

# Merchant Taylors' School



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## HEALTH, SAFETY AND WELFARE POLICY

**Policy Custodian:** *Bursar*

**Approving Governors Committee:** *Full Governing Body*

**Approved:** *November 2019*

**Next Review:** *November 2020*

### Merchant Taylors' School Occupational Health, Safety and Welfare Management System

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# 1 General Requirements

Merchant Taylors' School (henceforth known as the School) is based at Sandy Lodge, Moor Park, Northwood HA6 2HT. The Merchant Taylors' Health, Safety and Welfare Policy (henceforth known as the Health and Safety Policy) was established and implemented in accordance with the Health and Safety at Work etc. Act 1974.

By utilising a Plan, Do, Check, Act (PDCA) methodology, this Health and Safety Policy is implemented by documenting, maintaining and continually improving the resultant Occupational Health, Safety and Welfare Management System. In so doing, it is the aim of the School to go above and beyond the legislative requirements of the Health and Safety Act.

## 1.1 Scope

This Policy applies to all areas and activities of the School, all students and staff, including contractors, volunteers, visiting students, temporary staff and members of the School's Governing Board.

It applies to all premises where the School exercises operational control and to all School staff and students operating on School sponsored excursions and off site hosted School visits.

## 1.2 Methodology – Plan, Do, Check, Act (PDCA)

This Occupational Health, Safety and Welfare Management System (henceforth known as the Health and Safety (H&S) Management System) operates using a methodology known as Plan, Do, Check, Act (PDCA) based on HSG65 and is designed to be part of a “process approach” which will develop an evolving document working in tandem with other management systems:

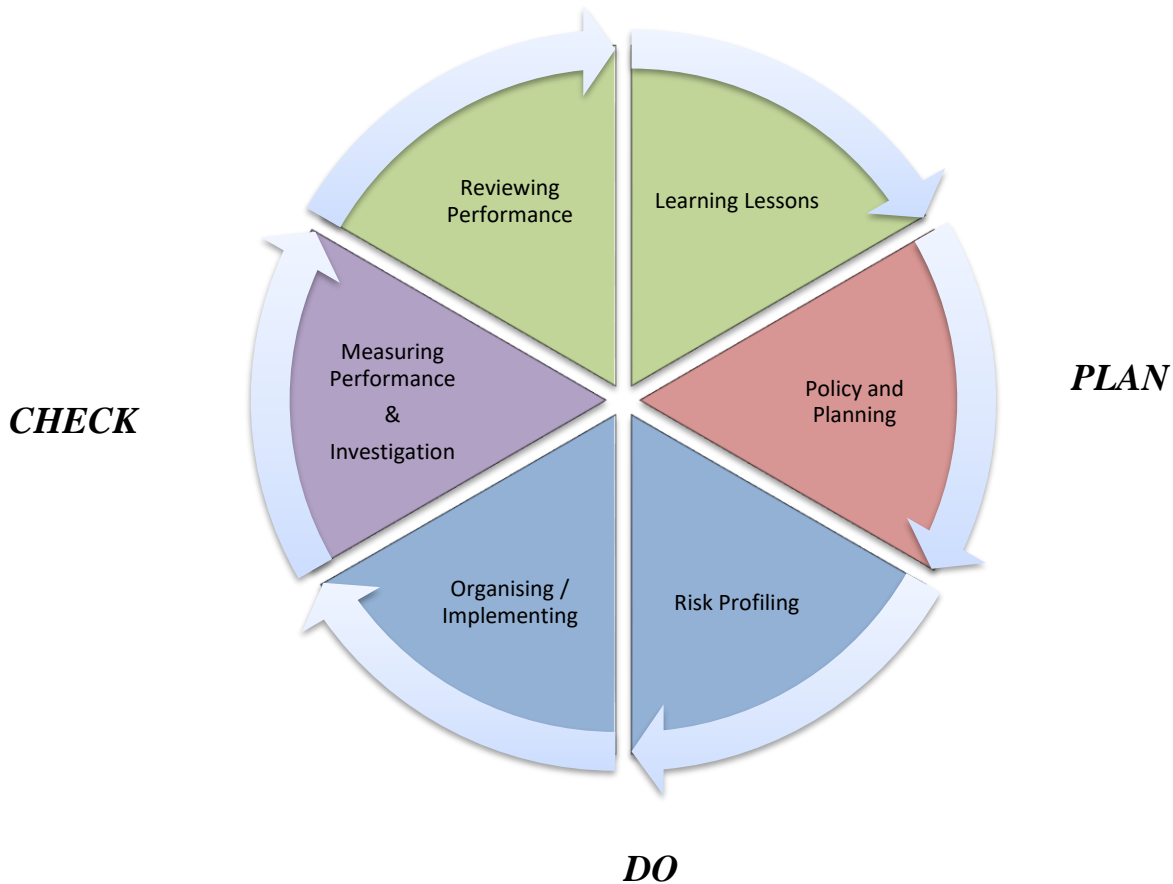
**Plan:** The School has established the objectives and processes necessary to deliver results in accordance with the School's Health & Safety Policy, and in particular the Head Master's Statement of Intent.

**Do:** Implement the Plan and necessary risk profiling processes.

**Check:** Monitor and measure processes performance against Statement of Intent, objectives, legal and other requirements and report results.

**Act:** Review and learn from past performance, taking necessary action to continually improve H&S performance and the Management System.

**ACT**



## 2 Policy – Statement of Intent (SOI)

The Head Master has publicised the SOI ensuring that within the defined scope it:

- Is appropriate to the nature and scale of the School’s health, safety and welfare risks.
- Is communicated to all persons working under the control of the School ensuring they are made aware of the School’s and their own individual health, safety and welfare obligations.
- Includes the Governing Body’s commitment to prevention of injury and ill health and continual improvement in health, safety and welfare management and performance.
- Includes the commitment to discharging our legal obligations under the relevant legislation, Common Law and other requirements to which the School subscribes that relate to its H&S hazards and methods of assessment.
- Directs the implementation, documentation, recording and reporting required by this Policy, ensuring that it is maintained and reviewed; and
- Is available to interested parties.
- Is reviewed annually, as a minimum, to ensure that it remains legible, relevant and appropriate to the organisation.

### **3 Planning and Risk Profiling**

#### **3.1 Risk Profiling – Hazard Identification and Risk Assessment**

The H&S Management System provides for ongoing hazard identification, risk assessment and determination of necessary controls.

The procedures for hazard identification and risk assessment consider:

- Routine and non-routine activities.
- Identification of activities and materials that do not conform to the School’s Safe System of Work as dictated by this Policy. Known as “Non-Conformities”.
- Activities of all persons having access to the workplace (including students, contractors, lettings customers and all visitors).
- Human behaviour, capabilities, and other human factors.
- The design of work areas, processes, installations, machinery/equipment, operating procedures and workspace organisation, including their adaptation to human capabilities.
- Identified hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control of the School within the workplace.
- Hazards created near the workplace by work-related activities under the control of the School, which are sometimes considered as Environmental Aspects.
- Infrastructure, equipment and materials at the workplace, whether provided by the School or others.
- Changes or proposed changes in the School, its activities, or materials and the management of such change with respect to its impact on the H&S Management System. This includes the determination or implementation of Controls (see.4.6 below).
- Modifications to the H&S Management System, including temporary changes, and their impacts on operations, processes, and activities.
- The consideration of any applicable legal obligations relating to risk assessment, or the result of such assessment, and the resulting implementation of necessary controls.

Any procedure concerned with hazard identification and risk assessment should:

- Be defined with respect to its scope, nature and timing to ensure it is proactive rather than reactive; and
- Provide for the identification, prioritisation, and documentation of risks, and the application of controls to mitigate such risk to an acceptable level.

Related Documents: SOP [57](#), [64](#), [65](#), [66](#), [73](#), [74](#), [75](#)

## 3.2 Objectives

The School has established, implemented, and maintains documented H&S objectives across specified areas.

Objectives should be measurable, where practicable, and assigned to a responsible person, normally the relevant Head of Department, or body, who will monitor and report progress to the assigning body.

The establishment and review of objectives should be consistent with the School's H&S Policy, including but not limited to, commitments to prevent injury and ill health, to comply with applicable legal requirements as well as other requirements to which the School subscribes, and to their continual improvement.

Objectives are set by the Governing Body. They are reviewed and adjusted as necessary by the Health and Safety Committee at planned regular intervals, to ensure that the objectives are achieved. When relevant to do so, any adjustments must be reported back to the Governing Body. Such adjustments could take the form of technological options, financial, operational, and business requirements, and the views of relevant interested parties.

Related documents: SOP [72](#), Job Descriptions

## 3.3 Legal and other requirements

The H&S Management System allows for the identification and accessing of legal and other H&S requirements that are applicable to it.

The School ensures that these applicable legal requirements and other requirements to which it subscribes are considered when establishing, implementing, and maintaining its H&S Management System, and will keep this information up-to-date.

Likewise, it will ensure to communicate relevant information on legal and other requirements to its team members and other relevant interested parties.

Related documents: SOP [65](#), [71](#), [Minutes of most recent H&S Committee Meeting](#)

# 4 Organisation and Implementation

## 4.1 Responsibilities, Delegation of Accountability and Authority

### 4.1.1 The Governing Body

The Governing Body takes ultimate ownership for health, safety and welfare under the H&S Management System. This is demonstrated by:

- Ensuring the availability of resources (including human resources), specialised skills, organisational infrastructure, technology and financial resources that are essential to establish, implement, maintain, and improve the H&S Management System;
- Defining roles, delegating responsibility, authority and accountability to facilitate effective H&S Management supported by documents such as Standard Operating Procedures (SOP's), Risk Assessments, Staff Handbook and Job Descriptions.

## 4.1.2 The Head Master

The Governing Body of Merchant Taylors' School has passed on to the Head Master, Mr. Simon John Everson, specific responsibility for health, safety and welfare, irrespective of other responsibilities he may have from time to time. This defined role has authority over:

- a) Ensuring that the H&S Management System is effective in assessing risks to employees, students and any other people who could be affected by the School's activities.
- b) Arranging for the effective planning, organisation, control, monitoring and review of preventative and protective measures.
- c) The production and regular review of an Occupational, Health, Safety and Welfare Policy for the School.
- d) Ensuring the School and in particular the Health and Safety Committee have access to competent health and safety advice.
- e) Communicating and consulting with employees and students about the risks present and how the School H&S Management System mitigates against them.

The School has ensured that these arrangements have been communicated to all persons under its control via the documents mentioned in 4.1.1. The Head Master and other management members that may have been allocated responsibilities will demonstrate their commitment to the continual improvement of health, safety and welfare performance.

The School ensures that persons in the workplace take responsibility for aspects of H&S, over which they have control, including adherence to the School's applicable H&S requirements.

## 4.2 Competence, Training, and Awareness

The School will ensure that any persons under its control, performing tasks that can impact on health, safety and welfare, are competent to discharge their responsibilities on the basis of appropriate education, training and experience, and shall retain associated records.

The School continues to identify training needs associated with its H&S risks and the H&S Management System by continually analysing job specific training requirements. It shall provide training or take other action to meet these needs, evaluate the effectiveness of the training or action taken, retaining and updating associated records as necessary.

The H&S Management System maintains procedures to make persons working under its control aware of:

- The consequences, actual or potential, of their work activities, their behaviour, and the health, safety and welfare benefits of improved personal performance.
- Their roles and responsibilities under this H&S Policy and the procedural requirements of the H&S Management System, including emergency preparedness and response requirements as listed in 4.7 below.
- The potential consequences of departure from specified procedures.
- That any training delivered takes into account differing levels of; responsibility, ability, language skills and literacy of each individual; and
- The level of risk to which they are exposed.

### **4.3 Communication / Participation and Consultation**

#### **4.3.1 Communication**

The H&S Management System lays out procedures for:

- Internal communication among the various levels and functions of the School.
- Communication with contractors and other visitors to the workplace.
- Communication of health, safety and welfare responsibilities to Lettings' customers.
- Communication of health, safety and welfare responsibilities to organisations within which students and staff may, have on occasion, the opportunity to work.
- Receiving, documenting, and developing health, safety and welfare plans in response to relevant enquiries from external interested parties.

#### **4.3.2 Participation and Consultation**

The H&S Management System maintains a procedure for:

a) The participation of team members through:

- Appropriate involvement in hazard identification, risk assessment and determination of controls.
- Appropriate involvement in incident investigation.
- Involvement in the development and review of health, safety and welfare policies and objectives.
- Consultation where there are any changes that affect their health, safety and welfare.
- Representation on health, safety and welfare matters.

Team members are informed about their role and responsibilities as part of a safe system of work, including who is their representative on health, safety and welfare matters, as part of their induction training.

- b) Consultation with contractors, Lettings customers and visitors where there are changes that affect their health, safety and welfare.
- c) The School will, when appropriate, liaise with external authorities, interested parties and H&S Consultants as required to discharge its duties under the Health and Safety at Work etc. Act (1974).

Related documents: SOP [65](#), [Minutes of most recent Health and Safety Committee Meeting](#)

#### 4.4 Documentation

The H&S Management System of documentation includes:

- The Health, Safety and Welfare Policy.
- Logs maintained, publicised and reviewed for the purposes of reporting performance against this Policy.
- Documents, including records, required by legislation and;
- Documents, including records, determined by the School to be necessary to ensure the effective planning, operation and control of processes that relate to the management of its health, safety and welfare risks.

Related documents: [WH&S SOI](#)

#### 4.5 Control of Documents

Documents required by the H&S Management System will be controlled in accordance with 5.4 below.

The School has established, implemented and maintains procedures (SOP [56](#)) to:

- Approve documents for adequacy prior to issue.
- Review and update as necessary and re-approve documents.
- Ensure that changes and the current revision status of documents are identified.
- Ensure that relevant versions of documents are available at points of use.
- Ensure that documents remain legible and readily identifiable.
- Ensure that documents of external origin necessary for the planning and operation of the H&S Management System are identified and their distribution controlled; and
- Prevent the unintended use of obsolete documents and will apply suitable identification to them if they are retained for any purpose.

Related documents: SOP [56](#).



## 4.6 Controls

### 4.6.1 Operational Controls

The School shall determine those operations and activities that are associated with the identified hazard(s) where the implementation of controls is necessary to manage the H&S risk(s). This includes also the management of change as in 3.1. above.

For those operations and activities, the School has implemented and maintains:

- Operational controls, as applicable to it and its activities; such controls have been integrated into its overall H&S Management System.
- Controls related, but not limited, to purchased goods, equipment and services, contractors and other visitors to the workplace.
- Stipulated operating criteria where the absence of a responsible individual could lead to deviations from the H&S Policy and its objectives.

Related documents: SOP [10](#), [11](#), [51](#), [57](#), [48](#), [63](#), [65](#), [66](#), [67](#), [75](#)

### 4.6.2 Determining Controls

Controls for the purposes of this Policy, are modifications to a given activity or operation, directed by the School, to mitigate risk to an acceptable level. When determining controls, or considering changes to existing controls, consideration will be given to the following mechanisms for reducing risk, in the order listed:

- a) Elimination.
- b) Substitution.
- c) Control risk at source.
- d) Separation/Isolation.
- e) Safe Working Procedures including signage/warnings, ventilation and/or administrative controls.
- f) Exposure time reduction
- g) Training, instruction and supervision.
- h) Personal protective equipment.
- i) Welfare, first aid, emergency procedures.

The School will document and keep the results of such deliberations (identification of hazards, risk assessments, and determined controls) up-to-date. It will also ensure that the results of such deliberations (identified hazards, risks and controls) are considered when establishing, implementing, and maintaining its H&S Management System.

Related documents: SOP [14](#), [65](#), [66](#), [73](#), [74](#), [75](#)

## 4.7 Emergency Preparedness and Response

The School has established, implemented and maintains a procedure to:

- Identify the potential for emergency situations.
- Respond to such emergency situations.

In responding to actual emergency situations, the School shall look to prevent or mitigate associated adverse health, safety and welfare consequences. In planning its emergency

response, the School has taken account of the needs of relevant interested parties, e.g. Parents, the emergency services and neighbouring residents.

Related documents: SOP [67](#), [74](#), [MTS Incident Management Plan](#).

## **5 Checking**

### **5.1 Measuring Performance**

The H&S Management System monitors and measures H&S performance on a regular basis. These procedures ([SOP69](#)) provide for:

- Both qualitative and quantitative measurement, appropriate to the needs of the School.
- Monitoring of the extent to which the School's health, safety and welfare objectives are met.
- Monitoring the effectiveness of controls.
- Proactive measures of performance that monitor conformance with the H&S programme, controls and operational criteria.
- Reactive measures of performance that monitor ill health (both physical and mental), incidents (including accidents, near-misses, etc.), and other historical evidence of deficient H&S performance.
- Recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective action and preventive action analysis.

The School has established and maintains a system for the calibration and maintenance of monitoring and measuring equipment and such records of maintenance activities and results will be retained as per ([SOP63](#)) Calibration & Control of Measurement, Monitoring Devices and Similar equipment.

Related documents: SOP [63](#), [69](#), [74](#),

### **5.2 Evaluation of Compliance**

**5.2.1** Consistent with its commitment to compliance set out in 4.2 above, The H&S Management System includes [SOP71](#) for periodically evaluating compliance with applicable legal requirements. Records of results of periodic evaluations will be kept as per legal requirements.

**5.2.2** The School will evaluate compliance with other requirements to which it subscribes and will consider this together with legal compliance as in 5.2.1 above. Records of the periodic evaluations will be kept as required.

Related documents: SOP [71](#),

### **5.3 Incident Investigation / Non-conformity, Corrective Action, Preventive Action**

#### **5.3.1 Incident Investigation**

The H&S Management System provides for the recording, investigation and analysis of incidents ([SOP 64](#)) in order to:

- Determine underlying health, safety and welfare deficiencies and other factors that might be causing or contributing to the occurrence of incidents.
- Identify the need for corrective action.

- Identify opportunities for preventive action.
- Identify opportunities for continual improvement.
- Communicate the results of such investigations.

The investigations shall be performed in a timely manner. Any identified need for corrective action or opportunities for preventive action will be dealt with in accordance with the relevant parts of 5.3.2 below. Results of incident investigations will be documented and maintained.

Related documents: SOP [64](#), [74](#), [65](#), [Incident Reporting Form](#).

### **5.3.2 Nonconformity, Corrective Action, and Preventive Action**

The H&S Management System mechanism for dealing with actual and potential non-conformities and for taking corrective and preventive action is detailed in [SOP74](#). The procedure defines requirements for:

- Identifying and correcting non-conformities and acting to mitigate their H&S consequences.
- Investigating non-conformities, determining their cause(s) and taking actions in order to avoid their recurrence.
- Evaluating the need for action(s) to prevent non-conformities and implementing appropriate actions designed to avoid their occurrence.
- Recording and communicating the results of corrective action(s) and preventive action(s) taken; and
- Reviewing the effectiveness of corrective and preventive action(s) taken. Where the corrective and preventive action identifies new or changed hazards or a requirement for new or changed controls. The SOP requires that the proposed actions be risk assessed prior to implementation.

Any corrective or preventive action taken to eliminate the causes of actual and potential non-conformities shall be appropriate to the magnitude of problems and commensurate with the health, safety and welfare risk(s) encountered. The School will ensure that these necessary changes will be made to all H&S documentation as required.

Related documents: SOP [74](#), SOP [66](#)

### **5.4 Control of Records**

The School has established and maintains records as necessary to demonstrate conformity to the requirements of its H&S Management System, and the results achieved.

It has established, implemented and maintains a procedure for the identification, storage, protection, retrieval, retention, and disposal of records. Records will be and remain legible, identifiable and traceable.

Related documents: SOP [56](#).

## **6 Reviewing Performance and Learning Lessons**

### **6.1 Internal Audits**

The School ensures that internal audits are conducted at planned intervals to determine whether the H&S Management System:

- Conforms to planned arrangements for H&S management.
- Has been properly implemented and is maintained; and
- Is effective in meeting the School's Policy and objectives.

These audit procedures address the responsibilities, competencies, and requirements for planning and conducting audits, reporting results and retaining associated records; and the determination of audit criteria, scope, frequency, and methods.

The auditors (AFCC Ltd) shall ensure objectivity and the impartiality of the audit process.

Related documents: Minutes of most recent H&S Committee Meeting, AFCC Site Visit Reports (hard copies available in Assistant Bursar's Office)

### **6.2 Management Review**

The Governing Body reviews the School's H&S Management System annually to ensure its continuing suitability, adequacy, and effectiveness.

These reviews include assessing opportunities for improvement and the need for changes to the H&S Management System, including the H&S Policy and objectives.

Records of the management reviews are retained, and input to management reviews shall include:

- Results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the School subscribes.
- The results of participation and consultation as in 4.3.2 above.
- Relevant communication(s) from external interested parties, including complaints.
- The health, safety and welfare performance of the School.
- The extent to which objectives have been met.
- Status of incident investigations, corrective actions and preventive actions.
- Follow-up actions from previous management reviews.
- Changing circumstances, including developments in legal and other requirements related to health, safety and welfare, and
- Recommendations for improvement.

The outputs from management reviews will be consistent with the School's commitment to continual improvement and will include any decisions and actions related to possible changes to:

- Health, safety and welfare performance.
- H&S Policy and objectives.
- Resources.
- All other elements of the H&S Management System.

Relevant outputs from management reviews will be made available for communication and consultation as in 4.3.1 above.

Related documents: SOP: [69](#), internal audit results, Complaints, Corrective & Preventive actions taken, Management review meetings.

## 7 Policy Links and Further Guidance

Merchant Taylors' School offers additional guidance in support of this policy document. Further details relating to the following specific areas are found as follows:

Area	Hyperlink
Asbestos Management	<ul style="list-style-type: none"> <li>• <a href="#">SOP77 Management of Asbestos</a></li> </ul>
Consultation with employees	<ul style="list-style-type: none"> <li>• <a href="#">SOP65 Internal &amp; External Communications</a></li> </ul>
Fire Safety	<ul style="list-style-type: none"> <li>• <a href="#">Fire Safety Policy</a></li> <li>• <a href="#">Examinations Evacuation Procedure</a></li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• <a href="#">First Aid Policy</a></li> </ul>
Hazardous Substances	<ul style="list-style-type: none"> <li>• <a href="#">SOP51 Hazardous Substances</a></li> <li>• <a href="#">SOP75 Control of Substances Hazardous to Health</a></li> </ul>
Managing Contractors	<ul style="list-style-type: none"> <li>• <a href="#">SOP73 Control of Contractors</a></li> </ul>
Maintenance of Plant and Equipment	<ul style="list-style-type: none"> <li>• <a href="#">SOP48 Plant &amp; Equipment - use and maintenance</a></li> </ul>
Manual Handling	<ul style="list-style-type: none"> <li>• <a href="#">SOP79 Manual handling</a></li> </ul>
Occupational Health and Stress Management	<ul style="list-style-type: none"> <li>• <a href="#">SOP19 Stress Management</a></li> <li>• <a href="#">HSE - Stress</a></li> <li>• <a href="#">Stress Management Competency Tool</a></li> <li>• <a href="#">HSE - Exposure to Sunlight</a></li> </ul>
On-Site Vehicle Movement	<ul style="list-style-type: none"> <li>• <a href="#">SOP36 Transport</a></li> <li>• <a href="#">Transport Management Plan</a></li> <li>• <a href="#">MTS Vehicles List</a></li> <li>• <a href="#">SOP81 On Site Vehicle Movements</a></li> <li>• <a href="#">Use of School Minibus Risk Assessment</a></li> <li>• <a href="#">MTS Minibus Policy November 2019</a></li> </ul>
Procedures for off site visits	<ul style="list-style-type: none"> <li>• <a href="#">SOP35 School Trips - Educational Visits</a></li> <li>• <a href="#">Health and Safety of Pupils on Educational Visits</a></li> <li>• <a href="#">Educational Visits A Practical guide for Group Leaders</a></li> <li>• <a href="#">Educational Visits Guidelines for Pupils</a></li> </ul>
Recording and Reporting Accidents (Including RIDDOR)	<ul style="list-style-type: none"> <li>• <a href="#">SOP64 Incident Reporting and Investigation</a></li> </ul>
Risk Assessment	<ul style="list-style-type: none"> <li>• <a href="#">SOP57 Risk Assessment Policy</a></li> </ul>
Response to Emergencies (Procedures and Contacts)	<ul style="list-style-type: none"> <li>• <a href="#">SOP40 Emergency Response</a></li> </ul>

School Security	<ul style="list-style-type: none"> <li>• <a href="#">MTS Incident Management Plan -</a></li> </ul>
Staff Training	<ul style="list-style-type: none"> <li>• <a href="#">SOP54 Training</a></li> </ul>
Slips and Trips	<ul style="list-style-type: none"> <li>• <a href="#">Slips &amp; Trips Guidance</a></li> </ul>
Violence to Staff	<ul style="list-style-type: none"> <li>• <a href="#">SOP49 Lone Working</a></li> <li>• <a href="#">Verbal Abuse Risk Assessment</a></li> <li>• <a href="#">Physical Abuse Risk Assessment</a></li> <li>• <a href="#">HSE Violence At Work - A guide for employers</a></li> </ul>
Workplace Safety	<ul style="list-style-type: none"> <li>• <a href="#">SOP19 Stress Management</a></li> <li>• <a href="#">SOP49 Lone Working</a></li> <li>• <a href="#">SOP51 Hazardous Substances</a></li> <li>• <a href="#">SOP57 Risk Assessment</a></li> <li>• <a href="#">SOP75 Control of Substances Hazardous to Health</a></li> <li>• <a href="#">SOP77 Management of Asbestos</a></li> <li>• <a href="#">SOP78 Working at Height</a></li> <li>• <a href="#">SOP79 Manual handling</a></li> <li>• <a href="#">SOP80 Noise</a></li> <li>• <a href="#">SOP81 On Site Vehicle Movements</a></li> </ul>

Bursar  
November 2019

Throughout this document, reference has been made to standard operating procedures (SOP's) and Risk Assessment. The following pages list all current SOPs and Risk Assessments in use at the school.

## **Appendix 1: MTS Standard Operating Procedure (SOP) Index**

1. SOP 10 Waste Management
2. SOP 11 Sustainable Environment
3. SOP 12 Working with Electricity
4. SOP 14 Personal Protective Equipment
5. SOP 16 Artificial Optical Radiation
6. SOP 19 Stress Management
7. SOP 35 Educational Visits
8. SOP 36 Transport
9. SOP 46 Swimming Pools
10. SOP 47 Legionella
11. SOP 48 Plant & Equipment – use and maintenance
12. SOP 49 Lone Working
13. SOP 51 Hazardous Substances
14. SOP 54 Training
15. SOP 56 Document Control
16. SOP 57 Risk Assessment Policy
17. SOP 58 Plant & Vehicle Maintenance
18. SOP 61 Procurement
19. SOP 63 Calibration & Control of Measurement, Monitoring Devices & Equipment
20. SOP 64 Incident Recording & Investigation
21. SOP 65 Internal & External Communications
22. SOP 66 Operational Controls
23. SOP 67 Emergency Preparedness
24. SOP 69 Management Review
25. SOP 71 Identification of Applicable Legal Requirements
26. SOP 72 Aspect Impact and Significance
27. SOP 73 Control of Contractors
28. SOP 74 Non-conformity, Corrective / Preventive Action Reports
29. SOP 75 Control of Substances Hazardous to Health (COSHH)
30. SOP 77 Management of Asbestos
31. SOP 78 Working at Height
32. SOP 79 Manual handling
33. SOP 80 Noise
34. SOP 81 On Site Vehicle Movement.



## **Appendix 2 : MTS Risk Assessment Index**

*NB: All classrooms are subject to an annual H&S review using a checklist provided by the Health and Safety Executive.*

Risk Assessment File Location S:\Bursar\Health and Safety\Pro Forma Risk Assessment

File Contents:

### **1. Careers**

Career Inspiration Day  
Citigroup Day with St Helen's School  
U6th Careers Interview Skills Day  
Harefield Hospital Visit  
Higher Education Convention  
University Choices Afternoon  
Young Enterprise Evening

### **2. CLEAPSS**

CLEAPSS Hazcard index  
CLEAPSS Hazcards Complete Set

### **3. Dining Hall Use**

Dining Hall Generic Risk Assessment  
Garba Night

### **4. Educational Visits**

Birmingham Concert  
Bletchley Park  
Heathrow Chaplaincy Centre  
Nottingham Theatre Trip  
Sample Trip Risk Assessment – Full Detail  
St Georges Park Tour Trip  
V&A Museum Trip  
Whipsnade Zoo

#### **4a Domestic With Over night Stays**

Cheltenham Literary Festival  
Classics Department Ascot trip  
Stratford Theatre Visit

#### **4.b International Trips**

Austrian Trip 2019  
Austria Horse Riding Trip  
Barcelona Trip 2017  
Burgundy Trip 2018  
French Exchange Trip 2019  
Hamburg Trip 2018  
Holland Hockey Tour 2018  
Iceland 2017  
Lisbon Trip 2016  
Madagascar Trip 2016  
Munich Trip 2016  
Music Italy Tour – Choir Performances, Excursions abroad, Hotel Accommodation, Transport between venues and Visits to Theme Parks (individual documents)  
Naples Trip 2017

Normandy Trip 2017  
North American Rugby Tour 2019  
South Africa Trip 2017  
Skiing Trip 2016  
Spain October 2019

**5. Employee Wellbeing**

First Aid  
Lone Working  
Manual Handling  
Physical Abuse  
Stress  
Use of Evac Chairs  
Use of Notice Boards  
Verbal Abuse  
Working At Height  
Working with Young Persons 16-18years  
Young People at Work consent info and Letter

**6. Exam Hall Use**

Chorleywood Bookshop Event  
Exam Hall Generic  
Parents Evening in Exam Hall & Undercroft

**7. Great Hall Use**

Chorleywood Bookshop Events  
Great Hall Daytime Evacuation  
Great Hall Generic  
Phab Charity Event – Hands of Jazz  
School Musical 2019

**8. Lecture Theatre Use**

Chorleywood Bookshop Events  
Lecture theatre Generic

**9. Miscellaneous School Events**

11+ Examinations Day  
13+ Examinations Day  
Open Morning  
Parents Evenings and Similar Gatherings  
St Barnabas Day

**10. Outdoor facilities**

MTS Lakes  
Playing Fields Generic  
Watersports Taster Day

**11. Parent Support Groups**

Footlighters ABBA Night  
Footlighters Comedy Night  
Ladies Association Christmas Fair  
Longstops Awards Night  
Scrummers Dinner Dance  
Serenaders Jazz Night  
Serenaders Quiz Night

Strikers Race Night  
Yardarms Burns Night

## **12. PHAB**

MF Amended Tube Journey  
Phab Club 2019/2020  
Phab Club @ MTS  
Phab Revue Security Plan  
Revue Event in Studio Theatre

## **13. Sports Facilities**

### **13.a Additional Risk Assessments:**

Lettings Astro Pitches  
Lettings Drama Studio  
Lettings Indoor Cricket nets  
Lettings Outdoor Cricket nets and Pitches  
Lettings Playing Fields  
Lettings Recital Hall  
Lettings Sports Hall  
Lettings Squash Courts  
Lettings Swimming Pool  
MTS Swimming Pool EAP  
MTS Swimming Pool NOP  
MTS Lakes Risk Assessment  
Pre-season Cardiff Rugby Tour

### **13.b Physical Education & Games**

Athletics Internal & External – Generic  
Away Fixtures & Travel – Generic  
Cross Country  
Equestrian  
Fitness Gym Generic  
Gymnastics, Trampolining & Trampettes Internal – Generic  
Invasion Games Internal & External  
MTS Lakes  
Martial Arts post-accident – Generic  
Net, Wall & Racket Games Internal & External Generic  
Playing Fields  
Playing Fields – External Generic  
Sports Hall – Internal Generic  
Striking Activities Internal & External  
Swimming Pool  
Tennis / Netball Courts  
Water sports Taster Day

## **14. Support Staff Departments**

### **14.a Administrative and Secretarial Duties**

First Aid  
Lone Working  
Manual Handling  
Physical Abuse  
Verbal Abuse  
Working at Height

Stress

#### **14.b Buildings and Maintenance**

Index of School Maintenance Risk Assessments

Boiler Room and Boiler Maintenance

Design Centre Roof Access

Electrical Safety

First Aid

Gas Safety

Golf Buggy Use

Lone Working

Manual Handling

Non Electrical Tools

Painting

Physical Abuse

Step Ladders

Storage and Use of LPG

Stress

Verbal Abuse

Working at Height

#### **14.c Catering**

Barbecues

Blow Torches

Boiling Pans & Tilting Kettles

Bonzer Can Opener

Brat Pans

Carbon Monoxide Poisoning

Coffee Machine Bulk Brew

Combination Ovens

Convection Oven

Cooking and production of food

Cooking Ranges

Damp Mopping

Deep Fat Fryers

Dishwashing, Glass Washing & Pot Washing Machines

Disposal of General Waste

Electrical Safety

Equipment Washing in Sinks

First Aid

Floor Standing Scales

Flour Dust

Food Mixing Machines

Food Processors

Free-standing Hot Water Urns

Gas Safety

Goods Receipt and Storage

Hand-held Food Blenders

Hot Food Service Equipment

Ice Machine

Insectocutor

Lone Working

Lone Working

Lowerator (Heated)

Mandolins

Manual Handling  
Mechanical Floor Cleaning  
Metal Cutlery Polisher  
Microwave Ovens  
Mobile Work Benches  
Physical Abuse  
Portable Food Service & Display Equipment  
Pot Washer  
Potato Peeling Machines (Rumblers)  
Refrigeration  
Safe use/operation of Golf Buggy  
Safety with Sharp Knives  
Salamander Grills  
Slicing Machines  
Soup Kettles  
Spillage of Bodily Fluids  
Steaming Ovens  
Stepladders and Stepping Stools  
Storage & Use of LPG in Cylinders  
Stress  
Toaster  
Trolleys, Sack Trucks etc.  
Tumble Dryer  
Use of Chafing Dishes  
Vacuuming & Suction Cleaning  
Vending Machines  
Verbal Abuse  
Washing machine  
Waste Disposal Machines  
Water Boilers (Plumbed-in)  
Working at Height  
Working in Cold-rooms, Walk-in Chillers and Freezers

#### **14.d. Cleaning And Porters**

Disposal of General Waste  
Electrical Safety  
First Aid  
Gas Safety  
Goods Received and Storage  
Lone Working  
Manual Handling  
Mechanical Floor Cleaning  
Physical Abuse  
Setting up and use of Temporary Staging  
Site Cleanliness  
Stepladders  
Stress  
Tumble Dryer  
Use of Golf Buggy  
Vacuuming and Suction Cleaning  
Verbal Abuse  
Working at Height

#### **14.e Development Office**

Afternoon Tea  
Benefactors Day  
Bulstrode Whitelocke Event  
Design Centre Networking Event  
First Aid  
Parents of Recent Leavers Lunch  
Physical Abuse  
Recent Leavers Lunch  
Stress  
Verbal Abuse  
Working at Height

#### **14.f Grounds**

Index of IOG supplied Risk Assessments  
Clearing of Snow and Ice  
First Aid  
Gas Safety  
Golf Buggy Use  
Hedge Trimming  
Lone Working  
Manual Handling  
MCCC Winter Marquee  
Overall Site Specific Risk Assessment  
Physical Abuse  
Stress  
Use of Machinery  
Verbal Abuse  
Working at Height

#### **14.g IT**

First Aid  
Lone Working  
Manual Handling  
Physical Abuse  
Setting up and use of Computers, Computers on Trolleys, Projectors & White Boards  
Stepladders  
Stress  
Verbal Abuse  
Working at Height

#### **14.h Lettings**

Astro Pitches  
First Aid  
Indoor Cricket Nets  
Lone Working  
MTS Lakes  
MTS Swimming Pool EAP  
MTS Swimming Pool NOP  
Outdoor Cricket Nets and Pitches  
Physical Abuse  
Playing Fields  
Recital Hall  
Sports Hall  
Squash Courts

Stress  
Studio Theatre Use  
Swimming Pool  
Verbal Abuse  
Working at Height

#### **14.i Library**

Drama Studio Storytelling event  
Lecture Theatre Author Talk  
Working at Height

### **15. Teaching and Curricular Departments**

General Classroom Assessment  
Revision Sessions, Summer School & Holiday Activities (Generic)

#### **15.a Art**

MTS Art Department Risk Assessment

#### **15.b Design and Technology**

Drone Flying

##### **15.b.1 Machinery**

Brazing, Silver Soldering  
Casting  
Craft Knives Scalpels and Scissors  
Electrical and Electronic Works  
Hot Melt Glue Guns  
PAINT applications  
Plastics – Use of Saws and Drilling  
Polishing & Finishing – Metal & Plastic Surfaces  
Use of CNC Machines  
Use of Guillotines, Folding & Rolling Equipment  
Use of Hacksaws, Cold Chisels, Files and Tin Snips  
Use of Laser Cutters  
Use of Pillar & Bench Drilling Machines  
Use of Portable Power Tools (Drills)  
Use of Soldering Irons

##### **15.b.2 Textiles**

Batik & other Wax Processing  
Colouring / Staining of Textiles – Preparing & Using Dyes  
Use of Electric Heat Sources  
Use of Sewing Machines  
Use of Small sharp items

#### **15.c Drama**

Drama Studio

#### **15.d Geography**

Geography Department day trip off site  
Swanage Accommodation Risk Assessment  
Swanage Activities Risk Assessment  
Swanage Travel Risk Assessment

### **15.e Maths**

Maths Classroom Generic  
Maths Department Office  
Maths Lecture trips by Coach  
Maths Lecture trips by Train  
Prep Schools Maths  
Primary Schools Maths afternoon

### **15.f Music**

Autumn Concert  
Chamber Music Competition  
Concert in Recital Hall Generic  
Doctor's Dinner  
Informal Concert  
Intermediate Music Competition  
Joint Concert  
Music Award Holders Concert  
Music Award Holders Trip to Barbican  
Music for a Summer Evening  
Setting up and use of Temporary Staging  
SE Schools Chamber Music Festival  
Senior Music Competition Finalists Concert  
Spring Spectacular  
Summer Serenade Fireworks  
Theatre Trip  
Vernon's Service  
Vocal Concert

### **15.g PE and Games**

Anson Walk Training Session  
Athletics Internal and External  
Fitness Gym  
Gymnastics, Trampolining and Trampettes - Internal – Generic  
Including (Badminton, Tennis, Table Tennis, Volleyball & Squash)  
Including (educational / formal approach, floor agility and vaulting)  
Invasion Games Internal and External  
Martial Arts  
Net, Wall & Racket Games, Internal & External – Generic  
Oxhey Wood Run  
PE Away Fixtures and Travel  
South Africa Trip Risk Assessment  
Striking Activities Internal and External  
Use of Tennis / Netball Court and MUGA

### **15.h Religion and Philosophy**

Hindu Festival of Holi

### **15.i Science – Biology, Chemistry and Physics (Also See CLEAPPS FOLDER)**

All Risk Assessments (pdf)  
Chemistry Demonstration Assembly March 2015  
Chemistry Science Fair 2015  
Keeping Caged Mammals (Indoors) within Science Lab  
Physics Office and Prep Room  
Risk Assessments 1



Risk Assessments 2  
Risk Assessments 3  
Risk Assessments 4  
Risk Assessments 5  
Risk Assessments 6  
Risk Assessments 7  
Science Challenge  
Science Department Safety Policy  
Science fair

**15.j Sport /Physical Education**

See 13 Sports Facilities

**16. Travel and Transport**

Attendance at Cinemas, Theatres & Similar Public Places – Generic  
Birmingham Concert Coach Journey  
Day Trip by Coach Risk Assessment  
Golf Buggy  
Loading Areas & Deliveries  
MTS & MTP Author Visit  
St Paul's Triennial.  
Tube Journey  
Use of School Car Park  
Use of School Minibus  
Vehicular transport to and from Venues  
Walking to and from Venues