

For this we stand:
to search for truth;
to live in love;
to grow together.



“Speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is Jesus Christ”

Ephesians 4

BISHOP WORDSWORTH’S SCHOOL HEALTH & SAFETY POLICY

A Statutory Policy

Definitions:

1. ‘Parent(s)’ includes guardian(s) or any person who has parental responsibility for the pupil or who has care of the pupil.
2. ‘Is to’, ‘are to’ and ‘must’ are obligatory. ‘Should’ is not obligatory but is good practice and is to be followed unless non-compliance can be justified.

INTRODUCTION

1. The Governors of Bishop Wordsworth’s School (the School) recognise their corporate responsibility to provide as far as reasonably practicable a safe and healthy environment for pupils and staff on and off site. They also acknowledge their responsibility to all other school users including parents, visitors and contractors while on site.

POLICY

2. The Governors of the School will take all reasonable, practicable steps to fulfil their responsibility to provide a safe and healthy environment for all users of the premises and to pay particular attention to meeting the requirements of the Health and Safety at Work Act 1974 and all relevant statutory provisions.
3. This Policy applies to all permanent and temporary accommodation on the site.

AIMS

The aim of this policy is to:

- a. Prevent cases of work-related ill-health / accidents
- b. Maintain safe and healthy working conditions
- c. Manage health and safety risks in the school
- d. Provide clear instructions and information and adequate training to ensure employees are competent to do their work and that students are kept safe
- e. Outline Personal Protective Equipment provision and when it should be used
- f. Consult with our employees on matters affecting Health and Safety
- g. Provide and maintain safe plant and equipment
- h. Ensure the safe handling and use of substances

- i. Implement emergency procedures, including evacuation in the case of fire or other significant incidents
- j. Review this policy regularly and revise / update when required

DUTIES

4. The Governors' duties set out in the Health and Safety at Work Act 1974 are as follows:

- a. Make safe plant, places of work, premises, equipment and systems.
- b. Make arrangements for the safe use, handling, storage and transportation of articles and substances.
- c. Provide appropriate security arrangements including a major incident plan for disaster/business continuity management.
- d. Provide information, instruction, training and supervision by first aid personnel to ensure the health and safety of all those on the premises.
- e. Provide adequate first aid and other welfare facilities.
- f. Provide safe means of access and egress.
- g. Provide opportunities for consultation with staff and trade union representatives in promoting health and safety at work.

5. Governors require the School's employees to fulfil their legal obligation to co-operate in the operation of this Policy; employees are to:

- a. Support and implement this Policy.
- b. Set a personal example through safe behaviour and comply with appropriate safety warnings.
- c. Observe standards of dress consistent with safety and/or hygiene; accept that the safety equipment, protective clothing and procedures provided must be employed as appropriate to the hazard and in the manner prescribed; not interfere with or misuse equipment which has been provided in the interests of health and safety.
- d. Comply with safety procedures, whether written or brought to their attention by other means; familiarise themselves with procedures for emergency evacuation.
- e. Satisfy themselves when using plant, machinery, tools or equipment that it is not defective and that it is suitable for the task; where there is doubt, refer equipment to a supervisory officer. When required, ensure that it has current valid test certificates where appropriate.
- f. Ensure that any equipment to be purchased, hired or installed by the School is suitable for its intended use and location and complies with the appropriate safety regulations. Full operating and maintenance instructions, written in English, must be provided and made available for use.
- g. Report to the designated person if inadequacies are detected in any safety procedures.
- h. Be conscious of the health, safety and welfare of themselves, their colleagues, pupils in their care and members of the public, and do nothing by act or omission which may adversely affect themselves or those others.

- i. Report all incidents which have led or could lead to damage or injury, accidents, reportable diseases, dangerous occurrences and potentially hazardous incidents in accordance with prescribed procedures, and assist any resulting investigation.
- j. Teach safety as an integral part of courses, both by formal teaching, where appropriate, and by example, by ensuring that no School user sees or is allowed to do anything which does not correspond to the best industrial or teaching practice.
- k. Prohibit any pupil who refuses to adopt safe working procedures from taking part in the lesson, and refer the pupil so that appropriate disciplinary action can be taken.
- l. Inform contractors and other workers not employed by the School of appropriate health and safety regulations and of appropriate points from this Health & Safety policy.

DESIGNATED RESPONSIBILITIES

6. **The Governors' Admissions, Property, Health and Safety Committee.** The Health and Safety functions of the Governors' Admissions, Property Health and Safety Committee are:

- a. The appointment of a Link Governor to monitor Health and Safety issues.
- b. The study of accidents and notifiable diseases for any trends and initiating and checking corrective action if appropriate.
- c. The examination of safety reports for any trends and initiating and checking corrective action where appropriate.
- d. To ensure adequate training provision for all staff.
- e. To consider reports submitted by safety representatives.
- f. To consider reports and factual information provided by inspectors for the enforcing authority appointed under the Health and Safety at Work Act.
- g. To assist in the development, implementation and review of School safety rules and safe systems, working within current legislation and co-operating with trade union and professional association representatives.
- h. To monitor the effectiveness of the safety content of staff training.
- i. To monitor the adequacy of health and safety communication and publicity in the School.
- j. To provide a link with the appropriate inspectorates of the enforcing authority.
- k. To review annually and revise all health and safety practices in the light of any new legislation.
- l. To make recommendations to the Governing Body.

7. **The Head.** The ultimate responsibility for the implementation of the Health and Safety Policy within the School lies with the Head. However, the Bursar is delegated by the Governors to supervise, monitor and control all matters relating to health and safety and to act as the Health and Safety Officer.

8. **The Leadership Team.** The Leadership Team is to:

- a. Organise the School so that there is no unacceptable risk to members of staff, pupils or other users of property.

- b. Ensure that all staff are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development.
- c. Set a personal example and encourage a safe attitude towards work amongst all employees.
- d. Ensure that there are safe systems of work and that all members of staff and pupils use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures.
- e. Co-operate with the safety representatives of recognised trade unions.
- f. Be aware of the provisions of the Major Incident Plan and their responsibilities detailed within it.

9. **The Health and Safety Officer.** The Health and Safety Officer is the Bursar who is to work in conjunction with the Site Manager. Responsibilities include:

- a. Monitoring and implementing the general safety programme with the Head and the Site Manager.
- b. Setting a personal example and encouraging a safe attitude towards work amongst all staff and pupils.
- c. In conjunction with the Site Manager, carrying out regular programmes of inspection of the premises including:
 - (1) Maintenance and, where necessary, examination and testing of plant and equipment including electrical equipment.
 - (2) Local exhaust ventilation.
 - (3) Pressure systems.
 - (4) Gas appliances.
 - (5) Lifting equipment.
 - (6) Glazing safety.

Such inspections might also include a governor and the Head or another member of the Leadership Team.

- d. Ensuring all accidents and hazardous situations are reported.
- e. Analysing accident reports and reporting to the Governors' Admissions, Property, Health and Safety Committee.
- f. Establishing and monitoring first aid procedures. Review from time to time appropriate first aid and emergency regulations.
- g. Being the focal point for day to day references on safety and give advice or indicate sources of advice.
- h. Co-ordinating and implementing the School's safety regulations as approved by the Governors' Admissions, Property Health and Safety Committee.
- i. Establishing and monitoring fire procedures.
- j. Setting a personal example and encouraging a safe attitude towards work amongst all staff and pupils.
- k. Establishing protective clothing and equipment needs and establishing monitoring procedures for their use.

l. Reporting all known hazards immediately and stopping any practices or the use of any plant, tools, equipment etc considered to be unsafe until their safety is satisfactory.

m. Making recommendations for additions or improvements to plant, tool, equipment etc which are dangerous or potentially so.

10. **Competent Authority.** The Bursar is to appoint an external body as the School's competent person within the requirements of the Management of Health and Safety at Work Regulations 1999. This will normally be a NEBOSH qualified consultant who will provide:

a. An annual H&S audit and report for governors.

b. On call advice for H&S issues as they emerge.

11. **Department and Faculty Heads.** As well as the duties which all members of staff have (see Paragraph 12), Department and Faculty Heads have overall day-to-day responsibility for the implementation and operation of this policy within their areas of responsibility. As such, they are to ensure that:

a. They monitor the standard of health and safety and encourage staff, students and others to achieve the highest possible standards.

b. Health and safety regulations, rules, procedures and codes of practice are being applied effectively.

c. Staff, students and others under their care or control are instructed in safe working practices.

d. New employees working within their area are given instruction in safe working practices.

e. Risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary.

f. Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary.

g. Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.

h. Plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only.

i. Appropriate protective clothing and equipment, first aid and firefighting equipment are provided and readily available in the department in which they work.

j. Hazardous and highly flammable substances are correctly stored and labelled and exposure is minimised.

k. They monitor the standard of health and safety and encourage staff, students and others to achieve the highest possible standards.

l. They report any health and safety concerns to the Headteacher.

12. **All Staff.** Staff are to familiarise themselves with the health and safety aspects of their work. In particular, they are to:

a. 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.

b. Follow agreed working practices and safety procedures.

- c. Report any accident, near miss, incidents of violence, including verbal abuse or any hazard.
- d. Ensure health and safety equipment is not misused or interfered with.

13. **Staff Development.** The Assistant Head (CPD) is to determine the training needs of staff in consultation with the Bursar and heads of departments. The table at annex A details the types and frequency of training to be undertaken by specific appointments. Records are to be retained as indicated in the table.

HIRERS, CONTRACTORS AND OTHERS

14. The Headteacher 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.

15. 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.

16. When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 11 of this document. Hirers are to be familiar with this policy, comply with all safety directives of the Governing Body and, without the prior consent of the Governing Body, are not to:

- a. Introduce equipment for use on the school premises.
- b. Alter fixed installations.
- c. Remove fire and safety notices or equipment.
- d. Take any action that may create hazards for persons using the premises or the staff or students of the School.

17. Contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises:

- a. The contractors will, when necessary, apply and adhere to the Construction (Design & Management) Regulations (CDM).
- b. Depending on the complexity of the project and at the discretion of the Site Manager, contractors may be required to submit a risk assessment to the School before starting work.
- c. Contractors are to be informed of times of breaks including lunchtime and advised to minimize vehicle movement during these times.
- d. Contractors are never to leave tools unattended.
- e. If contractors' work causes problems for the School, such as noise, dust, paint fumes etc, it may be necessary to agree that operations are suspended. This situation might particularly apply during exam periods. Where dust is a problem, it may be necessary to arrange for those areas to be cleaned more frequently.
- f. Operations such as the erection of scaffolding and fencing, or the movement of mobile scaffolds, should not be carried out when students are in the vicinity.
- g. Precautions are to be taken to prevent debris etc, from falling.

- h. Contractors are to be briefed on vehicle safety and emergency procedures involving fire safety and evacuation. Escape routes are to be kept clear at all times and/or alternative routes identified and all staff advised.
- i. Any work on fragile roof coverings, glazed roof lights or the use of hot tar on roof surfaces may warrant the evacuation of the area immediately below.
- j. Appropriate safety precautions must be taken with regard to any work involving the burning off of external paint which could contain lead. The prevention of contamination caused by dust containing lead must be ensured as a matter of priority.
- k. Any contractors' electrical equipment used on site is to conform to the electricity at Work (Portable Appliance) Regulations.
- l. The Contractor is to inform the Site Manager of any substance likely to cause a risk to others.
- m. Evidence of Disclosure Barring Service (DBS) clearance in the form of a letter from the parent company confirming clearance will be necessary for any contractors who are deemed to have the opportunity for regular contact with students. In the situation of a main contractor working within a compound with private facilities, this will not be required unless deemed necessary by the Head following a risk assessment.

SUPPORTING PROCEDURES

18. Internal Audit Process

As part of our commitment to robust governance and continuous improvement, an internal audit is conducted each term throughout the academic year under the oversight of the Governing Body. This comprehensive audit process encompasses key operational areas including Infrastructure, Governance, Finance, Human Resources, and the associated risk management frameworks within these domains.

An Internal Audit Schedule is maintained and followed annually to ensure systematic coverage of all critical areas. The internal audit is carried out in accordance with best practices and in line with regulatory expectations, with findings meticulously documented.

An Internal Audit Report for each term is prepared and submitted for detailed review by the Finance, Audit and Risk Committee. The committee rigorously scrutinises the report, evaluates the effectiveness of current controls, and ensures that any identified risks are appropriately mitigated. Recommendations and action points arising from the audit are tracked and followed up as part of the organisation's continuous improvement cycle.

19. Protective Clothing and Equipment. The School Health and Safety Officer, Heads of Department, Site Manager, and Senior Science Technician are to determine the type and quantity of protective clothing or equipment necessary for the protection of all employees, pupils and visitors, and the circumstances in which clothing and equipment are used if not already directed by statutory regulations. Staff issued with protective clothing are to wear that protective clothing during work hours. Sufficient protective equipment is to be available for use by staff and pupils. In areas where the wearing of protective equipment is a statutory requirement, members of the public visiting the area are to wear the equipment available. Specific responsibilities are shown below:

Appointment	Responsibility	Comment
Bursar (H&S Officer)	Overall	Will arbitrate where necessary
Heads of Department	Protective clothing and equipment for students and staff	Commensurate with risk of teaching & learning activity
Senior Science Technician	Procurement of protective clothing and equipment for science	Commensurate with all risks for teaching and learning, and related activities
Site Manager	Procurement of protective clothing and equipment for Site Team	Commensurate with all risks for site management activities
Catering Manager	Procurement of protective clothing and equipment for Catering Staff	Commensurate with all risks for catering activities

20. **Fire and Emergency.**

- a. The Health and Safety Officer is to ensure that a Fire Action notice giving instructions on the action to be taken in the event of fire or other emergency is displayed at appropriate places around the site.
- b. In liaison with the Health and Safety Officer, the Site Manager is to ensure that a fire risk assessment is conducted triennially and reviewed annually. Fire alarms are tested every 3 months and fire-fighting equipment are tested and inspected annually to meet legal requirements, in accordance with the Regulatory Reform (Fire Safety) Order 2025. The Fire Risk Assessment must be conducted by a competent Fire risk assessor who must hold a recognised qualification such as Level 3 or Level 6 in Fire Risk Assessment.
- c. All staff must familiarise themselves with the instructions of the emergency procedure and fully understand them. All must ensure that escape routes are not obstructed and that whenever the building is occupied the emergency exits are free to open and that smoke-stop doors are not wedged in the open or shut position other than in extreme circumstances such as required by the lockdown procedure.
- d. All staff are to be familiar with the Fire Prevention & Procedures (contained in separate document).

21. **Accidents and Injuries.** There is a separate Accident Procedure that should be read in conjunction with this document. In outline:

- a. Minor accidents are to be reported to and recorded by Reception. If a student is involved, parents are to be informed if necessary and the detail recorded on the student's record. If further action is needed then the circumstances of the accident and any treatment needed are recorded formally for reporting to governors in due course.
- b. Record books kept in workshops, laboratories and other departments are to be completed and made available for inspection by the Admissions, Property, Health and Safety Committee on request.

- c. Incidents and potential hazards are to be reported to the Bursar.
- d. Serious injuries and other dangerous occurrences are to be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2019 (RIDDOR) using the online form on the Health and Safety Executive website. This is to be carried out by whoever initially reported the incident in conjunction with the Bursar.

22. **Games and Physical Education**

a. The School understands its duty of care towards students and visitors that are participating in sporting activities, whether they be part of curricular physical education and games lessons or extra-curricular activities. Staff that are organising such activities are responsible for the safety of the premises and equipment and for the quality of supervision. They are to ensure that safety procedures and protocols for the given activity are at least as good as those recognised and recommended by an appropriate sporting body.

b. Notwithstanding the above, most sports have an intrinsic risk of injury that arises from the rough and tumble of the game and by participating in them parents and students acknowledge that they do so at their own risk, other than in the case of negligence by the School in its duty of care outlined above.

23. **First Aid.** There is a separate First Aid Procedure that should be read in conjunction with this document.

24. **Departmental Risk Assessment.** The procedure for departmental risk assessment is detailed in annex B.

25. **Vehicular and Pedestrian Access.** The Bursar is to decide and give directions to staff on the following:

- a. Those areas of the School site where parking is permitted.
- b. Vehicular access arrangements to, from and within the School site, including timings and procedures to avoid busy periods during breaks and lesson change-overs.
- c. Use of bicycles on the School site.
- d. The putting down and pick up arrangements for students transported by private cars etc.
- e. **Exeter Street Crossing.** Staff and students transiting between Bishopgate and the main site are to use the pedestrian crossing only and must wait for the green light to indicate that it is safe to cross.
- f. **Britford Lane.** Students transiting to the sports field at Britford Lane are to be instructed to travel in small groups and not individually, to use the under pass near the roundabout and to be alert to traffic on Britford Lane (an unadopted road without pavement).

26. **Travel for Trips and Activities.** For flexibility and to minimise cost, travel for trips and activities may be by school minibus, hired/ public transport or the personal vehicles of staff, parents or pupils. Drivers are responsible for ensuring that their vehicle is road-worthy and insured and that they hold the appropriate driving licence. For those with only social, domestic cover, the business element of personal use is covered by the School's occasional business use insurance policy. This includes parents, guardians and other volunteers, as well as staff.

27. **Other Procedures.** The following other procedures are contained in supporting annexes:

- A. Training.
- B. Departmental Risk Assessment.
- C. Asbestos Management Plan.
- D. Healthy Eating and Food Safety.
- E. Working at Heights.
- F. Electrical Safety.
- G. Display Screen Equipment.
- H. Legionella Risk Management.
- I. Manual Handling.
- J. Gas Safety.

CHANGES IN LEGISLATION

28. If, during the currency of this Policy, any statute or statutory instrument is enacted that adds to, modifies or is in conflict with any provisions of the Policy, then the Policy will be deemed to include any such statutory provision to the extent necessary to make the Policy compliant with that provision.

MONITORING AND EVALUATION

29. This Policy is to be reviewed annually. It was first adopted in April 1996. The most recent 3 years' review history is below:

7 th November 2023	Minor updates
5 th November 2024	Minor updates
18 th November 2025	Minor updates
13 th April 2026	Removal of Annexes 'Outdoor Educational Activities' and 'Off-site Activities' – moved into single Educational Visits Policy

**ANNEX A TO
HEALTH & SAFETY POLICY**

TRAINING

Course	All	First aiders	Reception	Site Team	Bursar	Science technicians	ICT technicians	Catering staff	Head of Physics	Records kept by
H&S for managers					Triennial					AH(CPD)
H&S for site managers				Triennial						AH(CPD)
First aid		Triennial								AH(CPD)
Manual handling			Triennial	Triennial			Triennial			AH(CPD)
Working at heights				Triennial			Triennial			AH(CPD)
Fire update (internal briefing)	Annual									AH(CPD)
H&S update (internal briefing)	Annual									AH(CPD)
Food hygiene								Triennial		AH(CPD)
Radio activity protection supervisor									On appointment	AH(CPD)
CLEAPSS induction						On appointment				Science Technician Advisor
CLEAPPS update						Annual				Science Technician Advisor
COSHH induction						On appointment				Science Technician Advisor

DEPARTMENTAL RISK ASSESSMENT

1. Risk Assessment is an examination of any hazard which could cause harm to staff, student or visitors. "Hazard" means anything that can cause harm (e.g. chemicals, electricity, working from ladders, etc.). "Risk" is the chance, great or small, that someone will be harmed by the hazard.
2. A standardised Risk Assessment format should be used
3. There are two broad categories of assessment:
 - a. Enduring – covering normal school activity in a given area; they are subject to periodic review or updated when circumstances change.
 - b. Occasional – one-off assessment to cover a specific activity.
4. The table below shows who has the lead for assessing risk. The allocation of this lead role does not obviate any member of staff from their due regard for health and safety and from assessing risks when conducting any activity out of the ordinary.

Enduring	
Area	Lead
Britford Lane	Groundsman
Science	Director of Science
Sports Hall including yards	Director of Sport
Maths Block including staff room	Head of Mathematics
Design Technology	Head of Design Technology
Chapel Block	IT Network Manager
Paddock Block & yard	Head of English
Bishopgate	Director of Music
Kitchen & dining room	Catering Manager
Reception	Lead Receptionist
Number 11 including gardens	Assistant Head (Assessment)
Sixth Form Block & courtyard	Head of Sixth Form
Art Block	Head of Art
Workshop	Site Manager
Occasional	
Trips	Trip leader
Events	Event organiser
Works	Site Team and/or contractor

5. The risk assessment is to:
 - a. Identify potential hazards.
 - b. Assess the level of risk each brings.
 - c. Determine what action, if any, is necessary to reduce the risk to an acceptable and manageable level.

6. Factors to consider, not exclusively, are:

- Access to unsafe areas (e.g. plant rooms)
- Ball games close to windows
- Climbing hazards
- Corridor constriction
- Door or window opening onto walkway
- Food preparation and storage
- Free-standing sports equipment
- Hazardous materials
- Hot surfaces or materials
- Hygiene facilities
- Lifting hazards
- Machinery
- Moving vehicles
- Sharp edges
- Slip or trip hazards
- Stairs and handrails
- Student physical activities
- Toppling furniture
- Unsafe building, wall, fence or other structure
- Unsafe glazing
- Working at height
- Other

7. There is a separate risk assessment form for trips, which is available on the G drive or from the Trips Administrator/EVC.

8. Assessors should note that the following are subject to school-wide inspections/assessments and need not be separately addressed in these departmental assessments though staff are free to raise any concerns if an issue comes to light that has not been noted otherwise.

- Fire
- Security
- Legionella
- Gas safety
- Electrical safety
- Asbestos

9. Risk Assessments are to be reviewed annually or whenever there is a significant change of procedure, staffing or regulation or after an accident or incident. A record of the assessment is to be retained by the lead assessor.

ASBESTOS MANAGEMENT PLAN

GENERAL

1. There is a statutory duty under the Control of Asbestos Regulations 2006 for asbestos to be managed so that the risks to staff and pupils are as low as is reasonably practicable.
2. This duty is fulfilled via this Plan.

THE DANGER

3. Asbestos is made up of thin fibres which can break down into much smaller and thinner fibres. The smallest fibres cannot be seen with the naked eye but they can be breathed in. Asbestos fibres are only dangerous if they are made airborne and breathed in, but ALL types of asbestos fibres are potentially fatal if breathed in. The fibres that are breathed in can become stuck in the lungs and damage them which can cause scars that stop the lungs working properly (asbestosis) or can cause cancer. The main types of cancer caused by asbestos are cancer of the lung and cancer of the lining of the lung (mesothelioma). These diseases can take from 10 to 60 years to develop and there is no cure for any of them.

WHERE ASBESTOS IS FOUND

4. Asbestos is most likely to be found in buildings built or refurbished before 2000. Many thousands of tonnes of asbestos products were used in buildings. Much of it is still there and these products cannot easily be identified from their appearance.
5. The most common uses of asbestos in buildings were:
 - a. Loose packing between floors and in partition walls.
 - b. Sprayed ('limpet') fire insulation on structural beams and girders.
 - c. Lagging, e.g. on pipework, boilers, calorifiers, heat exchangers, insulating jackets for cold water tanks, around ducts.
 - d. Asbestos insulation board, e.g. ceiling tiles, partition walls, soffits, service duct covers, fire breaks, heater cupboards, door panels, lift shaft linings, fire surrounds.
 - e. Asbestos cement, e.g. roof sheeting, wall cladding, walls and ceilings, bath panels, boiler and incinerator flues, fire surrounds, gutters, rainwater pipes, water tanks.
 - f. Other products, e.g. floor tiles, mastics, sealants, textured decorative coatings (such as artex), rope seals, gaskets (e.g. pipework), millboards, paper products, fire doors, cloth (e.g. fire blankets), bituminous products (roofing felt).

THE PLAN

6. **Notification.** All staff are required to report immediately to the Head if they know or suspect that staff or pupils could or have come into contact with asbestos products that are damaged and therefore dangerous.
7. **Asbestos Register.** An annual asbestos check is to be commissioned from an appropriately qualified external contractor and the register updated. This register is kept in Reception.
8. **Six-Monthly Check.** In house checks are to be carried out of those areas identified by the contractor as requiring such 6 monthly checks.

9. **Training.** In house staff are to receive asbestos handling training before they may work with asbestos. At present, there is no member of staff appropriately qualified so no asbestos handling is to be conducted by in house staff. Contracts involving asbestos handling are not to be let to external contractors unless they state that their staff have received relevant training.

10. **External Contractors.** Before commencing any work, the asbestos register is to be brought to the attention of external contractors so that they are aware of any asbestos in the vicinity of their work. An appropriate risk assessment is to be carried out before any work is carried out that could involve asbestos.

11. **Action if Asbestos Contamination is Suspected.** If asbestos contamination is suspected the area is to be evacuated and isolated if possible. Thereafter, decontamination is to be by trained external or internal staff as appropriate.

HEALTHY EATING AND FOOD SAFETY

Aims

The aims of the Policy are to:

- Enable students to make healthy food choices.
- Provide healthy food and drink choices throughout the school day.
- Promote the learning of healthy eating outside of school.
- Promote the health and well-being of students, staff and visitors to the School.

1. Bishop Wordsworth's School is dedicated to providing an environment that promotes healthy eating and enabling students to make informed choices about the food they eat. This will be achieved by the whole school approach to food and nutrition documented in this whole school food policy. This policy covers all aspects of food and drink at school.

2. The nutritional principles of this Policy are based on current DfE standards for school food. Further, the School sources fresh meat and vegetables from local suppliers where it is cost effective to do so.

3. This Policy is co-ordinated by the Catering Manager.

Curriculum. Cookery is taught to students in Year 8 as part of the Design & Technology Course and in Year 12 as part of enrichment. The importance of healthy eating and healthy life styles is also included in Science, PE and PSHE.

Regulations and Standards. Relevant government guidance, which the School follows, is here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788884/School-food-in-England-April2019-FINAL.pdf

SERVICES

4. **Breakfast.** The school operates a breakfast club as a take-away service for students before the school day. The menu includes porridge, fruit, bacon rolls and pastries.

5. **Break-Time Snacks** The school understands that snacks can be an important part of the diet of young people and can contribute positively towards a balanced diet. The school discourages the consumption of snacks high in fat and sugar at break-time. Hot food served at morning break consists of home-baked pizza slices and school-compliant sausage rolls. A selection of baked goods and drinks is also available.

6. **Lunch** Food prepared by the school catering team meets the National Nutritional Standards for School Lunches. We encourage students to have a school lunch provided by our catering service and free school meals are provided to all those that are eligible. Healthy options are promoted at lunchtime and there is always a choice of dishes and a fresh vegetarian or vegan option. We encourage students to select vegetables and fresh fruit with their meal.

7. **Shacks.** A service offering sandwiches, paninis, snacks, fruit and drinks is served at various locations (“shacks”) around the school site.

8. **Drinks.** The School complies with the National Nutritional Standards for Healthy School Lunches, which recommend that drinking water should be available to all students without charge. Students are expected to have a water bottle which can be refilled at any time and a selection of school compliant drinks is available for purchase throughout the day.

FOOD SAFETY

9. All catering staff have Level 2 or Level 3 food hygiene certification. Appropriate food safety precautions are taken when food is prepared or stored. These vary depending on the food on offer and include:

- Storage and washing facilities.
- Food safety and hygiene training.
- Suitable equipment and protective clothing.
- Identification and control of food safety hazards.
- Cascade of information to everyone who is involved with food-related activities in school.
- Food safety information displays.
- Monitoring by the Environmental Health Officer.

10. Students are encouraged to inform the School of specific health or dietary issues, such as celiac, so that appropriate choices can be offered.

11. The school site is a “no nuts” site. This includes not only the food that is offered by the catering department but all staff and students are prohibited from bringing products containing nuts, even for their own consumption, onto the site.

12. The weekly menus are displayed in the Dining Hall and are posted to the website during the previous week. Allergens are shown next to the menu items and all home-produced food is clearly labelled with allergen information.

WORKING AT HEIGHT

1. The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on the School which controls its own staff working at height or contracts others to work at height to the extent that the School controls the work. Falling from a height is one of the most common causes of serious injury and it is an absolute requirement for the School to provide appropriate means of access.

2. **Principles.** Each task is to be assessed on its own merits though some general principles are to be applied:

- a. Avoid working at height where possible.
- b. Ensure that work at height is properly planned and organised.
- c. Ensure those involved are trained and/or competent.
- d. Plan for emergencies and rescue.
- e. Use work equipment or other measures to prevent falls where work at height cannot be avoided.
- f. Where risk of fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- g. Inspect equipment before use.
- h. Take account of weather conditions.
- i. Ensure the surrounding area is safe.
- j. Control risk from fragile surfaces.
- k. Control risks from falling objects.

2. **Roofs.**

- a. As a general rule, access to roofs is to be avoided.
- b. No students and only staff and contractors who have been authorised by the Bursar are allowed on to any roof, into any roof space or otherwise to be at roof height.
- c. Proposed access is to be subject to a risk assessment and a system of work approved by a competent person. This is to include access, fall protection, fall arrest information and the movement and storage of tools, equipment and materials.
- d. Suitable footwear and any other relevant protective clothing is to be worn.
- e. The length of time spent on a roof is to be minimised.
- f. Access to any single storey flat roof is by means of a suitable access device. In most cases this will be a ladder although tower scaffolds or hydraulic man-lifts may occasionally be used.
- g. Permanent fixing points to which ladders can be tied are to be provided where access is regularly and frequently required.
- h. Permanent edge protection is to be provided where roof work is regularly and frequently undertaken.

- i. The asbestos register is to be consulted.
 - j. Adequate lighting is to be available.
 - k. As a general rule, ladders should not be used as a working platform and only when both feet and one hand can be securely on the ladder at any particular moment.
3. **Access Equipment.** Appropriate means for working at height (roof or otherwise) can be a kick-stool, stepladder, ladder, trestle or tower scaffold. Chairs, tables, boxes, shelving and any other non-load bearing object are not appropriate means and must not be used. Guidelines for use:
- a. Ladders.
 - Check the condition of the ladder before use.
 - Ensure the ladder is of sufficient length. The ladder must extend at least 1.05m above the landing place or the highest rung to be used.
 - Secure the ladder by tying it to the structure and use an anti-slip device at the base of the ladder. If this is not possible, have a second person foot the ladder but be aware that this is only effective up to a height of 5m.
 - No more than one person on the ladder at a time.
 - Use on a level and firm base.
 - Incline the ladder at an approximate 75° angle.
 - Face the ladder at all times and keep weight centred between the stiles.
 - There should be three points of body contact with the ladder at all times.
 - Do not overstretch – get down and move the ladder.
 - Beware of using ladders in high winds or in close proximity to power cables, particularly if made of metal.
 - b. Stepladders.
 - Check the condition of the stepladder before use.
 - Ensure legs are fully apart and locked in position.
 - Use on a level and firm base.
 - No more than one person on the stepladder at a time.
 - Never stand or sit on the top rung and only go as high as you need.
 - Use the handrail for support.
 - Keep your weight over the centre of the stepladder.
 - Do not hang things off the stepladder.
 - Do not overstretch – get down and move the stepladder.
 - Do not straddle the stepladder.
 - Use stepladders 'face-on' and not 'side-on' to the job.
 - c. Kickstools.
 - Check rubber grip mat is in place on the top of the kickstool.
 - Check wing nuts are tight underneath.
 - Do not overstretch – use a stepladder.
 - d. Trestles.
 - Check the condition of the trestle before use.
 - Ensure it can bear the weight of the planned use.

- Use a level and firm base.
 - Do not store equipment or materials on the platform.
 - Access the trestle by a ladder or stepladder.
- e. Scaffold Towers.
- Scaffold towers are to be assembled and used by trained and/or competent persons.
- f. Inspections.
- Access equipment is to be inspected by a competent person before use and details of the check to be entered in the Site Manager's register.

ELECTRICAL SAFETY

Maintenance of Fixed Wiring and Apparatus

1. The Site Manager is responsible for the maintenance of fixed wiring and apparatus in conjunction with a 5-yearly inspection and risk assessment conducted by an approved contractor.
2. All staff are to proactively support the Site Team in this task by periodically checking their work environments for signs of damage to sockets, switches and equipment and to report any concerns.
3. In the event of potentially unsafe wiring or apparatus being noted, the Site Manager is to take immediate steps to isolate the problem until it can be repaired by an appropriately qualified individual.

Maintenance of Portable Equipment

4. The School operates an inspection regime in proportion to the likelihood of portable equipment becoming damaged or developing a fault. It has three tiers:
 - a. User checks.
 - b. Competent person checks (CPC).
 - c. Formal portable appliance test (PAT).

In the event of potentially equipment being noted, the Site Manager is to take immediate steps to isolate the problem until it can be repaired by an appropriately qualified individual.

5. **User Checks.** User checks should be carried out before electrical equipment is used ideally, with the equipment disconnected, looking for:
 - Damage to the cable including fraying, cuts or heavy scuffing.
 - Cables trapped under furniture, under carpets or in the hinges of floor boxes.
 - Damage to the plug, e.g. cracked or chipped casing or bent pins;
 - Tape applied to the cable which may hide defects or joints.
 - Coloured wires visible where the lead joins the plug indicating the cable is not being gripped securely where it enters the plug.
 - Signs of overheating, such as burn marks or staining on the plug, cable or piece of equipment;
 - Damage to the outer cover of the equipment itself, including loose parts or screws.
 - Equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments.
6. **CPC.** The competent person is to consider whether:
 - The electrical equipment is being used in accordance with the manufacturer's instructions;
 - The equipment is suitable for the job.

- The user has reported any issues.
- There are no signs of internal damage, overheating or water damage to the plug.
- A proper fuse of the correct rating for the appliance in use.
- The wires including the earth, where fitted, are attached to the correct terminal.
- The terminal screws are tight.
- The cord grip is holding the sheath of the cable tightly.
- No bare wire is visible other than at the terminals.

Competent person checks are to be recorded.

7. **PAT.** PAT is to be conducted by an appropriately trained and competent person, the equipment so tested is to be labelled and the test date recorded.
8. **Frequency.** The Site Manager is to hold an inventory of electrical equipment and is to administer an inspection regime as follows:

Equipment	User	CPC	PAT
Battery-operated equipment and low voltage equipment e.g. telephones	No	No	No
Desktop computer equipment	No	Triennial	No
Photocopiers and printers	No	Triennial	No
Appliances (e.g. fridges, ovens)	No	Triennial	No
Office equipment, not hand-held (e.g. fans, desk-lamps)	No	Triennial	Biennial
Specialist equipment and tools (Site Team, DT Science, kitchen, cleaners)	Yes	Annual	Biennial
Battery chargers	Yes	Annual	Biennial

9. **Competent Persons.** The following are designated as competent persons within the meaning of this Annex:
 - DT – DT Technician.
 - Science – Science Technicians.
 - ICT Equipment – ICT Staff.
 - All others – Site Team.
10. **Hirings.** External users or hirers of any of the School's premises are to either have their electrical equipment tested or are to use a suitable protective device such as a circuit breaker or residual current device.

DISPLAY SCREEN EQUIPMENT

1. This guidance aims to prevent the onset of any of the health effects associated with working for long periods, or working repetitively, in a poor posture and is primarily aimed at employees. There is no requirement to ensure equipment used by students meets legislative standards although the School encourages good working practices for all. This advice is thus aimed at those employees involved in display screen equipment (DSE) work that feature long periods sat in a fixed posture and those liable to be making extensive repetitive wrist, hand or finger movements. All staff less the caterers, Site Team, Art Technicians and Science Technicians are designated as “DSE Users”.

DSE workstation self-assessments

2. DSE Users are to conduct a workstation self-assessment on the following occasions:
 - a. On starting employment.
 - b. When a new workstation is set up.
 - c. When an existing workstation is modified.
 - d. When occupying a new location.
 - e. For expectant mothers.
 - f. For working at home.
 - g. When a concern has been raised
3. The workstation includes the screen, keyboard, other parts of the computer and its accessories (such as the mouse or other input devices), the desk, chair and the immediate work environment. Mobile devices such as laptops, tablets, mobile phones and other portable equipment are also within scope but not interactive whiteboards. A workstation self-assessment template is at the Annex.
4. DSE Users are to resolve any issues themselves where possible; others are to be discussed with the DSE User’s line manager for a solution to be found. In extreme circumstances, occupational health referrals may be required. The self-assessment form and a record of any corrective action taken are to be retained by the DSE User.

Good Working Practices

5. DSE Users are encouraged to:
 - a. Take a ‘micro-break’ and move every 20 minutes; this can simply be standing up, have a ‘move about’ and a stretch for 20 seconds.
 - b. Take a longer break away from the desk approximately every 40 minutes, this should be between 3 and 5 minutes to make a cup of tea, trip to the toilet, printer, meeting with a colleague etc.
 - c. Keep workstations clear to ensure adequate space for movement and stretching, promoting workplace safety and ergonomics.

Financial Contribution for Eyesight Tests & Corrective Lenses

6. DSE Users are entitled to a financial contribution from the School towards the cost of an eyesight test and, if the test shows that corrective lenses are needed specifically for DSE use, the School will pay for the cost of basic frames and lenses required for DSE work. Claims are to be processed on expense reclaim through the Finance Office.

Appendix:

Workstation Self-Assessment

WORKSTATION SELF-ASSESSMENT

Name
Workstation location
Date

Chair	Yes/No
Does the chair have: adjustment for seat height? adjustment for backrest height? adjustment for backrest angle? adjustment for seat pan forward and back? Can the chair swivel and move freely? Is the chair adjusted correctly? Forearms horizontal and just above surface of desk? Small of the back supported? Feet flat on floor or on footrest?	
Desk	
Is there adequate leg room to allow a range of comfortable positions to be adopted? Is the work surface large enough to allow free positioning of any equipment, paperwork etc? Can the user comfortably reach all the equipment and papers they need to use? Is there adequate space in front of the keyboard to rest wrists?	
Screen	
Does the screen have adjustments for contrast and brightness? Are the characters clear and readable? Is the text size comfortable to read? Is the image stable (free of flicker)? Does the screen tilt and swivel? Is the screen placed at an appropriate viewing distance?	

Is the screen placed at an appropriate height? Is the screen free from glare and reflections?	
Mouse	
Is the device suitable for the tasks? Is the device positioned close to the user?	
Keyboard	
Is there support for user's wrists and forearms? Is the keyboard separate from the screen? Does the keyboard tilt? Is it possible to find a comfortable keying position?	
Work Organisation	
Are there other tasks to break up DSE work? Are there any breaks away from DSE work?	

LEGIONELLA RISK MANAGEMENT

INTRODUCTION: Legionella bacteria are common and found naturally in rivers, lakes and reservoirs. As a result, low levels of legionella bacteria will enter schools' water systems through the mains water supply. In most instances, the bacteria pass uneventfully through the system as water is used for washing, cooking and flushing before being drained away. In certain circumstances, the bacteria can proliferate within a water system to levels that might present a health risk if they were subsequently inhaled as water aerosol - as is created, for example, by a shower. Inhaling legionella bacteria in this form can lead to an uncommon illness called Legionnaires' Disease that when diagnosed can usually be treated effectively with antibiotics but in some cases, can be more serious. It is important to understand that inhalation of water aerosol is the only significant means by which a health risk associated with legionella is presented. Drinking, washing, food preparation and toilets are not significant sources of risk associated with legionella bacteria. The risk of health issues related to legionella bacteria within the School is therefore low and management action taken is to be proportionate to that risk. However, the School must act to reduce the likelihood of legionella bacteria proliferation and to fulfil statutory obligations.

1. **Control Strategy – Principles.** The Site Manager is responsible for the management of legionella risk in conjunction with risk assessments conducted by an approved contractor and for overseeing this control strategy. He may be assisted in this by the cleaning contractors who will conduct the flushings as detailed below. The principles are:
 - Temperature – the bacteria can grow only within the range 20°C to 45°C.
 - Nutrients – the bacteria need nutrients found in sludge and scale.
 - Time – the bacteria multiply when water remains stagnant for extended periods.
2. **Water temperature.** Legionella bacteria cannot survive below 6°C or above 60°C so maintenance of the hot water systems is to ensure that water temperatures remain high enough to restrict growth. Measurements should be taken to ensure that water at the furthest point of the system is retaining that level of temperature. To reduce the risk of scalding, thermostatic mixer valves are to be installed in order that the water is delivered at the required temperature of not more than 43°C.
3. **Nutrients.** Avoiding water stagnation will prevent the growth of biofilm and keeping the system clean will avoid the build-up of sediments which will encourage bacteria proliferation. Having the right size water tanks will prevent excessive water from being held in the system and inlet and outlet pipes at opposite ends of tanks will create a more efficient through-flow of water. The removal of dead-legs and other redundant parts of the water system will avoid having pockets of water permanently in the system. Covering water tanks with a lid will also help prevent the growth of biofilm.

4. **Time.** In normal circumstances water will flow through the School's system steadily as taps are run and toilets are flushed. A regime of flushing is to cover evenings, weekends and holiday periods.
 - a. **Showers.** When showers are not in regular use, weekly flushing is to be undertaken to release water held in the pipework, allowing time for the maximum water temperature to be achieved. To control any risk to the person undertaking this task, a plastic bag is to be placed over the shower head with a corner cut off to allow water to escape or the showerhead can be removed or the shower hose can be placed directly over the drain outlet. Showerheads and hoses are to be dismantled, cleaned, disinfected and de-scaled every three months. Records of showerhead flushing and cleaning are to be kept.
 - b. **Taps.** Taps are less likely than showers to generate aerosols, but it remains good practice to run taps that are not used regularly so that water is not left in pipes for long periods. Taps identified as low usage by the risk assessment should be run for a short period every week to release water held in the pipework. A record of this flushing is to be kept.
 - c. **Hoses.** Hoses are to be run for a short while either without the head on or directly down a drain or into the ground.
5. **Action in the Event of a Positive Test.** The School's contractor will inform the School of any positive test for Legionella bacteria in any water samples. The sources of aerosols are to be immediately isolated. The School is to take advice from the contractor on any necessary corrective treatment that should take place and the timescales for bringing the contaminated source back into normal use. Provided the School can continue to operate without using the isolated facilities, there is to be no closure. The Leadership Team is to consider informing parents in order to avoid rumour or misrepresentation. In the unlikely event of very high levels being discovered and on advice from the contractor, the School is to notify Public Health England.

MANUAL HANDLING

1. Bishop Wordsworth's School will endeavour to avoid situations where its employees are required to carry out manual handling operations which are hazardous. Consideration will be made as to whether the load needs to be moved at all and, if it does, whether the movement of the load should be mechanised.
2. **Risk Assessments.**
 - a. All staff at the School are likely at some time or other to be faced with a manual handling problem. Heads of Department are to ensure that a member of their staff is responsible for carrying out a risk assessment.
 - b. It is not necessary to record all risk assessments, except where the assessment could not easily be repeated. In such cases the significant findings should be recorded.
 - c. Risk must be reduced to the lowest level reasonably practicable. That means reducing the risk until the cost of any further precautions in time, trouble or money would be far too great in proportion to the benefit.
 - d. Factors to be considered are:
 - (1) Provision of training to necessary employees.
 - (2) The working environment.
 - (3) The shape, size and weight of the load.
 - (4) The way in which the task is carried out (e.g. the handler's posture).
 - (5) The handler's capacity.
 - e. Examples of possible mitigations (not exhaustive) are:
 - (1) The provision of mechanical handling aids such as trolleys.
 - (2) Breaking down the load.
 - (3) Arranging for two or more people to carry out the task.
 - (4) Nominating particular individuals to carry out the task.
3. **Injuries.** Back problems are often caused by the strain of lifting, carrying or reaching for objects, and by lack of training. The HSE reports that 34% of all injuries involving more than 3 days off work arise from manual handling: the transporting or supporting of loads by hand or body force. Many manual handling injuries build up over a period rather than being caused by a single handling incident. All staff can minimise potential risk to themselves and students by keeping the following guidelines:
 - a. The use of lifting devices where possible.
 - b. Storing heavy objects or large items at waist level so that they can be lifted on and off a shelf without straining.
 - c. Using steps if needed to reach a high shelf.
 - d. Checking that the path is clear and that the line of vision is not obstructed.
 - e. The use of students in lifting activities is to be minimised and, when necessary, is to be adequately supervised and to be well within the scope of the students' capacity.
 - f. If in doubt the Site Team is to be asked for assistance.

4. **Basic Rules for Safe Manual Handling.** Before a member of staff handles large, heavy or awkward objects they are to ask consider the following:
 - a. Does it need to be lifted manually or are mechanical aids available?
 - b. Where is the centre of gravity?
 - c. Can it be managed alone?
 - d. How best to use the strong muscles and bones of the legs, not the complex and vulnerable ones of the back.
 - e. How best to grip the load and to sustain it for the duration of the lift.
 - f. Should gloves be used to improve the grip and protect the hands from sharp edges?
 - g. What is the route? Is it clear of obstacles and not slippery? Will the load impede the forward view?
5. **Lifting Technique.** Note is to be taken of the following technique, which will minimise the risk of injury:
 - a. Tuck chin in – this keeps back as straight as possible and therefore less vulnerable.
 - b. Feet as close to load as possible, about a hip width apart, one foot slightly in front.
 - c. Bend the knees and crouch down.
 - d. Take a full grip, using palms, not fingertips.
 - e. With elbows tucked in, straighten the legs, lifting smoothly.
 - f. Carry the load forward at waist height.
 - g. Change direction by turning on the feet, not by twisting the trunk.
 - h. Put the load down in the same careful way and continue to be careful when straightening up afterwards.

If in doubt, get help.

GAS SAFETY

1. **Annual Maintenance.** No member of school staff is to perform any work on the gas systems or equipment. The Site Manager is responsible for arranging the annual maintenance of gas boilers, heaters and kitchen equipment by a Gas Safe Registered Engineer as defined by the Health and Safety Executive and for retaining a record of such.
2. **Competent Person Checks (CPC).** For the purposes of this procedures, the Site Team are designated as competent persons. The Site Manager is to arrange for the following to be conducted by a competent person and to maintain appropriate records:
 - a. Termly test of shut-off valves.
 - b. Termly check that gas shut off points are clearly labelled.
 - c. Gas supply to be isolated during school closure periods.
 - d. Annual check that the gas emergency telephone number is clearly shown at Reception.
 - e. Termly inspection of air inlets, flues and chimneys to ensure sufficient ventilation.
 - f. Pipe work carrying mains gas to be inspected once every three years. Schematic pipe work distribution drawings are to be prepared and updated as part of this inspection.
 - g. Annual visual inspection of liquified petroleum gas (LPG) containers and their surroundings.
3. **Science Block.** The Director of Science is to arrange for the gas supply to the science laboratories to be switched off at the end of each day.
4. **LPG.**
 - a. LPG containers are stored at the following locations:
 - (1) Outside Site Manager's workshop.
 - (2) Outside DT block.
 - b. The following precautions are to be observed:
 - (1) They are to be kept clear of rubbish and vegetation.
 - (2) The cages are to be checked for visual signs of damage or wear and tear.
 - (3) The pipework is to be checked for visual signs of deterioration.
 - (4) Modifications to the installation are to be performed by qualified contractors only.
5. **Gas Emergencies.** In the event of a suspected gas leak the following procedure is to be followed:
 - a. Call 24-hour National Grid gas emergency service on 0800 111 999.
 - b. Do not use any appliance that is suspected or known to be unsafe.
 - c. Evacuate the buildings and move students and majority of staff to a distance of at least 250 metres away.
 - d. Prevent access to the site and await the emergency National Grid gas engineer.
 - e. If safe to do so:

- Extinguish out naked flames.
 - Open doors and windows.
 - Turn off the gas supply.
 - DO NOT turn electrical switches on or off.
- f. If the wider public safety is at risk contact the police on 999.
- g. Do not turn the gas back on until the leak has been dealt with by a competent person.