

STOCKPORT GRAMMAR SCHOOL**HEALTH & SAFETY POLICY**

(Reviewed by Governors 16.10.18)

Contents

1	Health and safety policy statement	2
2	Linked policies.....	2
3	Responsibilities	3
4	Risk assessment.....	4
5	Consultation with employees.....	4
6	Information, instruction and supervision.....	4
7	Competency for tasks and training.....	5
8	Workplace safety	5
9	Vehicle safety	6
10	Safe plant and equipment.....	6
11	Testing of electrical equipment, gas appliances etc	6
12	VDUs and display screen equipment.....	6
13	Manual handling	7
14	Safe handling and use of substances.....	7
15	Asbestos	7
16	Emergency procedures - fire and evacuation	8
17	Accidents, first aid and work-related ill health	9
18	Reporting requirements and record keeping.....	9
19	Monitoring and internal investigation.....	10
20	Hirers, visitors and contractors.....	11
21	Security	11
22	Protection from violence and harassment	12
23	Lone workers	12

Appendix 1

The Management of Asbestos Policy

1 **Health and safety policy statement**

- 1.1 This is the Health and Safety Policy Statement of Stockport Grammar School (**The School**).
- 1.2 The School applies high standards in the management and control of all its operations, to include matters of health and safety. These are designed to ensure that staff, pupils and those who visit the School or may otherwise be affected by the School's operation are safe.
- 1.3 This Health and Safety Policy (**Policy**) applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at the School.
- 1.4 Our statement of general policy is:
- to provide adequate control of the health and safety risks arising from our work activities
 - to consult with our employees, pupils and anyone else affected on matters affecting their health and safety
 - to provide and maintain safe plant and equipment
 - to ensure safe handling and use of substances; to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations
 - to provide information, instruction and supervision to employees
 - to ensure all employees are competent to do their tasks, and to give them adequate training
 - to prevent accidents and cases of work-related ill health
 - to maintain safe and healthy working conditions
 - to review and revise this policy as necessary at regular intervals
 - to ensure that adequate resources are available for the management of health and safety issues.
- 1.5 A copy of this Policy can be made available in large print or other accessible format upon request.
- 1.6 Any references to legislation in this Policy include any subsequent amendments to that legislation.

2 **Linked policies**

- 2.1 This policy should be read in conjunction with the School policies and procedures covering the following matters:
- crisis response policy
 - educational visits
 - fire
 - first aid
 - safeguarding and child protection
 - risk assessment for pupil welfare
 - management of asbestos (Appendix 1)

3 Responsibilities

- 3.1 As an employer, the School has overall responsibility for health and safety. The School is committed to improving health and safety.
- 3.2 The Governors on behalf of the School delegate responsibility for health and safety matters affecting the academic staff and pupils to the Headmaster and responsibility for health and safety matters affecting the non-academic staff to the Bursar.
- 3.3 To ensure the health and safety standards are maintained / improved, the following people also have responsibility in the following areas:

Name	Responsibility
All academic Heads of Department	Completion of annual risk assessments for their department and its activities Submission of termly H&S report
The Headmaster of the Junior School	Completion of annual risk assessments for the Junior School and its activities Submission of termly H&S report
The Heads of all non-academic departments – Grounds, Maintenance etc.	Completion of annual risk assessments for their department and its activities Submission of termly H&S report

- 3.4 This Policy relates to health and safety whilst on School premises. The School's separate policy on educational visits relates to health and safety issues relating to off site visits.
- 3.5 Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer in order to comply with the law.
- 3.6 All employees must:
- 3.6.1 co-operate with supervisors and managers on health and safety matters;
 - 3.6.2 not interfere with anything provided to safeguard their health and safety;
 - 3.6.3 take reasonable care of their own health and safety;
 - 3.6.4 report all health and safety concerns to an appropriate person (as detailed in this Policy).
- 3.7 All pupils and visitors must:
- 3.7.1 co-operate with the School on health and safety matters and in particular follow the instructions of staff in the event of an emergency;
 - 3.7.2 take reasonable care for their own health and safety and that of others at the School;

- 3.7.3 observe standards of dress consistent with safety and / or hygiene;
- 3.7.4 use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety;
- 3.7.5 report all health and safety concerns to a member of staff.

4 Risk assessment

- 4.1 The School will undertake an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.
- 4.2 Particular risk assessments will be conducted for new and / or expectant mothers, and lone workers
- 4.3 Specific risk assessments will also be undertaken to deal with matters including personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, asbestos at work, ionising radiation and fire safety.
- 4.4 Specific risk assessments will also be conducted for use of high risk areas, such as gymnasias, the swimming pool, machinery, laboratories and workshops.
- 4.5 The School's specific arrangements for safeguarding and promoting pupils' welfare are set out in a separate risk assessment policy for pupil welfare which sets out its approach to pupil welfare issues and its associated welfare policies including child protection, anti-bullying and behaviour policies.
- 4.6 Risk assessments other than those relating to pupil welfare, are the overall responsibility of the Bursar who will delegate their completion to all Heads of Department (academic and non-academic) who have responsibility for completing all risk assessments relevant to their departments.
- 4.7 The findings of the risk assessments will be reported to the Bursar.
- 4.8 Action required to remove / control risks will be approved by the Bursar and/or Headmasters
- 4.9 The Bursar and/or Headmasters will be responsible for ensuring the action required is implemented.
- 4.10 Risk assessments will be reviewed on a annually or when the activity changes, whichever is soonest.

5 Consultation with employees

- 5.1 The School will consult with employees either directly or through the Staff Information Committee in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety.
- 5.2 Representatives will be provided with sufficient information to enable them to participate fully in the consultation process.

6 Information, instruction and supervision

- 6.1 The Health and Safety Law poster is displayed outside the Bursary.

- 6.2 Further notices relating to first aid and fire safety will be displayed as appropriate.
- 6.3 The School will display a certificate of employers' liability insurance outside the Bursary.
- 6.4 Health and safety advice is available from the Bursar/Heads of Department
- 6.5 Supervision of young workers / trainees will be arranged / undertaken / monitored by the Head of Department in which they will be primarily working.
- 6.6 The Head of Careers is responsible for ensuring that our pupils working at locations under the control of other employers are given relevant health and safety information.

7 Competency for tasks and training

- 7.1 All employees will be provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.
- 7.2 All employees will be given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures.
- 7.3 Induction training will be provided for all employees by the Bursar/Head of Department/Deputy Head of the Junior School.
- 7.4 The School will also ensure that all employees receive job specific health and safety training, as appropriate.
- 7.5 Job specific training will be identified by the Head of Department/Deputy Head of the Junior School and arranged through the Bursary.
- 7.6 The School will provide further training if risks change and refresher training when skills are not frequently used.
- 7.7 All training records will be kept in the Bursary.
- 7.8 Training will be identified, arranged and monitored by the Deputy Head/Bursar.

8 Workplace safety

- 8.1 The School will ensure that the School premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.
- 8.2 The School will take all reasonable steps to ensure that the School premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils and other users of School premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004).
- 8.3 The Bursar will arrange a regular survey of the School premises and the maintenance and repair of School premises.
- 8.4 The School will promote effective infection control by ensuring that the School premises are kept clean and tidy.
- 8.5 The School will ensure that access to high risk areas, including laboratories, workshops, the swimming pool and gymnasium is appropriately controlled and restricted.

9 Vehicle safety

- 9.1 The School will ensure that there is adequate segregation of pedestrians and vehicular traffic on the School site.
- 9.2 The Site Services Manager will ensure that all School vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.
- 9.3 The Bursar is responsible for ensuring that that School vehicles are properly taxed, licensed and insured.
- 9.4 The Bursar will ensure that drivers of School vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so and the EV Co-Ordinator will ensure that School journeys are properly planned, supervised and risk assessed and that adequate records are maintained.

10 Safe plant and equipment

- 10.1 The Bursar will be responsible for identifying all equipment / plant needing maintenance.
- 10.2 The Bursar will be responsible for ensuring effective maintenance procedures are drawn up and implemented.
- 10.3 Any defects or problems found with plant / equipment should be reported to the Head of Department/Deputy Head of the Junior School and the plant / equipment should be immediately taken out of use until it has been made safe.
- 10.4 The Bursar will check that new plant and equipment meets health and safety standards before it is purchased.
- 10.5 The School will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.
- 10.6 The School will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

11 Testing of electrical equipment, gas appliances etc

- 11.1 The Bursar will ensure that all equipment and systems including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment, used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the School and that records of inspection, maintenance and testing are retained.
- 11.2 In particular, the School will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989 (SI 1989/635) and the Gas Safety (Installation and Use) Regulations 1988 (SI 1998/2451).

12 VDUs and display screen equipment

- 12.1 The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment at in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992/2792).

- 13.2 Staff who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more) will be required to complete a self assessment every year.

13 Manual handling

- 13.1 The School seeks to avoid the need for manual handling (defined for the purpose of this Policy as the transporting of loads by hand or using bodily force) wherever possible.
- 13.2 Where manual handling cannot be avoided, the School will seek to reduce the risks related to manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992 (SI 1992/2793).

14 Safe handling and use of substances

- 14.1 The School will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, the School will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) (**COSHH**) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment.
- 14.2 All staff, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents / incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.
- 14.3 The Head of Department will be responsible for identifying all substances which need a COSHH assessment.
- 14.4 The Head of Department will be responsible for undertaking COSHH assessments.
- 14.5 The Head of Department will be responsible for ensuring that all actions identified in the assessments are implemented.
- 14.6 The Head of Department will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- 14.7 Assessments will be reviewed on a regular basis or when the work activity changes, whichever is soonest.
- 14.8 All staff will ensure that hazardous substances are locked away after use.

15 Asbestos

- 15.1 The School recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (**ACM**) or presumed ACMs on the School premises by complying with the Control of Asbestos Regulations 2012 (SI 2012/632) and in particular by:
- 15.1.1 ensuring that the School complies with its duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate. Detailed guidance can be found in the *Asbestos essentials: advice on work on non-licensed work with asbestos* (A01) (04/12) at <http://www.hse.gov.uk/pubns/guidance/a0.pdf>;
- 15.1.2 preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;

- 15.1.3 carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
 - 15.1.4 preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACMs known as an Asbestos Management Plan;
 - 15.1.5 regular inspections, reviews and / or monitoring, as appropriate;
 - 15.1.6 ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the School;
 - 15.1.7 ensuring that all employees may come into contact with ACM or presumed ACM are adequately trained;
 - 15.1.8 ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency.
 - 15.1.9 ensuring that ACM or presumed ACM is not be disturbed unless prior agreement has been given by the Bursar and there are appropriate control measures in place to ensure that staff, pupils or any other users of the School premises are not exposed to asbestos;
 - 15.1.10 ensuring that only authorised staff and / or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.
- 15.2 If anyone disturbs or suspects that they have disturbed ACM they should:
- 15.2.1 not disturb it further under any circumstances;
 - 15.2.2 ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";
 - 15.2.3 immediately report it to the Bursar who will take appropriate action;
 - 15.2.4 ensure that any clothing which have been covered in dust or debris is appropriately disposed of.

16 Emergency procedures - fire and evacuation

- 16.1 The School will carry out a fire risk assessment to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and available to staff.
- 16.2 The Site Services Manager is responsible for ensuring the fire risk assessment is undertaken and implemented and that any recommendations made by the Fire Service are implemented.
- 16.3 Escape routes are checked by the Site Services Manager termly.
- 16.4 Fire extinguishers and other fire fighting equipment (such as alarms and detectors) are maintained and checked by the Site Services Manager termly.
- 16.5 Alarms are tested at least once per week.
- 16.6 The Site Services Manager is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills and maintenance records and certificates.

- 16.7 In addition, the School will ensure that there are sufficient Fire Marshals (or deputies in their absence) on site at all times and that they are appropriately trained. Full details are included in the School's Fire Policy
- 16.8 In addition to the School's procedures regarding fire, the School will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put staff, pupils, visitors or other users of the School premises at risk and will ensure that staff and pupils are trained in what to do in an emergency evacuation. Such evacuation procedures should include any special arrangements required for employees or staff with disabilities.
- 16.9 Nothing in this policy prevents anyone from dialling 999 in an emergency.
- 16.10 All health and safety emergencies should also be reported to the Bursar who can be contacted on extension 235.
- 16.11 Where an evacuation is considered necessary, the main School fire bell will be activated and the emergency routine followed.
- 16.12 The Assembly points are detailed in the School's Fire Policies for the Junior and Senior Schools
- 16.13 Emergency evacuation and fire drills will be tested at least once per term.

17 Accidents, first aid and work-related ill health

- 17.1 This Policy should be read in conjunction with the School's first aid policy.
- 17.2 The School will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the School premises and on School arranged trips and visits at all times.
- 17.3 The School will undertake a risk assessment to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The School's risk assessment will also identify where specialist health surveillance is needed.
- 17.4 The School employs two School Nurses who are based in the Medical Centre in the Hallam Quad. A full list of all other staff trained in first aid and details of the locations of all first aid equipment are included in the School's First Aid Policy.
- 17.5 All accidents are to be reported to a School Nurse and recorded in the accident book (see section 18 below).
- 17.6 The book is kept by the School Nurses in the Medical Centre.
- 17.7 The School will take reasonable care to ensure that the health of their employees is not placed at risk. In doing so, the School will consider the risk of their employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on staff.
- 17.8 All work-related ill health including work-related stress should be reported to the Bursar.

18 Reporting requirements and record keeping

- 18.1 The School is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (**RIDDOR**). Reporting is most easily done online at www.riddor.gov.uk. Fatal and 'specified' injuries can also be reported by calling 0845 300 9923.

- 18.2 The Bursar is responsible for ensuring that the School complies with its reporting and record keeping obligations.
- 18.3 The Bursar is responsible for reporting accident, diseases and dangerous occurrences to the HSE or enforcing authority.
- 18.4 If anyone at the School is known or suspected to be suffering from disease which is classified as a notifiable disease, and / or in the opinion of a registered medical practitioner has an infection and / or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority. More information can be found at www.hpa.org.uk.
- 18.5 The Bursar in consultation with the School Nurses will also consider whether the School is required to report the accident incident to any other regulatory body or organisation.
- 18.6 The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.
- 18.7 Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.
- 18.8 Following an incident or accident the School will take all reasonable steps to collect and preserve relevant evidence and documentation.
- 18.9 The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations.
- 18.10 Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the School, documents (which includes electronic documents) will generally be retained for at least six years unless:
 - 18.10.1 the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday, or;
 - 18.10.2 the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and / or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.

19 **Monitoring and internal investigation**

- 19.1 The School monitors health and safety both actively and reactively.
- 19.2 The Bursar is responsible for monitoring health and safety procedures, reviewing risk assessments, accident books / reports and accident investigations. All Department meetings, Head of Department meetings and Junior School staff meetings will consider matters of health and safety. The Governing body will review health and safety issues at their termly meeting
- 19.3 The Bursar is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline

employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.

- 19.4 Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.
- 19.5 The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.
- 19.6 The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.
- 19.7 No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.
- 19.8 The Bursar is responsible for acting on investigation findings to prevent a recurrence.

20 **Hirers, visitors and contractors**

- 20.1 All hirers, visitors and other users of the School premises (to include parents, contractors, delivery people and inspectors) must:
 - 20.1.1 observe the rules of the School;
 - 20.1.2 ensure that they report to the Gatehouse where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School;
 - 20.1.3 ensure that they are familiar with the School's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.
- 20.2 Contractors will be selected and managed in accordance with *Use of contractors* (HSE, INDG368 (revision 1) June 2012) and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2015 (SI 2015/51).
- 20.3 All contractors who work at the School are required to comply fully with the provisions of the School's policy on the use of contractors.
- 20.4 Contractors must also ensure safe working practices by all of their employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the School premises.
- 20.5 The School will ensure that all contractors are fully briefed on the safety aspects of the job in question and supervised as far as practical.

21 **Security**

- 21.1 The School aims to provide a safe and secure environment for all employees, pupils and other visitors to the School premises.
- 21.2 The School has a policy of restricting access to the School buildings to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises.

- 21.3 The School will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School buildings and grounds) by ensuring that:
- 21.3.1 there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks);
 - 21.3.2 security assessments are conducted and reviewed regularly;
 - 21.3.3 all employees and pupils are trained about the existence and operation of the School's security arrangements and that staff training is updated as required;
 - 21.3.4 visitors to the premises are appropriately identified;
 - 21.3.5 there are adequate supervision arrangements in place;
 - 21.3.6 all security breaches or incidents are reported to the Bursar and / or to the police or other emergency services as appropriate;
 - 21.3.7 security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

22 Protection from violence and harassment

- 22.1 The School will not tolerate any act of violence or harassment in which an employee or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.
- 22.2 In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the Headmaster or Bursar and / or the Police as appropriate.
- 22.3 Violence or harassment by employees will constitute gross misconduct and will be dealt with under the School's disciplinary procedure. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

23 Lone workers

- 23.1 The School understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other School staff).
- 23.2 Work activities involving lone workers will be the subject of a separate risk assessment. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response.

APPENDIX 1

THE MANAGEMENT OF ASBESTOS POLICY

1 Introduction

The purpose of this policy is to provide advice and instruction for all persons involved in work with asbestos containing materials (ACM) in connection with Stockport Grammar School.

The school recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current Health and Safety (H&S) legislation.

The School will make use of information gathered from a management survey with sampling carried out by ACS Health Safety Environment Ltd that identifies the possible location, type and condition of ACM within the premises. Such information has been recorded on a register and will be relayed to employees, contractors and visitors as necessary to ensure the Health, Safety and Welfare of all persons who may be affected by work that may present a risk of asbestos fibre release.

Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.

Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed;

- Any asbestos products that are undamaged (as determined by a suitably qualified person on an individual basis), such as roofing sheets, guttering and flue pipes, which do not constitute a hazard, may remain in place but their condition must be monitored on a regular basis by the person(s) nominated as responsible for the building.
- If the material is slightly damaged, but otherwise in a sound condition (as determined by a suitably qualified person on an individual basis) or located in such a position that it may present a future risk to health if it is left untreated, it may be repaired and/or sealed by an approved method and periodically re-inspected to ensure its condition has not deteriorated. All work carried out must be recorded in the register.
- If the material is in such a condition that it presents a risk to health, or may be disturbed by maintenance work, it should be removed by an approved method.

All work involving such materials will be subject to a Permit to Work system to ensure all necessary precautions are taken and qualified persons carry out the work.

2 Statement of Intent

It is the policy of the School to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any ACM that may present within the premises. This includes students, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.

3 Policy Statement

The School's Asbestos Policy conforms with the Health and Safety at Work etc Act 1974, the Asbestos (Licensing) Regulations 1983 and the Control of Asbestos at Work Regulations 2012. The policy and procedures will apply to all buildings and all individuals therein, without exception.

The school's policy on asbestos and ACM is;

- To ensure the prevention of exposure to hazards associated with ACM to students, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.
- To ensure that all buildings are surveyed to identify any ACM that may be present therein, and to prepare and maintain an asbestos register for all buildings (including regular reviews and to update records of any treatment and/or removal works undertaken).
- All buildings constructed prior to 2005 will be assumed to contain ACM unless there is evidence to prove otherwise.
- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register.
- To implement an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection, and working with or removal of the material can be undertaken.
- To provide information on ACM to contractors and others who may be working in areas with, or near, asbestos as identified in surveys or assumed to be present.
- To regularly review the Asbestos Management Policy and Procedures.
- To promote awareness of the risks from ACM and the school's management procedures and induction of relevant staff.
- To ensure that all contractors and subcontractors engaged to carry out work on any of the school's buildings are provided with a summary listing of all locations that contain, or are strongly suspected of containing, asbestos to ensure that the appropriate procedures and precautions are followed.
- To ensure that any ACM that may be present in any of the buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring.
- Ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.
- Provide adequate resources to ensure the provision of appropriate information, instruction and training.
- To ensure only licensed contractors and/or subcontractors, in accordance with HSE recommendations, carry out all work to ACM, irrespective of the length of time any job is to take or the type of asbestos to worked on.

4 Management of Asbestos – Organisation and Arrangements

The school acknowledges the health hazards arising from the exposure to asbestos and therefore it is the policy of the school to ensure that as far as reasonably practicable that no persons are exposed to risks to their health due to the exposure to any ACM that may be present in any of the buildings.

The policies and procedures will apply to all buildings and all individuals present on the premises without exception.

The policy will ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.

The Bursar will review and revise, where necessary, the policy and procedures to meet with continuing requirements as necessary.

This policy document should be read in the context of the School's Health and Safety Policy.

5 Responsibilities

All those who have responsibility for the control and maintenance and/or repair of the school premises have a duty to manage the ACM present in the premises.

The Bursar and Maintenance Manager will;

- take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- assess the risk of the likelihood of anyone being exposed to fibers from these materials;
- prepare a plan setting out how the risks from the materials are to be managed when these are identified;
- take the necessary steps to put the plan into action;
- review and monitor the plan periodically; and
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

**Authorised by
Chairman of Governors**

Christopher Dunn

Date

16.10.2018

Circulation

Governors / teaching staff / all staff / parents /
website

Status

Regulatory

This Policy is issued in accordance with the Health and Safety at Work etc Act 1974 and subsequent regulations and pursuant to the Education (Independent Schools Standards) (England) Regulations 2010 (SI2010/1997)