prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 STAFF CONSULTATIVE ARRANGEMENTS

2.1 The Governing Body, through the Head, will make arrangements for the establishment of a staff safety committee and will incorporate agenda items on health and safety matters into the existing staff meeting cycle. Representation on the staff safety committee will cover all appropriate areas of work or special hazards.

3.0 CODES OF PRACTICE AND SAFETY RULES

3.1 Taking into account the requirements of this Statement the Governing Body, through the Health and Safety Sub-Committee, will approve (where necessary) codes of practice for the observation of safety requirements in the school.

3.2 From time to time the Health and Safety Executive and other regulatory or advisory bodies, such as the Schools' Education Advisory Committee (SEAC), will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

4.0 RISK ASSESSMENT

4.1 The Head will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body via the Health and Safety Sub-Committee.

5.0 TRAINING

5.1 The Governing Body, through the Head, will provide suitable and sufficient information, instruction and training in order to ensure, so far as is reasonably practical, the health and safety at work of all staff, pupils and visitors.

6.0 REVIEW

6.1 The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and visitors.

Signed.....(For the Governing Body) Date.....

Signed.....(Head) Date.....

B. Organisation of Health & Safety

- 10.1 This section sets out the formal structure that has been adopted to manage, undertake, review and monitor health and safety arrangements.
- 10.2 The section is in two parts. The first sets out the key elements of the structure of health and safety at Moor Park. The second contains an outline of the roles and duties of those bodies/individuals involved in the management and organisation of health and safety.

Structure

- 11.1 The diagram on the next page shows the basic structure of health and safety at Moor Park. The Governing Body carries the ultimate responsibility for safety in the school and is assisted by a Health & Safety Sub-Committee that monitors the day to day organisation of safety. The information that enables the Sub-Committee to fulfil its role is co-ordinated by the Safety Officer using an annual schedule as the framework and programme for safety audit and review. Various systems and individual posts feed into the audit process to ensure that there is a regular and comprehensive review of health and safety across the school. The audit programme and the findings/output generated by the programme are reported to the Governors using the Governors' Health & Safety Checklist. The key elements of the structure are as follows:

❖ **The Governing Body**

Ultimately responsible for safety within the school. Their focus is on safety policy and monitoring the effectiveness of the safety organisation.

❖ **The Health & Safety Sub-Committee**

Reviews the school's Health & Safety Policy Organisation and Arrangements and makes recommendations to the Governing Body. In particular the Sub-Committee monitors the programme of safety audit and review and any remedial action that the programme, or any external audit process, highlights. The Health and Safety Sub-Committee uses the Governors' Health & Safety Checklist to ensure that the programme is being met, and that action required is being addressed.

❖ **The Governors' Health & Safety Checklist**

Lists the area audits, termly reviews, certification requirements, external audits, reporting schedule and outstanding action required. The Checklist is arranged by frequency of review showing the date last reviewed and the next due date. The Checklist acts as a summary of all health and safety audit, monitoring and review undertaken in the school and allows the Governing Body to track outstanding action.

❖ **The Safety Officer**

Manages the safety audit and review programme and co-ordinates reports for the Health and Safety Sub-Committee. Other staff with specific safety responsibilities and appointed persons assist the Safety Officer.

Moor Park School

STRUCTURE OF HEALTH & SAFETY

Governing Body
Health & Safety Policy

Health & Safety Sub-Committee
Organisation

Staff Safety Committee	Appointed Persons	Safety Officer	Fire Officer	Transport Officer
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Arrangements
Safety Manuals / Audits / Check Lists / Risk Assessments

Governors' Health & Safety Check List

Roles & Duties

12.0 THE GOVERNING BODY

12.1 In the discharge of its duty, the Governing Body, in consultation with the Head, will:

- (a) make itself familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1999**
- (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- (d) identify and evaluate all risks relating to:
 - (i) residual hazards with accident potential
 - (ii) occupational health
 - (iii) school-sponsored activities (including work experience)
- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- (f) create and monitor the management structure to confirm efficiency.
- (g) investigate and require a report on all non trivial accidents to eliminate repetition and meet statutory obligations.

12.2. In particular the Governing Body undertakes to provide:

- (a) a safe environment for staff and pupils to work including safe means of entry and exit
- (b) plant, equipment and systems of work which are safe
- (c) safe arrangements for the handling, storage and transport of articles and substances
- (d) safe and healthy working conditions which take account of all appropriate:
 - (i) statutory requirements
 - (ii) codes of practice whether statutory or advisory
 - (iii) guidance whether statutory or advisory
- (e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before they commence any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- (f) all necessary safety and protective equipment and clothing together with any

necessary guidance, instruction and supervision.

(g) adequate welfare facilities

12.3 So far as is reasonably practicable the Governing Body, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive comprehensive information on:

(a) this policy

(b) the instruction and training that will enable them to carry out their duties in a safe manner without placing themselves or others at risk.

(c) all other relevant health and safety matters

13.0 THE HEALTH & SAFETY SUB-COMMITTEE

13.1 The terms of reference of the Health & Safety Sub-Committee shall be:

a. To review annually the school's Health & Safety Policy and its implementation.

b. To monitor the health and safety arrangements of the school and their application.

c. To provide health and safety advice and guidance to the key staff of the school.

d. To report termly to the full Board on health and safety compliance.

14.0 THE HEAD

14.1 The Head is responsible for the implementation of this policy within the school.

14.2 As well as the general duties which all members of staff have (see 17.0), the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Safety Officer, heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

14.3 The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

14.4 In particular, the Head will:

(a) be aware of the basic requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice relevant to the work of the school

(b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises, facilities or services or attending or taking part in school-sponsored activities.

(c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities

- (d) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled, so far as is reasonably practical.
- (e) consult with members of staff on health and safety issues
- (f) arrange systems of risk assessment to allow the prompt identification of potential hazards
- (g) carry out periodic reviews and safety audits on the findings of the risk assessments
- (h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- (i) encourage staff, pupils and others to promote health and safety
- (j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- (k) encourage all employees to suggest ways and means of reducing risks
- (l) collate accident and incident information and, when necessary, carry out accident and incident investigations
- (m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well being or the health and safety of others.
- (n) ensure that first aid and welfare provision is suitable and sufficient
- (o) monitor the management structure of health and safety

15.0 THE SAFETY OFFICER

15.1 The Bursar shall act as Safety Officer with the primary roles of (a) co-ordinating the organisation of health and safety and the arrangements within the school, and (b) acting as a first reference point for all health and safety issues and concerns. The Safety Officer will be directed to:

- a) Assist the Head in fulfilling his duties as described at 14.0 above.
- b) Pursue the objectives of the Governing Body in respect of health and safety.
- c) Set up arrangements in the school to cover all health and safety legal requirements, to draft a Health and Safety Policy statement (to be revised as necessary) for the consideration and approval of the Governing Body and monitor effectively the implementation of the arrangements.
- d) Report to the Governing Body issues that cannot be resolved within the executive authority of the Bursar or Headmaster.

- e) Note all health and safety instructions and advice issued by the Health and Safety Executive, Department for Education and local authority, ensure that they are brought to the attention of all staff and keep a file of such information which is available to staff.
- f) Keep a list of safety representatives, competent persons and others with specific duties related to health and safety, make the list available to all staff, co-operate with such persons in their efforts to carry out their functions, receive written reports from them and respond in writing within a reasonable time.
- g) Establish a school staff safety committee and act as chairman of the committee.
- h) Ensure that a system is established for the reporting, recording, investigating and reviewing of accidents, and that all reasonable steps are taken to prevent recurrences.
- i) Ensure that all areas of the school are inspected once per term.
- j) Ensure that all visitors, including maintenance contractors, are informed of any health or safety hazards on site of which they may be unaware and that consideration is given to the possibilities of maintenance work affecting pupils and staff.
- k) Ensure that new employees are briefed about safety arrangements and are given a copy of the school's Health & Safety document with the opportunity to read it before starting work.
- l) Ensure that use of any necessary protective clothing and equipment is complied with to effect a suitable and sufficient control of the risks not reasonably controlled by other means.
- m) Ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire-fighting equipment is available and maintained by persons trained and considered competent in its use.
- n) Report termly to the Health & Safety Sub-Committee.

15.2 The Safety Officer shall be assisted by:

- a) The Fire Officer
- b) The Transport Officer
- c) The Educational Visits Co-ordinator
- d) Competent persons, covering;
 - ❖ Hazardous substances
 - ❖ Health, hygiene and first aid
 - ❖ Buildings maintenance

Other advice will be sought as required, particularly in the areas of electrical safety, garden and grounds.

16.0 THE DUTIES OF SUPERVISORY STAFF

- 16.1 All supervisory staff (e.g. heads of departments, co-ordinators, science technicians) will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to their area of responsibility.

In addition to the general duties which all members of staff have (see 17.0), they will be directly responsible to the Head (or the member of staff nominated by the Head to have overall day-to-day responsibility) for the implementation and

operation of the school's health and safety policy within their relevant departments and areas of responsibility.

16.2 They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

16.3 As part of their day-to-day responsibilities they will ensure that:

- ❖ safe methods of working exist and are implemented throughout their department
- ❖ health and safety regulations, rules, procedures and codes of practice are being applied effectively
- ❖ staff, pupils and others under their jurisdiction are instructed in safe working practices
- ❖ new employees working within their department are given instruction in safe working practices
- ❖ regular safety inspections are made of their area of responsibility as required by the Head or as necessary
- ❖ positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- ❖ all plant, machinery and equipment in the department in which they work is adequately guarded and in good and safe working order.
- ❖ all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- ❖ appropriate protective clothing and equipment, first aid and fire fighting appliances are provided and readily available in the department in which they work
- ❖ toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled, so far as is reasonably practical.
- ❖ they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others or, in the event of a repeated dereliction of personal responsibility, refer the individual to the Head.
- ❖ all the signs used in the Department in which they work meet the statutory requirements
- ❖ all health and safety information is communicated to the relevant persons in a manner that they will understand
- ❖ they report, as appropriate, any health and safety concerns to the appropriate individual.

17.0 THE DUTIES OF ALL MEMBERS OF STAFF

17.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- ❖ take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work

- ❖ as regards any statutory duty or requirements imposed on their employer or any other persons, co-operate with them so far as necessary to enable that duty or requirement to be performed or complied with.

17.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular all members of staff will:

- ❖ be familiar with the health and safety policy and all safety rules laid down by the Governing Body.
- ❖ ensure that health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- ❖ ensure that all plant, machinery and equipment is adequately guarded
- ❖ ensure that all plant, machinery and equipment is in good and safe working order
- ❖ not make unauthorised or improper use of plant, machinery and equipment
- ❖ use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- ❖ ensure that substances that are hazardous to health and/or safety and highly flammable substances are correctly used, stored and labelled
- ❖ report any defects in the premises, plant, equipment and facilities which they observe
- ❖ take an active interest in promoting health and safety and suggest ways of reducing risks.

18.0 HIRERS, CONTRACTORS AND OTHERS

18.1 When the school premises are used for purposes not under the direction of the Head then the person in charge of those activities will have responsibility for safe practices as indicated in paragraph 14.0 of this document.

18.2 The Head or the Safety Officer will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

18.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

18.4 When the premises are used by persons outside the employ of the Governing Body, it will be a condition of their use that they are familiar with the schools' health and safety policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:

- ❖ introduce equipment for use on the school premises
- ❖ alter fixed installations
- ❖ remove fire and safety notices or equipment
- ❖ take any action that may create hazards for persons using the premises or the staff or pupils of the school.

18.5 All contractors who work on the school premises are required to ensure safe

working practices by their own employees and must pay due regard to the safety of all persons using the premises in accordance with the **Health and Safety at Work Act 1974**.

18.6 In instances where a contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe the Head will take such actions as are necessary to prevent persons in his or her care from risk of injury. Such events will be considered as a breach of contract by the contractors.

18.7 The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

19.0 THE STAFF SAFETY COMMITTEE

19.1 The main function of the Staff Safety Committee shall be to keep under review the arrangements taken to secure health and safety throughout the school. The prime objective of the Committee is to promote co-operation between all staff and pupils in the development and implementation of measures aimed at achieving the health and safety of all employees and pupils. Responsibility for any necessary action to secure health and safety remains with the employer. The work of the Staff Safety Committee should complement the efforts of the school as an employer. Representation on the Staff Safety Committee will cover all appropriate areas of work or special hazards.

19.2 The terms of reference of the Staff Safety Committee shall be:

- a) to consider reports of workplace inspections and any other relevant reports.
- b) to consider reports and information provided by Health and Safety Executive inspectors, Environmental Health Inspectors, Social Services inspectors and the Fire Officer.
- c) to review accident statistics and trends and recommend corrective action where required.
- d) to assist in the development of safety rules and Codes of Practice.
- e) to monitor the adequacy of the health and safety content of employee induction.
- f) to monitor the adequacy of the health and safety information made available to staff and pupils.
- g) to routinely consider risk assessments and progress on remedying any hazards previously notified.
- h) to highlight potential hazards that should be considered under the risk assessment procedures.

The Staff Safety Committee may submit a termly report to the Governing Body if appropriate.

C. THE HEALTH & SAFETY ARRANGEMENTS

20.0 GENERAL

20.1 The individual arrangements, i.e. procedures and codes of practice, can be found in:

- ❖ The Health & Safety Manual, kept in the Staff Common Room (a contents list is reproduced at Annex I);
- ❖ The Staff Handbook issued to all staff on appointment, the contents varying for different staff categories;
- ❖ The Boarding Handbook issued to all boarding staff and parents of boarders;
- ❖ The Welfare & Child Protection Handbook issued to all staff and including guidance and advice notes. Parents receive the policies only;
- ❖ Departmental Safety Manuals for the higher risk areas of the school, such as science laboratories, containing relevant guidance and review/audit forms from the Health & Safety Manual and elsewhere and the risk, Control of Substances Hazardous to Health (COSHH) and manual handling assessments relevant to that area.

21.0 FUNCTION

21.1 The primary purposes of the organisation described at B above are to facilitate the identification of hazards that may cause harm, to assess the risk associated with those hazards and to establish mechanisms to remove or minimise the risk.

❖ Hazard Identification

21.2 There are six main ways in which health and safety hazards or potential hazards will be identified. These are:

1. The rolling programme of indepth inspections of the school, area by area, conducted “in house” (Area Audits).
2. The termly inspections of the whole school conducted by the Safety Officer (Termly Inspections).
3. External audits and inspections.
4. The regular review of accident records.
5. The investigation of individual accidents.
6. The reporting of hazards as and when they are noticed/arise on the hazard forms available in the general office and staff common rooms.

❖ Area Audits/Termly Inspections

21.3 The key mechanism in identifying hazards is the regular audit of individual departments/activities.

21.4 The Area Audit will:

- ❖ Identify hazards
- ❖ Identify where additional risk assessments are required.
- ❖ Identify where amendments/alterations to existing risk assessments are required.
- ❖ Identify where gaps/shortfalls exist in documentation e.g. a manual handling assessment.

21.5 The school and its activities have been divided into 29 hazard identification areas that form the basis of the Area Audit programme. The list of hazard identification areas can be found at Annex II.

21.6 The Safety Officer will be responsible for conducting the termly inspections of the whole school. These will not be as in depth as the area by area audits, being a safety and maintenance check prior to the start of each term.

❖ Risk Assessment

21.7 The school recognises that procedures are necessary in order to comply with the Management of Health and Safety at Work Regulations 1999 and in particular the requirement to assess all risks to staff, pupils, visitors and contractors on the school premises (and elsewhere with respect to educational visits).

21.8 A risk assessment has three purposes:

- ❖ To identify hazards that may cause harm.
- ❖ To consider and evaluate the likelihood of that harm actually occurring, who it may affect and the consequences of it.
- ❖ To enable preventative measures to be drawn up, introduced and monitored so that the risks are adequately controlled.

21.9 All teaching staff are likely to be required to carry out risk assessments, for example, for a proposed educational trip. In drawing up such an assessment it is important to distinguish between the hazard and the risk.

- ❖ A **hazard** is something that has the potential to cause harm and may be a physical object, substance, activity or work method.
- ❖ The **risk** is the likelihood of that harm actually occurring.

21.10 In assessing the risk it is important to consider and record any control measures that already exist. If the level of risk remains unacceptable, or additional control measures can easily be introduced to reduce the risk further, the required measures must be recorded and followed through.

21.11 Once completed, a copy of the risk assessment should be given to the Safety Officer. The originator should retain a copy and amend/update it as circumstances change.

21.12 Risk assessment is largely common sense – we all do it continually in our normal lives. The formal process merely provides a structure to follow and a written record.

22.0 TOOLS

❖ **Health & Safety Manual**

22.1 The Health & Safety Manual is kept in the staff common room and provides advice and guidance on all areas of the school together with audit forms and checklists that provide the basis of the Area Audits. A list of the contents of the Health & Safety Manual can be found at Annex I.

❖ **Departmental Safety Manuals**

22.2 The Departmental Safety Manuals contain the advice, guidance and review forms specific to the department drawn from the Health and Safety Manual, together with additional advice and checklists from other sources (e.g. CLEAPS the education science and technology advisory service). The Manuals also contain the risk assessments, COSHH assessments etc., relevant to the department.

❖ **Croner Electronic Manual**

22.3 Croner Electronic provides a continually updated web based manual that supplements the paper manuals described above and can be accessed at www.croner.co.uk using the password.

❖ **Safety Advisors**

22.4 As required, the Governing Body appoints external Safety Advisors to assist in the development of policy and procedures, the review and monitoring of specific areas and to provide health and safety advice.

23.0 KEY PROCEDURES

❖ **Emergency Plans**

23.1 The Head will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

save life
prevent injury
minimise loss.

This sequence will determine the priorities of the emergency plan.

23.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the annual risk assessment survey and the outcome will be reported to the Governing Body. Copies of the Emergency Plan are available in the Headmaster's and Bursar's offices. Copies of subsidiary plans such as emergency evacuation and emergency school closure are included in the Staff Handbook.

❖ **Fire**

- 23.3 The Head will ensure that suitable and sufficient fire procedures and documents are maintained and that the requirements of the Regulatory Reform (Fire Safety) Order 2005 are met. In particular, the school will maintain an up to date Fire Risk Assessment and ensure that staff and pupils are familiar with its main findings and the procedures to be adopted in the event of a fire. Copies of the Fire Safety Policy and Fire Risk Assessment are contained in the Fire Log kept in the Staff Common Room.

❖ **First Aid**

- 23.4 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. The number of certificated first aiders will not, at any time, be less than the number required by law. At the discretion of the Governing Body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. A member of staff from each Early Years class holds a Paediatric First Aid certificate. This level will be agreed by the Governing Body after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the Governing Body as that being sufficient to meet the needs of all foreseeable circumstances.
- 23.5 Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Head. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity. Copies of the First Aid Policy and protocols are included in the Staff Handbook.

Contents of Health & Safety Manual

Section A

Statements

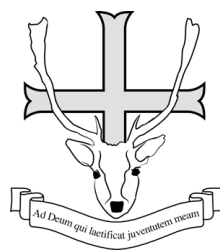
Section B

Management Organisation for Safety
Health & Safety Responsibilities and Overview of Legislation

Section C

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30. Catering Safety
31. Pupils & Work Experience Assessment
32. Employee Pregnancy



Moor Park Hazard Identification Areas/Activities

Area Ref	Description
1.	Activities, Recreation Areas and Free Time
2.	Boarding Accommodation
3.	Boiler Rooms, Plant Rooms, Loft Spaces
4.	Catering & Cleaning
5.	CDT & Art
6.	COSHH Systems
7.	Dept. Safety Manuals
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11.	Fire Safety
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13.	Governors' Health & Safety Checklist
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19.	Management of Contractors & CDM Compliance
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25.	Swimming Pool
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28.	Upper School Classrooms
29.	Welfare & Child Protection

