



Nailsea School

**Health & Safety Policy
Incorporating Risk
Assessments**

Health & Safety Policy

1. Rationale:

- 1.1 It is the responsibility of the governing body, under Health and Safety (H&S) legislation, to provide a safe and healthy working and learning environment for staff, students and all others using the facilities, including those hiring facilities through The LINK. This responsibility is exercised through identifying clearly the duties delegated to the Head Teacher and others, by having and up to date H&S policy in place, ensuring the H&S procedures identified are followed, and ensuring that all staff and students are educated to be aware of their roles in maintaining a safe and secure working environment
- 1.2 The governing body acknowledges it retains the employer's responsibilities to employees under Section 2 of the Health & Safety at Work Act (HASAWA) and to persons not employed, under Section 3 of the HASAWA, together with responsibilities as employer under other regulations.
- 1.3 The governing body further acknowledges its responsibility to take all reasonably practicable steps to secure the health, safety and welfare of students, staff and others using the school premises or participating in school-sponsored activities. It also acknowledges that the prevention of accidents, injury or loss is essential to the efficient operation of the school and the education of its students

2. Purpose:

- 2.1 To state the school's commitment to sustaining adequate and appropriate practices and procedures in relation to matters of health and safety;
- 2.2 To note the employer's responsibilities in these matters;
- 2.3 To describe the roles and responsibilities of staff and others in maintaining a safe working environment.

3. Guidelines:

- 3.1 The governors recognise the need to make arrangements in the school for implementing, monitoring and controlling health and safety matters. The governors will ensure that, so far as is reasonably practicable, the school budgets reflect the finance necessary to implement appropriate health and safety measures.
- 3.2 The **governing** will ensure that
 - 3.2.1 plant, equipment and systems of work are in place that are safe and without risk to health
 - 3.2.2 arrangements are in place for the safe handling, storage and transportation of articles and substances
 - 3.2.3 information, instruction, training and supervision is provided to enable all staff and students to perform their work safely
 - 3.2.4 sound H&S practices are developed, maintained and is promoted and ensure that any actions taken are inclusive and non-discriminatory
 - 3.2.5 the premises are maintained in a condition that is safe and without risk to health and that safe means of access to and egress from the premises are maintained.
 - 3.2.6 the working environment is maintained so that it is safe, without risk to health and adequate as regards welfare facilities for staff and students
 - 3.2.7 sufficient funds are available to provide, as necessary, for staff and students, personal protective equipment (PPE) for the safe use of plant, machinery, equipment, tools and substances
 - 3.2.8 First Aid Procedures are identified and followed

- 3.2.9 they maintain a close interest in all health and safety matters, insofar as they affect activities in the premises under the control of the school, through the appointment of a H&S Governor. In particular termly reports will be provided by the School Business Manager to the Resources Committee
 - 3.2.10 they receive and consider an annual management audit of health and safety matters, in order to determine needs before preparation of the annual budget
 - 3.2.11 the appropriate safe-guarding measures are in place for all adults involved in direct student contact whilst under the supervision of the school
 - 3.2.12 staff are consulted on with regards to H&S matters through the school's H&S Committee, See 3.4.10
- 3.3 **The Head Teacher** is responsible for ensuring that;
- 3.3.1 there is a school H&S policy in place and that it is reviewed annually and presented to the Resource Committee of the governing body for acceptance
 - 3.3.2 so far as reasonably practicable, adequate funding for H&S is included in the annual budget presented to the main governing body
 - 3.3.3 an emergency plan is prepared to so far as reasonably practicable, manage major incidents that could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done:
 - 3.3.3.1 to save life
 - 3.3.3.2 to prevent injury
 - 3.3.3.3 to minimise loss
 - 3.3.3.4 to maintain business continuity
 - 3.3.4 an emergency evacuation of the building is carried out at least three times per academic year (one per every 2 terms)
 - 3.3.5 a lock-down of the building is carried out at least once per academic year
 - 3.3.6 there are competent staff with a minimum IOSH Managing Safely qualification to manage the day-to-day issues and that expert external advice is sought where necessary
 - 3.3.7 there are suitably qualified staff with responsibility for safeguarding, and that staff and students are made aware of who they are
 - 3.3.8 there is adequate First Aid provision as required under the HASAWA.
 - 3.3.9 staff are competent and that where specific training is identified for their role, from a H&S perspective, this training is provided
 - 3.3.10 When tasks and duties (but not final responsibility) are delegated that the persons are competent to undertake them, made aware of the tasks and duties delegated to them and that adequate resources are provided to enable them to carry them out
- 3.4 **The Assistant Business Manager (Operations)** is the school's designated H&S Officer and has been delegated responsibility for;
- 3.4.1 advising the Head Teacher and governing body on matters of H&S
 - 3.4.2 the day to day management of H&S within the school
 - 3.4.3 ensuring review of generic risk assessments
 - 3.4.4 approval of risk assessments relating to trips (excluding residential, adventurous activities which are approved by external advisers) prior to full approval by the SLT member responsible for trips

- 3.4.5 reporting any incidents that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR) to the schools' external adviser.
 - 3.4.6 notifying the local council and staff of any confirmed contagious diseases when they become known
 - 3.4.7 ensuring that staff under his/her supervision are adequately informed, instructed and trained in their tasks.
 - 3.4.8 ensuring that machinery, equipment and substances received from manufacturers in relation to his/her sphere of activity are accompanied by adequate information and instruction prior to use and are serviced in accordance with manufacturer's recommendations.
 - 3.4.9 ensuring that appropriate H&S procedures are in place, clearly communicated and adequately monitored
 - 3.4.10 chairing the H&S Committee which will comprise: the Assistant Business Manager (Operations), the H&S Governor, a member of teaching staff, a member of support staff, a dedicated first aid person and a member of the student council. Other staff or governors may be co-opted as deemed necessary
 - 3.4.11 liaising as appropriate, with the staff H&S representative/s if appointed
 - 3.4.12 liaising, as appropriate, with the member of SLT responsible for Continuing Professional Development (CPD) with regards to H&S training requirements
 - 3.4.13 co-ordinating all contractual work and maintenance carried out on school premises
 - 3.4.14 liaising with heads of departments/faculties in relation to day-to-day matters of H&S
 - 3.4.15 adhering to standard specifications, so that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes
 - 3.4.16 H&S matters regarding contracts for, cleaning and grounds maintenance
 - 3.4.17 ensuring that competent person(s) or specialists are consulted as necessary to advise on H&S matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements
- 3.5 **Managerial Staff** have been delegated responsibility for the day-to-day supervision of areas of the school which fall under their control
- 3.5.1 Where **Heads of Departments** have been appointed, they are responsible to their line-managers for departmental areas
 - 3.5.2 **Heads of House** are similarly responsible in respect of areas designated, in general or at specific times, for year-group purposes
 - 3.5.3 In particular, managerial staff have the responsibility, as so far as is reasonably practicable to:
 - 3.5.3.1 ensure that staff under their supervision receive instructions in their duties regarding H&S matters
 - 3.5.3.2 ensure that staff under their supervision are adequately trained to carry out their duties safely and effectively (especially where the use of, or instruction in the use of, plant machinery or equipment is involved or where hazardous substances or chemicals are handled and stored)
 - 3.5.3.3 be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas

- 3.5.3.4 produce (in the case of heads of departments or faculties) appropriate departmental safety policies and procedures to define safe working practices; and to bring such documents to the attention of all staff under their supervision
- 3.5.3.5 ensure that statutory notices, safety signs, et al, are displayed as appropriate
- 3.5.3.6 ensure that Emergency Procedure notices and escape routes are prominently displayed in all rooms in their areas
- 3.5.3.7 ensure that adequate provision is made in matters of first-aid equipment, PPE, registers, log books etc
- 3.5.3.8 ensure that machinery, equipment, substances, et al, received from suppliers are accompanied by adequate information and instruction material prior to use and are serviced in accordance with manufacturers' recommendations
- 3.5.3.9 ensure that regular safety inspections of their areas are carried out; that risk assessments of materials, plant, machinery and equipment, of substances used and of operational practices and methods of work are carried out in accordance with current regulations
- 3.5.3.10 report unsafe practices, procedures and major hazards to the Assistant Business Manager (Ops); to report problems, defects and hazards requiring day-to-day repair to the Premises Team

3.6 **All employees** have duties under section 7 of the HSW Act to ensure that they work in ways that are safe and without risk to themselves, to other staff, or to those not employed at the school. They must adhere to advice or instructions on H&S matters from managerial staff and report unsafe situations or practices to the Assistant Business Manager (Operations) and their line manager. In particular, employees need to:

- 3.6.1 be familiar with the school's H&S policy, the implications of that policy and any procedures, arrangements and practices relating to their department
- 3.6.2 implement the H&S policy in the performance of their duties
- 3.6.3 comply with the responsibilities as laid down in their own departmental policy and safe working arrangements.
- 3.6.4 ensure that all students or persons under their control receive instructions and training as appropriate to enable them to operate in a safe and efficient manner
- 3.6.5 report to their line manager, all problems, defects and hazards that are brought to their notice
- 3.6.6 inform supply teachers and student teachers of any special arrangements or procedures relating to their work area before allowing them to commence work
- 3.6.7 act as Fire Marshals in marshalling students out of the building during a whole school evacuation

3.7 **First Aid Provision** - The line manager for first aid staff will ensure that;

- 3.7.1. sufficient qualified first aid staff are employed during the school day and at other times staff or visitors are on site
- 3.7.2. the arrangements for first aid provision will be, so far as is reasonably practicable, adequate to cope with all foreseeable incidents
- 3.7.3. supplies of first aid material are in date, readily available and that they are checked regularly with any deficiencies made good without delay
- 3.7.4. adequate and appropriate first aid materials are made available for all out of school trips and activities

- 3.7.5. a record is made of each occasion where any member of staff, student or other person receives first aid treatment either on the school premises or as part of a school-related activity
- 3.7.6. An accident report is made whenever a member of staff, student or any other person who is injured and is sent home or receives treatment from the emergency services

3.8 External Lettings – The line manager responsible for lettings will ensure that ;

- 3.8.1. all external users are aware of this policy, that they comply with all safety directives of the governing body and that they will not, without prior consent of the governing body:
 - 3.8.1.1. introduce equipment for use on the school premises
 - 3.8.1.2. alter fixed installations
 - 3.8.1.3. remove fire and safety notices or equipment
 - 3.8.1.4. take any action that may create hazards for persons using the premises or the staff or students of the school

3.9 Contractors - The Assistant Business Manager (Operations) is responsible for contractors and will ensure that, so far as is reasonably practicable;

- 3.9.1. all contractors are aware of this policy, that they comply with all safety directives of the governing body and that they will not, without prior consent of the governing body:
 - 3.9.1.1. carry out work without supplying risk and method statements (RAMS) for the work or satisfy the school that the work is of low risk
 - 3.9.1.2. carry out hot works where these are allowed the contractor must inform the Assistant Business Manager (Operations) of where they are to take place, reason for the work, time for work and contractors must ensure there are no latent risks before leaving site
 - 3.9.1.3. create hazardous conditions which are likely to cause risk or injury
 - 3.9.1.4. have contact with students and if approached by a student report such to the school

4. Review:

- 4.1 This policy will be reviewed during term 6 of every Academic Year, next review due July 2020
- 4.2 The Head Teacher, Chair of Resource Committee and Business Manager, are responsible for the review and can seek the advice of the Assistant Business Manager (Operations).

5. Related Documents:

- 5.1 Governors Handbook, January 2014
- 5.2 The Health and Safety at Work etc Act, 1974 (HSW Act)
- 5.3 The Management of Health and Safety at Work Regulations, 1999
- 5.4 Medical Needs Policy
- 5.5 Emotional Wellbeing Policy
- 5.6 Educational Visits Policy
- 5.7 Notes for Guidance
- 5.8 Staff handbook
- 5.9 COSHH Guidance
- 5.10 School Critical Incident plan

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HEALTH AND SAFETY POLICY ARRANGEMENTS

FOR

NAILSEA SCHOOL

Detailed below are the arrangements for ensuring that the aims and objectives of the school's Health and Safety Policy are implemented, to secure a safe and healthy working environment.

Law Poster

The Health and Safety Information for Employees Regulations requires the school to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in the staffroom.

1. Accident Reporting, Recording and Investigation

- All reportable accidents, must be brought to the attention of the school H&S Officer
- All accidents involving personal injury should be recorded in an accident book. The staff and student accident book is located in the first aid room. A copy of the accident report should be forwarded to the school's H&S Officer
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by the school's H&S Officer. Reportable accidents are fatalities, major injuries and those where people go from site to hospital, whilst for staff it also includes any where a 7 day absence occurs.
- Fatal or major injuries must be reported immediately by telephone to the schools external H&S Advisors. When necessary, parents/carers or other persons should be notified of the individuals accident
- Details of all accidents will be reviewed by the schools health and safety committee, where trends can be identified measures to prevent reoccurrence will be implemented
- Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately by telephone to the schools external H&S Advisors

2. Contractors

During school times contractors must report to reception, outside of school times they should report to a member of the site team; in both cases they must sign in at the appropriate location. On leaving the site they will be required to sign out at the same point they signed in and either inform a member of the site team of the work/actions that have been carried out and any further work that is required or leave the paperwork associated with their work.

- Only contractors that have the correct skills and a safe working record will be considered to work on behalf of the school
- Contractors are informed they must follow the schools policies & procedures unless their own exceed the school's requirements
- During school times high visibility jackets/coats must be worn by contractors so they are easily identified
- Where the risk is greater than low (eg routine inspections/tests) then contractors must pre-submit RAMS for the work they have been appointed to do
- Contractors must have DBS checks for their employees who work on site during term time
- Copies of adequate Public & Employers Liability Insurance are required prior to being appointed and must be kept up to date
- Contractors are required to notify the school where any work is being sub-contracted and ensure that the sub-contractor is working to the same school requirements as themselves
- All relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the expected duration and timing of the works.

- Any changes to the work activities will be agreed with the Assistant Business Manager (Operations) or their assistant, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub-contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the schools Health and Safety Policy.
- A contractor's performance will be monitored during their works and if staff or contractors believe there is likely to be a detrimental effect to health and safety, appropriate corrective action or improved procedures must be taken. The emphasis must be to stop any unsafe activity until all parties are satisfied with the health and safety practices or procedures.
- Specifically hazardous works e.g. 'hot work' are governed and monitored via a 'Hot Work Permit' between the school and contractor

3. COSHH (Control of Substances Hazardous to Health)

- Individual departments/faculties are responsible for ensuring they have an inventory of all hazardous substances used by them and that this is reviewed regularly
- All regularly used products will have material safety data sheets (MSDS) available, copies will be stored electronically for easy access by all
- The arrangements for the delivery of hazardous substances to the school are managed by the individual department/faculty responsible for their safe keeping, deliveries are immediately moved to the relevant department/faculty ordering them
- Any new products that are brought into the school that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage will require a COSHH risk assessment to be undertaken, COSHH risk assessment forms are available on the schools computer network
- Any decanted substances should clearly display the product name, information, dilution rates and safety information
- Contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the schools arrangements
- The Science, D & T and Art departments will have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art H&S Procedures
- The Head Teacher, Head of Science Department and the RPS are responsible for ensuring all records in relation to radioactive sources are maintained and are available to the RPA on request

4. Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment/building fabric/external area is brought to the attention of the site team so that remedial action can be taken
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the site team, so it can be logged, actioned and monitored

5. Display Screen Equipment (DSE)

- The School will undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous or near continuous regular spells of an hour at a time (e.g. admin staff)
- For 'users' a DSE self-assessment is carried out and sent to the schools H&S Officer
- DSE assessments will be reviewed regularly; or where equipment changes, or office layouts change or when there are staff changes
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the school (and corrective lenses if required specifically for DSE use)

6. E-Safety

E-Safety is recognised as an essential aspect of strategic leadership in the school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school. The Head Teacher ensures that the E-safety Policy is implemented and compliance with the policy is monitored.

7. Electrical Equipment (Fixed and Portable)

- Any electrical faults where there is a risk to an individual is to be reported immediately to the site team
- Any faulty fittings (e.g. cracked sockets etc.) is to be isolated and labelled for repair by a qualified electrician
- Only designated staff have access to the electrical distribution boards
- Portable appliance testing is carried out by a qualified electrician or trained competent staff and any defects are either repaired or removed, labelled defective and stored in a secure area
- Portable appliance testing is carried out by a risk assessment based upon the type of equipment and the environment it is used, not all equipment requires annual testing
- Staff, students, visitors and other users of the building are informed they are not permitted to use personal electrical items unless they have been checked by a trained competent person
- A portable appliance register of school owned equipment is kept by the site team
- The fixed electrical installations are inspected every five years at a rate of 20% per year
- Where it is necessary to use an extension lead this must only be as a temporary measure and be obtained from the site team; contained extension leads must be fully unwound when being used

8. Expectant or new mothers

Should any of the schools staff become a new or expectant mother the school will take steps to ensure their continued health and safety at work. It is the responsibility of new and expectant mothers to request a risk assessment to be completed via the school's H&S Officer. This will be through 'one to one' discussions and a formal agreement produced with the expectant or new mother to reduce their exposure to work related hazards.

9. Fire Procedures (*Please refer to the Fire Risk Assessment for additional information*)

- The responsible person is the Assistant Business Manager (Operations) or their deputy
- During the school day the assembly point is the large multi-use games area (MUGA) those unable to access the MUGA will assemble in the main car park; outside the school day the assembly point is the main car park
- The site team are responsible for investigating any alarm, sweeping the building to ensure no presence of others and dealing with the emergency services
- Nominated trained support staff act as Fire Wardens whilst all other staff act as fire marshals and are responsible for marshalling students and visitors from the building to the assembly point
- The fire alarm will be tested on a weekly basis by the site team to ensure that it is effective. Manual break glass points from different zones are used to trigger the alarm to ensure that all break glass or other points are in working order. Details are recorded in the fire log book
- Fire drills are carried out a minimum three times per academic year to enable everyone to become familiar with the evacuation procedure. Details are recorded in the fire log book.
- Fire extinguishers inspections are carried out monthly by the site team and are formally inspected annually by a qualified external provider of testing and a certificate of compliance issued
- The emergency lighting will be tested at the legally required intervals by the site team and a log kept of the testing
- Full and detailed records are kept of evacuations; call point testing, alarm system servicing, firefighting equipment checks etc. on a computerised system
- Emergency exit routes have clear pictorial signage
- Emergency exit routes should be free from obstructions
- Fire exit doors are unlocked whilst there are people in the building although this can be zoned depending on use of areas

- The use of display materials or pupils school work along emergency exit routes is controlled
- Decorations, display materials or pupils school work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points
- All visitors spending any length of time in the school should be made aware of emergency evacuation arrangements in the event of a fire
- The location of mains isolators and explosive substances such as gas supply pipes, highly flammable substances are known and recorded
- Should the emergency fire services attend the school in the event of a fire, the Senior Fire Officer (Assistant Business Manager (Operations) or their deputy) must be informed of all relevant information including any person unaccounted for or still in the building

On discovery of a fire staff will:-

- Activate the nearest fire alarm call point which will automatically alert the school's emergency call handling centre
- Start the evacuation of students and others in the building, directing them to the assembly point
- Fire Wardens will carry out any previously arranged duties, such as sweeping a particular area while on their exit of the building before positioning themselves outside entrances to stop anyone re-entering until safe to do so
- The site team will confirm the location of the fire and inform the emergency services on their arrival

10. First Aid

- The school will ensure there are sufficient qualified first aid staff employed and that their details are displayed in the First Aid room
- The location of the first aid room is displayed at appropriate places within the school and communicated to students and staff
- Parents/Guardians are informed that the school will hold securely any medications for their child which are supplied by them
- Trip leaders are required to ensure they take first aid kits on trips and to ensure all staff and students have any required medications with them before setting off
- First aid boxes are located in the first aid room, reception, main kitchen and community office
- Designated first aid staff ensure that the first aid room is sufficiently stocked and that first-aid boxes are replenished as and when necessary
- First aid boxes do not contain any medication, tablets creams or ointments other than those permitted under legislation (inhalers & injector pens)
- Use of school inhalers and injector pens will only be in an emergency and where previous parental permission has been given to do so
- All accidents to students where there is a head, neck or back injury are reported to the parent/guardian
- If the first aider considers it necessary an ambulance will be called for any injured person; parents and/or guardians will also be informed
- No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
- The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)

11. Glass and Glazing

- Staff have a responsibility to immediately report any noticeable safety issues with glass or glazing to the site team
- It is the responsibility of the site team to take action to make safe any glass or glazing that becomes a hazard and is likely to cause harm

12. Health and Safety Committees

The health and safety committee is made up of a range of staff with appropriate H&S responsibilities, the committee focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful management of this area.

The Safety Committee includes: -

- H&S Officer
- H&S Governor
- A representative of the First Aid team
- A student representative (normally 6th Former and member of Student Council)
- A member of teaching staff
- A member of support staff
- A member of the Site Team

The standard agenda items for the H&S committee meetings are:-

- Any accidents of note since the last meeting, how many accidents in total and are there any trends.
- Are there any building works/modifications planned and what are the Health and Safety implications of this project
- Feedback from high risk departments
- Risk assessment progress and review
- Training needs
- First Aid provision / qualifications etc.
- Any school trips taking place and has this been assessed and authorised
- Inspection findings and required actions.
- Findings of any compliance issues to feed into the Resources Committee

13. Health and Safety Training

- The school recognises that while many people will already be aware of risks around the school, effective training will always help reinforce a positive Health and Safety culture
- Training requirements are identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and Governors

14. Infectious Diseases

- The Health Protection Agency poster on guidance on infection control in schools and other childcare setting is located in the First Aid Room
- The Assistant Business Manager (Operations) will inform staff of any reported infectious diseases

15. Lettings (*Please refer to the The Link T&C's for further information*)

- Lettings are managed by The Link who adhere to the school's relevant policies
- Proof of adequate insurance is required from any hirer on an annual basis
- Conditions for lettings are set out on the Letting Form which must be completed accordingly
- Details of the schools emergency contact details are provided to the hirer
- Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency
- Hirers risk assessments may be requested
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building
- The hirer must supply the school with copies of accident forms involving their users

16. Lone Working

- The risk assessment for lone working is reviewed regularly in line with the risk assessment review system

17. Manual Handling

Staff are instructed to so far as is reasonably practicable :-

- Avoid manual handling operations which may be of a hazardous nature (eg moving external furniture in wet/slippy conditions)

- Refer to their personal risk assessment before carrying out any manual handling if an expectant mother
- Not undertake any manual handling activities if they have any medical condition which could be affected by the task
- Bring to the attention of the H&S Officer any unsafe/hazardous manual handling operations
- Not carry and lift certain items where manual handling is not part of their main duties but could do so if supplied with suitable information and training
- Ensure they are physically capable of safely completing a manual handling task
- Carry out a risk assessment on all those handling activities that may pose a risk of injury. Risk Assessments do not need to be written if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate
- Ensure they have received suitable and sufficient training to carry out safe manual handling including good handling techniques, use of mechanical aids whenever possible and undertake team manual handling especially in relation to large items, furniture and hazardous goods

18. Medication (*Please refer to the Medications Policy for further advice and guidance*)

- If deemed necessary the school will hold and allow to be administered any medication which is approved for use in schools (eg inhalers & injector pens) providing the parent/guardian has previously given permission

19. Noise

- Where there is a noise issue the school will ensure that a risk assessment is carried out and action taken to reduce the noise levels. Where indicated by the risk assessment suitable PPE is supplied
- signs will be erected to identify the affected area

20. Personal Protective Equipment

- Any Personal Protective Equipment (PPE) identified as necessary from a risk assessment will be provided to staff and they must wear it. No charge will be made for such equipment
- The equipment needs to be fit for purpose and appropriate with other PPE, advice can be sought from the schools H&S Officer
- The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required
- Staff members are responsible for ensuring that they use PPE where it is provided
- Suitable and sufficient signage will be displayed for the use of PPE
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure

21. Risk Assessments

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring
- Departments/Faculties will carry out, review and store risk assessments relative to their area and make their staff and cover staff aware of them
- Site generic and expectant mother risk assessments will be done by the school's H&S Officer
- Blank and completed risk assessments are available for staff a shared drive
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed annually or where there has been either a near miss or actual accident
- All school trips (except PE) have recorded risk assessments which are approved by the school's H&S Officer or external advisors before proceeding. (See school trips section)

22. Safeguarding (*Please refer to the Safeguarding Policy for further advice and guidance*)

- The Governing Body fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- The school has a Safeguarding Policy in place
- The School has a Safeguarding Team led by a nominated Safeguarding lead who is a member of the Senior Leadership Team (SLT)
- All staff have received safeguarding training which is reviewed every 3 years

23. School Trips (*Please refer to the Educational Trips Policy for further advice and guidance*)

- The school has an Educational Trips Policy in place which is reviewed regularly
- The schools Educational Visits Coordinator (EVC) is a member of the Senior Leadership Team who has the necessary experience and qualifications to oversee these
- The school's H&S Officer will give training on conducting a trip Risk Assessment
- Trips will be classified as either category "A" – trips where students are with staff 100% of the time, category "B" – trips where students are given time away from staff in groups or making own way to a non-school meeting point, or category "C" – trips that are either residential or have a high risk activity associated to them; the EVC is responsible for advising the category level
- Trips will be led by Group Leader who will take responsibility for ensuring that where necessary pre-site visits/assessments are carried out
- The trip leader and their line manager will assess a trip from an educational and financial aspect before conducting a risk assessment for submission via a cloud based system (eg EVOLVE) to the school's H&S Officer for category "A" & "B" trips or external advisors in the case of category "C" trips
- Category "A" & "B" trips can be signed off by either the EVC or Head Teacher following approval of the risk assessment by the school's H&S Officer
- Category "C" trips will be approved the Head Teacher following approval of the risk assessment(s) by the external advisors
- An annual essential information form will be supplied to parents/guardians which includes contact details for them and medical needs for their child
- Parents will receive relevant information about the trip to approve their child's participation and the need to provide suitable and sufficient clothing, refreshments or other facilities if required.
- Advice from the SENCO is sought if applicable for individual pupils
- Details of the trip and the relevant risk assessment(s) will be shared with all staff participating on the trip
- All volunteers must have DBS clearance and in the case of residential trips this must be an enhanced DBS

24. School Transport/Mini-bus/Own Vehicle (*Please refer to the Transportation Policy for further advice and guidance*)

- Staff or authorised volunteers who drive on school business must read and adhere to the school's Transportation Policy
- Staff must ensure they have the correct classification on their license before driving a school owned or hired vehicle
- Only staff that have in date MIDAS training are permitted to drive a mini-bus with students
- Pre-use checks of the vehicle are undertaken and recorded by the user of the mini bus, any significant findings must be reported to the Site Team who must ensure that remedial action is taken
- Staff must use the appropriate paperwork for recording of journeys
- Where staff are authorised to use a personal vehicle on school business they must ensure they hold appropriate business insurance, they vehicle has a valid MOT (if needed) and that it is taxed

25. Security

- The school operates a lockdown period during the school day where all gates are locked within 10 minutes of start of the school day and then unlocked c20 minutes before the end of the school day. Access will be restricted to the main drive and the accompanying pedestrian path
- All fences and gates are checked regularly by the site team and any deficiencies made good
- The school will maintain it's internal and external CCTV systems in good working order
- The intruder alarm system will be activated whilst the school is not occupied

26. Smoking

- The whole school site is considered non-smoking including e-cigarettes
- In certain circumstances where there is an external event taking place in the auditorium a designated smoking area outside and at least 10 metres from the building may be agreed

27. Staff Consultation

The Governing Body, through the Head teacher, will make arrangements for full and proper consultation with employees on health and safety matters to meet the requirements as contained in the H&S (Consultation with Employees) Regulations 1996.

There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, would apply in this case.

The Health & Safety Officer will give a whole school briefing at the beginning of every academic year.

28. Wellbeing (*Please refer to the Emotional Wellbeing and Managing Staff Attendance Policy for further advice and guidance*)

- Governors will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable
- Where workplace stress arises, Governors, in consultation with the Head Teacher, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff
- The school will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance
- The HR Department, Occupational Health, and if applicable an Employee Assistance Programme are available to staff and should be contacted when required

29. Visitors

During school times visitors must report to reception, outside of school times they should report to a member of the site team; in both cases they must sign in at the appropriate location. On leaving the site they will be required to sign out at the same point they signed in.

- They must register their arrival and departure in reception on the appropriate paperwork or electronically and acknowledge they have read the schools H&S notification
- They must wear a visitors badge at all times and ensure it is visible
- They must be collected by the person they are visiting or escorted to a specified place (eg conference room)
- Visiting peripatetic music teachers, governors and invigilators do not require collection or escorting but must sign in and out as per other visitors
- Only visitors with the appropriate level of DBS will be permitted to work with students where this doesn't exist then they must be accompanied by a member of staff at all times

30. Violence to Staff

- The Head Teacher and Governors are responsible for assessing the risks of violence to staff
- Staff must report incidents of violence and aggression to the Head Teacher
- Staff are asked to keep a record of such episodes
- An accident report form should be completed. A form is available on the schools website
- Appropriate steps will be taken by the Head Teacher to deal with such a situation
- The school may refer to their legal department for any incidents of violence and aggression to staff

A letter may be sent to any violent or aggressive person informing them of the schools position and any arrangements for sanctions or exclusions

31. Waste

- Suitable receptacles for the collection of waste will be provided in strategic positions throughout the school. Containers will be adequate to prevent the escape of waste. Waste containers will be emptied regularly and removed by an authorised person or member of the site team
- Information and training on the safe management of waste is provided to an authorised person or member of the site team
- An authorised person or member of the site team will be supplied with any personal protective equipment necessary for the safe handling of waste materials
- Suitable arrangements will be made for the disposal of hazardous waste that is generated as a by-product or activity. Arrangements for the removal of hazardous waste will be made in association with the Waste Regulation Authority or a competent and licensed contractor
- Waste is collected only by registered haulage companies

32. Water Hygiene

- A copy of the Legionella risk assessment is located in the Assistant Business Manager (Ops) office
- A qualified contractor is employed carry out many of the requirements of water testing under the Approved Code of Practice and guidance document L8 'Legionnaires' disease. The control of legionella bacteria in water systems'
- The site team carries out regular flushing of cold water systems
- The hot water storage system is monitored by the school BMS and an alarm is sent should the temperature drop below a specified temperature.
- A rainwater recovery system exists for use in flushing of toilets

33. Working at Height

- Activities which require work at height should be identified and eliminated where possible
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to as low as possible
- It is the responsibility of the individual to ensure that a risk assessment is carried out for any new task before carrying out the work
- Departments have access to kick stools or low level platforms; small steps or ladders are available on request from the site team for those others that require them
- The site team carry out and record regular inspections of ladders/steps and keep a record in the ladder log; staff are expected to carry out their own checks prior to using any ladders/steps/access equipment
- Staff should only use the equipment they are trained to use, unless it is kick stools or low level platforms and that they wear the correct clothing and footwear
- Pupils are not permitted to use access equipment unless they have received the relevant training. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities e.g. drama productions
- Contractors are expected to provide their own equipment and will not be permitted to use the schools equipment unless previously agreed with the Health & Safety Officer

34. Work Equipment

Examples of work equipment are Site Team power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.

- All work equipment used on the premises is fully inspected upon installation and will undergo an annual maintenance and service inspection by a competent person
- Electronic records are kept and made available for annual maintenance and servicing regimes
- Staff, technicians and site team members are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded
- Employees must not provide their own equipment unless approved by the school's H&S Officer on a case by case basis
- Heads of departments and line managers must ensure that any such equipment within their department/faculty is used appropriately and training or refresher training should be provided as necessary
- Heads of Department and line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.
- Where PPE is specified to be used whilst operating work equipment then the individual will ensure they wear the equipment

35. Work Experience Pupils

A nominated person in conjunction with an external organisation will provide guidance on student work experience placement. The nominated person and or external organisation will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

For work experience placements at the school the pupils will be monitored / supervised by the class teacher, support staff they are assigned to and liaise if necessary with the nominated person.

36. Workplace Inspections and Premises Risks

The Head teacher and a Governor representing the Governing Body will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The Head teacher will ensure that hazards associated with premises are monitored and controlled.

The H&S Governor will be involved/undertake inspections on a termly basis (three times per year) and report back to the Resources Committee with a written report.

The H&S Governor will meet with the H&S Officer carry out a review with the H&S Officer one per academic year.