

# Jack and Jill Family of Schools: Health and Safety Policy

## Applies to:

- Jack & Jill School
- Nightingale House Pre-Preparatory School
- Clarence House Preparatory School

## Related Legislation:

- This policy is based on guidance from the Department for Education: [www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilitiesand-duties-for-schools](http://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilitiesand-duties-for-schools) and the following legislation:
- [The Health and Safety at Work etc. Act 1974](#), which determines British health and safety law, enforced by the Health and safety Executive (HSE) and local authorities.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, decide to implement necessary measures, and arrange for appropriate information and training.

## Related Policies and Documents:

- First Aid policies
- Accessibility plan
- Employee Handbook
- Risk Assessment policy

## Who is this policy for?

- Staff and volunteers
- Parents
- External agencies

## Available from:

- School Office
- SharePoint

## Monitoring and Review:

To be continuously monitored and reviewed no later than two years from date below.

**References:**

- “Parents” refers to parents and guardians.
- “Family” refers to the School’s Management Information System.
- “Staff” refers to employees, peripatetic staff, external providers (e.g., Springboard Swimmers) or specialist staff provided by an external provider.
- The “School” refers to the Jack & Jill Family of Schools (Jack and Jill School Twickenham, Nightingale House Pre-Preparatory School, and Clarence House Preparatory School).
- “Strategic Leadership Team” (SLT) refers to the team managing the School, currently including the Deputy Principal, Headteacher of Clarence House, Pre-Preparatory Lead Teacher, Early Years Lead Teachers, Pre- Prep Curriculum Lead and Digital Learning Lead.

**Reviewer: Health and Safety Compliance Manager**

**Effective: September 2023**

**Next review: September 2024**

**Principal’s Signature:**



The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils achieve their potential.

The Jack & Jill Family of Schools promotes equality of opportunity and anti-discriminatory practice. We ensure that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. We promote the principles of fairness and justice for all through the education that we provide in our School.

## 1. Statement of Intent

It is the intent of Jack and Jill School Ltd to comply with the terms of the Health and Safety at Work Act and any subsequent legislation and to provide and maintain a healthy and safe working environment.

Jack and Jill School Ltd will strive to reduce the number of work-related injuries and illnesses to as close to zero as possible.

All employees will be provided with such equipment, information, training, and supervision as is necessary to implement the policy.

Jack and Jill School Ltd recognise and accept their duty of care towards their employees, students as well as any visitors that may come to site.

While the management of Jack and Jill School Ltd will do all that is within their power to ensure the health and safety of employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company.

It is the duty of each employee to take reasonable steps to ensure his own and other people's health, safety, and welfare, and report any situation that is unsafe to management.

## 2. Scope of the Policy

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties' employers have towards employees and duties relating to lettings.
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.

### **3. Roles and Responsibilities**

#### **Principal/Proprietor**

The Principal has ultimate responsibility for health and safety matters across the Family of Schools.

The Principal has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off each school's premises.

The Principal, as Director of Jack and Jill School Ltd and the employer, also has a duty to:

- Ensure all risks to staff and others affected by school activities are assessed to identify and introduce health and safety measures necessary to manage those risks.
- Ensure employees are informed about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

The Heads of School/Lead Teachers, with the assistance of the Compliance Manager and Armadillo Ltd, acting as the Family of Schools Competent person, are responsible for health and safety day-to-day.

This involves:

- implementing the health and safety policy.
- ensuring enough staff to safely supervise pupils.
- ensuring the school building and premises are safe and regularly inspected.
- providing adequate training for school staff.
- reporting to the Principal on health and safety matters.
- ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- ensuring all risk assessments are completed and reviewed.
- monitoring cleaning and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

#### **Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the School on health and safety matters.
- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils.

- Understand emergency evacuation procedures and feel confident in implementing them.

**Students and Parents**

Students and parents are responsible for following the School’s health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

**Contractors**

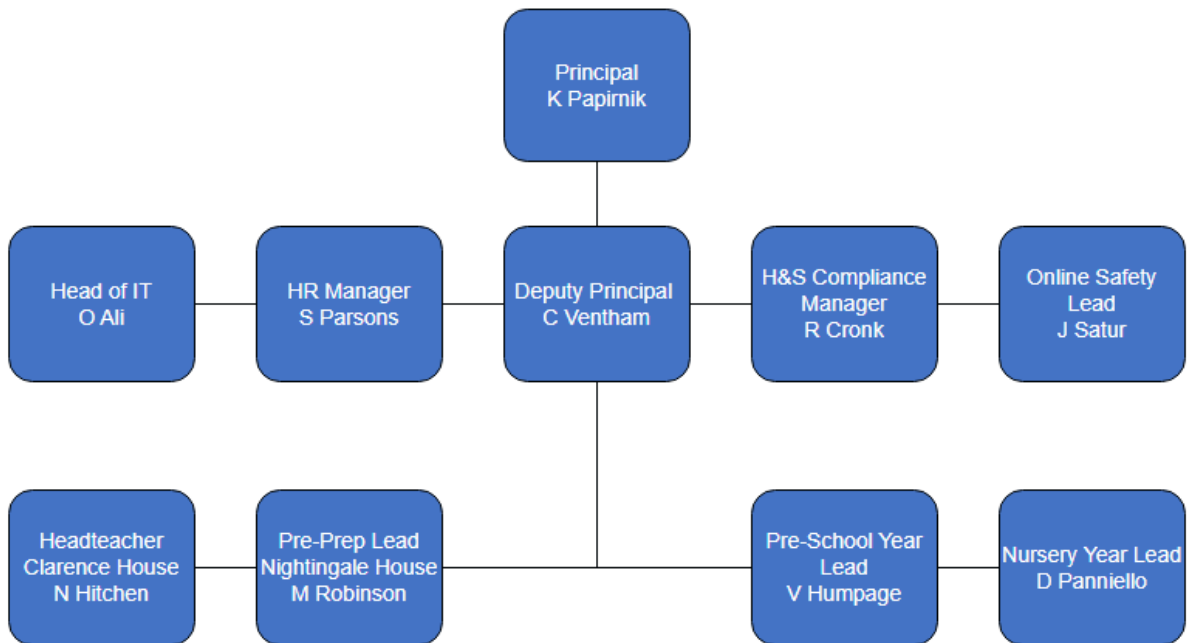
Contractors will agree health and safety practices with the designated person before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

**Competent Person/ Safety Advisor**

The Family of Schools employs Armadillo Ltd, an independent company to act as the competent person/ safety advisor for the schools.

**Delegated Health and Safety Responsibilities Within the School**

The School has developed its Health and Safety organization chart (see above) covering school health and safety responsibilities.



#### 4. Arrangements for Health and Safety

All health and safety documentation, including specific policies and procedures are held on SharePoint, the Family of Schools shared central document area.



Health and Safety Policy		
<b>Part 1</b>	<b>Part 2</b>	<b>Part 3</b>
Health & Safety Policy Statement of Intent	Health & Safety Organisation	Health & Safety Arrangements, Processes & Procedures



Hazard Identification and Management Control		
<b>Part 1</b>	<b>Part 2</b>	<b>Part 3</b>
Risk Assessments  (Common Hazards)	Risk Assessments Method Statements (Task Specific Hazards)	Employee Safe Systems of Work & Safety Handbook



Documentary Evidence
Documentary Evidence

Training Records	Safety Monitoring	Review and Action
Safety Induction	Inspections	Incident Investigations
Work Equipment	Audits	Safety Meetings
Display Screen Equipment	Occupational Health	Correspondence
Manual Handling		
Hazardous Substances		
"Refresher" Courses		
Driving		
Fire Safety		
Employee Core Skills		

The section below, includes a brief description of intent for each area listed. This is not exhaustive.

### Accidents and Incidents

The Family of Schools has an obligation to ensure that all accidents and incidents relating to work activities, no matter how minor they seem, are recorded, and investigated to prevent recurrence. This is true whether the accident or incident affects employees, members of the public, contractors, visitors, or any other persons.

An incident is defined as any accident, incident, dangerous occurrence, or near miss that causes or has the potential to cause harm to persons or damage to equipment or property and which arises out of or in connection with work. It includes an act of physical violence.

In the UK (United Kingdom), the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires more serious accidents, such as major injuries, over-seven-day-injuries, certain diseases, and dangerous occurrences, be reported by law to the Incident Contact Centre and records kept for at least three years.

These Regulations apply to accidents to both employees and non-employees, i.e., customers and other members of the public, contractors' employees, window cleaners etc., which arise out of, or in connection with, work or the workplace.

### First Aid

The Family of Schools recognises its duties under the Health and Safety (First Aid) Regulations 1981 (as amended), whereby arrangements must be made for a suitable number of employees to receive training in first aid. This will enable them to cope in an emergency placing particular emphasis on the types of injuries which are common in our workplace.

## **Welfare**

The Family of Schools will aim to achieve and maintain, as far as is reasonably practicable, those statutory required standards imposed by The Workplace (Health, Safety and Welfare) Regulations 1992 to avoid ill health and promote good health and employee welfare.

Adequate welfare facilities will be provided for employees, wherever reasonably practicable at all premises.

'Welfare facilities' are those that are necessary for staff well-being, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.

Arrangements will be made to utilise available welfare facilities for any site work away from the School. Where there are none available on site, the School will make arrangements to ensure access to the nearest suitable facilities is available.

## **Health & Safety Law Poster**

The Health and Safety at Work etc. Act 1974 requires the mandatory display of a Law Poster in each of the School's registered premises.

## **Consultation Arrangements**

Safety at Work Act 1974: regular meetings are arranged between a Safety Committee, of the appointed Competent Person and Supervisors, as required by the Health and Safety (Consultation with Employees) Regulations 1996 and/or the Safety Committee & Safety Representatives Regulations 1977 to ensure regular dialogue about safety matters.

A safety committee will be formed at each School, consisting of staff members from across the schools' activities, to enable regular consultation in regard to safety.

## **Occupational Health**

All personnel are deemed medically fit at commencement of employment with the School.

They will be monitored by their manager as to their fitness and overall ability to complete their work safely. All employees are responsible for reporting to their manager any condition that develops during employment that affects their overall state of health and general level of fitness or is likely to have an impact on their work.

## **Risk Assessment**

The Family of Schools will arrange for risk assessments of work activities to be carried out in accordance with the Management of Health Safety at Work Regulations 1999 and that all tasks are identified and assessed for their potential to expose employees to risk.



The completion of the assessments and the development of appropriate actions and control measures to minimise risk are the joint responsibilities of the Heads of Schools and Compliance Manager, with support from the Family of Schools competent person, as laid out in the responsibilities within the H&S policy. The Family of Schools will plan to reduce all foreseeable hazards as far as reasonably practicable.

### **Method statement**

Method Statements are a written list of operations, to be carried out in a specific sequence, to complete a work activity in a safe manner. They are to be presented in such a manner that all workers clearly understand their specific work instruction (e.g., employees, freelancers, agency staff, part time).

Everyone involved in a job for which a method statement has been written should read it and sign the briefing (call) sheet as having done so.

Well-written Method Statements address all the hazards present and plan the work so that the risk of accident is eliminated or reduced to an acceptable level.

Most Method Statements also include the Risk Assessments for the same job so that operatives can read what hazards have been considered and how the risk of accidents has been overcome.

### **Safe Systems of Work**

The School takes all reasonable steps to ensure that all dangerous plant and equipment are adequately safeguarded. In those instances, where mechanical safeguards are provided to reduce the risk and a residual risk remains, a Safe Working Practice will be developed by the Compliance Manager and/or Competent Person, specifically for the equipment or process in question.

### **Use of Subcontractors**

Subcontractors of the Family of Schools will comply with all statutory requirements, procedures, and practices applicable to the defined works.

Before commencement of work on site, or on location for the School, the Subcontractor will be required to notify, in writing, the competent health and safety specialist within their organisation.

Where appropriate, the Subcontractor will provide a Method Statement and Risk Assessment(s) relating to the works to be undertaken – detailing any hazards, persons affected, evaluations of the risks, health consequences and safety controls.

### **Safety Monitoring**

All personnel are deemed medically fit at commencement of employment with the school.

They will be supported by their manager as to their fitness and overall ability to complete their work safely. All employees are responsible for reporting to their manager any condition that develops during employment that affects their overall state of health and general level of fitness or is likely to have an impact on their work.

Risk assessments for all work activities will include taking account of the need for health surveillance, either as required by specific legislation or because of the work process.

## **Training and Development**

The Family of Schools is committed to ensuring that all staff have access to learning, development and training opportunities which enable them to be suitably knowledgeable and skilled to carry out their role within the organisation, and to develop their talents in ways that fit with the organisations development to meet strategic objectives.

## **Manual Handling**

Manual Handling is a term often used for lifting and carrying but also includes putting down the load, pushing or pulling the load by hand or bodily force. Heavy manual labour, awkward postures, handling materials manually and previous or existing injury are all related to manual handling injuries.

Over a third of injuries that are reported under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, which require seven or more days away from normal work, relate to manual handling. The cost to business is substantial.

There is an obligation under the Manual Handling Operations Regulations 1992 to avoid the need for employees to undertake any manual handling operations as far as they can, which involve a risk of their being injured.

## **Confined Spaces**

A confined space can be any space of an enclosed nature, where there is a risk of death or serious injury as a result of hazardous substances (poisonous gas, fume, or vapour) or dangerous conditions (e.g., lack of oxygen).

A suitable and sufficient risk assessment must be carried out. The 'Confined Spaces Regulations 1997' requires that entry to confined spaces is avoided wherever possible. Where it is unavoidable a safe system of work must be put in place and adequate provision made for emergencies.

## **Noise Policy**

The Control of Noise at Work Regulations 2005 requires employers to assess the risks from noise at work:

- Take action to reduce the exposure that produces these risks.

- Provide employees with hearing protection if the noise exposure cannot be reduced by other methods.
- Make sure the legal limits on noise exposure are not exceeded.
- Provide employees with information instruction and training.
- Carry out health surveillance where there is a risk to health.

## **Vibration**

Where there is a risk of exposure to either Hand Arm Vibration (HAV) or Whole-Body Vibration (HBV) the School will assess the risk and undertake a full assessment of the vibration level using the value  $m/s^2 A(8)$  showing the vibration exposure level over an 8-hour day.

When there are multiple machines in use, in a working day, the School shall adopt the HSE (Health and Safety Executive) 'exposure points' scale to calculate daily exposure to vibration.

## **Hazardous Substance (COSHH)**

Using chemicals or other hazardous substances at work can put people's health at risk.

Control is important as some substances do not have immediate effects – for example, silica, where symptoms of exposure may not occur until twenty to fifty years later. So, the law requires employers to control exposure to hazardous substances to prevent ill health.

The Control of Substances Hazardous to Health Regulations (COSHH) 2002 provides the main legislative framework for the control of hazardous substances in the workplace.

## **Asbestos**

Asbestos is currently the single greatest cause of work-related deaths in the UK. It was extensively used as a building material in the UK from the 1950s through to the mid-1980s, for a variety of purposes, and was ideal for fireproofing and insulation. Any building built before the year 2000 (houses, factories, offices, Trusts, hospitals etc.) can contain asbestos.

Asbestos containing materials (ACMs), in good condition, are safe unless asbestos fibres become airborne, which happens when materials are damaged. When these fibres are inhaled, they can cause serious diseases including mesothelioma (which is always fatal), lung cancer (almost always fatal), asbestosis (not always fatal, but it can be very debilitating) and diffuse pleural thickening (not fatal).

The School recognises its duties under the Control of Asbestos Regulations 2012 and is committed to providing a safe workplace without risk of exposure to asbestos fibres.

## **Display Screen Equipment**

To meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 each user and workstation is assessed at least annually. Additionally, assessments will be carried out where the user has changed, or alterations have taken place to the workstation.

### **Personal Protective Equipment**

It is the policy of the Family of Schools to protect, as far as is reasonably practicable, all its employees from unnecessary risks to health and safety at work and to comply with the requirements of the Personal Protective Equipment at Work Regulations 1992 and The Personal Protective Equipment Regulations 2002. It will, therefore, provide protective clothing and equipment as necessary, for all its employees whilst at work, together with effective training in its use.

### **General Housekeeping**

The maintenance of the workplace (good housekeeping) is an essential part of the day-to-day contribution in which all employees have a collective responsibility. In addition to any specific requirements, all employees are to ensure that all waste bins are regularly emptied to the waste disposal area, that clothing, tools, and waste are correctly stored, and that gangways, particularly Evacuation Routes and Emergency Exits are always kept clear.

### **Waste Management**

The School will ensure that all waste generated in the establishment is managed safely according to statutory requirements, as specified by the enforcing authority and/or by the Environmental Protection Act 1990 and/or by the Special Waste Regulations 1996. The health, safety and welfare of its employees and others, who could be adversely affected by waste products associated with work activities, will be part of the School's duty of care commitment. Suitable procedures will be followed for dealing with both solid and liquid wastes.

### **Fire and Emergency**

It is School policy to ensure that all reasonable steps are taken to:

- prevent fires from starting in the first place by having good standards of housekeeping
- provide and maintain appropriate detection and warning systems
- ensure that all employees and visitors to our site are made aware of the fire procedures
- carry out regular inspections and fire drills
- carry out, record, and regularly review the Fire Risk Assessment.

### **Safe Use of Equipment**

The School will take account of the working conditions and health and safety risks in the workplace when selecting work equipment and ensure work equipment is only used for suitable purposes and that all people using, supervising, or managing the use of work equipment are provided with adequate, clear health and safety information.

### **Working at Height**

The Work at Height Regulations 2005 (as amended) apply to all work at height where there is a risk of a fall liable to cause personal injury.

The regulations apply to all work activities, including construction, entertainment, transport, window cleaning, electrical and maintenance work, and that undertaken by the emergency services.

It will be noted that the provision of paid instruction or leadership in caving or climbing by way of sport, recreation, team building, or similar activities are exempt, with separate regulations proposed for such activities.

### **CDM**

The Construction (Design and Management) Regulations 2015 apply to all construction work.

Notifiable projects are those that are planned to last for more than 30 days and have more than 20 persons on site or will involve more than 500 person hours.

The CDM Regulations place duties on Clients, Designers, Principal Designers, Principal Contractors, and Contractors to plan, co-ordinate and manage health and safety throughout all stages of a project.

### **Lone Working Policy**

Employers have a legal obligation to ensure the health, safety, and welfare of any lone workers in their employ. Lone workers are those employees who work by themselves without close or direct supervision.

### **Alcohol, Drugs and Substance Misuse**

The aim of this policy is to ensure, as far as is reasonably practicable, the health, safety, and welfare of our employees while they are at work, in relation to alcohol, drugs and substance misuse, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Misuse of Drugs Act 1971
- Transport and Works act 1992
- Road Traffic Act 1998

## **Driving Vehicles**

An estimated third of all traffic accidents involve someone who is working at the time, amounting to as many as 20 fatalities and 250 serious injuries a week.

The Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 apply as much to employees driving, as they do to any other work activities.

Ensuring that an employee has a full driving licence, and the vehicle is MOT and insured is not sufficient to fulfil statutory obligations to drivers. Rather, a relevant safety management system must be in place.

## **Stress**

We are committed to protecting the health, safety, and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance identifying and reducing workplace stressors.

This policy will apply to everyone in the company. Managers are responsible for implementation and the company is responsible for providing the necessary resources.

## **Monitoring and Audits**

The School Organisation and Arrangements are the subject of regular audits, at least annually, to ensure that the Policies, Organisation Structure, Planning and Implementation, Performance Standards and Performance Review are in compliance with current legislation and reflect good industry practice.

The Compliance Manager will identify a topic or location for audit, with agreed terms of reference, so that each year the whole structure and facilities of the school is subject to an audit.

## **Pregnant Workers**

Employers must carry out a general risk assessment for their employees to assess all health and safety risks they are exposed to while at work.

As part of this process, we consider female employees of childbearing age, including new and expectant mothers, assessing the risks that may arise from any process, working condition or physical, biological, or chemical agents.

## **Security**

Provision in this area identifies the key elements of security management and the ways in which the security of students, staff, contractors, and visitors is applied.

It is essential that risks to their security are properly controlled through an effective security management system and commitment at all levels.

## **Catering**

The Jack and Jill Family of Schools recognises its duty to supply catering facilities that will meet the social, moral, and dietary needs of all our staff and students the aim is to:

- provide healthy and delicious food and drink.
- promote healthy eating.

## **Driving**

Driving can be a dangerous work activity. Research indicates that about 20 people are killed and 250 seriously injured every week in crashes involving someone who was driving, riding or otherwise using the road for work purposes.

As part of our overall health and safety policy, the Family of Schools is committed to reducing the risks our staff face when driving for work.

If you are concerned about your own or other people's driving in any way, discuss this with your manager or the Transport manager.

## **Event Management**

Planning for events outlines the required procedure to be followed to ensure the proper organisation and safe running of an event.

Following the family of Schools procedure will ensure that employees in charge of events management discharge their duties and responsibilities in line with their roles and responsibilities outlined in the Health and Safety Policy.

The safe day to day running of a site is ordinarily ensured by following well established safety measures and practises. With smaller events e.g., those with a small additional number of low-risk activities, it may be that existing measures are sufficient (with minor modification) to ensure the event runs safely.

However, larger events are likely to see increased or new hazards introduced that will not be covered by normal operating procedures. For example:

- Temporary structures (e.g., marquees) may present risks from collapse or fire.
- Firework displays may result in people being struck, burnt or a fire beginning.
- Large numbers of visitors may increase the risk of being struck by a moving vehicle.
- Alcohol consumption may increase the risk from violence and aggression.

## **Outdoor Play Equipment**

The school playground provides opportunities for children to engage in active play in addition to experiencing quiet and environmental areas.

Opportunities for balancing, climbing, hanging, and swinging are planned both within the physical education curriculum and during play breaks outside.

Regular monitoring of the equipment and activities provided ensure as far as possible the safety of our young users.

## **PEEPs**

A Personal Emergency Evacuation Plan (PEEP) is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period in the event of any emergency.

## **CCTV**

Management of the use of CCTV is required to regulate the use of monitoring and recording areas of The Family of Schools grounds and buildings for the purposes of safety and security.

The Family of Schools has produced this policy in line with the Surveillance Camera Code of Practice issued by the Home Office in June 2013.

## **Physical Education**

The School's physical Education provision adheres to the PE Code of Practice which contains standards and guidance on Physical Education and school sport Health and Safety management.

## **Maintenance**

The School shall provide and maintain safe, secure, and healthy working conditions for all staff, students, and visitors.

The Principal will set the standards of condition to which the School will aim to maintain its land and buildings (property) within the context of allocated resources.

The school's intention is that property should be maintained in a sustainable, safe, and secure condition. The long-term goal for maintenance services is to introduce a planned maintenance programme and secure funds to accelerate implementation of Long-Term Maintenance (LTM) and compliance issues across the buildings and estates.

The premises manager will identify the techniques and scope of work necessary to meet the targets in order that maintenance costs can be identified, affordability assessed, and funding allocated to the correct budget centre and dealt with appropriately.



## **Infection Control**

Infection can be passed from person to person during ordinary, everyday activities such as working and socialising, the most common of these will be illnesses such as colds, flu and coughs passed by sneezing and coughing.

There are, however, other diseases including those called 'communicable diseases' that can be passed by less obvious means, for example coming into contact with blood or other bodily fluids such as vomit or urine.

The Company has an obligation under The Control of Substances Hazardous to Health Regulations (COSHH) 2002 to complete an assessment of risks created by hazardous agents which have the potential to cause illness.

This encompasses microorganisms and biological agents (bacteria, viruses, fungi, and parasites) that create a hazard to human health, either by being toxic, infectious or by causing an allergic reaction.

Breaking the chain can prevent the process of infection: Source, Transmission, Host.

This can be as simple as hand washing after being in contact with infected material and managed disposal of soiled products.

## **Legionella**

Legionnaires disease is a rare condition caused by Legionella pneumophila.

The bacterium that causes Legionnaire's disease is widespread in nature. It lives in water, for example ponds, where it does not usually cause problems. Outbreaks occur from purpose-built water systems where temperatures are warm enough to encourage growth of the bacteria, and it is contracted by breathing in sprays or aerosols of infected water.

Prevention of legionnaires disease involves the control of the organism at source and regular disinfection is vital.

The Health and Safety Executive has published an Approved Code of Practice (L8) under the Control of Substances Hazardous to Health Regulations 1999, which provides further information on this subject.

## **Machinery Policy**

Many jobs involve the use of machines, and most have associated hazards. A variety of actions can be taken to reduce the risk. Types of machines and associated hazards can include hot parts in a laminator, sharp edges on cutting tools, rotating parts in a mixer, gas from heaters.

This section should be read in conjunction with Work Equipment Safety, which covers general use and maintenance. When considering machinery, particular consideration should be given to the guarding required.

## **Violence at the work**

The law states that employers have a duty to their employees, to provide a safe working environment and provide protection as reasonably practicable from foreseeable violence.

Work related violence is defined as an incident in which a person is abused, threatened, or assaulted in circumstances relating to their place of work. Verbal abuse and threats are the most common types of incidents. Fortunately, physical attacks are rare.

All persons can be at risk from violence in the workplace.

## **Disabled Workers**

A disability is a physical or mental impairment that has a 'substantial,' 'long-term' adverse effects on a person's ability to carry out 'normal' day-to-day activities. Substantial means neither minor nor trivial, and long-term means the impairment will have lasted, or will be expected to last, for at least a year.

Normal day-to-day activities are things that people do on a regular or daily basis, such as reading, writing, using a telephone, having a conversation, and traveling by public transport.

By working together, the Family of Schools and disabled workers can effectively manage disability and health and safety. Employees should ensure that disabled workers are included in discussions about disability issues to that adjustments are a help and not a hindrance. This should avoid:

People making assumptions about disabled people, which can lead to poor practice and discrimination.

People hiding impairments that might have health and safety implications for fear they will not get or keep jobs.

## **Visitors**

The aim of this policy is to ensure the safety of visitors and the security of the school premises.

A visitor is defined as a person not normally based on site and includes clients, suppliers, contractors, enforcing authorities, members of the public and employees not normally based at the respective site.

## **Disaster Recovery Plan**

This document is specifically designed to significantly reduce the disruption to the core business systems and activities of The Family of Schools should a crisis occur which affects the use of the premises located at the organisation.

## **Emergency Lighting**

The School will ensure that regular checks and periodic servicing is carried out on the emergency lighting by a competent person and that any defects are rectified immediately.

A competent person will carry out all the testing and maintenance. A competent person is defined as someone who has the necessary training and experience and capability of carrying out the defined task.

Maintenance may need to be carried out by a competent service engineer. Where contractors are used, they will be vetted to ensure they are competent.

## **Lockdown**

This procedure is to be used in the case of an emergency requiring all students to be inside the school buildings, for example in any of the following cases:

- The proximity of a dangerous dog or wild animal roaming loose.
- A reported incident/civil disturbance in the local community.
- An intruder on the school site.
- A warning being received regarding a risk of air pollution (smoke plume, gas cloud etc.) or chemical, biological, or radiological contaminants, or a major fire in the vicinity of the school.
- The police have informed us we should use our lockdown procedure.

## **Premises**

The Education (Independent School Standards) (England) Regulations 2014 (part 5) prescribe minimum standards for Independent Schools. Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, and the Health & Safety at Work Act 1974 which outline provisions that must be made in relation to the work environment.

Provisions that are covered by these regulations include: toilet facilities, fire alarms, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation, and water supply.

# Jack & Jill Family of Schools: Risk Assessment Policy

## **Applies to:**

- Jack & Jill School
- Nightingale House Pre-Preparatory
- Clarence House Preparatory School

## **Related Legislation:**

- Management of Health Safety at Work Regulations 1999
- The Education (Independent School Standards) Regulations 2014

## **Related Policies and Documents:**

- Health Safety and Welfare Policy
- Curriculum Policy

## **Who is this policy for?**

- Staff and volunteers
- Parents
- External agencies

## **Available from:**

- School Office
- SharePoint

## **Monitoring and Review:**

This document will be reviewed every three years but may be reviewed and updated more frequently if necessary. It will be approved by the Principal.

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- The “School” refers to Jack & Jill Family of Schools, Nightingale House Pre-Preparatory and Clarence House Preparatory School (C.H.P.S.).

- “Strategic Leadership Team” refers to the team managing the School, currently including the Deputy Principal, Headteacher of Clarence House, Pre-Preparatory Lead Teacher, and Curriculum Lead.

**Reviewer: Health and Safety Compliance (December 2023)**

**Effective: December 2023**

**Next review: December 2026**

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils achieve their potential.

The Jack & Jill Family of Schools promotes equality of opportunity and anti-discriminatory practice. We ensure that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender, or ability. We promote the principles of fairness and

## **1. Aims**

The Jack and Jill Family of Schools carries out risk assessments of work activities in accordance with the Management of Health Safety at Work Regulations 1999 to ensure all tasks are identified and assessed for their potential to expose employees, visitors and students to risk.

Completion of assessments and development of appropriate actions and controls to minimise risk are the joint responsibilities of the Heads of Schools and Compliance Manager. The Jack and Jill Family of Schools plans to reduce all foreseeable hazards as far as reasonably practicable.

Heads of Schools have responsibility for ensuring that employees are aware of the risks and that they have adequate information, instruction, training, and supervision to manage these.

The Strategic Leadership Team (SLT) is responsible for ensuring adequate provisions are made, and arrangements are put in place to ensure that risks are reduced as much as reasonably practicable.

Risk assessments will be carried out to enable this and are suitable and sufficient for the nature of the work and activities.

## 2. Provision of Information

Heads, Leads, Employees and Subcontractors **must**:

- Be issued with the **Site Specific** and **Generic Risk Assessments** relating to any identified hazards and risk reduction controls associated to their work activities, and are to:
  - read relevant Risk Assessments, Safe Systems of Work or Method Statements  
or be:
  - be personally instructed in the content of the Risk Assessments and
  - be inducted into worksite safety procedures prior to commencement of new work.

## 3. Records

Heads of School and the Compliance Manager retain a signed briefing record (by employees and subcontractors) of these actions so as to provide traceable evidence that all persons affected are fully aware of all hazards, correct control procedures, safe systems of work and method statements (as applicable), and what they are to do in the event of new hazards being identified during the course of their work. This is to ensure that no person misses training and instruction.

The Compliance Manager will keep all necessary records of risk assessments and actions to be taken to deal with recognized significant health and safety risks to employees and others at the workplace.

When health and safety reviews indicate the need, assessments will be revisited to determine any necessary additional or alternative actions.

## 4. Purpose of Risk Assessment

The purpose and function of risk assessments is as follows:

- To identify operations, tasks and processes which may foreseeably cause potential harm to employees or others, including members of the public (**Hazards**)
- To identify the potential of the hazard being realised and the potential consequences which might then occur (**Risk**)
- To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of those present to the risk (**Controls**).

The Five Steps of Risk Assessment		
1	<b>Look for the hazards</b>	<ul style="list-style-type: none"> <li>• Walk around the workplace and look at what could reasonably be expected to cause harm.</li> <li>• Concentrate on significant hazards that could result in serious harm to several people.</li> </ul>
2	<b>Decide who might be harmed and how</b>	<ul style="list-style-type: none"> <li>• Employees, children, young workers, trainees, new and expectant mothers, cleaners, visitors, contractors, maintenance workers, members of the public, site operatives, other trades.</li> </ul>
3	<b>Assess the risk</b>	<ul style="list-style-type: none"> <li>• Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done e.g., additional controls.</li> <li>• <b>Ask:</b> <ul style="list-style-type: none"> <li>- How likely is it that each hazard could cause harm?</li> <li>- Will you need to do more to reduce the risk?</li> </ul> </li> <li>• For each significant hazard is the remaining risk high, medium, or low?</li> <li>• Consider:           <ul style="list-style-type: none"> <li>- Prevention of access to dangerous parts of machinery</li> <li>- Industry standards (e.g., British Standards)</li> <li>- Are measures reasonably practicable to keep the workplace safe?</li> <li>- Get rid of the hazard – or control the risk.</li> </ul> </li> </ul>
4	<b>Record your findings</b>	<ul style="list-style-type: none"> <li>• Write down significant hazards and conclusions, ensuring there are suitable and sufficient risk assessments.</li> </ul>

5	<b>Review your assessment and revise it if necessary</b>	<ul style="list-style-type: none"><li>• Ensure a proper check was made and all the obvious significant hazards have been dealt with.</li><li>• Make sure you have considered all persons affected. Precautions taken must be reasonable to ensure remaining risk is low e.g. where no further action is required.</li></ul>
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## 5. Hazard Identification

The first action in the exercise of risk assessment is to identify the hazard.

A hazard may be defined as a potential for somebody to be harmed either by an accident or exposure to a hazardous substance.

The following analysis of some common accidents highlights the most common hazards.

### Falls

Over half fatal accidents are due to falls:

- off ladders
- from scaffolds
- through fragile roofs
- through holes in roofs
- off roof edges
- from structural steel work
- from temporary working platforms
- during demolition

### Overturning and Collapsing

About a fifth of accidents are due to things overturning or collapsing. The hazard is therefore the potential for harm to people from:

- structures or buildings
- plant including:
  - lift machinery
  - vehicles
  - scaffolding

### Other Risks and Hazards

Vehicles moving around the worksite cause a fifth of accidents.

Remaining fatalities are due to a variety of causes including contact with electricity, contact with moving machinery and exposure to harmful substances

Fatalities represent the extreme accidents, but there are many more cases of minor injury and ill health (particularly Musculo-skeletal disorders (MSD) which cause a great deal of distress.

These arise from a variety of causes and must also be considered in the evaluation of risk.

## 6. Evaluation of Risk

Having identified the hazards, it is necessary to quantify the degree of risk. Risk may be defined as:

A measure of the probability that damage to life, health, property, and/or the environment will occur because of a given hazard.

Risk is determined by several factors including:

- The severity (consequence) of harm that would arise if that hazard manifested itself, e.g. how badly someone may be hurt.
- The probability that harm will occur. This will relate to the frequency of a hazardous circumstance, e.g. volume of vehicles entering and leaving a site, or number of people who may be exposed to the hazard.

The seriousness of the risk must be weighed against the difficulty and cost of removing it or reducing it. In considering the cost, no allowance should be made for the size, nature or profitability of the business concerned.

Where the difficulty and cost are high and a careful assessment of the risk shows it to be comparatively unimportant, action may not need to be taken.

On the other hand, where the **risk is high, action must be taken at whatever the cost.**

**The following equation shows how an evaluation may then be made of the risk.**

For example (from a scale of 1 to 5) using the following Risk Rating Matrix we have:

<i>Hazard Severity</i>	= 5	<i>Major – permanent disability</i>
<i>Probability of Occurrence</i>	= 3	<i>Possible</i>
<i>Rating is 5 x 3</i>	= 15	<i>Medium Action</i>
<i>Priority – Implement Controls to Reduce Risk</i>		

The Risk Rating therefore gives a numerical value.

If the worst possible scenario for both hazard severity and likelihood of occurrence is 5, the risk evaluation is:  $5 \times 5 = 25$ .

The assessed figure gives a more substantive idea of risk and the priority which should be assigned to introducing measures to control the circumstances in question. See tables below:



<b>CONTROLLING RISKS</b> (Source IOSH)		
<b>Active Monitoring</b>	<b>High Probability</b>	Where there are hazards with high likelihood and high consequence risks will be managed and monitored proactively – for example, when a dangerous machine is consistently in use and regularly accessed for maintenance and cleaning.
	<b>High Severity</b>	
<b>Emergency Planning</b>	<b>Low Probability</b>	High consequence but low likelihood issues are best suited to contingency and emergency planning – for example when there is the potential for electrical failure in organisations relying on power for safety reasons, but with well-engineered and maintained electrical system.
	<b>High Severity</b>	
<b>Good Housekeeping</b>	<b>High Probability</b>	Low consequence issues with high likelihood are usually the kind of issues which are well understood. Therefore we should be dealing with these already – for example, slips, trips and falls can often be managed through good housekeeping measures.
	<b>Low Severity</b>	
<b>Regular Reviewing</b>	<b>Low Probability</b>	Low consequence issues with low likelihood. Monitor issues for change – no further control should be necessary.
	<b>Low Severity</b>	



RISK CONTROL		
Order	Hierarchy of Risk Assessment Controls	Examples of Controls
1	Remove the hazard	Don't do it! Cordon off the Work Area
2	Substitution	Try a less risky option instead
3	Prevent Access	Guards, Fencing, Barriers & Tape, Banksman, Security
4	Reduce Exposure to the Hazard	Safe Systems of Work Permits to Work Organise Better Safety Signage Maintenance/Inspection/Supervision
5	Personal Protective Equipment (PPE)	Safety Helmets, Gloves, Safety Glasses, Safety Boots

SAFE SYSTEMS OF WORK	
1	Take the controls from your risk assessment.
2	Type these into Simple to Understand Language.
3	Issue them to the appropriate people - the people who are at risk!
4	Read the instructions to them and ensure that they understand the content.
5	Obtain signatures from employees, as evidence once they have received the instructions.

See below for an example of risk assessment.

## Risk Assessment for Educational Visits

Trip lead to complete all sections A-F with as much detail as possible and then send to [premises@jifos.uk](mailto:premises@jifos.uk) for review ahead of the event/trip day. Use the example form as a guide if needed: [Example of Event & Trip Risk Assessment.docx](#)

<b>Date of trip</b>		<b>Location</b>		<b>Trip Leader</b>		<b>Authorised by</b>	
<b>Class</b>		<b>Number of Staff</b>		<b>Number of Children</b>			

### SECTION A – Plan of the Day

Please include specific details of activities, travel, and lunches.

Time	Activity/Transport/Lunch etc

### SECTION B – Hazard Identification and Risk Assessment

Use the below scores to assess the possible risk and hazards of the event or trip

Probability		Severity		Severity							
				1	2	3	4	5			
5	Certain	5	Fatal	Single or multiple fatalities.		5	5	10	15	20	25
4	Likely	4	Major harm	Resulting in major injuries and ill health that are reportable to the HSE.		4	4	8	12	16	20
3	Possible	3	Serious harm	Resulting in significant injuries and ill health including 7-day HSE reportable injuries.		3	3	6	9	12	15
2	Unlikely	2	Minor harm	Requiring first aid only		2	2	4	6	8	10
1	Rare	1	No Harm	Harm includes injury and ill health.		1	1	2	3	4	5

Probability

### RISK SCORE IS PROBABILITY OF HARM X SEVERITY OF HARM

Risk Level	Action and timescale
<b>High</b>	Risk control measures must be implemented to reduce the risk as low as is reasonably practicable (ALARP). Action to reduce the risk should be given <b>top priority</b> with senior management involvement. If the risk cannot be reduced, work should be <b>stopped</b> .
<b>Medium</b>	Cost-effective risk control measures should be implemented to reduce the risk to a level that is ALARP <b>within a reasonable time</b> .
<b>Low</b>	The risk is considered <b>acceptable</b> and no additional risk control action is normally required. Cost-effective risk control measures may be implemented to further reduce the risk with <b>lowest priority</b> .

Definitions	
<b>Hazard</b>	A hazard is something with the potential to cause harm, which includes substances, equipment, methods of work, the work environment and other aspects of work organisation.
<b>Risk</b>	The risk is the chance, high medium or low, that somebody will be harmed by the hazard.



Floors	Children and adults from uneven flooring.	No running inside building			
Transport/vehicles	Children and/or staff could be seriously harmed if a vehicle collides with them, another vehicle, or a fixed object.	<p>Girls to enter coach from pavement side only on leaving school and staff to assist with steps and also finding seats once in coach.</p> <p>Orderly entrance and exit to coach from safest point of entry/exit in coach park at venue. Staff to assist children on and off coach and ensure those waiting for others wait in quiet line.</p> <p>Staff member to stand in the car park to stop traffic flow when alighting or exiting coach, children to cross with adult halting traffic moving around the parked coach.</p> <p>Children to be secured in seat belts and reminded to keep these on throughout the journey, adults to be seated along the coach length with children in their group.</p> <p>No eating on the coach will eliminate any choking risk.</p>			
Allergic reaction	Children/ staff could be seriously harmed if they	Allergy list and printed copy of medical care plans to be taken on trip.			

	suffer from an allergic reaction.	<p>Care plans in place for all children with allergies.</p> <p>Trained first aider to accompany group and carry first aid kit containing all emergency medication. (Mandeep and Martha)</p> <p>Mobile to be taken so group have means of contacting school/emergency services.</p>			
Missing Child	Children could suffer harm if lost.	<p>Frequent head counts</p> <p>1:5 ratio teacher- children</p> <p>Visit rules discussed with children before departing.</p> <p>Children to walk in pairs within their groups, adult helper close at all times</p>			
Electricity	Children and staff could be harmed by suffering an electric shock.	Children always supervised			
Photo permissions	Safeguarding risk	<p>Staff aware of who can/cannot be included</p> <p>Second staff member to check 'posts' on social media before sending and office will post on our behalf</p>			



Hygiene	Infection by children or staff	Hand sanitising areas throughout the building, frequent hand wash stops & before eating lunch  Accompanying parents not to attend if feeling ill			
Bites/stings	Irritation or reaction to adult or child	First aider accompanying & on duty at venue			
Weather	Sun stroke/sun burn or cold/wet	Children & adults to be dressed for expected weather – likely to be cool. PE kit can be worn.			
Water	Risk of drowning re pond dipping	Children to be warned of dangers when close to water prior to leaving school and reminded upon starting this activity  Adults to remain close to activity and supervise well			

**PART B - Allergies and Dietary Requirements**

Please include specific details of how to deal with any know health problems

Childs Name		Allergies / Dietary Requirements	Symptoms	Medication required



**PART D – Communication**

How will you communicate these risks and hazards to your team who are attending the event or trip?

Method of communicating risk control measures to your team	Date Communicated	Responsible Person	Title/Role

**PART E – Post Assessment of Event or Trip**

What were the risks and hazards on the day? This will be used to plan accordingly for the same event or trip next time.

Review date	Carried out by	Action taken

**PART F – Emergency Contact Details**

Who is the main contact on the event or trip to be contacted in an emergency?

Ref	Contact Name	Phone Number	Email Address
1			
2			
3	<b>SCREENSHOT OF CHILDREN'S CONTACT DETAILS TO BE AVAILABLE OFFLINE ON SCHOOL IPAD TO ACCOMPANY TRIP FOR USE IN EMERGENCY VIA STAFF MOBILE</b>		

**Please also read any information /risk assessment from venue**

Insurance: (For all members of the proposed party) - AON Academia Ltd, Insurance House, 125-129 Vaughan Way, Leicester, LE1 4SB  
Telephone: 0116 280 7120 - Policy number: IND 00097

Completed by:		Reviewed by:		Signed off by:	
Date:		Date:		Date:	