



## The PGS Health & Safety Policy

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## The PGS Health & Safety Policy

### 1. Policy Overview

- 1.1. As Governors of The Portsmouth Grammar School, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.
- 1.2. The Governors of The Portsmouth Grammar School have delegated day to day responsibility for organising health and safety and welfare to the Head. That role gives them the responsibility for ensuring compliance with Health and Safety laws and particularly the main legislation in this area: The Health and Safety at Work etc. Act 1974, supported by the Management of Health and Safety at Work Regulations 1999.
- 1.3. In addition, the school recognises that the Department for Education ("DfE") provides Health and Safety Advice for schools on its website (<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools> (2013, updated 2022, or see latest version)).
- 1.4. In order to fulfil their day to day responsibility for the operation of health and safety at the school, the Head has adopted, with our support, the following framework for managing health and safety:
  - 1.4.1 Minuted meetings of the Health & Safety Executive Group and the Health and Safety Committee occur at least termly and these meetings are chaired by the Bursar and the Estates & Operations Bursar respectively
  - 1.4.2 Matters of concern are raised with the Audit and Risk Committee
  - 1.4.3 This policy is reviewed annually during the Summer Term by the Senior Management Team and approved by the Governing Body meeting of that term (following the Audit and Risk Committee)
  - 1.4.4 Appropriate inspections of the external fabric of the school, its plant and equipment are undertaken by qualified professionals and recommendations included in the school's maintenance programmes
  - 1.4.5 The School adheres to health and safety in catering and cleaning of the food preparation and eating areas and is subject to external inspection by the Environmental Health Officer

- 1.4.6 The School has a fire risk assessment, carried out by a Competent Person and that it is regularly updated to reflect significant changes to the estate
- 1.4.7 The School has a process for the regular assessment for legionella
- 1.4.8 The School has a comprehensive process in place for the induction of new staff which also includes additional training for those working in specialist areas, e.g. science technicians
- 1.4.9 Minibus driver training is provided to any member of the teaching or support staff if providing minibus transport for school trips and visits.
- 1.5. All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Head, the Bursar and other members of the Senior Management Team in order to enable the Governors to fulfil their responsibilities for health and safety. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar or the Estates & Operations Bursar via the Helpdesk at [estates@pgs.org.uk](mailto:estates@pgs.org.uk)
- 1.6. Every Head of Department is responsible for ensuring the health and safety of staff, pupils and others (especially visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs).
- 1.7. The Head has delegated some of their duties to other members of staff; but ultimate responsibility for health and safety rests with the Head who is answerable to the Chair of Governors. The main delegations are managed by the Bursar who chairs the School's Health and Safety Executive Group and the Estates & Operations Bursar who chairs the School's Health & Safety Committee. Key details are in paragraph 2 below.
- 1.8. This document is displayed on the school website and is reviewed annually.

## **2. Main Duties relating to Health and Safety, including delegations**

Further to paragraph 1.5 above, the main delegations of duties relating to Health and Safety are as follows:

### **2.1. Safety and Security**

- 2.1.1 Building security (including alarms, CCTV, locking external doors and windows): the day to day management of these areas is vested in the Marshal and his staff who report to the Estates & Operations Bursar. In term time during peak hours, the Porter has a specific role in managing all visitors to the site and ensuring that they report to Reception to be booked in and to be issued with visitors' badges and lanyards. The Receptionist will advise all visitors on actions in case of evacuation and prompt them to read the 'Essential Information for Visitors' which they will be handed on arrival in paper copy.

- 2.1.2 Within the school there are various areas such as the science laboratories and the design and technology rooms where Heads of Department, supported by teachers and support staff technicians, must ensure that unsupervised access by pupils and any unauthorised staff access is prevented
- 2.1.3 Visitors and contractors are not allowed unaccompanied site access during term-time when pupils are on site unless they have the necessary checks required to meet our safer recruitment obligations.
- 2.2. **Vehicles**
  - 2.2.1 Car parking on site and the movement of vehicles on site: Responsibility lies with the Estates & Operations Bursar with the support of the Marshal and caretakers,
  - 2.2.2 Ensuring the school minibuses are properly maintained and roadworthy: Responsibility lies with the Estates & Operations Bursar, with input from the Professional driver and Estates Support Officer
- 2.3. **Accident & Near Miss Reporting (see also RIDDOR (2.4 below) if necessary)**
  - 2.3.1 Maintaining an accident and near miss log: the Estates Bursar collates the Accident Book in consultation with the School Nurses, the Senior Deputy Head and the Head of the Junior School. If, after investigation, an event meets the criteria for RIDDOR the Estates & Operations Bursar will report notifiable accidents to the HSE using the online tool and record these actions in the accident book.
  - 2.3.2 Escorting pupils to hospital (and informing their parents): This is overseen by the School Nurses, the Health & Wellbeing Centre staff and teaching staff while on school trips
  - 2.3.3 Checking that all first aid boxes and eye washes are kept replenished: Responsibility lies with the School Nurses with the support of Departments
  - 2.3.4 Reporting of accidents and injuries sustained during sporting activity: This is overseen by the Director of Sport; see also the PGS Head Injury Management Policy by which some reporting may take place through South Coast Rx Physio Ltd.
- 2.4. **RIDDOR**
  - 2.4.1 See Appendix A for flow chart relating to RIDDOR guidance and requirements (Reporting of Injuries Diseases and Dangerous Occurrences Regulations).
- 2.5. **Fire Prevention**
  - 2.5.1 The school has a Health & Safety Executive Group (HSEG) that meets in a regular meeting rhythm that allows it to be informed by the more tactical School H&S Committee to ensure compliance with all current regulations, including:
  - 2.5.2 Keeping fire routes and exits clear: day to day management by the Estates & Operations Bursar with the Marshal. This is further enhanced by fortnightly walkabout rounds of key areas to ensure compliance.

- 2.5.3 Electrical Safety Testing being conducted for all the buildings at school which have current electrical installation certificates is overseen by the Estates & Operations Bursar
- 2.5.4 Regular portable appliance testing (PAT) is overseen by the Estates & Operations Bursar, supported by Heads of Department for ICT Services, Science, Design Technology and Drama
- 2.5.5 Testing all fire alarms weekly (and recording all tests) and arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers is overseen by the Estates & Operations Bursar
- 2.5.6 Lightning protection is in place for all buildings and is the responsibility of the Estates & Operations Bursar
- 2.5.7 All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers and this is overseen by the Estates & Operations Bursar and the catering General Services Manager
- 2.5.8 Ensuring that flammable rubbish and combustible materials are stored away from buildings is overseen by the Marshal
- 2.5.9 Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building help to ensure that the school can be safely evacuated in the event of a fire. This is overseen by the Surmaster and the Head of the Junior School#
- 2.5.10 Annual Fire Awareness online training is conducted via the National College for all staff and it is also enhanced by an annual Fire Warden / Marshall Course. It is further enhanced by High Risk areas of PGS (Sciences, D&T, Art, F&N, CCF and Kitchen), all these key members of staff also attend a hands-on fire extinguisher training period. The school has also chosen to enhance it by gathering the SMT/SLT or those responsible for the evacuation process to also do a table-top scenario based exercise so we can resolve any likely scenarios.
- 2.5.11 Switching off all kitchen equipment at the end of service is overseen by the catering General Services Manager
- 2.5.12 Checking that all Scientific and DT equipment is switched off at the end of the school day is overseen by the respective Heads of Department
- 2.5.13 Setting computers, projectors, printers and electronic whiteboards to power-down or where possible switch off every evening and during holidays and weekends is overseen by the Head of ICT Services with the support of Department Staff
- 2.5.14 Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers is overseen by the Estates & Operations Bursar with Heads of Departments as appropriate
- 2.5.15 Storing weapons and ammunition used by the CCF in a securely locked, fire-resistant store that is within a permanently locked room is the responsibility of the CCF Contingent Commander

## 2.6. Risk Assessments

2.6.1 Risk assessments are managed by members of the Senior Team as indicated below. PGS pays particular attention to identifying those high-risk areas of the school as outlined below in 2.7.3; these are subject to a more detailed RA so mitigation can be identified and put in place.

2.6.2 In accordance with ISI regulations the school has written a policy on 'Risk Assessments' which should be read in conjunction with this policy and other relevant school policies.

2.6.3 The breakdown of key overall responsibilities for Risk Assessments is detailed below:

### (a) Deputy Head (Teaching and Learning) and Head of the Junior School

- (i) Science laboratories (considered High Risk, Biology, Physics & Chemistry)
- (ii) All outdoor games
- (iii) Swimming
- (iv) Athletics
- (v) Dance and gymnastics
- (vi) Drama
- (vii) Art (High Risk)
- (viii) Music
- (ix) Design Technology (High Risk)
- (x) Food & Nutrition (High Risk)
- (xi) All other teaching spaces
- (xii) All outdoor lessons

### (b) Senior Deputy Head

- (i) Communal spaces (pupils)
- (ii) Communal spaces (staff)
- (iii) School Events

### (c) Deputy Head (Pastoral)

- (i) The Health & Wellbeing Centre
- (ii) Movement of Pupils Offsite (Sixth Form)
- (iii) Parents' access to site with lanyards

### (d) Estates & Operations Bursar

- (i) Fire
- (ii) Legionella – managed by external contractor
- (iii) Air Quality
- (iv) All non-teaching rooms, corridors and exits, administrative offices
- (v) Cleaning function
- (vi) Catering function – managed by in house Catering Manager
- (vii) Grounds maintenance (Main Site & Hilsea)
- (viii) Asbestosis -managed by contractor
- (ix) Security
- (x) Vehicular Movement
- (xi) Lettings

(e) **Surmaster**

- (i) The specialist areas of Outdoor Pursuits including the CCF (High Risk) are risk managed by the Surmaster.
- (ii) Senior School Assemblies at the Cathedral
- (iii) Trips

Additional information and responsibilities regarding Risk Assessments can be found in paragraph 5 below (Specific Arrangements for Health & Safety)

## **2.7. School Trips**

- 2.7.1 School trips have a separate policy specifically related to off-site visits: The PGS Trips Policy.
- 2.7.2 This policy comprehensively covers procedures and safeguards related to the organisation and running of trips but we recognise that for some trips additional procedures may need to be followed and the HSE and DfE websites accessible through [www.education.gov.uk](http://www.education.gov.uk) provide helpful guidance and regular updates.

## **2.8. Training**

- 2.8.1 Training is coordinated collectively by the Deputy Head (Teaching & Learning) and the Estates & Operations Bursar/Bursar with specific areas designated as necessary to Heads of Departments, designated persons and other specialist staff as necessary.
- 2.8.2 Examples of such diverse training in a large school like The Portsmouth Grammar School include the following: safeguarding training, minibus training, science-related health and safety training, design and technology related training, health and safety training for the catering and cleaning staff, briefing new pupils and staff on emergency fire procedures, first aid training.

## **2.9. First Aid Arrangements**

- 2.9.1 See The PGS First Aid Policy for detailed arrangements
- 2.9.2 First Aid is defined as “treatment for the purpose of preserving life and minimising the consequences of injury or illness until appropriate help is obtained and the treatment of minor injuries that require limited intervention”
- 2.9.3 The first aid arrangements of the school are provided in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981 and are detailed in The First Aid Policy which details lists of staff trained in First Aid and the location of First Aid boxes and Defibrillators
- 2.9.4 It will be the responsibility of the Health and Wellbeing Centre, which has primary responsibilities for first aid, to ensure that only those items stated under HSE guidance are kept in each first aid box and that they maintained to minimum stock levels

## **2.10. Administering Medication**

- 2.10.1 The process for administering medication to pupils in school is outlined in the PGS Health and Wellbeing Centre Handbook, chapter 11.

## **2.11. Utilities (water and drainage, electricity, gas)**

### **2.11.1 Water and Drainage**

- (a) The school has a statutory duty to provide adequate supplies of potable water throughout the school, which it does. There is also the requirement to maintain water systems to prevent or control the legionella bacteria so that risk to persons at or near the school are minimised. The Estates Bursar has the delegated responsibility for the main school buildings and services, reporting into the Bursar.

- (b) The responsibility for maintaining water quality is contracted out. The sampling regime used by the Contractors is checked by the Estates & Operations Bursar who provides reports to the Bursar. The Estates & Operations Bursar is responsible for ensuring regular water temperature tests are conducted and recorded
- (c) In line with standard health and wellbeing advice and The Independent School Standards Regulations (updated annually), pupils and staff are encouraged to stay hydrated and access to drinking water is provided for all users of the school's site
- (d) Ensuring that drains, gutters, for example, are kept unblocked and checking that all drain runs are clear is overseen by the Estates & Operations Bursar

#### **2.11.2 Electricity**

- (a) The Bursar is the responsible person in dealing with the utility companies, and for ensuring that the varying statutory requirements for the safe usage of the utility, provision and maintenance of equipment using them, and the ultimate disposal of redundant or equipment beyond economical repair is managed in accordance with current best practise. The Estates Bursar will ensure that all construction or maintenance work involving electricity is carried out in accordance with the current NICEIC Edition of its Approved Standards and that all work carried out within the school site is certified to these standards.
- (b) All electrical appliances purchased centrally by the school, or by individual departments, must be checked for electrical safety by the school electrician or other designated person before being used.
- (c) All portable electrical appliances (tools/equipment) and fixed equipment will be subject to periodic inspections arranged by the Estates Bursar in consultation with the Bursar and key staff.
- (d) All staff must ensure that all electrical equipment is kept in good condition and any defects or damage is reported to the Head of Department responsible for the area in which the equipment is located.
- (e) If an electrical appliance develops a fault, staff should ensure that they turn it off at the socket and unplug it or isolate the power to the item. If it is a fixed appliance, a notice should be put on it stating Faulty Do Not Use, and the fault reported to the responsible Head of Department
- (f) All staff should ensure that no socket should be overloaded using an adaptor or multi-gang socket extension. Any doubts on the safety of electrical connections should be referred to the Estates Bursar.
- (g) Trailing leads must be avoided, and staff should ensure that before a piece of electrical equipment is re-positioned account must be taken of where the nearest socket is located to prevent cables being positioned across gangways or floors.
- (h) Staff are discouraged from using private, portable electrical appliances on school premises. School property is subjected to an annual PAT testing schedule.

- (i) If equipment operating at 230 volts or higher is used, a Residual Current Device (RCD) can provide additional safety. An RCD is a device which detects some, but not all, faults in the electrical system and rapidly switches off the supply. The best place for an RCD is built into the main switchboard of the socket-outlet, as this means that the supply cables are permanently protected. If this is not possible a plug incorporating an RCD, or a plug-in RCD adaptor, can also provide additional safety. RCDs for protecting people have rated tripping current (sensitivity) of not more than 30 milliamps (mA).
- (j) Remember:
  - (i) An RCD is a valuable safety device, never bypass it.
  - (ii) If the RCD trips, it is a sign there is a fault. Check the system before using it again.
  - (iii) If the RCD trips frequently and no fault can be found in the system, consult the manufacturer of the RCD.
  - (iv) The RCD has a test button to check that its mechanism is free and functioning. Use this regularly

### 2.11.3 Gas

- (a) The school complies with the requirements of the Gas Safety Register. The school engages a registered Gas Safe contractor who will carry out the required maintenance and testing of gas fired equipment, as arranged by the Estates Bursar. The National Gas Emergency Service No. is 0800 111999.

## 2.12. Display Screen Equipment including use of work equipment

- (a) Regular use of display screen equipment is unlikely to present an undue risk to the health and safety of the person using the equipment, providing the equipment is arranged correctly within the workstation and used in a sensible fashion.
- (b) 'Workstation' covers the display screen equipment – monitor, screen – as well as keyboard, mouse and laptop. It also covers other aspects like printers, scanners, telephones, as well as the desk, chair and other furniture in the environment, as well as the surrounding environment with respect to heat, light and noise levels.
- (c) The school define a 'DSE User' as a person who uses DSE as a significant part of their work. This includes all administration staff and SMT.
- (d) Staff training in this area is a part of the PDD schedule.

## 2.13. Personal Protective Equipment (PPE)

- (a) Personal Protective Equipment is designed to protect against risk to personal safety and might be a mitigation used where other identified risks have not been controlled appropriately by other means, or where PPE adds additional safety. This might include in Science or DT, where goggles or masks are used to protect eyes and against the inhalation of dust.
- (b) Heads of Department are to ensure that staff and pupils have correct access to this equipment for the experiment or activity undertaken

2.14. **Control of Substances Hazardous to Health (COSHH)**

- (a) The use of hazardous substances within PGS is kept to a minimum.
- (b) The areas where hazardous substances are used and stored are Art, DT, Science, Food Technology; Drama; Maintenance, Catering, Cleaning, Print Room and Estates. Material safety data sheets for hazardous substances used within the school are kept and maintained by the Head of Department.
- (c) COSHH risk assessments should be carried out to identify risks and mitigations to reduce risk.
- (d) Hazardous substances can also be produced from work activities – for example, wood dust from machinery, silica dust from pottery, fumes from chemical experiments. These also need to be considered.
- (e) The school has a duty to assess the use at work of hazardous substances and will take adequate steps to prevent or control exposure to these substances by staff, pupils, and other persons. Staff should ensure they follow the manufacture's instructions when using the substance to ensure its correct use.

2.15. **Manual Handling**

- (a) Staff should not attempt to move items that are too heavy and/or too awkward to be carried safely; this is to ensure that staff do not pose a danger to themselves or others in the vicinity.
- (b) Training for manual handling applies to the whole school community, in that incorrect lifting of loads can cause significant injury. Staff who regularly need to lift heavy loads, for example in the Estates Team, are supported with manual handling training to ensure they can lift heavy or awkward items correctly and in a way which mitigates potential risks to their health.
- (c) Staff should ask for support from the Marshal team if they need to move something which is too heavy and/or too awkward to carry, enabling staff who are trained in manual handling to support them accordingly.
- (d) Pupils should not normally be asked to carry out manual handling tasks. Where this is deemed necessary, correct training should be given to the pupils, taking the age, sex and physical ability of the pupil into account.

2.16. **Working at Height/with Ladders**

- (a) This applies to all staff to ensure they are taking appropriate care when working at height and includes stopping pupils and staff from standing on chairs and/or desks to reach areas, with trained staff using correct equipment to reach areas required. Where working at height is required, the school takes steps to reduce the likelihood of a fall.
- (b) To reduce the likelihood of a fall, work requiring working at height require a risk assessment to be completed, and for there to be correct work at height/access equipment available to the task in hand, as determined by the risk assessment.

2.17. **Managing Stress at Work**

- (a) Stress can be defined as 'the reaction people have to pressures that are placed on them'. When these pressures become too great, this can result in stress which can be identified by physical and mental symptoms.
- (b) The school seeks, as far as is reasonably practicable, to ensure no staff are subjected to undue levels of stress in the course of their work, as to ensure their health is not impacted negatively.
- (c) We offer an Employee Assist programme which can be accessed by all staff who might be experiencing stress. This offers a confidential service for staff to seek support as required.

#### 2.18. Lone Working

- (a) Please see the PGS Lone Working Policy and Out of Hours Access Policy

#### 2.19. Consultation with Staff

- (a) Staff representatives and/or individuals under the Health and Safety (Consultation with Staff) Regulations 1996 are encouraged to raise any Health & Safety issues via their Heads of Department or via local staff, departmental or management meetings (such as the Academic or Pastoral Review Meetings). The School encourages Health & Safety to be a standing agenda item for meetings. Where relevant, Trade Union representatives under the Health and Safety at Work Act 1974 are also included in or sent information from specific Health & Safety meetings so that they can contribute to and/or feedback on decisions and keep updated on preventative measures taken on behalf of staff

#### 2.20. External Lettings

- (a) The School has an extensive external lettings programme. This is carefully managed with several mitigations.
- (b) Hirers are requested to read the PGS Health and Safety Policy as a part of the hire agreement, which they docusign to confirm they have done so. This forms part of the agreement with the people hiring the facility outlined as the Facilities Hire Agreement.
- (c) For all lettings, the cleaners access the room/s and allocated WCs prior to the booking commencing. They report any issues to the marshal on duty.
- (d) Feedback is encouraged after an individual booking and the lettings team has regular communication with our regular customers. Regular bookings are renewed on a termly or annual basis so this is an opportunity to connect with customers and review their booking and bring up any ongoing issues if they haven't already been reported and resolved.
- (e) Hirers are asked to raise any issues with the marshal on duty; this includes emergencies that might happen during their booking. If a non-urgent issue arises then these are reported to the Lettings team after the booking is completed.

### 3. School Health and Safety Committee

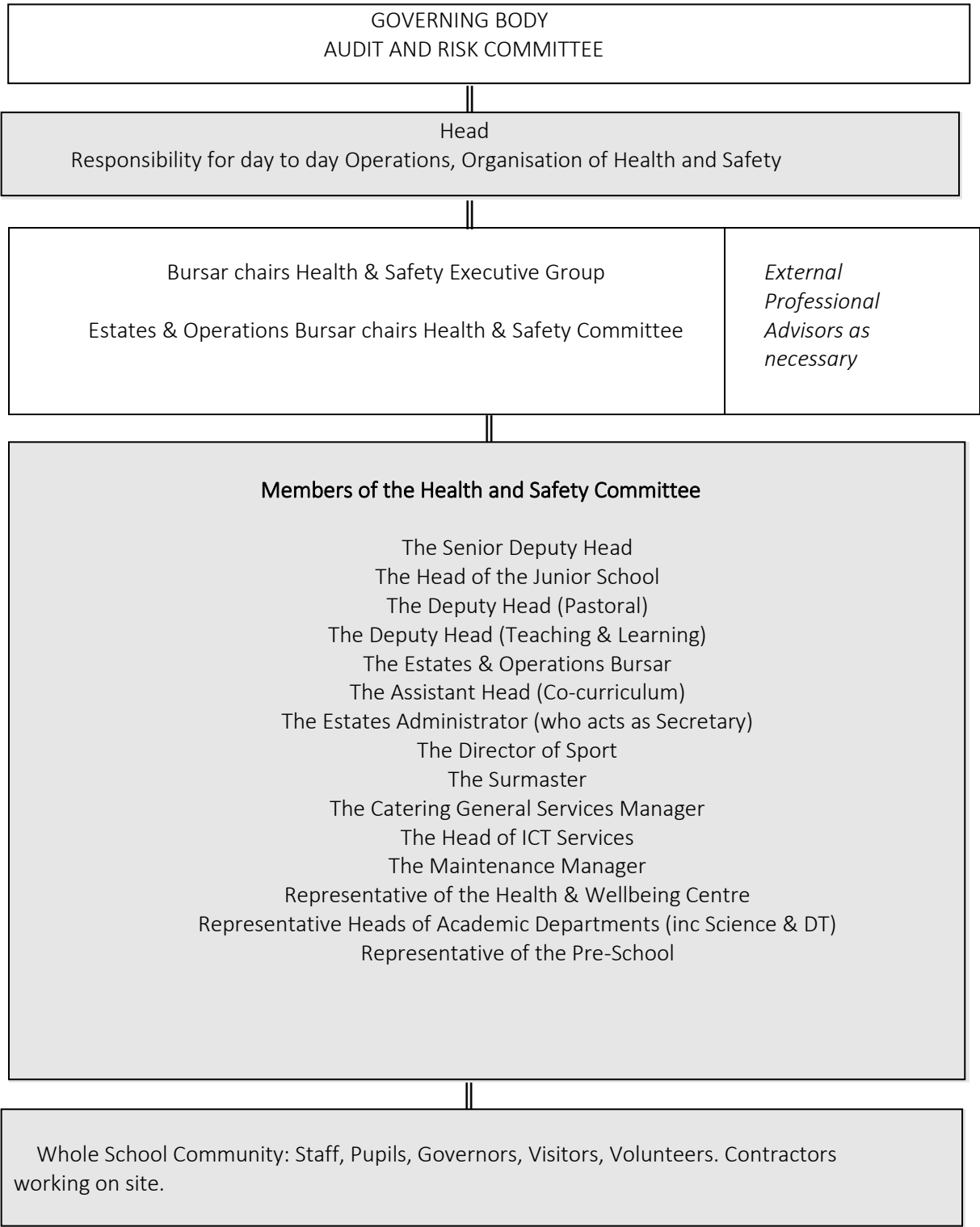
- 3.1. The School Health and Safety Committee meets once a term under the chairmanship of the Estates & Operations Bursar. The other members of the Committee are:

- 3.1.1 The Senior Deputy Head
- 3.1.2 The Head of the Junior School
- 3.1.3 The Deputy Head (Pastoral)
- 3.1.4 The Deputy Head (Teaching & Learning)
- 3.1.5 The Estates & Operations Bursar
- 3.1.6 The Assistant Head (Co-curriculum)
- 3.1.7 The Estates Administrator (who acts as Secretary)
- 3.1.8 The Director of Sport
- 3.1.9 The Surmaster
- 3.1.10 The Catering General Services Manager
- 3.1.11 The Head of ICT Services
- 3.1.12 The Maintenance Manager
- 3.1.13 Representative of the Health & Wellbeing Centre
- 3.1.14 Representative Heads of Academic Departments (inc Science & DT)
- 3.1.15 Representative of the Pre-School

3.2. The role of the Committee is to:

- 3.2.1 Discuss matters concerning Health and Safety and changes in regulations
- 3.2.2 Monitor the effectiveness of Health and Safety within the School
- 3.2.3 Review accidents and near misses. Discuss preventative measures
- 3.2.4 Review and update risk assessments
- 3.2.5 Discuss training requirements
- 3.2.6 Monitor the implementation of professional advice
- 3.2.7 Review the Safety Policy guidance and updating it
- 3.2.8 Assist in the development of safety rules and safe systems of work
- 3.2.9 Monitor communication and publicity relating to health and safety in the workplace
- 3.2.10 Encourage suggestions and reporting of defects by all members of staff
- 3.2.11 Elevate any H&S issue they feel needs to attention and support of the HSEG

4. Diagram showing the Organisation for Health and Safety



- 4.1. Additionally, the Health & Safety Executive Group meets once per term and then feeds into the full Health & Safety Committee Meeting held each term. This group discusses items such as fire safety, lock down, school evacuation, risk assessments, and training requirements. The Health & Safety Executive Group is chaired by the Bursar and attended by the following additional members:

- 4.1.1 Senior Deputy Head
- 4.1.2 Head of the Junior School
- 4.1.3 Estates & Operations Bursar
- 4.1.4 Maintenance Manager

## 5. Specific arrangements for Health and Safety

- 5.1. The following areas/activities have been identified as having significant risk potential in The Portsmouth Grammar School and specific arrangements relating to these are detailed (as a consequence, pupils are not allowed unsupervised access):
- 5.1.1 PE: the Director of Sport maintains and reviews risk assessments for all outdoor games, swimming, athletics, gymnastics, dance, etc.
  - 5.1.2 CCF: the Contingent Commander maintains and reviews risk assessment for all CCF activities and for the secure use and storage of weapons and ammunition.
  - 5.1.3 Science: each of the Heads of Department within Science maintain and review risk assessments for all experiments, and the use and storage of equipment, in their departments. COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals. The Science Department maintain and review records of all subject-specific training by teachers and technicians.
  - 5.1.4 Design and Technology: the Head of DT maintains and reviews risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. The DT Department recognises the Health and Safety importance in its workshop of adequate ventilation, dust extraction, and emergency switch off and cut-out for machinery. British Standard 4163:2007 is noted as a helpful source of advice on safety. Records of staff training are kept and termly reports are prepared by the Head of Department and submitted and reviewed by the Estates & Operations Bursar before submission to the Senior Deputy Head.
  - 5.1.5 Art: the Head of Art maintains and reviews COSHH assessments for the ceramic studio, the use and safe storage of oil based paint and other flammables, and maintains and reviews risk assessments for the safe use of the pottery kilns. Staff training needs are assessed by the Head of Department.
  - 5.1.6 Drama: the Head of Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. Staff training needs are assessed by the Head of Department.
  - 5.1.7 Upper Junior School: the Head of the Junior School maintains and reviews risk assessments for the safe use of the pottery kiln.
  - 5.1.8 The Catering Department: the catering General Services Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
  - 5.1.9 The Maintenance, Caretaking and Grounds Departments: each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products.

5.2. Whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- 5.2.1 Accessibility Policy
- 5.2.2 Accident Reporting (RIDDOR)
- 5.2.3 Anti-Bullying Policy
- 5.2.4 Behaviour Management Policy
- 5.2.5 Catering and Food Hygiene Policy (CH&Co)
- 5.2.6 Control of Substances Harmful to Health (COSHH)
- 5.2.7 Design and Technology
- 5.2.8 Display Screen Equipment
- 5.2.9 Visits (The PGS Trips Policy)
- 5.2.10 Electrical Safety including Portable Appliance Testing (PAT)
- 5.2.11 First Aid
- 5.2.12 Fire safety, procedures and risk assessment
- 5.2.13 Health and Safety Notices
- 5.2.14 Induction of new staff
- 5.2.15 Letting and Hiring
- 5.2.16 Lightning Protection
- 5.2.17 Minibus use
- 5.2.18 Security, including workplace safety, manual handling, slips and trips and lone working
- 5.2.19 Smoking, Alcohol, Drugs and Substances Policy
- 5.2.20 Special Education Needs (SEN) and Learning Difficulties
- 5.2.21 Sun Protection (EYFS pupils)
- 5.2.22 Swimming pool building
- 5.2.23 Work Experience.

5.3. Where appropriate the School uses external consultants to advise on matters of health and safety within the School. Examples of this include:

- 5.3.1 Structural Surveyors to give advice on the external fabric of the school
- 5.3.2 Architects and Project Managers in the selection and managing of contractors
- 5.3.3 Specialist medical and employment advice for Occupational Health Services and for managing work-related stress
- 5.3.4 School solicitors and other professional bodies for consultation arrangements with employees
- 5.3.5 Engineers to monitor and service the school's lifts
- 5.3.6 The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO)
- 5.3.7 Specialist catering inspections are managed by the school's in house catering manager
- 5.3.8 The school maintains an asbestos register and the Estates & Operations Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. Such work would normally be undertaken in consultation with the school's building advisers
- 5.3.9 The School's Radiation Protection Supervisor (RPS), the Head of Physics, is responsible for liaison with the Radiation Protection Advisor of Portsmouth Council for ensuring compliance with the Ionising Radiation Regulations 1985 and Local Rules made to comply with these Regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them
- 5.3.10 The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations and operates a five year rolling inspection process
- 5.3.11 All work on gas boilers and appliances is carried out by registered Gas Safe Engineers

- 5.3.12 All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305 and are tested by a specialist contractor
- 5.3.13 A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken

#### 5.4. Smoking

- 5.4.1 The School is a 'Smoke-Free' premises. Smoking, vaping and drugs are prohibited on all school sites and during school related activities which are undertaken outside school premises. The school's pastoral programme includes guidance and advice on health and safety issues associated with smoking and vaping, and the school has a Smoking, Alcohol, Drugs and Substances Policy which specifically covers smoking, the use of electronic cigarettes and vaping, and use of drugs.

### 6. Allocation of Tasks and Version Control

#### Allocation of Tasks

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Estates & Operations Bursar	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Estates & Operations Bursar	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Estates & Operations Bursar	As required, and at least termly
Receiving/ reviewing input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Estates & Operations Bursar	As required, and at least annually
Formal annual review	Governing Body	Annually

#### Version Control

<b>Date Approved</b>	27 <sup>th</sup> June 2025 (Governing Body)
<b>Date Reviewed</b>	6 <sup>th</sup> June 2025 (Audit and Risk Committee)
<b>Next Review Date</b>	Summer 2026
<b>Policy author (SMT)</b>	Estates & Operations Bursar
<b>Status</b>	ISI Requirement (external website)
<b>Report</b>	Health and Safety Report

Ph4030725

## Appendix A

# RIDDOR\*

### What is an accident?

*“An accident is a discrete, identifiable, unintended incident which causes physical injury.*

*Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event”*

### What needs to be reported?

	Section 1: Injuries and Ill Health Involving Employees and Self-Employed Contractors	Section 2: Injuries involving pupils and other people not at work (visitors)	Section 3: Dangerous Occurrences
<b>What should be reported to HSE?</b>	<ul style="list-style-type: none"> <li>Accidents which result in <b>death</b></li> <li>Accidents resulting in a <b>reportable specific injury</b> <ul style="list-style-type: none"> <li><b>Fractures</b>, other than to fingers, thumbs and toes;</li> <li><b>Amputations</b>;</li> <li>Any injury likely to lead to a permanent <b>loss of sight</b> or a reduction in sight;</li> <li>Any <b>crush injury</b> to the head or torso causing damage to the brain or internal organs;</li> <li>Serious <b>burns</b> (including scalding), which cover more than 10% of the body or cause significant damage to the eyes, respiratory system or other vital organs;</li> <li>Any <b>scalping</b> requiring hospital treatment;</li> <li>Any <b>loss of consciousness</b> caused by head injury or asphyxia;</li> <li>Any <b>other injury</b> arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.</li> </ul> </li> <li>Some acts of <b>non-consensual physical violence</b></li> </ul>	<ul style="list-style-type: none"> <li>Accidents which result in <b>death arising out of or in connection with a work activity</b></li> <li>An injury that arose out of or in connection with a work activity <b>and</b> the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).</li> <li>When considering whether to report, consider if the accident was caused by: <ul style="list-style-type: none"> <li><b>A failure in the way a work activity was organised (e.g. inadequate supervision)</b> and/or;</li> <li>The way <b>equipment or substances were used</b> (e.g. lifts, machinery, experiments) and/or;</li> <li>The <b>condition of the premises</b> (e.g. poorly maintained or slippery floors).</li> </ul> </li> <li>Accidents to pupils during sporting activities are reportable if the following are a factor: <ul style="list-style-type: none"> <li><b>Accidents caused by poor condition, design or maintenance of premises or equipment;</b></li> <li><b>Inadequate supervision of pupils.</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>These are specified near-miss events including: <ul style="list-style-type: none"> <li>The collapse or failure of <b>load-bearing parts</b> of lifts and lifting equipment;</li> <li>The accidental release of a <b>biological agent</b> likely to cause severe human illness;</li> <li>The accidental release or escape of any <b>substance</b> that may cause serious injury or damage to health;</li> <li>An <b>electrical short circuit</b> or <b>overload</b> causing a fire or explosion.</li> </ul> </li> </ul>

	<p>resulting in death or a specified injury or a person being incapacitated for over seven days (where the incapacity arises from a physical injury, not a psychological reaction)</p> <ul style="list-style-type: none"> <li>Reportable occupational diseases including <ul style="list-style-type: none"> <li><b>Carpal tunnel syndrome;</b></li> <li>Severe <b>cramp</b> of the hand or forearm;</li> <li>Occupational <b>dermatitis</b> from work with chemicals;</li> <li><b>Hand-arm vibration</b> syndrome;</li> <li>Occupational <b>asthma</b>, e.g. from wood dust</li> <li><b>Tendonitis</b> or <b>Tenosynovitis</b> of the hand or forearm;</li> <li>Any occupational <b>cancer</b>;</li> <li>Any disease attributed to an occupational exposure to a <b>biological agent</b>.</li> </ul> </li> <li>Some acts</li> </ul>	<ul style="list-style-type: none"> <li>Accidents to pupils in the playground are only reportable if: <ul style="list-style-type: none"> <li>the accident leads to the <b>death</b> of a pupil if caused by an accident <b>connected with a work activity</b>;</li> <li>the accident results in pupil being <b>taken directly to hospital for treatment</b> if caused by an accident <b>connected with a work activity</b>.</li> <li>This is likely to be owing to <ul style="list-style-type: none"> <li><b>A failure in the way a work activity was organised (e.g. inadequate supervision)</b> and/or;</li> <li>The way <b>equipment or substances were used</b> and/or;</li> <li>The <b>condition of the premises</b>.</li> </ul> </li> </ul> </li> <li>Accidents to pupils getting on/off a school bus resulting in pupils needing hospital are reportable</li> </ul>	
<b>Who should report to HSE?</b>	<b>Estates Bursar</b>		
<b>What should not be reported to HSE?</b>	<ul style="list-style-type: none"> <li>Work-related stress and stress-related illnesses (including PTSD) are not reportable under RIDDOR</li> </ul>	<ul style="list-style-type: none"> <li>The list of specified injuries and diseases outlined in Section 1 only apply to employees. If a pupil injured in an accident remains at school, is taken home or is simply absent from school for a number of days the incident is not reportable.</li> <li>There is no need to report incidents where pupils and visitors are taken to hospital purely as a precaution, when no injury is apparent.</li> <li>In sporting activities, injuries resulting from the normal rough and tumble of a game are not reportable.</li> <li>Violence between pupils is a school discipline matter and is not reportable under RIDDOR as it is not connected with a work activity.</li> <li>Deaths and injuries resulting from a Road Traffic</li> </ul>	

		<p>Accident travelling on a public highway are classed as road traffic incidents and are investigated by the police, and are not reportable under RIDDOR.</p> <ul style="list-style-type: none"> <li>• RIDDOR only applied in Great Britain; overseas incidents are not reportable to RIDDOR.</li> <li>• Pupils engaged in work experience are deemed as being employees of the organisation they are placed in, not the school.</li> </ul>	
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- RIDDOR – Reporting of Injuries Diseases and Dangerous Occurrences Regulations