

## Health & Safety Policy

<b>This policy has been written for...</b>	All staff and students at West Heath School
<b>Copies of this policy may be obtained from...</b>	<ul style="list-style-type: none"> <li>• The School <b>web site</b> - <a href="http://www.westheathschool.com">http://www.westheathschool.com</a></li> <li>• It is available as a hard copy on request from the <b>school office</b></li> <li>• Hard copies for reference are filed in the <b>staff room</b></li> </ul>
<b>This policy links with the following policies</b>	This policy should be read in conjunction with the other school policies in particular Outings Trips & Visits, Safeguarding Children, Promoting Positive Behaviour, Drugs, Fire Evacuation Policy, Anti Bullying and Residential Provision Statement of Purpose. Please note: First Aid and the Administration of medication have become separate and discrete policies.
<b>Participants and consultees in the formulation of this policy were...</b>	The Principal, senior leadership team, student services committee and the trustees of the School. A representative group of students were invited to make comments and suggestions.
<b>Edition, Review frequency and dates</b>	This is edition 7, released December 2017 This policy will be reviewed annually It is due for review December 2018
<b>Relevant statutory guidance, circulars, legislation &amp; other sources of information are...</b>	See Part 1, section 3 Legislation, regulations and guidance
<b>The Lead Member of staff is</b>	Estates Manager
<b>Definitions and key terms used in this policy...</b>	None
<b>The Rationale and Purpose of this policy</b>	
<b>Appendices</b>	This policy has 8 appendices
<b>Copying</b>	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at the New School are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

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## **1. Policy**

1. This is a Statement of Organisation and Arrangements for West Heath School in respect of all Health and Safety matters. It is aimed at providing the School, its students and staff with living and working conditions in which the highest standards of health and safety are maintained, promoted and advanced.
2. The welfare of students and staff in the school is of paramount importance and therefore all of the arrangements we make need to maintain the highest standards of health and safety in accommodation, arrangements, operations, procedures and activities.
3. Our aim is to provide and maintain safe and healthy working conditions, equipment and systems of work for all of our staff, and to provide such information, training and supervision as they need for this purpose. We accept our responsibility for the health and safety of other people who may be affected by our activities, for example visitors and contractors.
4. The allocation of duties for health and safety matters and the particular arrangements that we make to implement our policy are set out in Appendix 1. It describes how the Principal discharges his responsibilities in respect of students, staff, visitors, contractors and other people who are present on the school premises in the internal organisation, management and discipline of the School.
5. The Management of health & safety in the School will be organised by the Principal in the following way
  - Designated members of staff will be given specific health & safety responsibilities usually linked to their work areas
  - Risk assessments will be carried out regularly for all areas, & annually for activities and students.
  - All members of staff and students will be given instructions on when and how and to whom to report hazards as part of their induction programme.
  - Staff members must raise any health & safety issues via staff meetings where 'Health & Safety issues' is a fixed agenda item.
  - Staff members must raise any urgent matters requiring immediate attention with the Health & Safety Officer or the Estates Manager or in their absence the Caretaker. At times out of school hours health & safety issues will be reported to the Duty Manager.
  - Health & safety issues will be included on every staff training day.
  - Health & safety will be monitored by two trustees appointed for this purpose and they will report their findings to the Principal on behalf of the trustees.

## **2. Purpose Statement**

1. The well being of the Students and Staff is a core value of West Heath School. The Principal and all members of staff employed at West Heath School are committed to establishing and implementing arrangements which will ensure that the staff and students will be safeguarded during at all times whether or not on the school's

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- property. They will also ensure that the premises for which they are responsible are safe for all other persons using or visiting the site.
  2. The Trustees are responsible for agreeing policy objectives. Management is responsible for identifying the strategies and provisions that need to be implemented to achieve the policy objectives and for all operational issues.
  3. The Health & Safety Committee will perform its duties by meeting regularly to review policy and procedure arrangements and make recommendations where necessary. Trustee members of the committee will meet at the school to monitor the implementation of the policy objectives and meetings will be minuted.
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### **3. Legislation, Regulations & Guidance**

The Health and Safety Policy, Procedures and practices described in this document have been framed with reference to the following Legislation, Regulations and Guidance and all other relevant legislation:

1. The Children Act 1989
2. The School Premises Regulations 1999
3. National Minimum Standards for Residential Special Schools 2002
4. Disability and the Equality Act 2010 Health & Safety at Work Act 1974
5. Management of Health & Safety at Work Regulations 1999
6. Workplace [Health, Safety & Welfare] Regulations 1992
7. The Regulatory Reform [Fire Safety] Order 2005
8. COSHH - Control of Substances Hazardous to Health Regulations 2002
9. Control of Asbestos at Work Regulations 2006
10. Personal Protective Equipment at Work Regulations 1992
11. Provision & Use of Work Equipment Regulations 1998
12. Manual Handling Operations Regulations 1992
13. Electricity at Work Regulations 1989
14. The Adventure Activities Licensing Regulations 2004
15. Food Safety [General Food Hygiene] Regulations 1995
16. Health & Safety [First Aid] Regulations 1981
17. CLEAPSS The Consortium of Local Education Authorities for the Provision of Science Services

The School will subscribe to any relevant bodies in respect of discharging its health and safety functions as required by law and good practice.

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## Part 2. Responsibilities

### 1. Overall Responsibility

The ultimate responsibility for all the school's health and safety organisation and activity rests with the Principal. Their responsibilities and authority are delegated to the Health & Safety Officer.

### 2. The Health & Safety Officer

The Health & Safety Officer will

1. be the focal point for day to day references on safety and give advice or indicate sources of advice
2. co-ordinate the implementation of the approved safety procedures in the school
3. maintain contact with outside agencies able to offer expert advice
4. stop practices or the use of any building, facility, plant, tools equipment or other apparatus, they consider to be unsafe, until satisfied of their safety; and report all known hazards to the Health & Safety Committee.
5. make recommendations to the Principal for additions or improvements to buildings, facilities, plant, tools, equipment, machinery or vehicles owned by the school (or staff vehicle used by the school) which present potential health and safety risks;
6. ensure that any vehicle used to transport students will be suitable for that purpose and that any vehicle which may pose a risk to safety will not be used until that risk has been removed.
7. monitor accidents and any reported hazardous situations advising the Health & Safety Committee as appropriate;
8. ensure that first aid, fire and other emergency procedures are reviewed regularly and updated as necessary;
9. ensure that health and safety information and new legislation is disseminated to staff and students as appropriate.

### 3. Duties of all Employees

The Health & Safety at Work Act 1974 states: *"It shall be the duty of every employee while at work:*

1. to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
2. as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be conformed or complied with".

The Act also states: *"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions."*

1. In order that the law be observed and responsibilities to students and visitors to the School are carried out ALL members of staff are required to:

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- know any special safety measures and arrangements relevant to their own working area and to ensure that these are applied;
  - know and apply all the emergency procedures;
  - use and not wilfully misuse, neglect or interfere with things provided for personal safety or the safety of others;
  - co-operate with other members of staff in promoting improved health and safety measures in the School.
  - observe standards of dress consistent with safety and hygiene;
  - exercise good standards of housekeeping and cleanliness;
  - be aware of the process of reporting any health & safety concerns;
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#### **4. Particular Responsibilities**

Appendix 2 contains a list of named persons to be updated regularly as appropriate. This identifies specific responsibilities. The following points apply to all such staff:-

1. They have a particular responsibility for the implementation of the school's Health & Safety Policy to their own area of work and are responsible to the Health & Safety Committee for the application of safety measures and procedures within their department/area of work. Advice or instructions given by the Health & Safety Committee and Health & Safety Officer or staff delegated by them shall be observed.
  2. They shall establish and maintain safe working practices and procedures, including arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles, materials and substances.
  3. They shall attempt to resolve any health and safety issues relating to their own area of responsibility and shall report any problems for which they cannot achieve a satisfactory solution to the Health & Safety Officer.
  4. They shall carry out an initial risk assessment followed by an annual risk assessment of the areas for which they are responsible and submit a report to the Health & Safety Officer within a specified timescale.
  5. They shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other members of staff and students to avoid hazards and contribute positively to their own safety and health at work.
  6. They shall propose to the Safety Officer requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
  7. In order that these members of staff are able to fulfil their duties and obligations, information, advice and training will be provided either by the Safety Officer or other appropriate external providers.
  8. Any staff requiring assistance or advice should refer in the first instance to the Safety Officer or the Estates Manager.
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**5. Responsibilities of staff supervising students and their activities**

1. All staff have a responsibility to ensure their own safety at all times and to follow safe working procedures
2. All members of staff carry responsibility for the safety of students when they are in their charge.
3. All members of staff have a responsibility to ensure the safety of all students and need to respond appropriately when students are putting themselves or others at risk.
4. All activities shall be risk assessed irrespective of where they take place. No activities shall be conducted until measures have been taken to reduce risks to an acceptable level and this has been authorised by the appropriate member of staff. These are:

The classroom curriculum, including specialist subjects	Vice Principal Quality & Curriculum
Outdoor activities and off- site visits	Vice Principal Quality & Curriculum Outdoor Education coordinator
Residential student activities	Vice Principal Care

5. All risk assessments shall be reviewed in order to inform future risk assessments according to the following schedule:

Teaching areas, associated corridors and surroundings, together with the general activities occurring in these areas	Regularly or whenever the use of the area changes
Particular lessons & activities	On completion
Outdoor activities and off- site visits	On completion
Activities beyond the school day	On completion
Individual student risk assessments	Annually or more frequently if circumstances warrant.

6. Hazardous activities as defined by the School's insurers require approval from the insurer prior to being undertaken.
7. All staff must familiarise themselves with the Health & Safety section of the Staff Handbook.
8. All staff must familiarise themselves with all relevant policies and supervise students accordingly
9. All staff must exercise effective supervision of students and apply the emergency procedures as set out in the risk assessment.
10. All staff must know the special safety measures to be adopted in their own working areas and ensure that they are applied
11. All staff must give clear instructions and warnings to students and where necessary other staff on the use of equipment and facilities which represent a health and safety hazard. These instructions should be repeated at regular intervals;

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12. All staff must use protective clothing, guards or special working procedures as required and report immediately to their line manager any health and safety matter which presents an obvious or potentially dangerous situation. The line manager or member of staff must also report to the Safety Officer.

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## **6. The Supervision of Students**

The supervision and management of students will be in accordance with the School's positive behaviour policy.

The Precise details of timing will vary from time to time and according to the time of day and day of the week. Appendix 3 provides the current schedule.

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## **7. Student Failing to Attend**

1. Attendance is recorded electronically on SIMs in Registration (08.55am).
  2. Parent / Carer should notify the school office on each morning of absence.
  3. If no contact made by parent/carer and student is marked N (No reason for absence) in SIMs, school secretary will telephone home to establish reason for absence and record in Phoenix.
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## **8. Student Absent Without Authority**

See 'Absent Without Authority Procedures Policy'

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## **9. Staff**

1. All staff are provided with an ID badge.
  2. All staff cars are registered with the Estates Manager and staff are provided with Pass to gain access to the site. The Pass also provides access to staff in designated areas around the School.
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## **10. Visitors**

1. Regular visitors and other users of the premises are required to observe the safety rules of the School. Parents and voluntary helpers must be made aware of any health & safety arrangements pertinent to the areas in which they observe or work and it is the responsibility of the designated staff for those areas to ensure that this takes place.
  2. All visitors are required to register on arrival at reception and to wear badges provided at all times whilst on the School premises. Badges provide a summary of essential Health & Safety information.
  3. All visitors are asked and are required to read the Emergency Evacuation procedures on display in reception.
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## **11. Hirers**

1. Hirers of the school's facilities will be provided with relevant information on health and safety.
  2. For major functions and events all relevant health and safety information is provided.
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## **12. Contractors**

1. Contractors are required to register their attendance at the Reception.
  2. The person named as responsible for Buildings and grounds will liaise with contractors to ensure that all health & safety & safeguarding requirements are met by them whilst in the School.
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3. Building Contractors will be required to read and sign the Asbestos Register before commencing work.
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## Part 3. Procedures & Practices

1. **Fire Procedures** See 'Health & Safety Policy – Fire Evacuation document.

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2. **Swimming Pool** N.O.P. Normal Operating Procedure – see appendix 4  
E.A.P. Emergency Action Plan – see appendix 5
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3. **Moving & Handling** Definitions:

1. **Manual handling Operations:** Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.
2. **Load:** a discrete moveable object and includes any person or animal. A tool is not considered to constitute a load while in use for its intended purpose.

In accordance with the Manual Handling Operations regulations 1992 the following actions must be undertaken;

1. Risk assessments of all manual handling tasks
2. Changes made to the Manual Handling Operations in order of preference to:
  - Eliminate manual Handling
  - Automate or Mechanise the Operation
  - Reduce the risk as far as is reasonably practical by other means
  - Ensure that new risks are not created e.g. with new designs / tasks
  - Audit the assessments and the control measures
3. The provision of appropriate Training in the use of equipment and practical relevant Manual Handling Techniques. The trainers must be approved as trainers in manual handling.

### **Risk Assessment of all Manual Handling tasks**

1. As with all risk assessments the responsibility for ensuring that the risk assessments are performed lies with the managers in the areas.
  2. The manager must nominate a suitable person to fulfil the assessors role and support them in that role in particular giving the Risk Assessor time to perform the assessments and to assist in the process of deciding on the most appropriate risk control measures.
  3. The general risk assessment training will enable the assessors to identify and risk assess most Manual Handling tasks. The manual
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handling assessment should be carried out as a specific part of the risk assessment programme.

### **To ensure that new risks are not created**

1. When a new task, piece of equipment or procedure is introduced a Risk Assessment must be performed and any changes made to reduce the risk reflected in a Standard Operating Procedure
2. The assessment should be carried out by the trained Risk Assessor in the area in conjunction with the employees in that area

### **Training in Manual Handling**

1. This will be given in different stages according to the tasks that are required to be performed.

### **Induction**

1. All staff that are required to carry out a significant amount of Manual Handling or Hazardous Handling should have a further theory and practical Manual Handling session during their Induction programme.
2. Employees who as part of their job are required to perform significant Manual Handling should receive update training on a bi-annual basis. This will ensure the Standard Operating Procedures are being adhered to and that quality standards are being upheld. Responsibility for this is with the managers.

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- ## **4. Security**
1. Security at the West Heath School is the responsibility of all staff on duty to ensure only authorised persons are on site at all times. The physical security of the site is the responsibility of the Estates Manager and in his absence the Caretaker. In addition there are security cameras, infra red detectors and intruder alarms.
  2. Separate guidance is provided in the Caretakers Manual which is updated as required.
  3. All visitors to the school should be badged. Unbadged visitors should be challenged by staff and students who should immediately notify the Estates Manager or, in their absence the Caretaker of the presence of strangers in order to ascertain their bona fide status. Building and other contractors should also be specifically badged.
  4. Hirers of sports and drama facilities will not be challenged whilst they remain in those areas. They remain the responsibility of the hirer or a person designed by the hirer. The Duty Caretaker is responsible for ensuring that they abide by the rules of hire and particularly those pertaining to Health & Safety.
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## 5. Severe Weather Arrangements

The following instructions relate to staff and students and parents based at home and relate to how they should respond in the event of severe weather.

1. The School will normally remain open in all weather conditions. Exceptions to this will be for one or more of the following reasons:
  - lack of safe access to the school
  - danger of the school being cut off by snow
  - heating, electricity, gas or water supply failure
  - lack of staff to ensure adequate supervision of students
3. If severe weather occurs or is forecasted parents will be advised by letter or text message to tune into BBC Radio Kent or Heart Kent Radio who will be informed of any severe weather information about the School. The school website is updated with any closure or disruption and a browser based texting service is used to advise parents of any closure due to severe weather.
4. Parents will also be advised not to send their child to school unless they are sure they can safely complete the journey.
5. If severe weather sets in during the day the school will attempt to make arrangements for students to travel home early.
6. Students will only be sent home if there is someone available to look after them or there is agreement that they can have access to their own home unsupervised.
7. Parents will be asked to ensure that up-to-date contact names and telephone numbers are passed to the School to enable contact to be made in the event that the School needs to close early
8. Staff will be expected to make every effort to reach the School in the event of severe weather occurring. If this is not possible staff should telephone the School to discuss the matter with the Principal or one of the Vice Principals. If a member of staff needs to leave the School early due to severe weather permission must be sought from the Principal or one of the Vice Principals.
9. Staff genuinely unable to reach the School will normally be regarded as having paid leave of absence.
10. The procedure for the Caretaker, present at the school are set out in appendix 6

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## 6. Utilities Failure

Arrangements to be implemented in the event of a failure of electricity, gas or water are set out in appendix 7.

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## Appendix 1

### Membership of The Health & Safety Committee

#### **Trustee members:**

Dr Marilyn Canet  
Glen Campbell

#### **Staff Members:**

Jim Nunns

Vicki Meacham  
Julian Roberts  
Nick Oldham  
Mike Faulkner

## Appendix 2

### Designated Responsibilities

<b>Responsibility</b>	<b>Name</b>
Health & Safety Officer	Estates Manager
Outdoor / off-site Activity Risk Assessment supervisor	Vice Principal Curriculum & Quality
Sports Activities risk assessment	Head of PE
Science Laboratories and activities	Head of Science
Design Technology Classroom	DT Teacher
Art & Design Studio	Art & Design Teacher
Residential Outdoor activities	Learning Director Boarding & Care
Health care, accidents & medication	School Nurse
Security	Estates Manager - School hours Duty Caretaker – Evenings and weekends
Property	Estates Manager
Buildings & services	Estates Manager
Catering	General Catering Manager
Contractors	Estates Manager
Intruder alarms	IT Manager
CCTV	IT Manager
Pest control	Estates Manager
Drinking Water	Caretaking Team
Water quality analysis	Estates Manager
Visitors	School Receptionist
Cleaning	General Catering Manager

## Appendix 3

### Schedule of Student Supervision throughout the school day

Activities	Supervised by
<p><b>Arrival</b> Staff to:</p> <ol style="list-style-type: none"> <li>1. All students to be dropped off in the Circle. TAs on Duty from 8:30</li> <li>2. Supervise the arrival of students and their dispersal to registration rooms</li> <li>3. Ensure breakfast club is well supplied and students enjoy a pleasant social occasion.</li> <li>4. Supervise the students to ensure appropriate behaviour and social interaction noting any concerns for communication to the staff</li> <li>5. Ensure that all students go to their registration rooms and assembly or alternative assembly at the correct time and supervise until teachers arrive for registration.</li> </ol> <p><b>Transfer of Residential Students to the day school</b></p> <ol style="list-style-type: none"> <li>1. All residential students to leave boarding accommodation by 08:40. Logs to record completed transfer.</li> </ol>	<p>Duty teaching assistant</p> <p>Tutor team teaching assistants as per duty rota</p> <p>Waking night staff</p>
<p><b>Registration</b> Staff to:</p> <ol style="list-style-type: none"> <li>1. Teacher records attendance electronically on SIMs</li> <li>2. To issue and receive any forms &amp; letters as issued</li> <li>3. To ensure that the group all transfer to the assembly hall on appropriate days</li> </ol>	<p>Teacher and Tutor team</p>
<p><b>Assembly (or tutor time)</b> Staff to:</p> <ol style="list-style-type: none"> <li>1. Supervise students in year groups in allocated class room and monitor targets</li> <li>2. Escort group into the assembly hall on hearing the bell</li> <li>3. Sit amongst the students during assembly and monitor behaviour</li> <li>4. Ensure targets are set and the previous day is reviewed</li> </ol>	<p>Teachers and Tutor team</p>
<p><b>Change-over</b> Staff to:</p> <ol style="list-style-type: none"> <li>1. Ensure that students transfer from one teaching area to another promptly and in an orderly manner</li> </ol>	<p>Group Teaching Assistants</p>

## Schedule of Student Supervision throughout the school day

<p><b>Lessons</b> Staff to:</p> <ol style="list-style-type: none"> <li>1. Deliver lessons planned according to schemes of work</li> <li>2. Ensure that students out of lessons without permission are appropriately reported</li> <li>3. Ensure that students who leave the room for a good reason with a permission slip return at the appropriate time</li> </ol>	<p>Teachers and Teaching Assistants</p>
<p><b>Morning break</b> Staff to:</p> <ol style="list-style-type: none"> <li>1. Supervise distribution of healthy snacks to students at Tuck</li> <li>2. Patrol corridors and mingle with students to monitor social interaction</li> <li>3. Intervene in any conflicts to prevent escalation and to bring about proper resolution</li> <li>4. Supervise common rooms to ensure fair play and equal terms</li> <li>5. Promote inclusion of all students in socialising and recreational activities</li> <li>6. Alert Learning Directors and or Vice Principal in the event of a problem</li> <li>7. Ensure that students keep to the appropriate areas</li> </ol>	<p>Vice Principals, Teachers and Teaching Assistants on duty rota</p>
<p><b>Lunch break</b> Staff to:</p> <ol style="list-style-type: none"> <li>1. Supervise as for morning break</li> <li>2. Ensure that all students attend the dining room either to eat the lunch provided or their own lunch. Staff to disperse amongst students in all dining areas to ensure good behaviour, good table manners and to ensure that lunchtime is a pleasant social occasion.</li> <li>3. Participate in the running of lunchtime clubs and activities according to the published programme.</li> </ol>	<p>Vice Principals, Teachers and Teaching Assistants according to duty rota</p>
<p><b>Departure</b> Staff to:</p> <ol style="list-style-type: none"> <li>1. Supervise students into vehicles, paying attention to the use of seat belts, to report any health and safety concerns about these vehicles and not allow students to leave in any vehicle they deem to be unsafe.</li> <li>1. Locate any students late for departure and to ensure that all students leave the school in the correct vehicle.</li> <li>2. Inform school office in the event of non-arrival of taxis and when the reason is ascertained respond appropriately.</li> <li>3. Ensure boarding students return to their appropriate accommodation.</li> </ol>	<p>Vice Principals, Teachers</p>

## Schedule of Student Supervision throughout the school day

### **School trips**

Staff to follow the direction, guidance and advice specified in the school's policy for the conduct of school trips. The key points are to:

1. Plan trips in liaison with the Head of Education using the appropriate risk assessment form
2. Show Risk assessment form to Off site visit co-ordinator before the trip happens
3. Ensure that all reasonable precautions and preparations have been made and that parental consent has been given
4. Ensure that all students are supervised appropriately and that the potential risks have been assessed and minimised.

Vice Principal  
Curriculum & Quality  
Teachers Teaching  
Assistants  
Off site visit co-ordinator

See separate policy relating to educational visit and outings

## Appendix 4

### The Swimming Pool - Normal Operating Procedure (NOP)

In compliance with the Health & Safety at work act 1974 and the Management of Health & Safety at Work Regulations 1999 together with the statutory duty of care, the following (P.S.O.P) Pool Safety Operating Procedure, incorporating an (N.O.P.) Normal Operating Plan and an (EA.P.) Emergency Action Plan have been compiled. It is designed to be an integral part of the Schools health and safety policy statement.

#### School H.S.E policy statement

The well being of the students and staff is a core value of West Heath School. The Principal and all members of staff employed at West Heath School are committed to establishing and implementing arrangements which will ensure that the staff and students will be safeguarded during school hours whether or not on the school property. They will also ensure that the premises for which they are responsible are safe for all hirers of the pool and persons using the site, at any time.

Main sources of reference were obtained from the Health and Safety executive, the Royal Lifesaving Society and the Swimming Teachers Association publications.

#### **N.O.P.**

##### Access

Access is via the covered walkway to the rear of the sports hall and entered by the side door into the old boot room or from the sports hall changing rooms. The deep end door must not be used unless prior arrangement has been made with the school, i.e. for the unloading / loading of heavy equipment, such as scuba gear, this is to comply with the HSE directive which states entry to pools should present a bather with a water depth of less than 1.2m where this is practical.

##### Keys

The pool keys can be obtained from the Duty Caretaker who will be in attendance at the Pool upon arrival or by phoning 07771-816027.

##### Parking

Parking is at present limited, parking by the pool and sports hall is for supervisors and disabled persons only.

Further parking available in the main car park and along the school drive. Do not park or drive on the grass or in the circle immediately in front of the Old house, unless directed to do so by school personnel, all instructions given by the Duty Caretaker MUST be followed.

##### Changing / toilet facilities

There is a changing room adjacent to the pool and further changing and toilet facilities shared with the Sports Hall, where showers can also be found.

##### The pool

21m x 7.5metres in dimensions

1 m to 3metres in depth

## The Swimming Pool - Normal Operating Procedure (NOP)

The pool is of a tank type construction with a shallow end of 1 metre with a gradual slope for approximately 2/3rds of the length of the pool, then a steep drop to the deep end of 3 metres. There are moveable steps in each corner and a handrail at water level around most of the pool. The water inlets are to the left-hand side working from the shallow end and exert quite considerable force. The outlets are on the right hand wall at surface level together with 3 circular drains in the deep end floor. The pool is contained in a structure with glass/Perspex walls and ceiling. The ceiling can be opened to vent excess heat and condensation; this is controlled to maintain a comfortable temperature and humidity.

### Emergency exits

Emergency exits can be obtained from either the shallow or deep end doors, supervisors must keep the deep end door secured from inside the pool to prevent this being used as an entry point.

Emergency Alarm as for EAP

### Pool Temperature

The temperature of the pool is maintained at around 30°C for all users. For obvious reasons it is unacceptable for hirers or school groups to reduce this by opening the roof or doors excessively. Problems with pool temperature should be reported as soon as possible to the Duty Caretaker. In order to maintain an adequate air flow and prevent excessive condensation build up, it is not necessary to open the roof more than 15 to 30 cm (6 to 12 inches) either side. (The roof at the deep end must not be opened as this causes excessive discharge of tree debris into the pool)

### Potential Risk Areas

Wet flooring

Steps

Pool handrail

Glass walls and roof (glare)

Water depth

Inlets and outlets

Excessive hot or cold temperatures

(These are examples others may exist – a full risk assessment is available)

### Seating

Chairs are available for the use of spectators. They are stacked in rows of no more than 6 high against the changing room wall in the corridor. They are obtainable by individuals and must be returned after use.

### Equipment storage

Equipment must be stored in the corridor, in cages adjacent to the pool wall. Cages on wheels in a suitable state of repair may at the discretion of the school, be kept in the pool area. All equipment is left on the premises entirely at the owners risk.

### Bather loads

The maximum bather load is 40 people in the water, a minimum of 1 qualified lifeguard / supervisor to 30 people in the pool is required. The ratios may need to be reduced if there are medical or other relevant conditions i.e. Epileptics should have 1 to 1 supervision.

There should be adequate supervision during lesson change over.

## The Swimming Pool - Normal Operating Procedure (NOP)

During school usage a minimum of 1 (L/G/S) and 1 additional assistant is required, overall ratios of not less than 1 supervisor for every 10 bathers.

### Health and hygiene

All cuts abrasions and verucas must be covered satisfactorily before entering the pool. Anyone known to have a contagious disease must not swim. It is recommended that all bathers shower before entering the pool.

### Lifeguards / Supervisors Qualifications

The minimum qualification for pool Lifeguards / Supervisors (L/G / S) are as follows:

R.L.S.S. National pool lifeguard qualification.

S.T.A. NARS for pool lifeguard (must hold part 2 & 3).

S.T.A. NARS for pool attendant (must hold part 2 & 3).

For supervisors of programmed sessions i.e. where the teaching or coaching of swimming is taking place the following maybe acceptable:

N.R.A.S.T.C National rescue award for swimming teachers and coaches.

S.T.A. NARS pool side helper.

The minimum depth rating for all the above must be at least 3 metres, or upgraded & endorsed by an appropriate individual i.e. a National pool lifeguard Trainer / assessor or a National aquatic rescue standard Teacher / examiner.

All pool Lifeguards / Supervisors must undergo regular training between re-qualification. The validity of the above qualifications is 2 years from the date attained.

An out of date award cannot be accepted.

### Specialist activities

Such as sub aqua or canoeing or kayaking may require additional qualifications over and above the minimum Lifeguard / Pool Attendant training. By their nature sub-aqua, canoeing & kayaking pose additional dangers therefore additional training maybe required if the LG/S has not sufficient knowledge of the activities. Rescues must be carried out following normal procedures and using any additional knowledge. The minimum qualifications acceptable at this facility are:

RLSS. NPLQ           As above

ST A. NARS. P/L.    As above

ST A. NARS. PIA.    As above

### Canoeing / Kayaking

The maximum number of craft in the water must not exceed 5. Participants in the activity must make sure that they adequately protect the pool from damage this can be aided by padding the bow and stern, any damage to the pool must be reported.

### Sub Aqua

The maximum No. of divers in the water must not exceed 15 to 1 suitably qualified lifeguard. Participants in the activity must adequately protect the pool from damage, Sub Aqua equipment can be heavy and awkward to manage out of the water. Special caution must be exercised when entering the water. Snorkelling poses less of a risk therefore a (LG/S) can adequately deal with a casualty by removing the mask and snorkel and treating the casualty like any other swimmer in difficulty. The maximum number of snorkels must not exceed 30 participants.

## The Swimming Pool - Normal Operating Procedure (NOP)

### Parties

Anyone hiring the pool for parties must have a fully qualified NPLQ or NARS lifeguard in attendance at all times.

### Lifeguard / Supervisor duties & responsibilities

- The lifeguard / Supervisor is responsible for everyone in the pool area and must be the first person in and the last person out of the pool area, ensuring it is secured.
- Always carry a reliable shrill whistle.
- One short blast to attract the attention of a bather.
- One long blast to clear the pool followed by verbal conformation.
- Three short blasts a rescue is about to be attempted.
- Keep a close watch over the pool users exercising the appropriate level of control.
- Communicate effectively with pool users and colleagues.
- Anticipate problems and prevent accidents (the 10-20 scanning system is a useful aid to this end.)
- Intervene and prevent behaviour which is unsafe i.e. always enforce the rules.
- Identify emergencies quickly and take appropriate action.
- Carry out rescues when necessary.
- Give immediate first aid if needed.
- Be available to supervise effectively.
- Never turn your back on the pool.
- Never leave the pool unattended whilst bathers are in or near the water.
- Always dress and act appropriately.
- Be aware of, and implement emergency procedures, if necessary clear the pool and pool area in the event of power or lighting failure, toxic gas emissions etc. Ensure all emergency exits are not obstructed. The maximum recommended time for a lifeguard / Supervisor to be on poolside duty should not exceed 90 minutes, without a minimum of a 20 minute break. Teachers may extend their pool duty time but must remember that heat and humidity can affect their attention and performance.

The lifeguard is in overall charge for the safety of the pool environment, regardless of who the group leader might be.

### Pool rules

Pool rules are made to aid the safe use of the pool and to comply with health and safety guidelines. All pool users should be aware of them, any additional activities deemed to be unsafe by the lifeguard / Supervisor will not be allowed.

The rules which are displayed in the pool area are:

- No running around the pool
- No ducking
- No bombing (If this activity is contained within a swimming award an alternative safe entry must be made).
- No pushing or pulling people into the pool.
- No non-or weak swimmers allowed in the deep water.
- No shouting or whistling.
- No excessive splashing.

## The Swimming Pool - Normal Operating Procedure (NOP)

- No eating chewing or eating.
- No throwing equipment. i.e. floats.
- No horseplay or wrestling.
- No smoking.
- Access only via the covered walkway to the rear of the sports hall.
- Diving only from the deep end (minimum water depth 1.8m).
- Any additional activity deemed to be unsafe will not be allowed.

### First Aid

There is a first aid kit, together with a two way radio which is issued to all users. It includes a full "sports" first aid kit and thermal blankets to be used in the event of evacuation. This is to be used in accordance with the school first aid policy. Hirers are to inform the school on leaving if any items have been used.

### Two Way radio

A two way radio is issued to the supervisor of the hirers of the pool. This is to enable hirers to contact the Duty caretaker immediately for assistance. The radio is to be used on Channel 2 only.

### Telephone

The nearest telephone is in the pool entrance lobby, it can be used for internal calls and to obtain the emergency services by dialling 9 for an outside line, followed by 999. If it is necessary to make an emergency call, the Duty Caretaker must be informed.

### Emergency Alarm

There is an emergency panic button at the shallow end on the wall; this provides an audible signal on the outside of the pool structure, as per EAP.

## Appendix 5

### The Swimming Pool- Emergency Action Plan (EAP)

Emergencies can be broken down into two groups:

Major emergencies

Minor emergencies

#### Minor

A minor emergency can be defined as an incident which if handled properly does not result in a life threatening situation.

#### Major

A major emergency is therefore one where an incident occurs resulting in a serious injury or life-threatening situation.

Examples of serious or major injuries as defined in (R.I.D.D.O.R) Reporting of injuries, diseases and dangerous occurrences regulations 1995. This includes certain fractures and dislocations, unconsciousness, admittance to hospital for more than 24 hours and acute illness caused by absorption of any substance. Dangerous occurrences are serious accidents which do not lead to a reportable injury. They include electric short circuit or overload caused by fire or explosion, and the release of any substance with the potential to damage health. Should such an incident occur the authorities must be informed without delay, All incidents can be reported online but a telephone service remains for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

To avoid emergency situations developing an awareness of hazards is important. They can be divided into 4 categories:

People hazards - Those created by bathers and others in the pool

Activity hazards - Those relating to the manner in which activities are undertaken.

Lifeguard Hazards - Those created by staff in the building.

Physical Hazards - Those relating to the design & structure of the pool area both in & out of the water.

Within these groups clearly three of them relate to people and one to structure and design.

Lifeguards *and* Supervisors are responsible for the safety of bathers and spectators and therefore it is essential that they maintain control and see that the pool rules are observed and obeyed. A good lifeguard/supervisor is proactive rather than reactive. Preventing accidents is far better than allowing a potential problem to develop.

The lifeguard/supervisor should be firm but fair exercising consistency at all times.

Should an emergency situation develop it is important that it be dealt with swiftly. Minor incidents can become major ones if too much time elapses between the recognition of a situation and an attempted rescue. However, an assessment of the problem must first be made and action determined appropriate to the seriousness of the incident.

## The Swimming Pool- Emergency Action Plan (EAP)

Incidents that would require immediate evacuation of the pool or building include:

- Fire.
- Major structural failure.
- Emission of toxic gas.
- Serious injury.
- Lack of water clarity.
- Power lighting failure (if natural light does not permit the continuation of swimming)

Evacuation should be carried out calmly and in accordance with the schools normal fire procedure. The muster point for the pool evacuation is in front of the old house, this should protect against the possibility of a plant explosion.

Everyone should be directed to the nearest emergency exit and make their way directly to the muster point. On no account should anyone return to the changing rooms to collect personal belongings. An emergency evacuation pack will be provided to the hirer or teacher in charge at the start of each session. The pack will include a first aid kit and thermal blankets. The person in charge will take the evacuation pack to the muster point.

Once at the assembly point the person responsible for the pool will check all staff and pupils are present against the class register.

In the case of any emergency situation occurring in the water the decision to clear the bathers must bear in mind the type of problem. In some cases the clearing of the pool may make the situation worse, i.e. when dealing with a suspected spinal injury.

### Lack of water clarity

If the bottom of the deepest part of the pool cannot be seen clearly then it must be clear of bathers immediately. Bathers must be prevented from entering the water until the problem is resolved.

### Power/Lighting failure

Power failure may result in the pool plant not working correctly and therefore the pool should be cleared until power is restored. If the power is off for a long period of time the pool chemicals will not continue to circulate and bathing should be prohibited until the water has been tested.

The roof of the pool is translucent and allows natural light to illuminate the pool for much of the day, weather conditions permitting. Therefore lighting failure may not necessitate the pool to be cleared; If the lifeguard/supervisor can clearly see the entire pool surround and bottom of the deepest water and the pool plant is still operational then bathing may continue if the lifeguard/supervisor believes it is safe to do so. Emergency lighting is still situated over the exits but is not sufficient to allow pool use in dark conditions.

### Structural failure

Minor structural failure, i.e. a broken tile, will not normally require the prohibition of pool use. However any areas with potential hazards should be cordoned off the problem should be reported as soon as practicable so that it can be dealt with.

## The Swimming Pool- Emergency Action Plan (EAP)

In the event of a major structural failure to the pool or plant system or building, the pool use must be suspended until the problem has been rectified.

### Emission of toxic gas

If a toxic gas emission is suspected then the pool must be evacuated immediately and everyone removed to the open air away from the pool. Whilst the particular problem may be difficult to detect, if the lifeguard/supervisor or any other person complains of:

- Nausea
- Light headiness
- Dizziness

Or if someone faints or collapses without warning or has difficulty breathing, then a toxic gas emission should be suspected and an immediate evacuation undertaken.

It should be noted though that these symptoms could be caused by a number of other problems including humidity and heat.

### Human Emissions (excrement, blood and vomit)

If any amount of blood, vomit, solid or runny stools (diarrhoea) is introduced into the water, clear the pool and pause the session until a full assessment has been carried out. If the situation is minor i.e. a child/adult has eaten too soon before swimming and all vomited matter can be removed it may be possible for swimming to continue. For more serious emissions swimming will have to cease until all matter has been removed and chemical testing of the water has been carried out. For human emissions on the pool side if these can be dealt with satisfactory it may be possible for swimming to continue unabated.

### Emergency panic alarm

There is an emergency panic button at the shallow end on the wall. This provides an audible signal on the outside of the pool structure. It must not be assumed that this alarm will bring immediate aid, due to the size of the school site, especially out of normal school hours. In the event of an emergency hirers must use the two way radio to contact the Duty Caretaker.

## Appendix 6

### Severe Weather Arrangements – Caretakers Instructions

Instructions informing the Caretaker present at the school.

#### School Closure

1. Decision will be made by Principal or Vice Principal
2. If unexpected deterioration overnight by Caretaker at 6.00 am
3. Criteria: Safety of Students:
  - o Will sufficient staff be able to get in to manage students?
  - o Might the school get cut off?
4. Short Message on Answer phones
5. Wording “West Heath School will be closed today, DD/MM/YY, for Students because of heavy snow; Staff should come in if it is safe to do so; this message was left at .....a.m.”
6. Same message on all machines
7. Update messages regularly – NB. include time of message
8. Hirers – check that you have all their numbers and phone them to tell them the weather conditions

#### Buildings

Regular patrols around the buildings ensuring all water and heating systems are functioning effectively and issues such as burst pipes are dealt with immediately.

#### Pre-Check

- Bins for salt / grit; shovels;
- Bottle gas heaters & cylinders
- Bible re Winter – e.g. step up patrols, NB, empty rooms & buildings

#### During- check

- Paths & drives - School, WHC, Residential, Sports Facilities
- Boiler time clocks
- All Rooms – NB. some radiator thermostats may be down
- Pool Plant Room

#### Answer phone Procedure

Dial Number	School Nos.	01732 460553
	Staff Line	01732 468999

Astor	01732 468981	Ruth	01732 468983
Al Fayed	01732 457502	Sissons	01732 468982
Esther	01732 468985	Dodi	01732 468986
Hunniford	01732 468984	Diana	01732 468980

## Severe Weather Arrangements – Caretakers Instructions

1. When you hear existing message :press 200#6\*998 541
2. Record message
3. Save message – follow instructions

## Appendix 7

### Utilities - Electricity, Gas & Water

#### Loss of Electricity

The risks associated with a loss of the electricity supply fall into three categories:

1. Loss of lighting
2. Loss of heating
3. Loss of some kitchen equipment

The school has emergency lighting in all corridors & most rooms with battery back up. In the event of a local power cut such as a fuse failure, the particular local corridor affected is illuminated. In the event of a general power supply failure the whole school is illuminated.

In the event of a prolonged power cut with levels of illumination from natural light being insufficient for students to work, arrangements will be made to send students home early. Procedure for severe weather will be followed.

The gas heating system is powered by electrical pumps and a general electrical failure would therefore cause a heating failure. It is likely that an acceptable level of heating could be maintained for some hours afterwards. In the event that the temperature of the school drop to an unacceptable level (Sickness areas <21°, General Teaching areas <18° and Physical Education areas <15°), arrangements will be made to send students home early.

Alternative arrangements for serving meals without the use of hot plates and other electrical appliances will be made. The temperature of freezers will be monitored closely to ensure that the temperature does not rise above the unsafe threshold.

The location of the main fuse-board, gas taps and procedures for dealing with failures are contained in a plan in appendix 8

#### Loss of gas

The risks associated with loss of gas fall into two categories:

1. Loss of heating
2. Loss of cooking

The procedure for a heating failure is described above.

The school's kitchen has a gas oven, grill and hob. It has an electric microwave and deep fat fryer. In the event of a general gas failure, menus will be adapted to provide cold meals supplemented by food prepared or warmed using electrical appliances. There is a gas cooker in the Home Economics room which will remain inoperative for the duration of the failure.

There are Carbon Monoxide detectors adjacent to all gas appliances.

## Utilities - Electricity, Gas & Water

### Loss of water

There is an extremely small risk of a general water failure. The risk of a failure of supply due to drought or other reason fall into two categories:

1. Loss of drinking water
2. Loss of water for washing and flushing toilets
3. Loss of water for cooking

Should the need arise the school will purchase sufficient supplies of bottled water.

Water for flushing and washing is stored in tanks and with sensible usage will meet the school's needs until the Water Company provides an alternative supply. Should this not be forthcoming alternative arrangements will be made.

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**Persons with particular responsibilities**

Mike Faulkner (Health & Safety Officer)

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**Other Participants & Stakeholders**

Students  
Staff

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**Monitoring & Evaluation**

SLT  
Student Services Committee  
Trustees