



HEALTH AND SAFETY POLICY

Policy Custodian: *Bursar*

Approving Governors Committee: *Full Governing Body*

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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) 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 H&S 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 H&S obligations.
- Includes the Governing Body’s commitment to prevention of injury and ill health and continual improvement in H&S 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 officer, 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 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, 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 H&S 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 H&S, 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 H&S consequences, actual or potential, of their work activities, their behaviour, and the H&S 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 and Safety responsibilities to Lettings' customers.
- Communication of Health and Safety responsibilities to organisations within which students and staff may, have on occasion, the opportunity to work
- Receiving, documenting, and developing Health and Safety 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 H&S policies and objectives.
- Consultation where there are any changes that affect their H&S.
- Representation on H&S matters.

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

b) Consultation with contractors, Lettings customers and visitors where there are changes that affect their H&S.

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 H&S 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 H&S 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 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 H&S 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 - DRAFT.

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 H&S 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, 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 H&S 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 H&S 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](#)

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 H&S 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 H&S, 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:

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

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

Bursar
November 2018

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
U6th Careers Interview Skills Day
Harefield Hospital Visit
Medic Teacher Conference
University Choices Afternoon
Young Enterprise Evening

2. **CLEAPSS**

CLEAPSS Hazcard index
CLEAPSS Hazcards Complete Set

3. **Dining Hall Use**

Dining Hall Generic Risk Assessment

4. **Educational Visits**

Birmingham Concert
Bletchley Park
Nottingham Theatre Trip
Palace theatre Trip
Sample Trip Risk Assessment – Full Detail
Sixth Form London Trip
St Georges Park Tour Trip
V&A Museum Trip
Whipsnade Zoo

4a **Domestic With Over night Stays**

Cheltenham Literary Festival
Stratford Theatre Visit

4.b **International Trips**

Austria Horse Riding Trip
Barcelona Trip 2017
Burgundy Trip 2018
French Exchange Trip 2016
Hamburg Trip 2017
Holland Hockey Tour 2018
Iceland 2017
Lisbon Trip 2016
Madagascar Trip 2016
Munich Trip 2016
Naples Trip 2016
Naples Trip 2017
Normandy Trip 2017
South Africa Trip 2017
Sicily Trip 2015
Skiing Trip 2016

5. Employee Wellbeing

First Aid
Lone Working
Manual Handling
Physical Abuse
Stress
Use of Notice Boards
Verbal Abuse
Working At Height
Working with Young Persons
Young People at Work
Young Persons RA Document

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
School Musical 2017

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
St Barnabas Day Evacuation

10. Outdoor facilities

MTS Lakes
Playing Fields Generic
Watersports Taster Day

11. Parent Support Groups

Burns Night Supper
Footlighters ABBA Night
Footlighters Comedy Night
Ladies Association Christmas Fair
Scrummers Dinner Dance
Scrummers Supper Dance
Serenaders Jazz Night
Serenaders Quiz Night

12. PHAB

Phab Club
Phab Club @ MTS
Phab Revue Security Plan
Revue Event in Studio Theatre

13. Sports Facilities

13.a Additional Risk Assessments:

Anson Walk 2016
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
Oxhey Woods Run
Pre-season Cardiff Rugby Tour
South Africa Hockey 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
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

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

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
Setting up and use of Temporary Staging
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 3
Risk Assessments 1
Risk Assessments 2
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

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

Vehicular transport to and from Venues

Walking to and from Venues