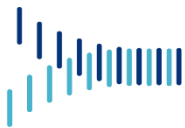




SEVENOAKS
PREPARATORY SCHOOL

HEALTH AND SAFETY

Policy and Procedures



Gresham
Safety Consultants

June 2024

Issue 012

Date of next review 4th June 2025

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SECTION 1

GENERAL POLICY**1.1. HEALTH AND SAFETY POLICY AMENDMENT SHEET**

Issue number	Date	Index Reference	Brief description of amendment
001	13/03/2014	Whole document	Full revision
001	06/02/2014	Whole document	Final version Completed and sent electronically Separate copies of Health and Safety Policy sent for signature and display on Health and Safety Notice Board
004	29.11.2016	Whole document	Names updated
005	05.06.2017	Whole document	Names and governors updated
006	03.08.2017	Whole document	Update changed to October 2017
007	18.10.2017	Health and Safety committee	Health and Safety committee wording changed and updated to Health and Safety responsibilities
008	12.2.2019	Whole document	Full revision
009	9.10.19	Whole Document	Sectional review – JB & JA
009	14.10.19	Whole document	Full review – WK, MP & JA
010	04.11.20	Whole document	Full review and Bursar name update MP,JA
011	06.02.2022	Whole document	Full revision
012	23.03.2023	Whole document	Full revision by Gresham Consultants
013	04.06.2024	Whole document	Partial review and name changes MP

1.2. INTRODUCTION

This Policy was issued on 13.03.2023 and reflects the requirements of health and safety legislation.

The document is divided into five sections:

- Section 1 – General Policy and Health and Safety Responsibilities
- Section 2 – Site Information and Contacts
- Section 3 – Policies and Procedures
- Section 4 – Health and Safety Guidance
- Section 5 – Health and Safety Forms

This Health and Safety Policy has been developed by Gresham Consultants Ltd in conjunction with the Bursar and has been signed off for implementation by the Governors as a means of providing focus and direction for Sevenoaks Prep Health and Safety Management System.

The Policy provides the framework for setting and reviewing objectives and targets from management perspective. It also lays down the procedures for implementing these policies, which are to be followed by all employees.

The Sevenoaks Prep Policy will be documented, maintained and communicated to all employees and other interested parties. **The Policy** will be reinforced and implemented through the day-to-day actions of Managers. Copies of **the Policy** are available from the Bursary.

The Policy will be reviewed to ensure its continued relevance and suitability as part of the ongoing management review activities. As a minimum, the document will be reviewed and updated every year. The review will cover all sections of the Policy and Procedures documents to ensure that:

- The responsibilities reflect the current staffing of Sevenoaks Prep
- The organisational arrangements stay the same; and
- The document reflects changes to legislation.

The Policy will also be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

The Policy is available to all employees and other interested and relevant parties and partners upon request via staff notices and shared files.

Health and Safety Audit and Review

The organisation will ensure that regular health and safety audit reviews and reviews of the Fire Risk Assessments are undertaken to ensure that this Policy remains relevant and is being implemented.

Reviews will assess whether employees:

- Understand and are carrying out all the responsibilities in the Policy.
- Are following the procedures in the Policy, which are still effective.
- Are keeping and compiling any necessary records.
- Are preparing all the necessary reports and sending them to the relevant people within Sevenoaks Prep.

The review will also assess:

- Management and employee attitudes to health and safety.
- The effectiveness of health and safety training carried out and the need for more training.
- The effectiveness of the Policy to reduce the incidence of accidents or near misses, dangerous events and ill health in the workplace.

1.3. Sevenoaks Prep HEALTH AND SAFETY POLICY STATEMENT

I will ensure that Sevenoaks Prep complies with relevant Health and Safety Acts and Regulations, together with industry standards and best practice relevant to Sevenoaks Prep operations.

Occupational Health and Safety Policy and arrangements will be proportionate to the level of health and safety risks arising from Sevenoaks Prep activities.

Sevenoaks Prep accepts the duty to prevent injury and ill health to employees, visitors, contractors and temporary workers, as well as any members of the public who might be affected by Sevenoaks Prep's operations.

This Policy will be communicated to all employees and stakeholders who may be affected by Sevenoaks Prep's operations. To ensure that information about how risk will be managed reaches those exposed to risk, health and safety policies and procedures have been developed for our activities. All relevant information is available from the Bursary.

The key Health and Safety objective is to minimise the number of instances of occupational accidents and illnesses, and ultimately achieve an accident-free workplace and activities.

All employees will be provided with relevant equipment, information, training and supervision.

Everyone is responsible for taking reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person. Reporting hazards is everyone's responsibility.

I will ensure that finances and resources reasonable to implement this Policy are made available.

All significant work-related injuries, incidents and near misses will be reported, investigated and recorded. Accident and Investigation records are crucial to the effective monitoring and revision of the Policy and must therefore be accurate and comprehensive.

I am committed to continual improvement in performance related to the way that safety and health risks are managed. Our Health and Safety Policy will be continually monitored and updated every year, or when there are changes in the nature and scale of Sevenoaks Prep operations.

The specific arrangements for consultation and implementation of the Policy and the personnel responsible are detailed in our Health and Safety Policy and Procedures document.

Name: Mrs J Berry

Date: 31/08/2023



Signed on behalf of the Executive Committee of Sevenoaks Prep

1.4. KEY LEGAL DUTIES

Legal Responsibilities of Employers

The key responsibilities of employers under health and safety legislation are to:

- Produce and maintain a written health and safety policy.
- Assess risks to employees, customers and others who could be affected by work activities.
- Arrange for effective planning, organisation, control, monitoring and review of preventive and protective measures.
- Ensure access to competent health and safety advice.
- Consult employees about their risks at work and current preventive and protective measures.
- Provide information, instruction, training and supervision.

Legal Liability of Board Members for Health and Safety Failings

Further to the general responsibilities of employers, board members have the following legal liabilities:

- If a health and safety offence is committed with the consent or connivance, or is attributable to the neglect of any director, manager or other similar officer of the organisation, then that person (and the organisation) can be prosecuted under Section 37 of the Health and Safety at Work etc. Act 1974.
- Those found guilty are liable to fines, and in some cases imprisonment. In addition, the court can disqualify an individual under the Company Directors Disqualification Act 1986.
- Individual directors are also liable for the common-law offence of gross negligence manslaughter, where the grossly negligent behaviour of individuals causes death.
- Board members are also cognisant that, within the UK, Corporate Manslaughter and Corporate Homicide legislation applies.

It is also likely that the joint guide¹ produced by the Institute of Directors and Health and Safety Commission will be cited in the courts as best practice in investigations and prosecutions under the Corporate Manslaughter and Corporate Homicide Act 2007.

Sources:

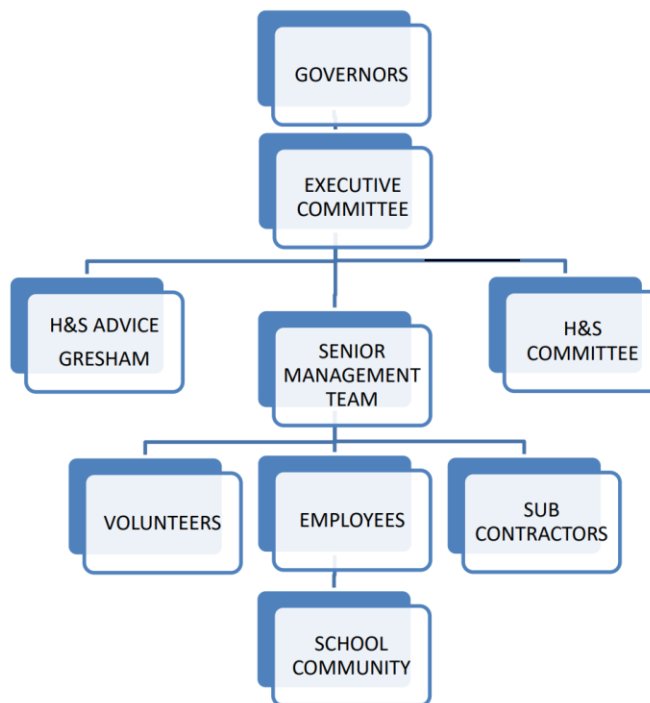
- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Corporate Manslaughter and Corporate Homicide Act 2007.
- Institute of Directors/HSE Guide INDG 417 (rev 1) – Leading Health and Safety at Work.

¹ INDG 417 – Leading Health and Safety at Work – Leadership Actions for Directors and Board Members HSE/IOD Oct 2007

HEALTH AND SAFETY RESPONSIBILITIES

1.5. Sevenoaks Prep MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY

The following chart represents the management organisation and responsibilities for health and safety within Sevenoaks Prep.



1.6. GOVERNORS

The Governors are responsible for setting the Sevenoaks Prep's Health and Safety Policy. They make sure that all risks are properly managed and resourced (that is, where necessary, adequate funding is made available to reduce the risk) and that they have the support of other board members to carry out their duties.

The Governors has delegated health and safety duties to the Executive Committee while keeping overall responsibility.

1.7. EXECUTIVE COMMITTEE

The Executive Committee accepts the duties from the Governors and carries out these duties by making sure that:

- Health and safety performance is reviewed regularly.
- The Health and Safety Policy Statement reflects current board priorities.
- The management systems allow health and safety performance to be reported effectively.
- They are kept informed about significant health and safety failures and the outcome of the investigations into their causes.
- They address the health and safety implications of their decisions.
- Adequate funds are made available to meet the requirements of the Policy.
- The appropriate insurance cover is provided and maintained.
- A statement on health and safety is included in Sevenoaks Prep's annual report.
- There is time at all meetings, including Executive Committee meetings, to discuss health and safety.

1.8. The Bursar

The Bursar's health and safety responsibilities are to make sure that:

- Any health and safety objectives highlighted through risk assessment are met and standards are monitored within their area of responsibility.
- Employees in their area of responsibility are provided with a working environment that is, as far as possible, safe and without risk to health, with adequate facilities and arrangements for welfare at work.
- Training, supervision, instruction and information is provided to employees for H&S policies and procedures.
- Immediate and appropriate steps are taken to investigate and deal with any risks to health and safety arising from work activities in their area of responsibility.
- Any health and safety issues are brought to the immediate attention of senior management, as necessary.
- All accidents and near misses are properly recorded and reported, and an investigation is carried out to identify the causes.
- Safe access to and from the workplace is maintained always.
- To ensure that competence H&S assistance (as required by Reg 7 - HSWR 1999) is obtained through an external H&S Consultant.

Throughout this Policy, 'management' means the person in charge of the work area, no matter what their actual

title. Also, the responsibilities outlined above should apply no matter whether the area of control is a department, division, team and so on.

1.9. EMPLOYEES

Employees' health and safety responsibilities are to make sure that they:

- Understand the Health and Safety Policy and appreciate their responsibilities.
- Do not put themselves or other people at risk through their actions or failure to act.
- Warn other, and particularly new, employees about known dangers.
- Act responsibly always.
- Do not abuse the welfare facilities.
- Co-operate on all aspects of health, safety and welfare.
- Follow the requirements of the Health and Safety Policy.
- Tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any tasks.
- Work in line with the information and training provided by their manager.
- Do not misuse or interfere with anything that has been provided for health and safety reasons.
- Report any accident or near miss, however small, to their manager and fill in the accident report.

1.10. CONTRACTORS

- Contractors must follow all the requirements of this Policy. They must also provide copies of their Health and Safety Policy and any other documents relating to health and safety that Sevenoaks Prep may reasonably ask for. If they fail to do so, they may be asked to leave the site and they may be charged fees.
- All work must be carried out in line with the legislation relating to the work activity and take account of the safety of others on the site and the general public.
- All plant or equipment brought on to site by contractors or their sub-contractors must be safe and in good working condition. It must also be fitted with any necessary guards and safety devices and have any necessary certificates available for checking. The contractor must give the Bursar relevant information and assessments on noise levels of plant, equipment or operations before work starts.
- All electrical equipment must meet the latest British Standards for industrial use and be in good condition.
- Contractors must report any injury or damage caused by their employees to the Bursar.
- Contractors' employees must follow any safety instructions that the Bursar gives them.
- Any material or substance brought on site, which has health risks, must be used and stored in line with regulations and current recommendations. Contractors must carry out a risk assessments on any substance or process that could harm health and provide a copy of the assessments to the Bursar before works start.
- Contractors must keep workplaces tidy and clear away all rubbish, waste materials etc. as work proceeds.
- Contractors carrying out high-risk activities must give a detailed safe system of work (method statements, risk assessments and competences). The safe system of work must be agreed with the Bursar before work starts, and copies must be available on site so that everyone can keep to the agreed work process. In addition, for activities such as roof work, live electrical work, and hot work, a Permit to Work system must be used, and

this will be managed by the Sevenoaks Prep's nominated authorised person.

- Where work falls under the Construction Design and Management Regulations 2015 (CDM), the roles of client, principal contractor, principal designer, designers, contractors and workers will be clearly assigned. Parties fulfilling those roles will carry out their duties as specified under those regulations.
- Contractors' representatives must go to any safety meeting that the principal contractor asks them to go to. These meetings will be the main way of transferring information.
- All contractors must make sure that they follow Sevenoaks Prep Contractor Safety Procedures.

1.11. DRIVERS OF VEHICLES SUPPLIED BY Sevenoaks Prep

Driver's health and safety responsibilities are to make sure that:

- Checks are carried out on their vehicles each day to make sure that they are safe and roadworthy.
- They follow the road traffic legislation always.
- Vehicle maintenance is carried out as required by the manufacturer's instructions.
- They report all faults on vehicles (and any equipment) and make arrangements to carry out any extra maintenance required.
- They do not drive any vehicle unless they have been fully trained and instructed in how it works.
- They follow the requirements of the Policy.
- They tell management about any medical condition or legal problem that affects their driving licence, or about any possible prosecutions.
- They tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any tasks.

1.12. COMPETENT PERSONS

Bursar

The Bursar fulfils the role of competent person² and is responsible for co-ordinating health and safety activities and for acting as the primary source of health and safety advice. The role of the competent person includes:

- Co-ordinating Sevenoaks Prep's risk assessment programme.
- Administering the Accident Investigation and Reporting Procedure.
- Liaising with Enforcement Authorities, Sevenoaks Prep's insurers and other external bodies.
- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Co-ordinating health and safety inspections.
- Identifying health and safety training needs.
- Providing or sourcing health and safety training.
- Providing Health and Safety Induction training to new employees.

² As per the Management of Health and Safety at Work Regulations 1999 and HSG65 managing for Health and Safety 2013.

- Identifying the implications of changes in legislation or Health and Safety Executive (HSE) guidance.
- Preparing and submitting progress reports and an annual Health and Safety Action Plan.
- Ensuring competent H&S assistance is required by a H&S consultancy, thereby satisfying the legal requirement of Regulation 7 of the Management of H&S at Work Regulations.
- Displaying the Health and Safety Law poster, a copy of Sevenoaks Prep's Health and Safety Policy Statement, Employer's Liability Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedures.
- Ensuring the site(s) has adequate fire marshals and first aiders always.
- Completing the Induction Checklist for new starters and long-term temporary employees.
- Co-ordinating Display Screen Assessments for new employees or whenever there has been a significant change in workstations.
- Maintaining the Health and Safety Policy and Procedures Manual (this document) and updating with any new procedures when given.
- Ensuring that any actions arising from the Health and Safety Audits/Inspections are addressed.
- Recording any hazardous substances and materials and carry out workplace assessments where appropriate.

Gresham Health and Safety Consultant

The Gresham Health and Safety Consultant supports the Bursar in their duties. In particular:

- Carry out annual health and safety and fire safety reviews.
- Fulfilling the role of competent H&S assistance to the Bursar.
- Assist in the investigation of serious accidents and incidents.
- Attend and/or lead the Health and Safety Committee as requested.

Fire Marshals

Fire marshals will:

- Participate in all required Fire Marshal Training.
- Know who works in their allotted area.
- Ensure that all employees in their area are familiar with their assembly points, and nearest escape routes.

First Aiders

All first aiders have the necessary training and qualifications, as evidenced by a current First Aid Certificate issued under a training course approved by the Health and Safety Executive (HSE).

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. A first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards.

All information of a personal nature obtained during first aid duties is treated as confidential.

First Aiders will:

- Act in accordance with their training always.
- Summon further medical help where necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Ensure their own safety always.
- Record all treatments for which they are responsible, with specific details of the injury.
- Ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary.
- Ensure that the First Aid Room (if applicable) is kept tidy and well-stocked.
- Keep their manager and/or the First Aid Co-ordinator informed of annual leave dates.
- Confirm monthly injury accident figures to the Bursary.
- Ensure that all accidents that they become aware of are reported to the School nurse.

Health and Safety Consultation

The Health and Safety Committee meeting satisfies the legal requirement for the Governors/Senior Management Team to consult with its staff. Therefore, it requires specific representation from the various departments across the School. Furthermore, all employees and volunteer staff should be canvassed to ensure any concerns or suggestions for improved work processes are made known and recorded. It should be Chaired by the Head of the management team. It is to be held quarterly. Typically, the topics covered by the meeting are to:

- Identify and prioritise safety issues.
- Identify training requirements for employees.
- Review safety records, including accidents and incidents.
- Agree changes in working practices, if required.
- Review the implications of any changes in health and safety legislation.

SECTION 2

SITE INFORMATION & CONTACTS

2.1. HEAD OFFICE INFORMATION

Company Name	Sevenoaks Prep
Address	Andrew Hodgkin (Bursar) Sevenoaks Prep School Fawke Cottage Godden Green Sevenoaks Prep Kent TN15 0JU
Telephone Number	01732 762336 Fax 01732 764279
Health and Safety Contact	bursar@theprep.org.uk
E-mail Address	Andrew Hodgkin bursar@theprep.org.uk
Number of Locations	1
Total Number of Employees	C80 and 400 pupils

2.2. HEALTH AND SAFETY CONTACTS

Position	Name	Telephone No/Extn.	E-Mail
The Bursar	Andrew Hodgkin	01732 762336 Fax 01732 764279	bursar@theprep.org.uk

Area	Name, Telephone No/Extn.
First Aiders	Names of site first aiders displayed around the school.
Fire Marshals	All employees on site

HEALTH AND SAFETY COMMITTEE MEMBERSHIP

Name		Department
Helen Cook		Acting Deputy Head
Shannon Wake		Deputy Head of Pre-Prep
Andrew Hodgkin		Bursar
Will Proctor		Maintenance Manager
Lauren Hosford		Medical officer
Alistair Moffat		Gresham Consultants
Michelle Pierce	chair	Assistant Bursar

2.3. HEALTH AND SAFETY DOCUMENTATION

Document	Location	Person Responsible
Accident book	Bursary	Bursar
Accident reporting procedures/records	Medical	Bursar/ medical officer
Air-conditioning maintenance records	Bursary	Bursar/maintenance team
Asbestos records	Bursary	Bursar
Audit reports	Bursary	Bursar
Building maintenance records	Bursary	Bursar
Catering Registration Details	Contract caterer	Contract Caterer
Certified waste carrier records	Bursary	Assistant Bursar
Claims experience – E.L./Property Damage/ Motor	Bursary	Bursar
Cleaning schedule records	Bursary	Bursar
COSHH Assessments/Material Safety Data Sheets	Bursary Science Maintenance Grounds Cleaning Kitchen	Bursar Jo Rolls Matt Tye Matt Tye Ghurka Cleaning Accent
Dimensional site plan showing Buildings & Plant	Bursary	Bursar
Display screen equipment workstation assessments	Bursary	Bursar School medical officer
Driver Records	Bursary	Bursar
Electrical maintenance/PAT records	Bursary	Bursar
Emergency lighting records	Bursary	Bursar
Employee handbook	Bursary	Bursar
Employer’s Liability Certificate	Bursary (on display)	Bursar
Enforcement/Improvement notices	NA	NA
Environmental policy/procedures	Health and Safety Manual	In house H & S team
Extraction system maintenance	Maintenance	Maintenance
Fire alarm service records	Bursary	Bursar
Fire alarm test records	Bursary	Bursar

Document	Location	Person Responsible
Fire evacuation records	Bursary	Bursar
Fire extinguisher records	Bursary	Bursar
Fire Risk Assessment	Bursary	Bursar
Fire wardens list	Bursary	Bursar
Fire/emergency evacuation procedure/training	Bursary	Bursar
First aid procedure/facilities	H&S Manual	Bursar
First Aiders/Appointed Persons (qualified) list	First Aid policy	Nurse
H&S at Work Act poster	Bursary	Bursar
H&S inspection reports	Bursary	Bursar
H&S organisation/chart	H&S Manual	Bursar
H&S policy/procedures	H&S Manual	Bursar
H&S Representatives/Co-ordinators list	H&S Manual	H&S committee
H&S training records	Bursary	Bursar
Minibus Driver records	Bursary	Bursar
Historical data – Accidents	Bursary	Bursar
Historical data - Incidents – Fire/explosions/ damage/spillage/releases	Bursary	Bursar
Incident/near miss reporting procedures/records	H&S Manual	Bursar
Lighting maintenance records	Bursary	Bursar
Minutes of H&S meetings	Bursary	Bursar
Operating procedures/control systems/training logs	Bursary	Bursar
Planned Maintenance schedules	Bursary Maintenance	Bursar
Plant & machinery maintenance records	Bursary	Bursar
Pressure system/vessels testing/records	Bursary	Bursar
Procedure for reporting safety concerns	Bursary	Bursar
Project and Plant review procedures/Plant Mods/HAZOP's	Bursary	Bursar

Document	Location	Person Responsible
RIDDOR	Bursary	Bursar
Risk assessment protocol/records	Bursary	Bursar
Safety critical testing/maintenance	Bursary	Bursar
• Electricity	Bursary	Bursar
• Gas	Bursary	Bursar
• Water	Bursary	Bursar
Special waste procedures/records	Bursary	Bursar
Statutory Inspection Records	Bursary	Bursar
Tank and process vessel inventory	Bursary	Bursar
Vehicle records	Bursary	Bursar
Ventilation maintenance records	Bursary	Bursar
Work equipment testing/records	Bursary	Bursar

SECTION 3

POLICIES AND PROCEDURES

This section contains the management policy for specific health and safety topics. Some of the policies are explained in more detail in an associated procedure.

3.1. RISK ASSESSMENT POLICY

Identifying potential hazards and managing risks to health and safety is essential in ensuring that a safe working environment is maintained. Risk assessment is fundamental to all health and safety requirements and standards.

Risk assessments identify any risks to the health and safety of employees and others affected by Sevenoaks Prep activities. As part of the risk assessment process, control measures should be put in place to either remove or reduce risks to health and safety arising from workplace activities.

To comply with legislation, Sevenoaks Prep completes written risk assessments on activities that could, or do, present a significant health and safety risk to either Sevenoaks Prep employees or others affected by Sevenoaks Prep activities.

These assessments are carried out where the risk is likely to be encountered, and measures will be taken to make sure that the people at risk are informed about the assessment findings and precautionary measures to be taken.

Risk assessments are reviewed if no longer valid, or if there has been a significant change in the matters that the assessment relates to, and as a minimum reviewed annually.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Factsheet AFS 0360 Risk Assessment.

RISK ASSESSMENT PROCEDURE

Risk assessments are carried out by a competent person following HSE Guidance (HSE INDG 163) – Five steps to Risk Assessments. Results are recorded on Risk Assessment Form AF350 and made available to staff on the shared folder:

Relevant Health and Safety Forms:

AF350 Risk Assessment Form.
AF370 Risk Assessment Review Form.

3.2. ACCIDENT AND INCIDENT INVESTIGATION AND REPORTING POLICY

An accident is an unplanned and unwanted event that causes physical harm (injury or illness) to a person or the

environment.

An incident or near miss is an unplanned or unwanted event that does not cause physical harm or damage but could have done so.

Employees must report all accidents and incidents to the Bursar as soon as possible. Accidents resulting in serious injury (or that had the potential to be serious) must be reported by the fastest practical means (usually phone or email). An Accident Book will be provided at each work site. All work-related injuries, however small, are to be recorded in the Accident Book by the employee (or their manager if they are incapable of completing it). An Accident Investigation Form is then to be completed by the manager. If necessary, an investigation will be carried out by the Bursar who is responsible for informing the enforcing authorities of all 'reportable accidents' within the timescale prescribed by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).

There is an in-house - Accident Reporting displays the flowchart that is followed when reporting accidents.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- School accident reporting procedure.

ACCIDENT REPORTING AND INVESTIGATION PROCEDURE

The procedures set out below must be followed if any employees suffer any of the following types of injury:

- Injury that causes death.
- "Specified injury" (including fractures, amputations, loss of eyesight and hospitalisation for 24 hours).
- An injury resulting in the employee being unfit to carry out their normal duties for seven days (including weekends) or more.
- Occupational illness or disease (including dermatitis, permanent cramp due to repetitive movements and carpal tunnel syndrome).
- Any other accident resulting in damage to property or injury to employees or members of the public.

Employees must report the accident to their manager as soon as possible. Employees must also record details of injuries in the Accident Book BI510 and send the page in a sealed envelope marked 'staff confidential' to the Bursar. The manager should then complete an Accident Report and Investigation Form.

The details that must be recorded in the Accident Book are:

- The name of the person suffering the injury.
- The date and time of the injury.
- The name of the person reporting the injury.
- The cause of the injury.
- Any action taken because of the injury.
- The nature of the injury (for example, which part of the body is affected).

The accident must be reported to the Bursar, who will decide if the accident or near miss should be reported to the Enforcing Authority. If so, the Bursar will fill in the necessary details on-line within the time set by law.

Seven-day accidents (accidents resulting in the injured person being unable to work for seven consecutive days) must be reported (within 15 days) to the Health and Safety Executive.

Management will take the appropriate steps to make sure that:

- The accident or near miss is investigated as soon as possible.
- The results of that investigation are recorded on the internal Accident Investigation Form.
- Measures are put into place to prevent the accident or near miss happening again.

If there is no supervisor in the area at the time of the accident or near miss, the employee suffering the accident or injury must report the accident in the Accident Book and to management as soon as possible. A work colleague can do this for them if the injured person is unable to do this.

If a member of the public (or other person who is not an employee) is injured because of the work of Sevenoaks Prep activity and that member of public is taken directly to hospital for treatment, the accident must be reported to the Bursar without delay.

If an incident or near miss has happened which is classified as a dangerous occurrence, it must be reported to management without delay.

Relevant Health and Safety Forms:

AF020 Accident and Near Miss Report and Investigation Form.

AF010 Accident Analysis Excel template.

3.3. ALCOHOL, DRUGS AND SUBSTANCE MISUSE POLICY

Sevenoaks Prep will refuse entry to the workplace to anyone who arrives at work under the influence of drugs or alcohol.

For their own safety, and that of their work colleagues and members of the public, any employee who believes that another is under the influence of drugs or alcohol should report this to their manager immediately.

Sevenoaks Prep will help employees by offering advice and guidance and encouragement where appropriate.

ALCOHOL, DRUGS AND SUBSTANCE ABUSE PROCEDURE

Recognition of an Alcohol or Drug Problem

The following signs or symptoms may provide an indication of an alcohol or drug abuse problem:

- Unexplained absences or repeated short-term sickness absence.
- Mood swings, depression, irritability, aggression.
- Persistent lateness.

- Irresponsibility or reluctance to accept responsibility.
- Poor work performance.
- Deterioration of general appearance.
- Deterioration in relationships with colleagues.
- Personal difficulties including marital and debt problems.
- Unsafe working, proneness to accidents.

Procedure

The employee's manager must be informed if it is discovered that an employee is under the influence of alcohol or drugs whilst carrying out their work duties. If the employee's manager believes the employee is incapable of performing their duties (e.g. use of tools, vehicles, care of clients, etc.) without endangering themselves or others then they will be sent home immediately. The absence will be recorded as per the Sevenoaks Prep's Absence Reporting Procedure.

On return to duty, the employee will report to their manager in accordance with Sevenoaks Prep's Absence Policy. If the employee has a safety-critical role, e.g. driver, machinery operator, etc. an assessment should be made of their ability to continue to work in this role or whether alternative work should be offered whilst the matter is investigated or resolved.

Self-referral

Employees are encouraged to seek voluntary help, e.g. talking to their manager, supervisor, Human Resource Department, GP, Company Doctor or another agency.

Managers have the responsibility to act if attendance or work performance are affected and should be aware of employees experiencing difficulties. Managers should initially raise the matter informally with the person concerned, thus giving the person an opportunity to consider what they wish to do. An agreed timescale will allow the employee to decide on how to respond to concerns.

If the manager considers necessary further action, the employee will be referred to a counsellor for confidential discussion. A colleague or friend may be present.

Period of Treatment

The length of a course of treatment may vary considerably between cases. It is unlikely to be less than two weeks and, in some cases, could involve a period of absence of six weeks or more.

Further Action

- If the employee declines help, their manager will restate their concerns and monitor the situation with a further period of grace, say, two weeks.
- If the employee agrees that some concern is justified, they may elect to resolve it through their own arrangements. A further period will then be agreed with a further meeting planned around two months later.
- The employee may agree that their manager's concerns are serious enough to threaten their or others safety at work. The employee will then be required to see a Company-appointed Doctor for an opinion on their fitness for work and approval of the appropriate treatment in conjunction with their GP.

- Following a course of treatment approved by their GP, the employee will be allowed normal sickness absence.
- If the employee does not acknowledge the problem, their manager may invoke the normal disciplinary procedure.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Provision and Use of Work Equipment Regulations 1998.

3.4. ASBESTOS POLICY

Introduction

Asbestos is the collective name for a group of fibrous minerals which are mechanically strong and resistant to heat and chemicals. Asbestos has been used in a wide range of applications because of its excellent thermal insulation, fireproofing and other physical and chemical properties.

Inhaling asbestos fibres can lead to asbestos-related diseases: mainly lung cancer and mesothelioma (cancer of the lining of the lung). These are usually terminal illnesses, and about 5,000 new diagnoses are made in the UK every year. Asbestos does no harm provided it is in good condition and remains undisturbed. However, when it is disturbed or damaged it can release fibres into the air, which when inhaled are a danger to human health.

Sevenoaks Prep has a duty under the Control of Asbestos Regulations 2012 to carry out a risk assessment on work with or near asbestos materials or any material suspected as, or likely to contain, asbestos. Persons responsible for maintenance of non-domestic premises also have a 'duty to manage' the asbestos in them.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Control of Asbestos Regulations 2012.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- HSE Approved code of practice HSE L143.

ASBESTOS PROCEDURE

Responsibilities / Duties

In accordance with the Regulations, the Bursar will arrange for a competent person (usually a third-party contractor) to:

- Determine the location, condition and risk associated with materials likely to contain asbestos, with a presumption that materials contain asbestos unless there is evidence that they do not.
- Make a written record (the Register) of the location, condition and risk from asbestos and suspected asbestos material and keep it up-to-date.
- Assess the risk of exposure from asbestos and suspected asbestos materials and record the action necessary to ensure that:

- Any material known or suspected to contain asbestos that may create a risk of exposure (because of its state and location) is encapsulated or, if necessary, removed. This can only be conducted by approved and licensed contractors.
 - Any material known or suspected to contain asbestos is maintained in a good state of repair.
 - Information about the location and condition of material containing asbestos, or suspected to contain asbestos, is known and is given to anyone likely to disturb it.
- Prepare and implement a written management plan to control these risks and ensure that information about the location and condition of any asbestos is provided to any person who is liable to disturb it.

the Bursar will also record checks on the condition of asbestos and suspected asbestos materials annually or at intervals specified by the competent person, to ensure that they are not deteriorating.

Nearly all work which may result in asbestos fibres entering the air must be notified to the Health and Safety Executive. Such work must therefore not be undertaken by any employee or contractor without complying with the Control of Asbestos Regulations 2012. Any works likely to disturb the fabric of the building must therefore be agreed with the Bursar in advance.

Relevant Health and Safety Form:

AF030 Asbestos Management Plan Form.

3.5. CONTROL OF CONTRACTORS POLICY

When outside contractors (for example, employees from an electricity company, cleaners and maintenance employees) enter the premises to carry out tasks in areas where there may be a risk to their health or safety or that of Sevenoaks Prep employees or visitors, the Bursar will take measures to reduce that risk to the lowest reasonably practical level under the circumstances. These measures may include any or all the following:

- Induction training (to include the dangers and risks posed by Sevenoaks Prep operations).
- Supervision by a competent authorised representative who is aware of the danger in work.
- Making sure that personal protective equipment has been provided and is being worn, as necessary.
- Checking that the outside contractor is competent and trained to carry out the proposed tasks.
- Making sure that outside contractors' employers have received safety information that is appropriate to their proposed tasks, and that outside contractors' employees have been told about the information before work starts.

The measures the Bursar takes will depend on the danger and the control measures as recommended by the Risk Assessment. If outside contractors propose to carry out work that could put Sevenoaks Prep employees at risk, they must give the Bursar a risk assessment of the proposed task before work starts on the premises.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Construction (Design and Management) Regulations 2015.

CONTROL OF CONTRACTORS PROCEDURE

Selection of Contractors

Prior to commercially engaging any contractor to work within the School premises an assessment (pre-qualification questionnaire, known as a PQQ) must be completed. This PQQ will require responses to key H&S issues (competences, references, third party accreditations, supervision of operatives accident history etc.). Once the PQQ has been assessed by the Bursar and Gresham Consultants, the contractor can then be placed on the preferred list. Prior to the contractor commencing work the Contractor must submit a safe system of work (RAMS) to ensure they can be fully assessed/approved before work commences. There must be a 'Pre-Start Meeting' shortly before contract commencement to ensure transparency on both sides. Cost will never be the main criteria for the selection of a contractor.

Health and Safety Policy

Managers selecting contractors to carry out works must ensure that their Health and Safety Policy, where appropriate, outlines their commitment to health and safety. A copy of the contractor's Health and Safety Policy will be requested during the tender process.

Risk Assessment & Method Statements (RAMS)

Contractors must, if requested to do so, provide the manager commissioning the work with RAMS on how the tasks will be completed and what tools/equipment will be used.

The Bursar commissioning the work should also ensure the following:

- Have the workers received training for the works to be carried out?
- To what extent is there supervision for the task?
- What is the competency of the contractors in the management of health and safety?
- What are the proposals for safe working?
- Has the contractor ever been subject to enforcement action?
- How does the contractor's accident record compare to that of other companies?
- Can the contractor's attitude towards health and safety be checked with previous clients?
- Is any other work programmed where contractors may pose a risk to each other, for example due to their proximity, or control of services?

The resultant PQQ must be recorded and kept on file by the Project Manager for future reference.

Control of Contractors on Site

Managers wishing to engage any contractor must send them a copy of Sevenoaks Prep's Safety Requirements for Contractors on-site form for their completion and signature prior to their engagement.

This form identifies all the safety requirements for contractors working on the site.

Managers engaging contractors are required to monitor their compliance with this form.

On-site Safety Checklist

When the contractor arrives on site, and prior to the commencement of any work, the Commissioning Manager will complete the Control of Contractors on-site Checklist.

Relevant Health and Safety Forms:

- AF050 Contractor Assessment Form.
- AF060 Contractor on-site Checklist.
- AF300 Permit to Work – Confined Spaces.
- AF310 Permit to Work – Electrical Work.
- AF320 Permit to Work – Hot Work.
- AF330 Permit to Work – Roof Work.
- AF340 Permit to Work – Work at Height.

3.6. CONSULTATION POLICY

Under the Health and Safety (Consultation with Employees) Regulations 1996, Sevenoaks Prep consults employees in good time on matters of health and safety in the workplace. Sevenoaks Prep consults all employees or their representatives about any substantial measures Sevenoaks Prep may introduce which can affect employees' health and safety in the workplace, including:

- Appointing or naming people to co-ordinate emergency procedures and help with health and safety.
- Planning and organising necessary health and safety training for employees and delivering health and safety information.
- Providing any health and safety information Sevenoaks Prep must provide to employees, under any relevant statutory provisions.
- Assessing the health and safety consequences for employees of introducing (and planning) new technologies in the workplace.

If a representative of employee safety has been elected, management will tell employees the names of those representatives and the group of employees represented by those representatives.

Details of Sevenoaks Prep procedures on methods of consulting employees in the procedures section of this Policy.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Safety Representatives and Safety Committees Regulations 1977.
- Health and Safety (Consultation with Employees) Regulations 1996.
- The Management of Health and Safety at Work Regulations 1999.

CONSULTATION PROCEDURE

Employees are consulted in any of the following circumstances via.

- Any change which may substantially affect their health and safety at work, for example in procedures,

equipment or ways of working.

- Arrangements for getting competent people to help us meet health and safety laws.
- The information that Sevenoaks Prep must give employees on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks, and what they should do if they must deal with a risk or danger.
- Planning health and safety training.
- The consequences on health and safety of introducing new technology.

Availability of Documentation

All necessary health and safety documents are in place and available for employees before any work starts. These include Health and Safety Policy, relevant Method Statements, Plans of Work, Safe Systems of Work, Risk Assessments, and others as listed in Section 2.4 above. Records are stored by the Bursar on the shared folder:

Communication

If necessary, managers can give health and safety information to employees using memos, notice boards, minutes of meetings, safety booklets and so on.

3.7. DISABLED OR TEMPORARILY DISABLED EMPLOYEES' POLICY

The Equality Act 2010 (Disability) Regulations 2010 (SI 2010/2128), includes provisions that support the definition of disability in the Equality Act 2010 which came into force on 1st October 2010.

To be protected from disability discrimination under the Equality Act 2010, an individual must have a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

If persons with disabilities are employed, or where existing employees become disabled, it will be ensured that reasonable adjustments are made to the workplace to meet their needs, including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from the workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a 'fit note' by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached, or the note has been withdrawn by a doctor. If the 'fit note' indicates they may be fit to work subject to certain conditions, relevant changes will be made, if necessary, using an Occupational Health Advisor.

the Bursar ensures that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the employee, considering their abilities and disabilities.

A Personal Emergency Evacuation Plan (PEEP) to cover evacuation in the event of a fire emergency will also be carried out by the Bursar if necessary.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Equality Act 2010.
- Equality Act (Disability) Regulations 2010.

3.8. DRIVING FOR WORK POLICY

Sevenoaks Prep is committed to ensuring that:

- Driving Risk Assessments are carried out considering the driver, their health and fitness, the vehicle, maintenance of the vehicle, management policies and procedures, hours spent driving.
- Safe driving policies and procedures are implemented.
- Risk minimisation is considered when choosing vehicles.
- The risk to employees who drive at/for work is minimised.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- HSE – Workplace Transport Safety – HSG 136.

DRIVING FOR WORK PROCEDURE

Whether receiving a car allowance or using personal vehicles to drive on our business, these guidelines outline what needs to be done to manage the risk.

Car Insurance

Whenever employees undertake a journey for Sevenoaks Prep they must make sure they have business car insurance appropriate for the work and mileage undertaken.

Without the right business insurance, employees will not be able to drive for Sevenoaks Prep or receive expenses.

Driving Within the Law

Vehicles should be driven within the requirements of the law, and employees must not drive in any way which could reflect badly on Sevenoaks Prep. Employees should always:

- Have a full driving licence.
- Ensure the car has valid road tax.
- Observe traffic signs and statutory speed limits.
- Park sensibly and not breach any regulations.
- Make sure they are not under the influence of drugs or alcohol whilst in control of any car.

Employees will pay any fines, court costs, administration fees and excesses on the Motor Insurance Policy.

Health and Safety Whilst Driving

When planning any business journey, drivers must take into consideration the length of the journey and weather conditions. Drivers shall also regularly check that:

- Tyre pressures are correct and tread depths are within the legal limits.
- All fluid levels are topped up.
- Brakes, lights and radiator/washer/fuel/oil levels are in accordance with recommendations, as found in the manufacturer's guidelines.

On long journeys, it is recommended that the journey is planned with regular breaks to avoid monotony and prevent tiredness. Ideally, a 15-minute break should be taken for every two hours of driving.

Whilst driving, anything which may cause a lapse in concentration or inability to maintain control of the car should be avoided. This includes reading a map, drinking, making/answering calls, etc. Under the Road Safety Act penalty system, the courts can issue fines and 'endorse' driving records with penalty points if the driver is convicted of a motoring offence.

Smoking in Vehicles

Vehicles used for work are covered by smoking in the workplace legislation. During working hours, a personal vehicle used for business purposes also becomes a workplace.

If using cars for business purposes employees should:

- Not smoke in the car during work hours (this includes travelling to meetings/customers) if there is any possibility that someone other than you might drive/be a passenger in the car.
- Never smoke whilst carrying colleagues/customers or allow colleagues/customers to smoke in the car during work hours (even if all the occupants are smokers).
- Be aware the legislation covers second-hand smoke – that's 'old' smoke produced prior to work hours.

Smoking in the car during work hours whilst on our business and carrying passengers or other colleagues, may result in an on-the-spot fine for the driver, and Sevenoaks Prep facing prosecution and liability for a fine of up to £2,500 for driving without due care and attention.

Hand Held Devices

Hand held mobile phone or other mobile devices should not be used to make or receive calls or send text or email whilst driving. The penalty under the Road Safety Act for doing so is an on-the-spot fine and a three-point endorsement on a driving license, or even prosecution for dangerous driving, which may lead to imprisonment. Whilst driving, all such devices should be turned off or put into 'flight' mode.

If mobile phones or similar devices need to be used whilst driving, they must always be connected to an appropriate hands-free device. This includes times when the engine is on, but the vehicle is not moving.

The use of a hands-free device whilst driving should be kept to an absolute minimum. Ideally, mobile phones and other devices should be turned off whilst driving and messages picked up later.

Relevant Health and Safety Forms:

AF100 - Driving for Work Risk Assessment Form

AF110 - Driving Self-Assessment

3.9. DISPLAY SCREEN EQUIPMENT (DSE) POLICY

Sevenoaks Prep meets the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (DSE Regulations) by assessing health and safety risks, providing employees with suitable working conditions for working on DSE workstations (all alpha-numeric and graphic display screens, laptops, microfiche, process control screens and screens used to display line drawings, graphs, charts or computer generated graphics, but not television or film pictures) and to provide appropriate information and training.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Health and Safety (Display Screen Equipment) Regulations 1992.
- HSE – Working with Display Screen Equipment – INDG 36.

DISPLAY SCREEN EQUIPMENT (DSE) PROCEDURE

The workstation assessment identifies any possible problems with a person’s workstation before their health and safety is affected. It is issued by email, the results assessed by the Bursar and stored on the shared folder:

Work Patterns

DSE equipment should not be used continually. It is not the length of the break taken that is important, but how often breaks are taken. Work patterns should be broken with other tasks so that there are regular rests from DSE usage.

Eye and Eyesight Tests

There is no evidence that working with display screen equipment causes any permanent damage to eyes or eyesight. However, it may make users who already have eyesight problems more aware of them. This (and poor working conditions) may give some users temporary visual tiredness or headaches.

On receiving a request from a DSE user, Sevenoaks Prep will arrange for sight testing for employees who use display screen equipment via local opticians. A footrest will also be provided on request.

Relevant Health and Safety Forms:

AF120 DSE Assessment Form.

AF130 DSE Self-Assessment Form.

3.10. ELECTRICAL SAFETY POLICY

Employees, unless adequately trained, will under no circumstances attempt to install or repair sockets, plugs and tools, or interfere with plant, appliances or electrical installations. These jobs will be undertaken by an authorised and competent person, either employed by Sevenoaks Prep or by contractors, agents or manufacturers called to the building.

The Bursar will ensure, through planned preventive maintenance, that:

- Mains supplies are inspected and checked for breaks, clean and tight connections and loading.
- Plant and equipment is maintained according to the manufacturers and installer's guidelines.
- Appropriate warning and safety signs will be posted alongside plant, equipment or supplies.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Electricity at Work Regulations 1989.
- BS7671 Current Edition.
- Maintaining Portable Electrical Equipment – HSE Guidance HSG 107.

ELECTRICAL SAFETY PROCEDURE

All work on electrical equipment is to be carried out by qualified engineers only. The engineers understand the terms used in this procedure, so this procedure is for information only for all other employees.

Under the Electricity at Work Regulations 1989, Sevenoaks Prep has procedures for protecting the health and safety of employees. It is essential that these regulations are followed.

All possible risks that might arise from using, or being near, electricity must be identified.

To show that Sevenoaks Prep is following these regulations, it is necessary to tag each electrical tool, device, distribution box and cable. Each must have a unique number (or other way of identifying it) and a corresponding maintenance record. The work is organised by the Bursar and records stored on the shared folder:

All devices are visually checked by a competent person for damage to the cable, and all cable connections to the device and plug must be secure.

The Bursar will assess how often devices need to be checked (see table 8). A computer which does not move might only need checking every 2-3 years. However, an electric drill which is handled by its cable may need to be checked every shift.

Installation

Only a competent certificated electrician may install an electricity supply.

Authorised Person for Temporary Installations

All temporary electrical installations are the responsibility of the Bursar who accepts the responsibility for the safety and use of the installation (and for any alteration or addition to it). That person’s name is displayed near to the main distribution board. All electrical installations are inspected and tested by a competent electrician before they are used.

Table 8 – Suggested Intervals for Checking Portable Electrical Equipment

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 40 volts)	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk-lights	No	No	No
Desktop computers, VDU screens	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment: Not hand-held. Moved occasionally, e.g. fans, table lamps	No	Yes, 2–4 years	No
Double insulated (Class II) equipment: Hand-held, e.g. some floor cleaners, some kitchen equipment	Yes	Yes, 6 months – 1 year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Yes	Yes, 6 months – 4 years depending on the type of equipment it is connected to	Yes, 1–5 years depending on the type of equipment it is connected to

Permits for Live Working

Live working is not normally acceptable unless it has been assessed that there is no safer alternative available. If this is the case, additional precautions must be taken for the risks to be managed and the process formally agreed as safe enough to proceed. For work on live equipment and conductors, a ‘Permit to Work’ system must be prepared and used. The system gives details of:

- The equipment to be used for testing the live conductors within the work area.
- The precautions that must be taken to prevent any unauthorised people from entering the area while people are working.
- The limits on the Permit to Work, giving the details of the equipment that work will be carried out on and the nature of the operation.
- How long the permit will last, and the date it runs out.

When the permit is made out, it clearly shows the precautions to be taken before and during work on live equipment. This system is to make sure that the correct procedures have been used.

General Electrical Safety for Employees

- Mains-operated electrical equipment must not be used unless the use and operation is fully understood.
- Light sockets should not be left without a bulb, even if the circuit is known not to be live.
- Electrical equipment should not be handled with damp hands.
- Electrical equipment should not be repaired by unqualified persons.

On discovering damage to electrical equipment or services, the damage should be isolated first by removing the apparatus, closing the room or area, and then reporting the damage.

Relevant Health and Safety Forms:

AF140 Electrical Inspection and Test Form.

AF310 Permit to Work – Electrical Work.

3.11. EMERGENCY POLICY

To protect the safety of employees and any other person, Sevenoaks Prep has procedures in place to tackle situations that could be, or are, dangerous. The individual Emergency Procedures in the procedures section set out clear guidance on when employees and others at work should stop work and how they should move to a place of safety. In some cases, the whole workplace will need to be evacuated. In other cases, it might mean some or the entire workforce moving to a safer part of the workplace.

The Bursar will appoint several competent people within the workplace to introduce those procedures, which relate to evacuating any part of the workplace.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.

EMERGENCY PROCEDURE

Suitable and adequate Fire and Emergency Procedures are in place to make evacuation safer and to make sure that employees' health and safety is not put at risk. Sevenoaks Prep has the following procedures in place.

Bomb (Real or Hoax)

If a bomb (real or hoax) is discovered or threatened, the following action is taken:

- Evacuate the area.
- Tell the appropriate area co-ordinator, who will make the decision to phone the Police.
- Employees must report to the Incident Co-ordinator at the Assembly Point.
- Give full details of the incident to the Bursar as soon as possible.

First Aid

There are appointed first aiders located throughout the office/site and they have immediate access to first aid boxes.

Medical Emergencies

If an employee is injured or becomes ill, the following action must be taken:

- Get medical help if appropriate.
- The injured or ill person must be taken to hospital as soon as possible, or an ambulance should be called (giving the correct address).

The full details of the injured or ill person, and the details of the injury or illness, must be given to the Bursar as soon as possible.

Relevant Health and Safety Forms:

AF150 Emergency Evacuation Response Form.
AF040 Bomb and Terrorist Threat Policy Template.

3.12. FIRE SAFETY POLICY

Sevenoaks Prep recognises the need for effective and suitable measures to prevent fire and manage fire risks to employees and others affected by our activities. Therefore, Sevenoaks Prep is committed to evaluating premises, to identify fire risks and control measures to eliminate or reduce the risk of fire to as low a level as possible.

Sevenoaks Prep is committed to an ongoing policy of assessing fire risk, providing adequate fire safety training, and providing suitable fire detection, fire alarm and safe fire escape arrangements.

Sources:

- The Regulatory Reform (Fire Safety) Order 2005
- AFS 0160 - Fire Marshal
- AFS 0162 - Fire Drills
- AFS 0163 - Fire Training
- AFS 0165 - Fire Safety - Responsible Person
- AFS 0168 - Fire Doors
- AFS 0169 - Fire Risk Assessment
- AFS 0170 - Fire Safety Awareness
- AFS 0172 - Fire Safety Management

FIRE EMERGENCY PROCEDURE

Suitable and adequate fire and emergency procedures are in place to make evacuation safer and to make sure that employees' health and safety is not put at risk. Sevenoaks Prep has the following procedures in place:

Action if you discover a fire

- Raise the alarm (if you are not near an alarm device, shout 'fire' and give the location). The fire alarms are break-glass call units, which sound alarms.
- Phone Reception and they will phone the Fire Brigade and/or check that they have been notified through an automatic call-out system.
- Evacuate the building.
- Only attempt to put out the fire if that is possible without putting yourself in danger.

Action if you hear the alarm

- Leave the premises quickly and quietly. Do not wait to finish a phone call or to collect personal belongings.
- Report to the Assembly Point.
- Do not go back into the building until the Fire Co-ordinator(s) says that it is safe to do so.

Fire Marshals

There are fire marshals and deputies to take charge of evacuation procedures within their areas.

Fire Precautions

The Bursar makes sure that:

- Sufficient numbers of fire marshals are appointed, trained, and their names publicised at: Notice boards
- Adequate firefighting equipment is available within the premises and it is inspected regularly and tested/maintained by an external contractor at least once a year.
- Employees have training and instruction on escape routes, using the firefighting equipment and the fire-drill procedure.
- The fire-drill procedure is tested regularly, ideally 6-monthly.
- Records are kept of the testing of the fire alarm and detection system, firefighting equipment, emergency lighting and fire evacuation drills.
- Electric, gas and oil equipment not needed overnight is switched off.
- Equipment being used overnight is safe.
- Fire doors and smoke stop doors are closed.
- Windows are closed, outside doors are locked and the premises are secure against intruders.

Fire or Explosion

You must take the following action if there is a fire or explosion on Sevenoaks Prep premises.

- Evacuate the area.
- Use portable fire extinguishers to try to put the fire out or to contain it. You should only do this if it will not put anyone at risk.
- Give full details to the Bursar as soon as possible.
- Employees must report to the Assembly Point.

Relevant Health and Safety Forms:

- AF190 Fire Safety Inspection Checklist.
- AF290 Personal Emergency Evacuation Form.
- AF170 Fire Emergency Plan.
- AF180 Fire Log Form.

3.13. FIRST AID POLICY

Sevenoaks Prep provides, or arranges to be provided, equipment and facilities that are adequate and appropriate for giving first aid to employees. Sevenoaks Prep will also appoint several trained and suitable people to give first aid to employees, taking account of the specific risks that an employee may face during his or her daily tasks. The Bursar carries out risk assessments to identify specific risks.

The Bursar uses the procedures outlined in the procedures section of this Policy as a guide to allow them to identify suitable numbers of trained first aiders.

The Bursar tells employees about first aid arrangements, including where equipment, facilities and employees are. Signs show where first aiders and equipment are and give the names of first aiders.

Employees must record all accidents, including injuries that need first aid, in the Accident Book and Accident and Near Miss Form. First aiders and appointed people are responsible for looking after and maintaining first aid boxes and equipment, and their contents, and for letting management know if anything needs replacing.

Sources:

- Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice L74 (2009).
- Factsheet AFS 0180 - First Aid at Work.

FIRST AID PROCEDURE

Suggested numbers of people trained in first aid are given in Factsheet AFS 0180 - First Aid at Work.

Checklist for Assessing First Aid Needs

The minimum first aid arrangements for each work area are:

- A suitably stocked first aid container.
- A person to take charge of first aid arrangements.
- Information for employees on first aid arrangements.

First Aid Materials, Equipment and Facilities

Sevenoaks Prep provides the materials, equipment and facilities needed to make sure that the level of cover identified as necessary will be available to employees at all relevant times. This includes making sure that first aid equipment is suitably marked, easily accessible, and available in all places where working conditions need it.

First Aid Containers

The minimum level of first aid equipment is a suitably stocked and properly identified first aid container. There is at least one first aid container, with enough first aid materials suitable for the circumstances.

Tablets and medication must not be kept in first aid containers.

As there is no compulsory list of items that should be included in a first aid container, Sevenoaks Prep will decide what to include from information the Bursar collected during the assessment of first aid needs.

As a guide, if there is no special risk in the workplace, a minimum stock of first aid items would normally be:

- A leaflet giving general guidance on first aid (for example, HSE leaflet 'Basic advice on First Aid at Work').
- 20 individually wrapped, sterile adhesive dressings (different sizes) appropriate to the type of work (dressings may be brightly coloured for people who handle food).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium-sized, individually wrapped, sterile, unmedicated wound dressings (roughly 12cm x 12cm).
- Two large, sterile, individually wrapped, unmedicated wound dressings (roughly 13cm x 13cm).
- One pair of disposable gloves.

As this is a suggested list only, Sevenoaks Prep will accept equivalent but different items. If mains tap water is not readily available to wash out eyes, Sevenoaks Prep will provide at least one litre of sterile normal saline in sealed, disposable containers.

Relevant Health and Safety Form:

AF020 Accident and Near Miss Report and Investigation Form.

3.14. HAZARDOUS SUBSTANCES POLICY

Sevenoaks Prep recognises that hazardous substances we use in our workplaces include all substances (liquid, solid, gas or biological) that may pose a risk to the health of our employees, or others who may be affected by our activities.

Where practical, exposure to hazardous substances will be avoided.

All substances used by employees or affecting employees will be assessed by the Bursar, taking account of the health risks. Where possible, hazardous substances will be replaced with less harmful ones. We will also ensure that we store hazardous substances in a safe and appropriate way.

Risk assessments for hazardous substances are recorded on the shared folder: and we will ensure that employees are made aware of the preventive and protective measures for eliminating or reducing any associated health risks by training.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 2002.
- Factsheet AFS 0200 - Hazardous Substances.

HAZARDOUS SUBSTANCES PROCEDURE

The Control of Substances Hazardous to Health Regulations (COSHH) aim to control the exposure of employees to hazardous substances encountered at work, requiring employers to assess the risks from hazardous substances and take appropriate precautions.

To meet these regulations the Bursar will:

- Identify which substances are used in operations.
- Establish how each substance is used, the work practices and the method of handling, storing, transporting and disposing.
- Assess the exposure and risk to health of employees that may be affected by the process in normal, abnormal and emergency conditions.
- Agree upon the action required to reduce the exposure where an assessment indicates an unacceptable exposure or risk. Suggestions are:
 - The removal of the substance from use.
 - Making changes to working practices.
 - Using a less hazardous substance.
 - Using a less hazardous form of the same substance.
 - Improvement of the environment by local exhaust ventilation or, for substances with minor toxicity, general ventilation.
 - Introducing other control measures such as containment and the wearing of personal protective equipment.
- Complete the initial assessment reports. These must be retained on the shared folder: Where it is appropriate for the protection of the health of employees who are, or are liable to be, exposed to a substance hazardous to health, the Bursar ensures that such employees are under suitable health surveillance.

The risk management process for hazardous substances is shown in Factsheet AFS 0200 - Hazardous Substances. This includes a review of the risk assessment if there are any changes in the work process that may affect the risk.

In following this process, managers will ensure that:

- Manufacturer's Safety data sheets (MSDS's) are provided for all hazardous substances used in their areas.
- A COSHH Inventory of hazardous substances will be held and updated.
- All containers are clearly labelled.
- If there is any doubt about the contents of a container, the contents are to be disposed of in accordance with current legislation.
- Should there be deterioration or evidence of adulteration by impurities, the material is to be disposed of in accordance with current legislation.

- All personnel using hazardous substances are provided with sufficient instruction and advice to ensure their safe use.
- All control measures are properly used at all times, including PPE.

Relevant Health and Safety Forms:

AF070 COSHH Assessment Form.
AF080 COSHH Assessment Short Form.
AF090 COSHH Inventory Form.

3.15. HOMEWORKER POLICY

All equipment must be safe to use by home workers, and the environment must be safe to work in. The employee will need to carry out a risk assessment and follow preventive and precautionary measures as appropriate. Emergency procedures must be in place and checked regularly.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Provision and Use of Work Equipment Regulations 1998.
- Factsheet AFS 0230 - Homeworking.

HOME WORKING SAFETY PROCEDURES

Introduction

The Health and Safety at Work etc. Act 1974 requires Sevenoaks Prep to ensure, so far as is reasonably practicable, the health, safety and welfare of its entire workforce, including homeworkers.

Definition of Homeworker

A homeworker is an employee who contractually works at home, instead of a normal place of work. This arrangement normally involves an agreement to work a set number of days a week or month. It does not apply to those members of staff who may work at home on an ad-hoc basis, e.g. to make it easier to complete a work project.

Legal Obligations

Health and safety legislation requires:

- The maintenance of equipment provided for use at home.
- Ensuring a safe system of work is adopted.
- The provision of adequate and appropriate information, instruction, training and supervision.

The Regulations do not apply to:

- Maintenance of the home.
- Access to the home.
- The home environment (e.g. heating and lighting).
- Means of escape.

Homeworkers also have legal obligations, which include:

- Taking reasonable care for their health and safety.
- Co-operating with Sevenoaks Prep on health and safety issues.
- Not interfering with anything provided for their health, safety or welfare.
- Using correctly all work equipment in accordance with their training.

Under the Management of Health and Safety at Work Regulations 1999, Sevenoaks Prep is required to carry out an assessment of the hazards to which homeworkers are exposed. Those hazards may include:

- Work equipment.
- Electricity.
- Display screen equipment.
- Hazardous substances.
- Manual handling.

Sevenoaks Prep will also consider the suitability of its arrangements for:

- First aid.
- Accident reporting.

Homeworker Procedure

- Prior to the commencement of any home working, the activity is reviewed by the Bursar. This involves the completion of a 'Homeworker Assessment Form' or 'Temporary Homeworker Assessment Form' by the employee before permission is given to work at home.
- Sevenoaks Prep relies on honesty in completing this checklist and retains the right to revoke any homeworking arrangements given, should any information prove to be inaccurate.
- The employee's manager reviews the assessment form and provides such equipment, software, etc., as appropriate. This assessment will be reviewed on an annual basis or when something significant changes.
- If using display screen equipment, all sections of the Homeworker Assessment Form must be completed by the homeworker as this includes the DSE Self-Assessment.
- HR and the employee's manager must be informed of the homeworker's location and availability in order that they may be contacted in an emergency.
- Accidents and near miss incidents that may occur because of the work activity must be reported to the employee's manager, who will ensure that details are entered in the Accident Book.
- If an employee is in any doubt about safety issues in their home, this must be referred to their manager prior to the commencement of work.
- Sevenoaks Prep is responsible for the insurance and maintenance of all equipment that they supply for use by the employee. Should the employee use their own equipment, they will be responsible for the insurance and maintenance of this equipment.
- All equipment used must meet current industry standards.

- Any equipment or software provided by Sevenoaks Prep must be returned when it is no longer necessary for their duties, when the employee is no longer based at home, or when their contract of employment ends.
- Arrangements are in place for back-up arrangements to ensure that information is not lost in the event of fire, equipment failure, or the equipment being stolen.
- Any waste generated by the work activity, such as paper, may be disposed in normal household waste.
- The homeworker must ensure that the work area remains free of trip and slip hazards and is maintained in a safe manner.

Relevant Health and Safety Form:

AF230 Homeworker Assessment Form.

AF231 Temporary Homeworker Assessment Form.

3.16. LEGIONELLA POLICY

Sevenoaks Prep has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'.

Wherever possible, exposure to legionella will be eliminated, or otherwise managed to an acceptable level via by assessment, control, maintenance and monitoring.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 2002.
- Factsheet AFS 0255 - Legionella.

LEGIONELLA PROCEDURE

Arrangements for managing legionella risk include the:

- Assessment of Legionnaires Disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent person, usually a third-party contractor.
- Appointment of the Bursar as the 'responsible person' with authority and responsibility for day-to-day implementation of the universal precautions and testing specified in the HSE's Approved Code of Practice, and any specific precautions specified in the Legionella Risk Assessment.
- Maintenance of records of all applicable maintenance and testing which are held at the Bursar's Office, together with a copy of the Legionella Risk Assessment and details of the competent person who conducted it.
- Monitoring by the Bursar and through regular Health and Safety Audits to check the records and confirm that precautions have been implemented.

In the event of difficulties in implementing the Risk Control Programme, or test results falling outside of the required limits, the Bursar must escalate the problem to the executive committee and additional resources, e.g. water treatment contractors or plumbing specialists should be employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers to ensure compliance with water regulations and byelaws.

3.17. MANUAL HANDLING POLICY

'Manual handling' means any transporting or supporting of a load by hand or bodily force (including lifting, putting down, pushing, pulling, carrying or moving).

In line with the Manual Handling Operations Regulations, Sevenoaks Prep will work to avoid the need for employees to carry out manual handling tasks that involve a risk of injury. If this is not reasonably practical, the Bursar will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practical. This will include, where possible, providing information and general indications on the weight of each load and the heaviest side of any load, the centre of gravity of which is not positioned centrally.

The Bursar records the assessment and reviews it if it is no longer valid, or if there is significant change in the matter it relates to.

Sevenoaks Prep makes sure via training that all employees know about their responsibility to make full and proper use of any system of work Sevenoaks Prep provides to reduce the risk of manual-handling operations.

Where the risk of manual handling injury cannot be avoided, Sevenoaks Prep will arrange manual handling training for employees at risk.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Manual Handling Operations Regulations 1992.
- Factsheet AFS 0280 - Manual Handling.

MANUAL HANDLING PROCEDURE

Introduction

Sevenoaks Prep takes three steps, as follows:

- Avoid manual handling operations if possible, use mechanical alternatives where possible.
- Adequately assess any dangerous operations that cannot be avoided. An ergonomic assessment considers the manual handling task, individuals, the load and the working environment. Unless the assessment is very simple, Sevenoaks Prep will make a written record and store the results on the shared folder:
- Reduce the risk of injury as far as possible.

Working Principles

The correct method of lifting makes the job easier, less tiring and less likely to lead to back injuries. Lifting should be done using the correct muscles. Back and abdominal muscles are weak, whereas the leg and thigh muscles are

strong. The spine has a natural shape when a person is standing. When that person bends over, the back becomes arched and weaker. So, if a person can keep their back straight and use the muscles of their legs and thighs, with the load kept close to their body, they can lift far heavier loads with far less effort.

There are five important points in manual handling, as follows:

- Grip – a good grip uses the palm of the hand, the ball of the thumb and the base of the fingers. Considerable damage can be caused by using the sensitive fingertips, and continued use of them can cause strained fingers and forearms.
- Back – keep the back straight to maintain its natural and strongest position. This means bending at the knees and ankles to get close to the load and then to raise it, pushing upwards with the leg muscles.
- Chin – keep the chin well in so that it is near the chest. This helps to keep the spine in its natural position.
- Feet – the correct position of the feet is roughly the width of the hips apart, with one foot slightly in front of the other. This position provides a stable base as the load is lifted.
- Arms – keep arms as close to the body as possible so that the body does not become unbalanced.

Other Precautions

- You should always be able to see where you are going.
- It is good practice to look over the route before lifting the load, to make sure that there are no obstructions in the way.
- You should only carry stacked objects if you can still tuck your elbows in.
- If loads are difficult to get a grip on, you should use hand hooks or other lifting aids.
- If you are not sure how heavy the object is, or whether you can lift it, you should get help.

Relevant Health and Safety Forms:

AF250 Manual Handling Assessment Form.

3.18. NEW AND EXPECTANT MOTHERS POLICY

A key requirement of The Management of Health and Safety at Work Regulations 1999 is that where women of child-bearing age are employed, any risks that may specifically affect them (or the baby) must be identified by the employer in the Risk Assessments. These identified risks must be communicated at the commencement of employment (or change of job role), so that women of child-bearing age are made aware of this information before pregnancy.

The Management of Health and Safety at Work Regulations requires employers to carry out a specific risk assessment where women of child-bearing age or new and expectant mothers may be at risk from a work process, working condition or physical, chemical or biological agent.

Pregnant employees will continue to be employed in their existing jobs unless a risk assessment has identified that the job is potentially unsuitable due to danger to the employee or the unborn child.

Most general, light office activities present no risk to the expectant mother. However, some tasks such as lifting of heavy items and stretching and reaching, must be avoided.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.

NEW AND EXPECTANT MOTHERS PROCEDURE

Definition

A new or expectant mother means a worker who is pregnant, who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined as "delivered a living child or, after 24 weeks of pregnancy, a stillborn child".

Reporting

The Bursar should be informed at the earliest opportunity after the pregnancy is confirmed to establish that it is safe to continue employment in the existing role throughout the pregnancy.

When notified of a pregnancy, the Bursar asks the employee's manager to complete the Pregnancy Risk Assessment using AF270 New and Expectant Mothers Risk Assessment Form.

The employee's manager will be informed by the Bursar as soon as pregnancy is confirmed to establish that it is safe to continue employment in the existing role throughout the pregnancy.

Pregnant employees will continue to be employed in their existing jobs unless a risk assessment has identified that the job is potentially unsuitable due to danger to the employee or the baby.

Risks During Pregnancy

Most general, light office activities present no risk to the expectant mother. However, some tasks such as lifting of heavy items and stretching and reaching, must be avoided.

Elimination of Risk

If Sevenoaks Prep considers that there is a danger to the employee or the unborn child, the existing job will be modified to eliminate the risk wherever possible. If this is not possible, Human Resources must be contacted for further advice.

Risk Assessment

A risk assessment will be carried out for all pregnant employees, using the New and Expectant Mothers Risk Assessment Form. The form can be completed by the employee's manager, but if there are any specific concerns then the New and Expectant Mothers Risk Assessment should be carried out by a Health and Safety Specialist. All records will be confidential.

Return to Work After Childbirth

Suitable facilities will be provided to support new mothers who are breastfeeding, so that they can express and store milk at work.

Relevant Health and Safety Form:

AF270 New and Expectant Mothers Risk Assessment Form.

3.19. NOISE AT WORK POLICY

Excessive noise in the workplace is a potential risk to all employees and may lead to serious hearing damage. However, in the office environment, under normal circumstances, exposure to harmful noise levels is unlikely.

Under regulations on noise at work, Sevenoaks Prep protects employees from levels of noise that could damage their hearing. This includes taking potential noise exposure into consideration when purchasing new equipment and maintaining equipment to minimise noise.

Sevenoaks Prep will comply with The Control of Noise at Work Regulations 2005. A noise survey will be commissioned by the Bursar to identify the actual levels if Sevenoaks Prep is not sure whether any employee may be exposed in excess of the Action Levels. Records will be stored on the shared folder:

If exposure is less than the lower exposure action value, (80 decibels) no further action will usually be necessary, but if there are simple, inexpensive practical steps that would reduce risks further Sevenoaks Prep will consider implementing them.

If exposure is between the lower exposure action value (80 decibels) and the upper exposure action value (85 decibels), Sevenoaks Prep will tell employees affected about the survey results, instruct them about industrial hearing loss and provide employees with hearing protectors if they ask for them. Sevenoaks Prep will take action as appropriate to reduce the risks, e.g. reducing exposure further.

If exposure exceeds the upper exposure action value, Sevenoaks Prep must take action to reduce noise exposure with a planned programme of noise control. Hearing protection zones will be established and clearly indicated by signs in line with British Standard 5378, the use of hearing protection will be enforced, and relevant employees will be subject to a regime of audiometric testing.

Under the regulations, employees have a responsibility to wear the protection provided if exposure is above the upper exposure action value. Sevenoaks Prep will keep records of all surveys and any action taken.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Control of Noise at Work Regulations 2005.
- Factsheet AFS 0300 - Noise.

NOISE ASSESSMENT PROCEDURE

Working Practice

As a broad guideline, any circumstance that causes someone to speak loudly to another person two metres away shows a potential problem.

Noise Assessments

If it is suspected that there might be a significant noise hazard, then a noise assessment is arranged by the Bursar with a competent Noise Assessor. Factsheet AFS 0300 - Noise shows the Noise Risk Assessment process to be followed.

Noise Reduction

There are four main ways of limiting noise as follows.

- Reducing noise at source.
- Isolating the noise at source.
- Ear protection for workers at risk.
- Reducing the amount of time that employees are exposed to noise.

The above factors will be considered and implemented as appropriate to reduce the risks, following the Noise Survey Report and recommendations.

Where an employee's exposure exceeds the upper exposure action value, their hearing will be measured and monitored via a process of audiometric testing.

Relevant Health and Safety Form:

AF280 Noise Assessment Form.

3.20. OCCUPATIONAL HEALTH POLICY

If a risk assessment identifies a requirement for health surveillance, the Site MANAGER will ensure that this is arranged.

The Bursar reviews assessment procedures regularly to take account of new technologies, new information about products Sevenoaks Prep use (and their effects on health) and legislative requirements. All results will be kept confidential.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 2002.
- The Control of Noise at Work Regulations 2005.
- Ionising Radiation Regulations 2017.

3.21. OFFICE SAFETY POLICY

Whilst the office environment is less dangerous than some other working places, Sevenoaks Prep is committed to ensuring that accidents and incidents are avoided.

To this end:

- All employees must keep their areas always tidy to enable Sevenoaks Prep to fulfil its health and safety obligations.
- Employees must familiarise themselves with the content of the Health and Safety posters displaying advice on various topics in the office.
- Office equipment, e.g. photocopiers, guillotines, etc., must only be operated according to the manufacturer's instructions.
- Any fault, accident or dangerous occurrence must be immediately reported to a manager, who will take appropriate action.

Sources:

- The Management of Health and Safety at Work Regulations 1999.
- Factsheet AFS 0320 - Office Safety.

OFFICE SAFETY PROCEDURE

Factsheet AFS 0320 - Office Safety shows some potential office hazards and suggested risk control methods.

Relevant Health and Safety Form:

AF420 Workplace H&S Checklist Form.
AF425 Workplace Departmental Checklist Form.

3.22. OFF-SITE WORKING POLICY

Off-site working relates to areas outside the work site where employees may have to work or visit on Sevenoaks Prep business.

When employees must work in or visit outside work sites or parts of our premises that are dangerous, a risk assessment and certain procedures will be put into place beforehand. These procedures will be in the form of a Safe System of Work and might include a Permit to Work system (a document that is filled in for all work in hazardous areas, such as working at height or working with electricity).

Sources:

- The Management of Health and Safety at Work Regulations 1999.
- Factsheet AFS 0310 - Off Site Working.

OFF-SITE WORKING PROCEDURE

These guidelines assist Sevenoaks Prep's managers and project leaders in the discharging of their health and safety duty of care to their employees and to any other persons who may be affected by a work activity carried out off-site during their employment.

Scope

A risk assessment is conducted for any project to ensure, as far as is reasonably practicable, that all hazards likely to be encountered during off site work are identified and that the associated risks are reduced to tolerable levels.

These guidelines will be applied to both Sevenoaks Prep's employees and to the employees of any sub-contractors engaged and controlled by Sevenoaks Prep.

The addressed hazards must consider:

- The work for which Sevenoaks Prep has total control.
- The inherent hazards of the working environment.
- Any work scheduled to take place on site but not under the control of Sevenoaks Prep.

In many instances, the three situations could interact, and this must also be considered.

Identification of Hazards

To adequately control risks to health and safety, all hazards must be identified as far as is reasonably practicable. The identification process can be through one, or a combination of the following routes:

- Through information obtained from the customer.
- Through pre-project site visits.
- Through knowledge of the site from previous projects.
- On site prior to work commencing.

Pre-project Site Visits

In some instances, pre-project site visits can be arranged, and these could be used as a basis for a risk assessment. In these situations, it is essential that the visiting Sevenoaks Prep Project Leader has adequate knowledge of the general working environment and has had suitable training or experience in hazard spotting and risk assessment.

Previous Experience at the Site

Where Sevenoaks Prep makes repeated visits to a customer's premises or has experience of work in a similar unit, records should be kept of the main hazardous situations so far experienced. This information will be of advantage to the Manager assessing the risk. However, this information must only, in any case, be regarded as guidance, and must be treated with caution.

Risk Assessment

Once all hazards have been identified, as far as is reasonably practicable, an assessment must be made of the likely resultant risk. The assessment must consider any existing control measures that may be in place and will

identify any further controls that may be required, e.g. personal protective equipment. Additionally, any specialised training requirements or competence levels will also be examined.

Co-operation with Client Safety Requirements

- Careful attention will be paid to the safety of employees working at other premises.
- Where necessary, employees will work to customer requirements following a site visit, risk assessment and approval by the relevant director.
- All client's Safe Systems of Work, Isolation and Permit to Work systems must be followed.
- Individuals have a responsibility when working at customer premises for their own safety and that of other persons who may be affected by their work activities.
- Safety during work at customer premises is vitally important.
- Employees who are not satisfied with working practices at client's premises will not expose themselves to risks to their health and safety.
- Health and safety concerns on client's premises must be reported immediately to the client's Site Manager and reported to the employee's manager.

Off Site Working Procedure

The Factsheet AFS 0310 - Off-Site Working describes the Off-Site Working and Accident Reporting Procedures.

Overseas Travel

Before travelling overseas, employees must either consult the Bursar on relevant details on inoculations, travel advice and political state of the country being travelled to, or visit the following Department of Health website for the latest health update: <https://www.gov.uk/foreign-travel-advice>

Relevant Health and Safety Forms:

AF210 Foreign Travel Checklist Form.

AF240 Lone Working Risk Assessment Form.

AF350 Risk Assessment Form.

3.23. OUT OF HOURS AND LONE WORKING POLICY

Lone working is defined as working with no other person within visual or normal audible range. The availability within range need not be on a continuous basis, but the adequacy of non-continuous coverage must be assessed in relation to the hazards of the work concerned, in determining if the work will be considered as 'lone working'.

Whilst employees have responsibilities to take reasonable care of themselves, Sevenoaks Prep has a duty to organise and control working patterns. Safe systems of work will be instigated after the identification of hazards and the assessment of risk.

When the work to be undertaken consists solely of work such as office administration, no special action is required but, if outside normal working hours, management should be notified so that authorisation for such work can be given and any additional lone working arrangements and/or reporting can be agreed.

Sources:

- The Management of Health and Safety at Work Regulations 1999.
- Factsheet AFS 0260 - Lone Working

Relevant Health and Safety Form:

AF240 Lone Working Risk Assessment Form.

3.24. PERSONAL SAFETY AND VIOLENCE POLICY

It is recognised that there is always the potential for the personal safety of employees to be placed at risk.

Whilst evidence suggests that the risk to employees from acts of violence or the threat of violence is very low, Sevenoaks Prep is committed to minimising that risk, so far as is reasonably practicable, by:

- Robust security systems and procedures which have the capacity to prevent and control situations which may lead to the threat of violence.
- Provision of adequate and relevant information and training to employees.
- Reporting and recording systems for incidents, near misses and suspicious activity.
- The provision of all necessary medical and psychological support to employees who are victims of violence whilst at work.
- Periodic monitoring and review of performance and provision.

The measures undertaken to provide a safe and secure environment will be determined by a risk assessment, undertaken by the Bursar, which considers:

- The individual.
- The location.
- The activities.
- The existing controls.
- The identification of additional measures that further minimise the risk.

PERSONAL SAFETY AND VIOLENCE PROCEDURE

Assessing and managing the potential risk to personal safety can be broken down into 4 stages:

Stage 1 – Identify the hazards

This can be done by:

- Asking employees: they may have knowledge that Assessors are not aware of.
- Reviewing accident/incident report forms. There may be a pattern that events happen in a location, at certain times of the day, or by a group of workers.

Stage 2 – Deciding on what action to take

Factors that will be considered in the Lone Working Risk Assessment include:

Training and Information

- Train employees to identify early signs of aggression so they can avoid or reduce it.
- Make employees aware of any systems set up for their protection, e.g. systems for calling for assistance, personal alarms, etc.
- Provide employees with information they may need to identify people with a history of violence, or to anticipate factors that might make violence more likely.

Environment

- Provision of better seating and its arrangement to enable employees to have a safe escape.
- Better décor and lighting in public waiting rooms.
- Physical security measures such as adequate illumination, video cameras or alarm systems, coded security locks on doors to keep the public out of employees' rooms/areas.

Design of the Job

- Check client's credentials, the place and arrangements for any meetings away from the workplace.
- Arrange for employees to be accompanied by a colleague if they know they must meet a suspected aggressor at a remote/isolated location or at their home.
- Make arrangements for employees who work away from base to keep in touch, e.g. consider using radios, mobile telephones, etc.
- Maintain numbers of employees at the workplace to avoid lone working.
- The threat of violence may not end when the shift is over. Consider what may happen subsequently and take appropriate precautions to counter such actions.

Record the Lone Working Risk Assessment and inform employees of the outcomes.

Review and revise assessments by checking they are a true reflection of the current work situation.

Change Existing Measures if they are not working or the job changes.

If a violent incident happens, review the risk assessment, evaluate it and make any necessary changes.

Stage 3 – Taking action

Act to ensure the Risk Assessment is being implemented by employees and all procedures and practices are being followed. This can be done by:

- Discussion at team meetings.
- Supervision of the work.
- Monitoring by the manager.
- Carrying out inspections.

Stage 4 – Checking that the actions are in place and effective

Managers and Risk Assessors will check that the arrangements put in place are working and are effective. This can be achieved by:

- Consulting with employees.
- Supervision of work activities.
- Conducting inspections.
- Monitoring and reviewing the practices/procedures in place.
- Reviewing incident and accident rates to establish improvements.

If violence is still a problem, then other measures will be tried.

Withdrawal from potentially physical violent attacks:

- Employees who feel that circumstances are developing that may result in physical violence have every right to withdraw from the situation or hand over any money or property.
- Employees are advised not to resist robbery or operate attack alarms unless this can be done covertly without escalating the risk.
- All such actions are supported by Sevenoaks Prep's Management and the HSW Act. Employees will then report the circumstances to their manager for guidance, assistance, direction and support. Such practices of when to hand over money and property and when to withdraw from a situation will be recorded in the risk assessment.

Counselling of Victims

Employees who have experienced violence will need counselling soon after the event to avoid any long-term distress. They will contact their manager, who will consider the following possibilities:

Debriefing

Victims will need to talk through their experience as soon as possible after the event. Remember that verbal abuse can be just as upsetting as a physical attack. The victims will need to be assured of support from their Managers.

Recording the Incident

A Violent Incident Report Form must be completed following the incident by both the victim and their manager.

Time Off Work

Individuals will react differently and may need time to recover. In certain circumstances, they might need special counselling. Managers may be able to advise on counselling services. Time off for counselling, treatment or representation will be regarded as sickness absence or special leave.

Legal Help

In serious circumstances legal help may be appropriate. The advice of Legal Services will be sought in deciding on whether to proceed with the case.

Further Training

This will be considered for other employees who could be victims, as well as the victims themselves.

The Home Office leaflet “**Victims of Crime**” gives more useful advice if anyone suffers an injury, loss or damage from a crime, including how to apply for compensation. This leaflet is available from local police stations or by going to the following website:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/471687/victims-of-crime-leaflet.pdf

Advice may also be available from the following:

Citizens Advice Bureau <http://www.citizensadvice.org.uk/>
Victim Support Schemes <https://www.victimsupport.org.uk/>
The Suzy Lamplugh Trust <https://www.suzylamplugh.org/>

Relevant Health and Safety Form:

AF400 Violent Incident Report Form.

3.25. SAFETY AUDITS AND INSPECTIONS POLICY

Sevenoaks Prep will regularly carry out a systematic audit of all safety arrangements, as well as regular inspections of work areas. How often will depend on the level of risk imposed by the activity within that area.

Sevenoaks Prep will keep records of safety inspections and audits on the shared folder: so that management can monitor performance and improve the overall safety culture within the workforce.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.

SAFETY AUDITS AND INSPECTIONS PROCEDURE

Monitoring the workplace is vital to maintaining safe and healthy conditions at any site of work.

Health and Safety Audits

These audits will be carried out by an authorised Sevenoaks Prep H&S Adviser, Gresham Consultants, who will carry out a formal audit and inspection of the workplace. This gives external professional verification that Sevenoaks Prep is complying with Health and Safety legislation and best practice.

Audit findings and recommendations are listed in Audit Reports in priority order for action. The Bursar will co-ordinate the compilation of actions, which may involve participation by Managers and/or employees.

Also, the Bursar monitors how prepared employees and the workplace would be to cope with an emergency against the requirements of Health and Safety legislation, through regular training.

Workplace Inspections

In addition to the Health and Safety Audits, Workplace Environment Inspections are carried out monthly by managers, using the Workplace Environment Checklist Form. The checklist includes the following:

- Passageways and walkways being kept clear of obstructions.
- Trailing cables presenting trip hazards.
- First aid boxes.
- Accident book.
- Health and safety notice board.
- Nominated first aiders and fire marshals.
- Portable electrical equipment.
- Lighting.
- Cleanliness.
- Temperature and ventilation.
- Toilet and washing facilities.
- Computer workstation assessments.
- Drinks and food preparation facilities.

Copies of completed checklists should be sent to the Bursar for information and/or action. Records are stored on the shared folder.

If significant hazards are identified, staff must take immediate action to tackle hazards and problems to get rid of or reduce the risk of an accident or injury, without putting themselves in danger. The Bursar must be informed.

Relevant Health and Safety Forms:

AF420 Workplace H&S Checklist Form.

AF425 Workplace Departmental Checklist Form.

3.26. SLIPS, TRIPS AND FALLS POLICY

The workplace has been reviewed for slip, trip and fall hazards and action taken to resolve the issues identified. Housekeeping standards and the condition of floors are reviewed formally on a three-monthly basis as part of the workplace monitoring regime. The results of this monitoring are recorded and actioned.

Factsheet AFS 0370 - Slips, Trips and Falls details the steps that are taken to reduce the risk of slips trips and falls.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- Factsheet AFS 0370 - Slips, Trips and Falls.

3.27. SMOKING POLICY

This Policy has the aim of protecting non-smokers from the effects of passive smoking and other smoking-related hazards. Therefore, a total ban on smoking applies in the workplace.

- Except for designated smoking areas, all Sevenoaks Prep premises are no smoking areas.
- Employees are not permitted to smoke in the entrances (or adjacent to the entrances) of any Sevenoaks Prep buildings. Smoking is also strictly forbidden in any part of Sevenoaks Prep car parks (including smoking in parked cars) or within the confines of any Sevenoaks Prep owned or occupied space.
- Employees are also requested to refrain from smoking, if asked to do so by another member of employees, whilst travelling together on business in a car.
- All new employees are informed of this Policy.
- Managers are responsible for the compliance with this Policy by employees under their control. Non-compliance is to be dealt with under normal disciplinary procedures, having regard to individual circumstances.

Some buildings have been provided with a designated smoking area, which will be clearly signed as such.

- The facility is provided for employees who wish to smoke and should not be regarded as lunch or rest areas. For hygiene reasons, food and drink should not be taken into, or consumed in the smoking area(s).
- This facility will normally be available during usual office hours.
- Employees using the smoking areas will do so on their own time, at their own risk and at the discretion of their manager.

Employees must understand that smoking is a personal choice and Sevenoaks Prep accepts no liability for any ill health suffered by any individual because of their smoking. The availability of the smoking area(s) is not an encouragement to smoke.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Health Act 2006.

3.28. STRESS AT WORK POLICY

Stress is defined as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. Sevenoaks Prep recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

As a result, Sevenoaks Prep follows the Stress Management Steps outlined in Factsheet AFS 0380 - Stress at Work.

Bullying, harassment and discrimination are not tolerated and Sevenoaks Prep has HR policies in place in respect of these issues, together with a 'grievance policy'. These policies have been publicised to employees.

Sources:

- Factsheet AFS 0380 - Stress at Work.

3.29. TEMPORARY WORKERS POLICY

Sevenoaks Prep recognise that the health and safety of employees who are temporary, or from an employment agency, must be protected. Sevenoaks Prep must therefore do the following:

Give any temporary worker or employee from an employment agency information on:

- Any special occupational qualifications or skills they need to have if they are to carry out their work safely.
- Any health checks Sevenoaks Prep must give them under legislation.

Give the employment agency information on:

- Any special occupational qualifications or skills the worker needs to have if he or she is to carry out his or her work for Sevenoaks Prep safely.
- The specific health and safety features of the jobs in Sevenoaks Prep that employees from the employment agencies will carry out.

Check that the information Sevenoaks Prep provides to an employment agency is passed to the worker (although Sevenoaks Prep appreciates that the employment agency has a legal obligation to pass this information on once they receive it from us).

Tell the people responsible for helping us with health and safety that Sevenoaks Prep has employed temporary workers or employees from an employment business.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.

3.30. TRAINING POLICY

So, that our employees can work safely and efficiently, it is important that each person receives training that is appropriate to the job they must do. While people need appropriate qualifications before Sevenoaks Prep can employ them, Sevenoaks Prep will continue to train them during their employment, ranging from outsourced courses to on-the-job instruction.

All employees will receive appropriate induction training that will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures and an explanation of our Health and Safety Policy. An awareness of safety issues at all levels is an important feature in promoting this Policy. Thus, the safety requirements related directly or indirectly to the task or work area will be a central part of occupational

training. Sevenoaks Prep will also give appropriate training to anyone who carries out a new task.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Provision and Use of Work Equipment Regulations 1998.
- Factsheet AFS 0390 –Training.

TRAINING PROCEDURE

Induction Training

Employees receive specific induction training before work starts, to tackle the health and safety hazards associated with the work area. Induction Training is compulsory for all employees and will include the following:

- The Policy for Health, Safety and Welfare.
- Giving safety responsibilities to nominated employees.
- Rules on that place of work.
- Fire and Emergency Procedures.
- The names and locations of first aiders, and the position of first aid boxes and rules for using them.
- Using and storing protective clothing and equipment.
- General hazards in and around working areas.
- Specific hazards related to work, including the details of the risk assessment of that task where relevant.
- Procedures for reporting accidents, injuries and damage to property.
- Safe Systems of Work, if these apply.
- Welfare, including, for example, the location of canteens and toilets.
- The importance of hygiene and health.

Other Training

Managers will make sure that all employees receive training on other areas of health and safety, to help them carry out their task safely and efficiently. Sevenoaks Prep may use outside courses on specific subjects, along with internal training, as and when appropriate.

Factsheet AFS 0390 - Training outlines the sorts of topics that may need to be covered.

Training can be compulsory or desirable and will be commensurate to the employee's role and work tasks, as defined in the via a Sevenoaks Prep Training Matrix.

The Site Manager will maintain the records of the training, while the Bursar will keep them at the place of work, together with any certificates from off-site courses that employees have attended.

Relevant Health and Safety Forms:

AF220 Health and Safety Induction Form.

AF430 Induction Form for Young Persons.

3.31. VISITORS POLICY

Sevenoaks Prep employees are responsible for the health and safety at all times of visitors and customers they invite onto Sevenoaks Prep's premises.

When making arrangements with visitors, Sevenoaks Prep will:

- Consider any special requirements or disabilities that require specific arrangements to be made, e.g. ramps for wheelchair access, allocated car parking, etc.
- Explain the location and layout of the building and the facilities available, including disabled toilets.
- Ensure that reception is informed of the date and time of the visit, name of the visitor, and specific arrangements to be made.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Equality Act (Disability) Regulations 2010.

Relevant Health and Safety Forms:

AF410 Visitor Checklist Form.

3.32. WASTE MANAGEMENT POLICY

Whenever Sevenoaks Prep creates waste during activities, Sevenoaks Prep will get rid of that waste in a controlled, safe and proper way. If Sevenoaks Prep needs to use special control measures to reduce dangers (such as contamination, dust or risk of environmental pollution) Sevenoaks Prep will follow procedures to get rid of the waste as safely as possible. These procedures are set out in the procedures section of this Policy or are covered separately in the Safe Systems of Work section of this Policy.

Sources:

- The Environmental Protection Act 1990.
- The Control of Substances Hazardous to Health Regulations 2002 (as amended 2004).

3.33. WELFARE FACILITIES POLICY

Sevenoaks Prep will provide suitable and sufficient facilities and measures to make sure Sevenoaks Prep protects the health, safety and the welfare of our employees at work. If this responsibility extends to outside contractors, visitors or other people on our premises, Sevenoaks Prep will introduce procedures to protect their health, safety and welfare while on our premises.

Sevenoaks Prep will use our risk assessment procedure to identify risks to health and safety on our premises. You can find a breakdown of the various requirements for health, safety and welfare under the relevant Health and

Safety legislation in the procedures section of this Policy.

3.34. WORK AT HEIGHT POLICY

All work completed at height on behalf of Sevenoaks Prep is undertaken in compliance with the Work at Height Regulations. The first consideration will always be to seek an alternative means of completing the work where at all possible.

- Any work at height activity where there is a significant risk of injury will be undertaken by following the risk reduction steps outlined in Factsheet AFS 0420 -Work at Height.

Sources:

- The Management of Health and Safety at Work Regulations 1999.
- The Work at Height Regulations 2005.
- Factsheet AFS 0420 - Work at Height.

WORK AT HEIGHT PROCEDURE

The main principle of the Work at Height Regulations 2005 is to avoid working at height where there is danger of falling and receiving an injury.

Every employer shall ensure that no person engages in any activity, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work, unless they are competent to do so.

People should only use a ladder or stepladder if:

- They are competent – users should be instructed and trained in the safe use of equipment.
- They are medically and/or physically fit.
- The ladder or stepladder is strong enough.

For Ladders

- Don't use the top three rungs.
- Ladders for access should project at least one metre above the landing point and be tied.
- Where you must carry something, you MUST have one hand free to grip the ladder.

For Stepladders

- Don't use the top two steps of a stepladder
- Don't use the top three steps of swing-back or double-sided stepladders
- Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of the stepladder should be justified by considering:
 - The height of the task.
 - A safe handhold still being available on the stepladder.

- Whether it is light work.
- Whether it avoids side loading.
- Whether it avoids overreaching.
- Whether the user's feet are fully supported.
- Whether it's possible to tie the stepladder.

On a Ladder or Stepladder **DO**

- Ensure the ladder or stepladder rungs or steps are level
- Ensure robust and sensible footwear is worn
- Ensure the user knows how to tie a ladder or stepladder properly

On a Ladder or Stepladder **DO NOT**

- Use the equipment in adverse weather conditions
- Move the equipment while standing on the rungs/steps
- Support the equipment by the rungs or steps at the base
- Slide down the stiles
- Stand the equipment on moveable objects, such as pallets and chairs
- Extend a ladder while standing on the rungs

Relevant Health and Safety Forms:

AF350 Risk Assessment Form.

AF340 Permit to Work – Work at Height.

3.35. WORKERS UNDER THE AGE OF 18 POLICY

Sevenoaks Prep carries out risk assessments on any risks to workers under the age of 18 before they start work, in line with legislation. The Risk Assessments will follow the same procedure as that for other risk assessments described in the procedures section of this Policy but will specifically take account of the key potential hazards facing young people outlined in Factsheet AFS 0450 - Young Persons.

Sources:

- The Management of Health and Safety at Work Regulations 1999.
- Factsheet AFS 0450 - Young Persons.

Relevant Health and Safety Forms:

AF350 Risk Assessment Form.

AF430 Young Persons Induction Form.

3.36. WINTER CONDITIONS POLICY

Whilst Sevenoaks Prep makes every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, Sevenoaks Prep may authorise the use of portable heaters where it is safe to do so.

Where the temperature in the work areas falls below 16 °C for a prolonged period, managers may authorise staff to work from home.

In the event of snowfall within the commuting routes of employees, managers will monitor weather conditions and release staff early if necessary, to avoid them being trapped at work. Managers will also contact staff if the workplace is to be closed and/or they are not expected to come to work, e.g. during a period of prolonged freezing conditions.

Unless directed by management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded.

Managers are responsible for ensuring that additional communications and other precautions are taken as necessary to safeguard those who are lone working.

If, due to low staff numbers, first aiders are not available, the most senior manager present will take the role of Appointed Person, i.e. for managing any first aid incident and obtaining medical treatment.

Procedures will be implemented to control the additional slipping hazards presented by the weather. All external walkways and steps on our premises will be regularly cleared of snow and gritted to reduce ice. Sevenoaks Prep will follow the government's snow code in our approach to clearing snow and ice.

Sevenoaks Prep will also pay attention to building entrance areas to minimise the risks from wet floors. Employees will be encouraged to wear footwear with a good tread when walking outside, e.g. between the car park and the buildings.

3.37. WORK EQUIPMENT POLICY

The objective of this Policy is to ensure that equipment used at work, regardless of its age, condition or origin, does not result in health and safety risks.

Sevenoaks Prep is required by law under the Provision and Use of Work Equipment Regulations (PUWER) to ensure that all work equipment provided for use is:

- Suitable for the intended use and safe for use.
- Maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case.
- Used only by people who have received adequate information, instruction and training.
- Provided with suitable safety measures such as protective devices, markings and warnings.

Definition of Work Equipment

The definition of work equipment is given in Factsheet AFS 0430 - Work Equipment.

Sources:

- The Management of Health and Safety at Work Regulations 1999.
- The Provision and Use of Work Equipment Regulations 1998.
- Factsheet AFS 0190 - Guarding Machinery
- Factsheet AFS 0356 - Pressure Systems
- Factsheet AFS 0430 - Work Equipment.
- Factsheet AFS 0258 - LOLER Industrial

WORK EQUIPMENT PROCEDURE

Introduction

The Provision and Use of Work Equipment Regulations 1998 (PUWER) apply to all items of work equipment provided for use or used by employees or the self-employed.

The following definitions are relevant:

- Work equipment covers all machinery and tools.
- Use includes cleaning, repairing, altering, maintaining and servicing work equipment.

General Requirements and Duties

Sevenoaks Prep must make sure that equipment Sevenoaks Prep provided for our employees, and self-employed people working for us, meets the regulations.

The regulations also apply to employers who choose to allow their employees to provide their own equipment.

Equipment must be suitable for the work it is provided to do (both for the operation concerned and for the conditions under which it will be used). Maintenance equipment must be maintained in safe working order and in good repair.

Factsheet AFS 0430 - Work Equipment outlines the steps needed to manage the risks.

3.38. WORKPLACE TRANSPORT POLICY

Our premises include areas where there is a mixture of moving vehicles and pedestrians. These areas are our customer and staff car parks, yard and delivery areas.

Sevenoaks Prep has undertaken a risk assessment to cover these activities and identified the risk control measures required. The control measures include the segregation of pedestrian routes, 5 mph speed limits, and speed-reducing ramps.

All staff will keep to pedestrian routes when walking and obey speed limits when driving in car park areas. Delivery companies will be monitored to ensure that they obey speed limits and that they make deliveries in a safe way, without putting our staff at risk.

Sources:

- The Management of Health and Safety at Work Regulations 1999.
- Factsheet AFS 0440 - Workplace Transport.

SECTION 4

HEALTH AND SAFETY GUIDANCE

This section gives more information on managing health and working time.

4.1. MANAGING HEALTH

The Hazards

More people die from work-related diseases than from workplace accidents. This chapter deals with health risks in general, stress, drugs and alcohol, and smoking.

The two biggest causes nationally of work-related ill health are pain due to back problems, upper limb damage (or 'dodgy knees') and stress.

Managing Sickness Absence and Return to Work

Sickness absence can have a big impact on the performance of your business and the health and well-being of your employees. Most is short-term, but it can turn into long-term absence if action is not taken early enough to support their return to work.

By putting in place a policy to manage sickness absence and return to work you can minimise the effects on both your business and your workers.

Regular recording of sickness absence will enable you to keep up to date with who is off sick and why. This will also tell you about trends in your workplace and where there are hotspots that may need your intervention.

Keep in contact with those who are off sick to let them know what is happening at work and plan cover for their absence. This needs to be handled sensitively, as some people may see this to press them to return to work.

Plan and carry out workplace adjustments to return your employee to their existing job, or to an alternative if possible, to retain valuable skills and to remove barriers that would make return to work difficult. Take professional advice if discussions with your employee do not provide solutions. Your employee's GP may be able to help, but do not contact them without your employee's consent.

If your employee is or becomes disabled, the law requires us to make reasonable adjustments to enable them to continue working. Sevenoaks Prep may need to seek professional advice where appropriate.

A return-to-work interview is enough for most employees to discuss any concerns they may have. However, for those in danger of becoming long-term sick, a return-to-work plan is important. These plans should be kept under close review.

Sevenoaks Prep will appoint someone to co-ordinate the return-to-work process to make sure the plan proceeds smoothly, and everyone involved knows what is expected. Whoever is chosen should be familiar with the employee's work, can negotiate at all levels and be sensitive to the needs of the employee.

The Law

Under the Health and Safety at Work etc. Act 1974 (the HSW Act), you have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of your employees.

The Management of Health and Safety at Work Regulations 1999 (the Management Regulations) require us to assess and control risks to protect employees.

How to Make It Happen

Senior Managers need to be committed to implementing and supporting a policy for managing sickness absence and return to work.

Managers need the skills and confidence to manage sickness absence and return to work.

Managers, employees and their representatives need to work together to ensure sickness absence is tackled fairly and consistently.

Work-related Stress

The Risks

Pressure is part of all work and helps to keep us motivated and productive. But excessive pressure can lead to stress, which undermines performance, is costly to employers, and can make people ill.

What You Must Do

As an employer, under the HSW Act, Sevenoaks Prep has a 'duty of care' to protect the health, safety and welfare of all employees while at work. Sevenoaks Prep must also assess the risks arising from hazards at work, including work-related stress, in accordance with the Management Regulations.

An effective, risk assessment approach to tackling stress includes the following:

- Measure the current situation (using surveys and/or other techniques).
- Have discussions with employees and their representatives.
- Work in partnership with employees and their representatives to make practical improvements.
- Agree and share an action plan with employees and their representatives.
- Regularly review the situation to ensure it continues to improve.

Management Standards for Work-related Stress

'HSE's Management Standards for Work-related Stress' covers six key areas of work that, if not properly managed, are associated with poor health and well-being, lower productivity, and increased sickness absence.

These are:

- **Demands** – workload, work patterns and the work environment.
- **Control** – how much say the person has in the way they do their work.
- **Support** – the encouragement and support provided by the organisation, Managers and colleagues.
- **Relationships** – working to avoid conflict and dealing with unacceptable behaviour.
- **Role** – whether people understand their role within the organisation and whether the organisation ensures they do not have conflicting roles.
- **Change** – how change is managed and communicated in the organisation.

The Management Standards approach provides a framework and process against which to develop an effective risk assessment and is supported by a toolkit designed to help organisations measure and improve their performance in tackling stress.

Is Stress a Problem in the Workplace?

There are several ways to identify the causes of stress in your workplace:

- Use existing information to see how your organisation shapes up. Sickness absence or staff turnover data could help, as well as employee surveys.
- Conduct a stress survey of employees to find out potential problem areas as part of an overall strategy to identify and address the sources of stress. (See <https://www.hse.gov.uk/stress/standards/> for free Stress Indicator and Analysis Tools.)
- Have discussions with employees to assess what causes stress in the workplace and identify relevant problems and solutions.

Developing Solutions

Continue to talk to employees to identify issues that affect them at work and discuss practical solutions.

Record what you decide to do in an Action Plan, share it with staff and stick to it.

Include a review of the risk assessment in your Action Plan, to check how effective the actions are.

4.2. WORKING TIME REGULATIONS

Introduction

The Working Time Regulations 1998 deal with workers' rights in relation to hours of work, night-time working, breaks from work and paid holidays. Sevenoaks Prep can amend some of these rights if Sevenoaks Prep has a 'collective' or a 'workforce' agreement with workers.

There are two types of agreement -

- A collective agreement is one that has been negotiated through a Trade Union.
- A workforce agreement is one that Sevenoaks Prep has agreed with workers or their representatives.

In general, a worker is classed as someone an employer provides work for, and controls when and how the work is done, and who pays tax and National Insurance contributions. Most agency workers and freelance workers are likely to be workers, but not the genuinely self-employed, who are paid based on an invoice rather than by wages.

The regulations apply to trainees over school-leaving age, who are on work experience or on training for employment, other than that provided on courses run by educational institutions or training establishments. However, different working time provisions apply to workers who are under 18.

Hours of Work

Sevenoaks Prep must make sure that workers do not work more than an average of 48 hours a week (including overtime), in any reference period that will normally be 17 weeks.

An individual worker may agree to work more than the 48-hour average weekly limit. Any agreement, which must be in writing, may relate to a specified period or apply indefinitely. A worker has the right to end any agreement he or she has made, but only after giving us due notice in writing. An agreement may set the period of notice a worker should give us if he or she wants to end the agreement. This period must not be more than three months.

Night Time Working

The term 'night time' is defined in the regulations as a period of at least seven hours, including the period between midnight and 5am. If there is no agreement, 'night time' is the period between 11pm and 6am.

A 'night worker' is a person who normally works at least three hours of his or her daily working time during night time, but this arrangement can be altered through a collective or workforce agreement.

A night worker's normal hours of work must not be more than an average of eight hours in each 24 hours over a 17-week period. They cannot work the average if their work involves special hazards or heavy physical or mental strain. There is a limit of eight hours on the worker's actual daily working time.

The work of a night worker must be classed as involving special hazards or heavy physical or mental strain if it is identified as such in a collective or workforce agreement, or if it is recognised in a risk assessment as involving a significant risk. The night-time limits and the reference period may be altered or not counted by a collective or workforce agreement.

Sevenoaks Prep must offer free health assessments to any workers who are to become night workers. Sevenoaks Prep must also give night workers the opportunity to have more assessments at regular intervals. How often these repeat assessments take place will vary between individuals according to the type of night work, how long it lasts, and the age and health of the individual worker.

Workers under the age of 18 are entitled to a health and capacities assessment if they work during the period between 10pm and 6am. The issues Sevenoaks Prep needs to include in this assessment are build, skills and competencies. Sevenoaks Prep must also take account of the type of work that the young person will do.

Rest Periods

In each 24-hour period, a worker is entitled to a rest period of at least 11 hours in a row. A worker under the age of 18 is entitled to a rest period of at least 12 hours in a row.

As well as their daily rest periods, workers are entitled to weekly periods of rest. Workers are normally entitled to 24 hours uninterrupted rest in each 7-day period.

Workers under the age of 18 are entitled to rest periods of at least 48 hours in each 7-day period. If a worker works for more than 6 hours a day, he or she is entitled to an uninterrupted rest break of at least 20 minutes. Workers under the age of 18 are entitled to a rest break of at least 30 minutes if they work for more than four-and-a-half hours a day.

A collective or a workforce agreement may alter the rest breaks of adult workers. The rest breaks of workers under the age of 18 must not be altered.

Records

Sevenoaks Prep must keep adequate records to show whether Sevenoaks Prep are achieving the limits on weekly hours of work and night time work for each of our workers.

Sevenoaks Prep must identify workers who have chosen to work more than 48 hours in their working week.

Sevenoaks Prep must record the terms on which they are working more hours and set out the hours they work during each reference period. Sevenoaks Prep must also keep, where appropriate, records showing that Sevenoaks Prep is following the requirements on health and capacity assessments. Sevenoaks Prep may decide what type of records to keep but must keep all records for two years from the date Sevenoaks Prep makes them.

4.3. SAFETY REQUIREMENTS FOR CONTRACTORS ON SITE

Introduction

This procedure defines the health and safety criteria for any contractor, sub-contractor or their employees working on site. Table below summarises the control measures Sevenoaks Prep will implement to control the potential safety and health risks arising from contractor activities.

Control of Contractors

Potential hazard/Issue	Control measure
Insurance	<ul style="list-style-type: none"> The contractor must have Public Liability Insurance.
Security	<ul style="list-style-type: none"> All contractors will complete the sign-in procedure appropriate to the time they arrive on site. The responsible Manager reserves the right to search all personnel, vehicles, containers or goods before entry to or exit from the site, should this be required. All persons leaving the site must sign out prior to leaving. Property or scrap belonging to us must not be removed from site without proper authorisation. Permission can be obtained from the manager commissioning the work.
Site Health and Safety Procedures	<ul style="list-style-type: none"> All contractors must discuss any site-specific health and safety requirements with their employees, advised to them by the manager commissioning the work.

Potential hazard/Issue	Control measure
Protective Equipment	<ul style="list-style-type: none"> Protective clothing and equipment required under health and safety legislation or Approved Code(s) of Practice for the work being undertaken, e.g. safety helmets, ear defenders, safety footwear and eye protection, must be provided by the contractor and worn or used by their employees/sub-contractors.
Fire Protection	<ul style="list-style-type: none"> There is a strict no smoking policy within the building. Persons found in violation of this rule may be asked to leave the site. Fire extinguishing equipment is available on site. However, should it prove necessary to use any of this equipment the Bursar must be advised, who will ensure that the extinguisher is replaced. The contractor and his employees or sub-contractors will be aware of the evacuation procedures in case of an emergency and follow any directions given by Sevenoaks Prep personnel. The Bursar must be informed of any work, which requires the disconnection of part or all the site fire alarm system.
Use of Sevenoaks Prep Equipment	<ul style="list-style-type: none"> Equipment belonging to Sevenoaks Prep is not to be used or interfered with in any way without prior authorisation by the relevant Manager. Connections must not be made to the site services distribution systems, e.g. compressed air, water, electricity or fire alarm, without the written permission of the Maintenance Department. This permission will be withheld if the equipment to be connected to such services does not conform to Statutory Regulations of Codes of Practice and/or Sevenoaks Prep's requirements. All written permission issued in accordance with the above shall be produced for inspection by Sevenoaks Prep management if requested. Any connection/disconnection, which may affect the computer system must be agreed in writing in advance with the IT Department.
Equipment Supplied by Contractor	<ul style="list-style-type: none"> All tools and equipment shall conform to and be tested in accordance with Statutory Regulations, or Approved Code(s) of Practice. Sevenoaks Prep shall have the right to inspect and reject equipment considered unsuitable at no extra contract price. Certificates of conformity must be produced on request. Where portable equipment and tools are being used, these shall, where practicable, be 110-volt type, or air-operated equipment. Main's voltage (240 volts) may be used when a residual current breaker is fitted. The contractor shall provide the necessary transformers, which must be 240/110V winding provided with an earthed centre-tap and will ensure that appropriately protected cabling is used with such equipment and tools. Lifting or hauling tackle, wrenches, ropes, etc., are not to be attached to any plant, equipment, pipework or building without written permission of the Bursar. All such tackle must be registered and have a current test certificate where appropriate. The use of equipment which will expose either contractors' employees or Sevenoaks Prep employees to noise levels more than 80 dB (A) must be agreed with the Bursar prior to commencing work, and adequate protective measures taken. Adequate guarding, extraction, shielding, etc., in accordance with Statutory Regulations or Approved Codes of Practice shall be provided.
Facilities Available for Contractors' Use	<ul style="list-style-type: none"> The contractor must agree which of the site's facilities are to be made available to them with the Bursar. The site standards must be adhered to. If the contractor provides all facilities for the health, safety and welfare of their employees, good housekeeping as determined by the site rules must be adhered to. Contractors, sub-contractors and their respective employees are asked to eat and/or drink only in those areas defined for that purpose. When using site facilities, the site standards for behaviour and dress must be adhered to.

Potential hazard/Issue	Control measure
<p>Materials to be Used on Site</p>	<ul style="list-style-type: none"> • Flammable liquids and liquefied petroleum gases must not be brought onto the site without the prior written permission of the Health and Safety Manager. All such materials shall be stored and used in accordance with current statutory obligations. • A complete list of all hazardous substances (as defined by the COSHH Regulations) intended to be used on the site, with the quantities and hazards of each defined, must be supplied to the Health and Safety Manager. Sevenoaks Prep reserves the right to require additional protection at contractor's cost. • At all times, all materials, whether hazardous or not, must be stored correctly and labelled appropriately. • COSHH data will be made available on all occasions necessary for contractors' information.
<p>Permit to Work System</p>	<ul style="list-style-type: none"> • A Permit to Work system is a formal written system used to control certain types of work that are potentially hazardous. A Permit to Work is a document which specifies the work to be done and the precautions to be taken. Permits to Work form an essential part of safe systems of work for many maintenance activities. They allow work to start only after safe procedures have been defined, and they provide a clear record that all foreseeable hazards have been considered. • A permit is needed when maintenance work can only be carried out if normal safeguards are dropped, or when new hazards are introduced by the work. Examples include work at height, roof work, work on live electrical equipment, entry into confined spaces and hot work.
<p>Disposal of Materials</p>	<ul style="list-style-type: none"> • All materials brought onto the site and subsequently residual to the work remain the property of the contractor (unless already paid for by us) and must be disposed of by the contractor, unless specific agreement is given in writing by the Health and Safety Manager to use the site's disposal facilities. • The disposal of all wastes and effluent generated by the contractor is the responsibility of the contractor to remove from the site in accordance with current legislation. If required, the Health and Safety Manager will advise on the disposal of specialised waste. • For disposal of hazardous products, all disposal details, including authorised carrier, disposal site and method are to be supplied to us for Sevenoaks Prep records. • Contractors must take all reasonable steps to prevent spillages and leaks. Any which do occur must be dealt with immediately, every effort being made to contain any material involved.
<p>Accidents and Dangerous Occurrences</p>	<ul style="list-style-type: none"> • The contractor is responsible for notifying the H.S.E. of any injury, disease or dangerous occurrence on Sevenoaks Prep property, as per RIDDOR Regulations. • All reportable accidents or dangerous occurrences must be notified to the Bursar. • The contractor must nominate a competent person to have specific responsibility for all matters relating to safety. This person will liaise with the Bursar on all matters, as required. • All injuries must be reported (minor injuries to first aiders.)
<p>Occupational Health and Hygiene</p>	<ul style="list-style-type: none"> • The contractor shall ensure that all employees are medically fit to carry out their duties on the site. • Sevenoaks Prep reserves the right to eject from the site, any contractors' employees considered to be acting under the influence of alcohol or drugs, etc. • The contractor shall provide us with assessments of potential health hazards for their workers on the site, conducted in accordance with the COSHH Regulations.

Potential hazard/Issue	Control measure
Method Statements	<ul style="list-style-type: none"> • The contractor must provide method statements, where required, for the work to be undertaken, prior to commencement. • All records shall be kept in an easily retrievable management system for three years, unless otherwise specified in current legislation. • All records pertaining to work undertaken on the behalf of us will be made available upon request. • The contractor shall provide one copy of any drawings, manuals, etc., as required for the files.
Long Term Contractors/Facilities Management Services	<ul style="list-style-type: none"> • All contractors who provide an ongoing service(s) to us are defined as long term contractors/facilities management services. • They will be subject to the terms and conditions of these guidelines in all respects. • Sevenoaks Prep will ensure that all appropriate risk assessments are made available to the contractor as required. • An Induction Training package will be provided to all new, long-term contractors for training all their employees who will be employed on site. • Contractors must liaise with the person managing their contract for Permit to Work instructions.
Meeting Statutory Obligations and Sevenoaks Prep Guidelines	<ul style="list-style-type: none"> • Contractors’ operations shall comply with all relevant Statutory Obligations, Approved Code(s) of Practice, and with Sevenoaks Prep procedures, guidelines and directions. The cost of meeting such requirements shall be deemed to be included in the contract price. • The contractor shall adhere to these guidelines and provide additional information as required.
Approved Contractors List	<ul style="list-style-type: none"> • Only those contractors who agree to the above terms and conditions will be included on Sevenoaks Prep approved contractors list.

SECTION 5

HEALTH AND SAFETY FORMS

This section lists the Health and Safety Forms which are available as separate documents for manual completion or as files for electronic completion.

AF350	RISK ASSESSMENT FORM
AF360	RISK ASSESSMENT FORM WITH EXAMPLE
AF370	RISK ASSESSMENT REVIEW FORM
AF380	RISK ASSESSMENT SHORT FORM
AF390	RISK ASSESSMENT SHORT FORM WITH EXAMPLE
AF020	ACCIDENT REPORT AND INVESTIGATION FORM
AF030	ASBESTOS MANAGEMENT PLAN
AF040	BOMB AND TERRORIST THREAT POLICY TEMPLATE
AF050	CONTRACTOR ASSESSMENT FORM
AF060	CONTRACTOR ON-SITE CHECKLIST
AF070	COSHH ASSESSMENT FORM
AF080	COSHH ASSESSMENT SHORT FORM
AF090	COSHH INVENTORY FORM
AF100	DRIVING RISK ASSESSMENT FORM
AF110	DRIVING SELF-ASSESSMENT FORM
AF120	DSE ASSESSMENT FORM
AF130	DSE SELF-ASSESSMENT FORM
AF140	ELECTRICAL INSPECTION AND TEST FORM
AF150	EMERGENCY RESPONSE FORM
AF160	EMPLOYEE H&S FEEDBACK FORM
AF170	FIRE AND EMERGENCY PLAN
AF180	FIRE LOG FORM
AF190	FIRE SAFETY INSPECTION CHECKLIST
AF200	FORK LIFT TRUCK CHECKLIST
AF210	FOREIGN TRAVEL CHECKLIST FORM
AF220	HEALTH AND SAFETY INDUCTION FORM
AF230	HOMEWORKER ASSESSMENT FORM
AF231	TEMPORARY HOMEWORKER ASSESSMENT FORM
AF240	LONE WORKING RISK ASSESSMENT FORM
AF250	MANUAL HANDLING ASSESSMENT FORM

AF260	METHOD STATEMENT TEMPLATE
AF270	NEW AND EXPECTANT MOTHERS FORM
AF280	NOISE ASSESSMENT FORM
AF290	PERSONAL EMERGENCY EVACUATION FORM
AF300	PERMIT TO WORK – CONFINED SPACES
AF310	PERMIT TO WORK FORM - ELECTRICAL
AF320	PERMIT TO WORK – HOT WORK
AF330	PERMIT TO WORK FORM – ROOF WORK
AF340	PERMIT TO WORK FORM – WORK AT HEIGHT
AF400	VIOLENT INCIDENT REPORT FORM
AF410	VISITOR CHECKLIST FORM
AF420	WORKPLACE H&S CHECKLIST FORM
AF425	WORKPLACE DEPARTMENTAL CHECKLIST FORM
AF430	YOUNG PERSONS INDUCTION FORM