

Ousedale School

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Health and Safety Policy

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1. Health and Safety Policy Statement

The Governing Board of Ousedale School recognises that it has a legal duty of care towards protecting the health and safety of its staff, pupils and others who may be affected by the School's activities.

In order to discharge its responsibilities, the Senior Leadership Team (SLT) of the School will:

- bring this Policy Statement to the attention of all staff
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our staff on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all staff are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for staff
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.
- where risks cannot be eliminated, they will be minimised by substitution, the use of physical controls or, safe systems of work or as a last resort through use of personal protective equipment.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the Schools activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all staff.

2. Organisation and Health and Safety Responsibilities

The School recognises that the promotion of health and safety is an essential function of good management.

One of the principle objectives of these arrangements is to involve everybody in the workplace and create a safe and healthy working environment and achieve a high standard of health and safety which is essential to the efficient operation of the School.

The prime responsibility for safe operations and safe place of work rests clearly on SLT and this principle must be pursued with diligence. However, SLT cannot exercise this responsibility without the active co-operation of all the staff.

All policies and procedures, risk assessments and safe working practices will be periodically reviewed and amended accordingly and changes will be brought to the attention of all staff.

The Governors, Headteacher, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and

pupils must be aware of their own and others personal safety in any of the schools activities, both on and off site.

2.1 Governing Board

The Governing Board has the responsibility for ensuring that reasonable measures are put in place to ensure the health, safety and welfare of staff, pupils, visitors and other people affected by the establishment's activities.

To this end the governing board will:

- Ensure a health and safety policy is in place and appropriate procedures devised for managing health and safety related issues.
- Provide leadership on health and safety matters and any decisions reflect its Health and Safety intentions.
- Ensure that there are appropriate means and resources to properly discharge their health and safety obligations.
- Ensure an effective management structure for the implementation of Health and Safety.
- Receive and action regular and routine health and safety reports from the Headteacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems
- Ensure a health and safety plan of continuous improvement is created and monitored for progress against agreed targets.
- Promote the active participation of staff in improving Health and Safety performance
- Ensure a risk register is developed and implemented across the school
- Ensure senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put in place.
- Monitoring systems are in place to monitor the effectiveness of the schools risk control
- Health and safety policies and procedures are reviewed in light of the results of internal and external audits
- Actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.
- Ensure that the school has access to competent health and safety advice

2.2 Headteacher

The day-to-day responsibility for the running of the school rests with the Headteacher, who will:

- Ensure the effective implementation of the health and safety policy.
- Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the School.
- Ensure safety policies and controls that are required to ensure statutory compliance, are approved by the governing board and effectively implemented.
- Ensure all business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- Ensure that School staff recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions.
- Ensure that this Policy is reviewed and brought to the attention of all staff.
- Ensure that health and safety is adequately resourced with time, people and finances.
- Ensure suitable persons are nominated to undertake key health and safety functions and they have the sufficient training, knowledge and understanding relevant to the activities under their control.

- Ensure a system of communication and consultation with staff is established.
- Ensure effective training programmes have been put in place.
- The Headteacher will bring to the attention of the governing board any significant health and safety issues.
- Ensure risk assessments are carried out and arrangements made to manage the risks.
- Ensure the workplace is environmentally safe and safe working methods are adopted with specific instructions where necessary.
- Accidents, incidents, work related ill health and dangerous occurrences are reported, investigated and where appropriate, preventative measures taken.

2.3 Senior Leadership Team (SLT)

The SLT will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Headteacher. Specifically, the Assistant Headteacher, Site Manager (NP), Senior caretaker (Olney) and Finance and Premises Director and any other member of staff with supervisory responsibilities will:

- Actively lead the implementation of the Health and Safety Policy.
- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures taking account of any general advice on safety matters given by the DfE, Local Authority and other relevant bodies in relation to the school and that this is then translated into written safe methods of working practice. Ensure risk assessments are reviewed regularly.
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- Inform, instruct, train, supervise and communicate with staff and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new staff at the commencement of their employment.
- Inform pupils, staff and visitors as to their own personal safety and make sure they are aware of the health and safety procedures in place.
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.
- Ensure issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented.
- Ensure equipment is maintained in a safe condition and statutory examinations are planned, completed and recorded.
- Personal protective equipment is provided and worn by staff and pupils, and that staff and pupils are instructed in its use.
- Any safety issues that cannot be dealt with are referred to the Headteacher.
- Hazardous substances are stored, transported, handled and used in a safety manner according to manufacturers instructions and established rules and procedures.
- Agreed safety standards are maintained, particularly those relating to housekeeping.
- All relevant safety documents including DfE guides etc are maintained and made available to all staff.
- Perform regular health and safety inspections within their department as required by the Headteacher.
- Collate accident reports and ensure the forms are adequately completed.
- Where necessary and in conjunction with S2B, report accidents under RIDDOR to the HSE.

2.4 Finance and Premises Director

The Finance and Premises Director will ensure:

- The effective implementation of the health and safety policy.

- Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
- All levels of the School fully understand the arrangements for the implementation of the safety policy.
- The policy is reviewed for compliance in line with the School's objectives for health and safety.
- Ensure that the job descriptions contain specific areas of responsibility for health and safety management.
- Details of safe systems of work, rules and procedures are communicated to all relevant staff with suitable records kept.
- Qualified first aid personnel and facilities are provided to address potential hazards on the site.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Risk assessments are carried out documented and reviewed on a regular basis.
- Contractors are suitably vetted and systems are in place to ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.
- All welfare facilities are adequate and arrangements are in place for the safe disposal of waste.

2.5 Site Manager (Newport Pagnell)/ Senior Caretaker (Olney)

The Site Manager/Senior Caretaker will:

- Ensure that school buildings and plant are maintained in accordance with required standards and records of servicing and maintenance are retained and kept up to date.
- Ensure that contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Ensure any temporary rules, such as exclusions from parts of the premises, are made known to all staff, pupils and visitors to the premises.
- Ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.
- Ensure Safe systems of work are developed and implemented.
- Ensure Risk assessments are completed, recorded and regularly reviewed.
- Communicate with staff on health and safety issues relating to building and maintenance and the work of contractors.
- Encourage staff to report hazards and raise health and safety concerns.
- Ensure Statutory examinations are planned, completed and recorded.
- Ensure any safety issues that cannot be dealt with are referred to the Finance and Premises director for action.
- Ensure welfare facilities provided are maintained in a satisfactory state.
- Ensure agreed safety standards are maintained particularly those relating to housekeeping.
- Ensure procedures are in place for site security along with details for contacting emergency services.
- Ensure any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Ensure safe access and egress is provided and maintained at all times throughout the site.
- Ensure arrangements for fire safety are implemented and that all relevant checks are carried out for the school.

2.6 Curriculum/ Middle Leaders

These managers are responsible for implementing the safety policy within the areas for which they are responsible (i.e. the School's and services under their leadership and any specific

areas of responsibility delegated by the Headteacher). In particular, they are responsible for ensuring:

- Activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health and safety.
- Arrangements are in place for monitoring the implementation of the safety policy in their area of responsibility; carrying out inspections of the workplace and equipment.
- Individual staff are aware of their responsibilities for health and safety and rules followed.
- Ensure that sufficient information, instruction, training and supervision is provided to enable staff and pupils to avoid hazards and to contribute positively to their own health and safety.
- New staff receive a departmental induction covering policies, and departmental procedures.
- Resolve health, safety and welfare problems referred to them by members of their staff or referring to the Headteacher or line manager any problems they are unable to resolve within the resources available to them.
- Ensure that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the School, on the activities and equipment for which they are responsible.
- Personal protective equipment (PPE) is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement.
- For lower risk educational departments, ensure that classroom checks are completed on a regular basis for all their departmental rooms.
- Relevant health and safety information is communicated to all staff.
- First aid procedures are complied with.
- Issues concerning safety raised by anyone are thoroughly investigated and when necessary further effective controls implemented and communicated to staff.
- All accidents/incidents occurring in their area of control are reported and an incident report form is completed, and carry out a preliminary investigation if necessary.
- Staff are aware of fire evacuation and other emergency procedures.
- Hazardous substances are stored, transported and used in a safe manner according to manufacturers instructions and established rules and procedures.

2.7 Teachers

The safety of pupils in all learning environments on and off site is the responsibility of the teacher. In addition to the general responsibilities of staff, a teacher is expected to:

- Actively lead the implementation of the Health and Safety Policy.
- Supervise their staff and pupils to ensure that the lessons and activities are carried out safely.
- raise any health and safety concerns outside their control related to their class area with their immediate manager.
- exercise effective supervision of pupils and where appropriate ensure they know the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.
- know the particular health and safety measures to be adopted in their own teaching areas and to ensure they are applied giving clear instructions and warnings to pupils as often as necessary.
- communicate and consult with staff on health and safety issues and encourage staff and pupils to report hazards and raise health and safety concerns.
- ensure that appropriate and direct supervision is provided for pupils.
- assess risk when planning activities and ensure that measures are in place to minimise the risks identified.
- integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety and specific guidance to members of staff.

- set a good example and follow safe working procedures personally.
- ensure the use of protective clothing and guards where necessary.
- ensure that staff, volunteers and visitors within their teaching jurisdiction are familiar with and follow all relevant aspects of this health and safety policy, and other policies, procedures and guidance documents and ensure appropriate training is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- for any planned off-site visits, ensure the educational visits policy and procedures are adhered to.
- Accidents, ill health and near miss incidents at work are investigated, recorded and reported to the Assistant Headteacher.
- Issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented.
- Equipment is maintained in a safe condition.
- Personal protective equipment where required is provided and that staff and pupils are instructed in its use.
- Any safety issues that cannot be dealt with are referred to the Assistant Headteacher for action.
- Hazardous substances are stored, transported handled and used in a safe manner according to manufacturers instructions and established rules and procedures.
- Agreed safety standards are maintained, particularly those relating to housekeeping.
- All relevant safety documents including CLEAPSS, AFPE, DfES Guides etc are maintained and made available for all staff.
- Health and safety rules are followed by all staff and pupils.

2.8 All staff

All staff are expected to:

- take due care of their own health and safety and that of other persons working with them.
- take due care of student safety, taking account of the student's ability to manage risk and guard against common dangers.
- co-operate with the governors so far as is necessary to enable it to meet its responsibilities for health and safety.
- use work equipment provided correctly in accordance with manufacturers instructions and training.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- report any damage to the site or any fixtures, fittings or equipment.
- raise any concerns or problems which may have health and safety implications with their line manager or if they are unavailable the Deputy Headteacher.
- comply with the health and safety instructions in force at any other establishments which they are required to visit in the course of their duties, so long as they do not compromise higher standards of health and safety set at the School.
- Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- Wear any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.

- Maintain all equipment in good condition and report defects to their line manager.
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor.
- Observe safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- Dress sensibly and safely for their particular work environment or occupation.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attend health and safety training and safety induction as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- Identify any training needs that may arise due to the nature of their work and to inform their direct line manager.
- Wear any authorisation badge/identity card/ lanyard that is issued to them, so that the authorisation badge/identity card/lanyard is readily visible whilst in school buildings.

2.9 Visitors

All visitors are:

- Required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate areas.
- Whilst on site, all visitors and contractors must wear a visitors lanyard. Temporary teaching staff on cover duties will be required to record their presence by reporting to reception.

2.10 Pupils

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

2.11 Lettings

The school has a lettings policy which is available to view on the website and the school central drive. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.

The school will ensure that:

- Premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.

2.12 Contractors

- Will be made aware of the company's health and safety policy and safety rules.
- Will themselves be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc Act 1974 and other relevant legislation.
- Will comply with all instructions given by the management of the School.
- Will co-operate with the School in ensuring a high standard of health and safety on all contracts with which they are involved. If the standards stipulated by the School are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments in relation to their activities, ensure that appropriate health and safety arrangements are implemented and by adequate liaison, inform and co-operate as necessary with the School.
- Will ensure that all activities are detailed in comprehensive method statements, and that everything possible will be done to ensure full compliance with the statements produced.
- Will ensure that they sign into the premises prior to undertaking any work at the premises.

3. Arrangements for Health and Safety

3.1 Accident reporting procedures

The following describes the procedures that are to be followed when a member of staff, student, visitor or contractor has an accident, near miss or dangerous occurrence on the school's premises. Staff who develop work related illness must also report via these procedures.

The School defines an accident as: -

An unplanned or unforeseen event which causes injury to persons, damage to property or a combination of both, i.e. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The School defines a near miss as: -

An unplanned or unforeseen event that does not cause injury or damage, but could have done so, i.e. items falling near to personnel; short-circuits on electrical equipment.

The School defines a dangerous occurrence as: -

An unplanned or unforeseen incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. Lists of dangerous occurrences that must be reported are shown in the RIDDOR flowchart.

All accidents resulting in injury must be recorded in the accident book which is located in the medical room and reported to the Assistant Headteacher.

Where accidents are found to be caused by faulty equipment, premises or unsafe systems of work, **immediate** action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

In order to determine what corrective action is necessary to prevent a repetition it is essential to identify all contributing factors. This can only be done by an investigation which should be carried out to establish the facts relating to the accident/incident. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accidents that occur to contractors on site must be recorded in the accident book and reported to the contractor company.

All near misses should be reported to the Assistant Headteacher as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Relevant risk assessments and safe systems of work may require revision following a near miss incident.

3.1.1 RIDDOR and staff

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) require employers report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. Under RIDDOR the responsible person must report certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences.

Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:-

- A fatality
- Accidents which result in a specified injury (as detailed in regulation 4).
- An injury to a non-staff member where that person is taken directly to hospital for treatment as a result of their injury.
- Any dangerous occurrence.
- Any staff member diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations.
- Any staff member diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.
- Accidents which prevent the injured person from continuing their normal work for more than seven consecutive days must be reported within 15 days of the accident (this excludes the day of the incident if they went home or did not return to work on the day and includes weekends, bank holidays and weekdays).

Specified injuries include:-

- A fracture, other than to fingers, thumbs or toes.
- Amputation
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.

Accidents involving contractors working on School premises are normally reportable by their employer.

It is the responsibility of the Assistant Headteacher to investigate the accident/dangerous occurrence and contact the national incident centre immediately when necessary. If there is any doubt about reporting accidents or dangerous occurrences the Assistant Headteacher will seek advice from their S2B Health and Safety Consultant or via the HSE website www.hse.gov.uk.

See RIDDOR website for a full list of major injuries or contact your Safety2Business Health and Safety Consultant.

3.1.2 Physical violence

Some acts of physical violence to a person at work, which result in death, major injury or a person being incapacitated for over 7 days are reportable. In the case of an over 7 day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence. Violent incidents between pupils, should be dealt with in accordance with the Schools policy for behaviour management.

3.1.3 Reportable diseases

Employers must report occupational diseases (listed at www.hse.gov.uk/riddor) when they have received a written diagnosis from a doctor that they, or their staff member, have one of the conditions and the sufferer has undertaken activities that correspond with the condition listed in RIDDOR.

3.1.4 RIDDOR and pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at the School or an activity organised by the School are only reportable under RIDDOR if:-

- The accident results in the death of the person and arose out of or in connection with the work activity; or
- The accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital for treatment.

Specified injuries and occupational diseases only apply to staff. If a student is absent from the school following an incident, this is not reportable.

3.1.5 How to decide if an accident to a student arises out of or is in connection with work?

The responsible person at the School should consider whether the incident is caused by:-

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip),
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc),
- The condition of the premises (e.g. poorly maintained or slippery floors).
- Playground accidents due to the condition of the premises or inadequate supervision

The above are only reportable if they occur and if the accident results in a student's death or they are taken from the scene of the accident to hospital for treatment. Further information on RIDDOR reporting in schools can be found here:- <http://www.hse.gov.uk/pubns/edis1.pdf>

3.1.6 Records management

All accident information that is entered onto an accident form will be kept for a minimum of four years for staff and up until the age of 21 for pupils. Accidents that occur on the School premises or while undertaking work on behalf of the School must be reported to the Assisyant Headteacher.

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated to ensure all necessary information in respect of the accident has been collected, to understand the sequence of events that led up to the accident, to identify any unsafe acts and conditions, to identify underlying causes, to implement effective remedial actions to prevent a reoccurrence and to ensure a full report is prepared and circulated to all interested parties. The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

3.2 Asbestos

The School will protect staff, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos

will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are in place.

This will be achieved by minimising exposure through the management of asbestos containing materials in school premises by the following arrangements.

The premises will be surveyed by a competent person to identify whether asbestos containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The amount and condition of the asbestos containing material will be assessed regularly by a competent person to ensure that airborne asbestos fibres are not present or formed in the workplace and asbestos will be repaired or removed as appropriate.

A written Management Plan will be produced that sets out the location of all asbestos containing materials and how this will be managed. The plan and register will be made available to all relevant parties and will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.

The following staff who may come into contact with asbestos containing materials through the course of their work have received appropriate training and information such that they can recognise potential ACMs and know what precautions to take.

Procedures to deal with asbestos related incidents will be put in place (including the provision of information and warning systems).

The Site Manager is the responsible person for the Asbestos Management Plan and Register, its upkeep and the person who problems should be reported to as this person has received the relevant training. The Site Manager will report any problems to the Finance and Premises Director. A copy of the Asbestos survey is kept in the Site Managers office and contractors must read and understand it BEFORE starting work at the school. Adequate steps will be taken to ensure that contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health. Only contractors licensed by the HSE will be used for the removal of asbestos containing materials.

Staff are instructed not to drill holes or affix things to walls without obtaining approval from the Site Manager.

For more information see the Asbestos Management Plan.

3.3 Auditing, monitoring and review

Measurement is crucial in maintaining and improving our health and safety performance to identify how effective we are at controlling risks and developing a positive health and safety culture. We ensure that monitoring by the school adds value and isn't just a tick-box exercise. Good-quality monitoring should not just identify problems but should help us understand what caused them and what sort of changes are needed to address them.

There are two types of performance monitoring, active and reactive.

3.3.1 Active monitoring

Monitoring is a line manager's responsibility and managers will be expected to provide evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives and helping to develop a health and safety culture. Management is expected to monitor achievement against relevant health and safety standards.

This approach to proactive monitoring gives the company feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Active monitoring tends to be preventive in nature, examples include routine inspections of premises, plant and equipment by staff; health surveillance to prevent harm to health; planned function check regimes for key pieces of plant

The degree of active monitoring should be proportionate, and we will consider the risk profile, monitor key risks and precautions more often and in more detail and remember that the frequency of some monitoring or inspections is determined by law.

Staff who represent groups for health and safety or take a proactive interest may also be involved with monitoring, this may take the format of a health and safety tour or via a devised checklist.

The school will carry out a comprehensive inspection of the school premises every term and the inspection will include the school building both internal and external and the full extent of the school grounds. The results of this inspection will be documented and any actions required assigned responsibility and completion dates.

The Site Manager, Finance and Premises Director and the Assistant Headteacher is responsible for carrying out the termly inspection.

3.3.2 Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provides an opportunity to learn from mistakes, check performance and as a result improve control measures and identify better practices that may be transferred to other parts of the business.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or a staff claim.

3.4 Consultation with staff

The School has a legal duty to communicate and consult with our staff or their representatives on issues affecting their health and safety and taking account of what they say before making any health and safety decisions.

To ensure compliance with this duty we:

- display the 'Health and Safety Law – What You Need To Know' poster
- establish effective lines of communication.
- involve and consult with staff through health and safety meetings, staff meetings, individual conversations, noticeboards, internal publications.
- consult with staff when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

3.5 Contractors

As site occupiers we will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to our staff, other persons on our site and the public. Contractors work activities will be monitored by the Site Manager. The Site Manager and SLT are authorised to 'stop' any works considered to be unsafe. In certain circumstances contractors may be asked to leave the site.

Precautions should be taken to ensure the safety of visitors and pupils to site as far as is reasonably practicable. Suitable precautions will be put into place to prevent access to the site by unauthorised persons.

The School will carry out the following precautions:

- All visitors will be required to sign an attendance register indicating the time of arrival and departure.
- Work will take place during the holidays/ out of normal School hours where possible.
- Sites display the appropriate warning and information signs prominently.
- All vehicle and pedestrian routes will be kept clean and clear of obstructions and will be regularly inspected
- Ladders will be blocked off at the bottom and loose ladders will either be secured (i.e. chained) or removed to prevent unauthorised use.
- All electrical equipment will either be securely locked away or effectively locked off.
- All plant and machinery will be immobilised and energy source positively locked off and confirmation regarding its use, maintenance and inspection.
- Details will be obtained of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- Materials will not be stacked too high and should be stable.
- Lighting will be used where required to ensure the safe movement around the site during darkness.

For large projects the school will satisfy themselves that contractors are competent (i.e. they have sufficient skills, knowledge, qualifications and experience) to do the job safely, the degree of competence required will depend on the work to be done. The school will seek clarification of the responsibility for provision of first aid and fire extinguishing equipment and arrangements for communication and reporting problems on site. The contractor safety questionnaire must be completed by contractors prior to undertaking any works and include information including registration to any organisations and Safety Schemes in Procurement (SSIP) accreditation schemes. Evidence should also be sought to ensure appropriate Employers and Public Liability Insurance is in place.

Contractors should provide copies of risk assessments and subsequent method statements, detailing the safe systems of work to be used prior to works commencing on site. Such risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The School, contractors and any subcontractors involved should agree the risk assessments and be part of this discussion and agreement. The School will appoint a competent person with sufficient knowledge to safely manage and monitor contractors working on site.

Before the commencement of any construction work, the School will ensure it complies with the Construction (Design and Management) Regulations 2015.

3.6 Control of substances hazardous to health (COSHH) assessments

The Control of Substances Hazardous to Health Regulations requires the school to assess the risks to the health of staff (and others) posed by the use, storage and movement of

corrosive, toxic, health hazard and serious health hazard substances to ensure all exposure of staff and pupils to substances hazardous to health is prevented or at least controlled to within statutory limits, these may include substances in use in DT, Art and Science as well as Catering, Cleaning and Maintenance chemicals.

The School will do this by:-

- Competent persons will be appointed to identify hazardous substances, assessing the nature of their hazards and the associated risks. A record of this assessment will be undertaken and reviewed annually. The School will adapt and utilise CLEAPSS COSHH risk assessments in Science, Art and DT.
- Ensure that Manufacturers Safety Data Sheets are obtained and this information, along with the risk assessment are communicated to the users.
- Where possible, we shall use less harmful substances.
- Ensuring all harmful substances are appropriately labelled and stored securely.
- Maintain a COSHH register of all substances to ensure adequate control.
- Information, instruction and training will be provided to all users (including pupils) as appropriate
- Control measures as determined through risk assessment are monitored to ensure their effectiveness eg use of PPE.
- Ensuring fume cupboards and extract systems are properly maintained by planned preventative maintenance and annual monitoring to ensure continued effectiveness.
- Qualified professionals, where necessary, will carry out health surveillance.
- Staff health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years.
- No new substances will be introduced into the school without prior assessment.

All staff have a duty under the COSHH regulations to: -

- Take part in training programmes.
- Read container labels.
- Practise safe working and follow COSHH risk assessments.
- Report any hazard or defect to the Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Ensure control measures are followed

The persons responsible for completing COSHH risk assessments are:-

Maintenance: Head of Science/ Head of DT/ Head of Art/ Site Manager & Snr Caretaker(O)

Cleaning: Finance and premises manager and cleaning supervisors

Catering: Finance and premises manager and cleaning supervisors

Classroom: Staff / middle leaders/ site manager & Senior Caretaker (O)

3.7 Design and technology

The Head of Department is responsible for developing a Design and Technology Policy (to include information on equipment safety, use of guards, equipment maintenance, inspection and testing, pressure vessels, LEV, room safety, storage, shelving, safety signs, PPE and emergency procedures) and ensuring that all staff are made aware of this policy and that the procedures therein are followed, providing suitable training or directing new staff to an appropriate member of staff and for recording the dates and content of any training given.

Generally, the department follows guidance in BS 4163:2014 Health and Safety for Design and Technology in Schools and similar establishments – Code of practice and Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS). A copy of the

code is available in school and all teachers within the department are given access to the CLEAPSS website.

The school requires the D&T Department to monitor the implementation of the policy. Records of monitoring are kept by the Head of Department.

Equipment and machines will be checked in accordance with current guidelines and records kept.

The school follows the recommendation of the Health and Safety Executive to adopt published "model" or "general" risk assessments which the D&T Department adapts to the school curriculum and facilities.

Whenever a new course is adopted or developed, all activities (including preparation and clearing up work) are to be checked against the model risk assessments and significant findings incorporated into texts in daily use ie the scheme of work, set of lesson plans, syllabus, technician notes.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment must be completed.

Every activity is to be assessed for risk including working with simple hand tools as well as potentially hazardous processes such as wood machining. An attempt is made to balance the desire to eliminate risk with the need to reduce risk in order to maintain practical work eg certain activities may be demonstrated in order to reduce the level of risk to pupils.

It is the responsibility of all staff and other adults to follow the relevant risk assessments and lesson plans.

Please refer to the D&T Dept Health and Safety Policy for further information regarding the health and safety arrangements for the department (a template is available on the CLEAPSS website).

3.8 Disability and special educational needs

The School has a responsibility to ensure that all persons who visit the School's premises or work on site are safe at all times and is fully compliant under the Equalities Act. In order that this is done effectively, the Headteacher will ensure that disabled visitors are protected from everyday hazards within the School, as well as more urgent issues such as emergency evacuation.

It is in the interest of visitors with disabilities to inform the School prior to their visit in order that any special arrangements can be made.

The School will aim to make as many rooms accessible and safe as possible for people with disabilities who visit the school, where this is not reasonably possible an appropriate decision will be made based upon the School's disability policy.

The Headteacher will ensure that all staff are aware of their responsibilities in ensuring that people with disabilities who visit the school are safe at all times and where necessary ensure that suitable training is given to staff.

The school is responsible for carrying out a risk assessment of any individual who has a disability, medical condition, food allergy or special needs eg emotional behavioural difficulties. These risk assessments will encompass:

- Emergency evacuation plans

- First Aid assessment of need
- Environment ie access/egress in and around school
- Tasks & Activities undertaken
- Welfare requirements
- Specific training requirements

3.9 Display screen equipment (DSE)

The School recognises that the incorrect use of display screen equipment by regular users of computers may result in some users suffering from upper limb disorders. The School will endeavour to eliminate these issues through good workplace and job design, information and training and will organise for all regular users of DSE equipment to complete a workstation assessment form.

Staff will be encouraged to follow any system developed by the School for display screen equipment. If the DSE user requests an eye test the School will meet the cost. If the test highlights the need for corrective glasses for DSE use only, the School will meet the cost for the basic glasses required.

Office based staff will report any display screen equipment issues to their respective Manager.

Regular users of computers are considered those who use a DSE daily, for continuous periods of an hour or more. Typically, the above requirements will therefore apply to administrative staff, the teaching of computer skills and other prolonged users.

3.10 Educational visits

The School is guided by the guidance and procedures issued by the Department for Education and the Outdoor Education Advisers Panel Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom.

All visits are approved by the Assistant Headteacher who has been nominated to co-ordinate educational visits and that person will be trained in the role of an Educational Visits Coordinator (EVC).

All educational visits are carefully planned in advance with staff visits if possible and full risk assessments completed in line with the School trip procedure and group leaders appropriately trained and experienced. The Evolve system is used. A letter is sent home with the child for the parents/carer explaining what the trip is about and what might be expected of their child.

Children are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio is observed. All staff are briefed prior to each visit and suitable emergency and first arrangements put in place together with arrangements for pupils with medical or special needs.

Visits incorporating an activity that will involve caving, climbing, trekking, skiing or water sports, the provider must hold a licence as required by the Adventure Activities Licensing Regulations 2004.

For more information on arrangements for educational visits, please see the educational visit policy.

3.11 Electricity and appliances

The school ensures that electrical installations and equipment are installed in accordance with the Wiring Regulations (BS7671) and maintained in a safe condition by carrying out routine safety tests.

All electrical equipment used by the School will be selected carefully to ensure it is safe and suitable for the environment in which it is used.

Movable and portable electrical equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item and all staff who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions. Staff must not bring electrical equipment into School unless authorised by the Headteacher.

Any defective equipment will be removed from use immediately until such time as it can be repaired. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All reasonable steps will be taken to ensure the health and safety of staff who use, operate or maintain electrical equipment. Staff and contractors who carry out electrical work will be competent to do so.

Staff must:

- Visually check electrical equipment for damage before use.
- Report any defects found to their manager.
- Not use defective electrical equipment.
- Not carry out any repair to any electrical item unless qualified to do so.
- Switch off non-essential equipment from the mains when left unattended for long periods.
- Not bring any electrical item onto the school premises until it has been tested and a record of such a test has been included in the appropriate record.

3.12 Extended school and community use/events

The School will consider the impact extended services will have on health and safety and it is essential that all partners involved in extended services activities communicate to ensure health and safety is managed.

Where school rooms and facilities at school are hired on a regular or occasional basis eg events outside normal school hours which are managed by the PTA, a pre-use hire liaison between the school and the event organiser will be carried out to ensure that hirers/users do not put school staff, pupils or premises at risk.

The lettings agreement will make it clear that the hirer is responsible for the health and safety of the activities and ensuring that the activities are properly assessed and supervised by suitably qualified and experienced persons. The school will also require hirers to provide copies of their records of risk assessments and public liability insurance.

The lettings agreement will contain instructions and information on health and safety issues eg fire evacuation plan, security, first aid etc.

3.13 Fire safety

The School is committed to ensuring that any risk of fire at our premises are minimised so far as is reasonably practicable.

In particular we will ensure that:

- A Risk Assessment is carried out to highlight potential fire risks.
- Fire Evacuation Procedures are in place to deal with a fire.
- Means of escape are maintained at all times.

- Good housekeeping standards are maintained to minimise the risk of fire
- Fire alarm systems, emergency lighting and firefighting equipment are provided, regularly tested, serviced and maintained in accordance with the requirements laid down in our Risk Assessment. We will retain fire safety records.
- Planned emergency evacuations are carried out termly.
- Staff are provided with adequate fire safety training
- We have made adequate arrangements for ensuring the safe evacuation of people with disabilities.
- Display fire action notices.

Escape routes and exits are checked daily by: Site Manager
 Fire alarms are tested weekly by: Site Manager
 Fire drills are carried out termly by: Assistant Headteacher

3.13.1 School fire evacuation plan

The most senior School representative on site will: -

- Liaise with the site team regarding the reason for the fire evacuation.
- Ensure the emergency services have been called.
- Take position of controller.
- Liaise between the emergency services and the staff and pupils.
- Prevent entry to unauthorised persons.
- Notify the Headteacher if the incident is out of office hours.
- Begin an investigation to determine the reason for the fire evacuation.

We do not require our staff to attempt to extinguish a fire, but extinguishing action may be taken if the member of staff feels competent, has been trained and it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly point.

Re-entry of the building is prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Staff are encouraged to report any concerns regarding fire procedures so the School can investigate and take remedial action if necessary.

(see staff handbook for further details).

3.13.2 Record keeping

The following records will be kept:

- Details of maintenance checks of firefighting apparatus, emergency lighting and warning and detection equipment.
- Records of fire alarm tests and practice evacuations.
- A copy of the safety evacuation plan.
- Records of all information, instruction and training provided.

3.13.3 Fire prevention

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc does not block up the ventilation points.

The use of electrical extension leads will be kept to a minimum.

Electrical faults must be reported to the site team as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

3.14 First aid

The school is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of school activities.

To achieve this objective the school will:

- Complete a First Aid Assessment of Need which includes provision for first aid on school visits and journeys.
- Appoint and train a suitable number of first aid personnel to cover all aspects of school life.
- Provide and maintain suitable and sufficient first aid facilities including first aid boxes.
- Provide any additional first aid training that may be required to deal with specific first aid hazards.

First Aiders are qualified personnel who have a valid certificate in either First Aid at Work, or Emergency First Aid at Work. First Aiders will be provided with refresher training at regular intervals in order to ensure that their skills are maintained. Requalification is required every 3 years. The current list of First Aiders can be found in the HR Department.

The number of first aiders required will be determined by completing a risk assessment. The HSE provides some general guidance on the number of first aiders required and expected provision, the information can be found here:- <http://www.hse.gov.uk/pubns/indg214.pdf>

In addition to this, higher risk areas such as science, D&T, PE etc will require a level of first aid training locally.

Adequate first aid provision will include cover for break times.

ALL accidents, no matter how small, must be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is followed:

1. Seek medical attention from the School's Health Co-ordinator or Appointed First Aider.
2. All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

The following arrangements should be followed to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the workplace:

- First aid personnel must inform the HR Dept when their training certification period is nearing expiry, (3 months prior to expiry) or if they wish to be taken off the approved First Aiders list.
- SLT must ensure that staff are familiar with the identity and location of their nearest First Aider and first aid box. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild will be kept. First aid boxes will also be available within specific curriculum areas when an increased risk exists eg D&T Workshops. Portable first aid kits will be available for staff members required to work away from the school, sports field or on school trips. All first aid boxes will be checked regularly.
- SLT must ensure that easy access to first aid equipment is always available.
- Professional medical assistance must be summoned where necessary.
- Details of all accidents will be reported and entered in the accident book. All major injuries must be reported to the Assistant Headteacher as soon as possible.

Please see the schools' first aid policy for further information.

3.15 Food science

The teaching of Food Science must be carried out to ensure the safety of pupils and teachers; in addition the food prepared in school must be handled and served to company with good hygiene practice to make sure the food is safe to eat.

The school will ensure that Food Science teachers and any person who supports teaching programmes are competent in all aspects of food hygiene that they are required to teach to ensure that pupils are provided with appropriate experience to enable them to work correctly and safely, Level 2 in Food Safety is considered the minimum which should be refreshed every three years.

Teachers will be trained to the standards specified in Health and Safety Training Standards in Design and Technology published by the Design and Technology Association (DATA) and will ensure pupils are taught about general health and safety requirements relating to Food Science activities.

The School uses and adapts model risk assessments from CLEAPSS for all food science activities.

Please see the Food Science Health and Safety Policy and relevant risk assessments for further detailed information regarding health and safety arrangements within Food Science.

3.16 Gas safety

The Gas Safety (Installation and Use) Regulations and related legislation require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fittings or appliances. Therefore, the School will only employ competent GAS SAFE registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is always safe for use and an appropriate service certificate will be retained on file for future reference.

Wherever possible the School will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification.

Where necessary, appliances and meters will be adequately protected and guarded to prevent access by children or unauthorised persons.

3.17 Infection control

Infection control is the name given to a wide range of policies, procedures and techniques intended to prevent the spread of infectious diseases amongst staff and service users. For some of our work activities, staff may be at risk of infection or of spreading infection if inadequate infection control procedures are in place. Examples of this may include contact with people with infectious diseases and contact with infected blood and bodily fluids including injuries arising from needles/sharps.

We believe that adherence to strict guidelines on infection control is of paramount importance in ensuring the safety of both service users and staff. We also believe that good, basic hygiene is the most powerful weapon against infection, particularly with respect to hand washing.

The School aims to prevent the spread of infection through work-based activities by adopting suitable control measures.

The School will:

- Carry out risk assessments to identify activities that may expose individuals or groups to potential infection.
- identify, plan and implement controls and safe systems of work to prevent the spread of infection.
- provided information, instruction and training to those identified at risk.
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance.
- ensure the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises.
- arrange for safe disposal of any infected materials.
- adopt good hygiene practices.

The school have in recognition of the current circumstances due to COVID-19, completed a risk assessment which has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19.

The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19.
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Assistant Headteacher.
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan.

3.17.1 Training

All staff who are identified as being potentially exposed to infections will be provided with suitable training. Training will include tasks they are employed to carry out, equipment they will use and any safe procedures they should adopt.

3.17.2 Immunisation

Where the risk assessment identifies that staff involved in a particular task should be offered vaccinations against Hepatitis B and Tetanus, vaccinations will be offered to individuals without charge.

3.17.3 Staff illness

If a member of staff develops an infectious disease that may affect work or people around them, then they should notify their manager. Examples include:- skin infections, severe respiratory infection (e.g. pneumonia, TB), severe diarrhoea, jaundice, hepatitis, chicken pox, measles, mumps, rubella.

SLT will need to discuss and consider individual suitable controls and in some cases, staff may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Certain diseases including Leptospirosis, Hepatitis, TB, and Tetanus are specifically required to be reported.

Confidentiality will be maintained at all times in relation to a staff member who is known to have any infectious disease.

No health information will be disclosed without the written consent of the member of staff concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

3.17.4 Needlesticks

The procedure to be followed in the event of finding a discarded needle is:-

1. Do not touch
2. Warn other people to stay clear
3. Contact the council to arrange collection & disposal of the needle(s)
4. DO NOT attempt to re-cap a needle with the safety cap if the two are found separately as you risk needlestick injury in doing so.

Emergency action in the event of needlestick or contaminated sharp injury:

- encourage the wound to bleed, ideally by holding it under running water
- wash the wound using running water and plenty of soap
- do not scrub the wound while you're washing it
- do not suck the wound
- dry the wound and cover it with a waterproof plaster or dressing.

You should also seek urgent medical advice as you may need treatment to reduce the risk of getting an infection.

3.18 Information, instruction and training

It is the School's policy to provide all staff with suitable and sufficient information, instruction and training. This is provided not only to ensure the School complies with statutory legislation but also to secure a safe and healthy working environment for all staff and visitors who may be affected by the School's undertakings.

Training is provided for all staff:

- On recruitment into the School.
- When moved to another task or when promoted.
- When the process, equipment or system of work is changed.
- All health and safety training will be undertaken during working hours.

It is the School's policy to ensure all management are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks.

All training will be recorded and retained on each individual personnel file for future reference by the HR Dept

Staff must:

- Participate in the induction training activities they have been required to attend or carry out
- Work according to the contents of any training they receive
- Ask for clarification of any points they do not fully understand
- Not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Staff will report any problems to the Headteacher.

3.19 Jewellery

It is the policy of the School that in the interests of health and safety of all pupils, the wearing of jewellery in all PE and games is forbidden.

Pupils wearing jewellery will be required to remove it before the PE lesson and replace it after lesson. Only the Health- Co-ordinators may remove jewellery.

The class teacher will provide a place to keep the jewellery during the lesson and will make every effort to ensure it is stored securely, but will not be responsible for its safety. If parents are concerned about the safekeeping of jewellery, children should not wear it on days when they are due to take part in PE lessons.

Where a child is too young or otherwise incapable of removing and replacing their own jewellery the parents should ensure they do not wear it on those days when PE or games are on the timetable.

Although the procedure is intended for PE and games only, children may play with great energy at playtimes in the playground and consequently there may be similar risks during that time. Parents should consider this when giving children permission to wear jewellery at School at any time, but should ensure that if jewellery is worn, it is only in the form of studs or sleepers.

3.20 Legionella

The Approved Code of Practice (ACOP) for the control of legionella bacteria in water systems requires an assessment to be conducted for all organisations where water is used or stored and where there is a means of creating and transmitting water droplets that may be inhaled, possibly causing a foreseeable risk of exposure to the bacteria.

A water system includes all plant/equipment and components associated with that system, e.g. all associated pipework, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, chillers etc. It is very important that the system is considered in its entirety.

The School will carry out a Legionella Risk Assessment and take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards. We will prepare a written scheme/plan for preventing or controlling the risk of Legionella, implement and manage the scheme/plan and keep records for a minimum of 5 years.

Where staff are concerned about the risk of an outbreak of legionnaire's disease, they should report their concerns to a senior member of staff so that the School can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the School's premises. The assessment will be completed by a person who is competent to do so.

As far as practicable the School will operate water systems at temperatures that do not favour the growth of legionella. For example 60°C is recommended for hot water storage and either above 50°C or below 20°C for distribution (care will be taken to protect people from exposure to very hot water). All water storage tanks will be fitted with secure lids and will be regularly inspected for corrosion, scale deposition and build-up of bio-films and sediments.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Site Manager who will be provided with appropriate training. A discovery of legionella bacteria should be reported to the Finance and Premises Director/SLT.

Temperatures of water outlets will be checked and recorded to ensure temperature controls are satisfactory, little used outlets will be flushed regularly and shower heads will be periodically disinfected to remove any scale and bacteria.

3.21 Lifting equipment and lifting operations

The School defines lifting equipment as any plant certified for lifting, this includes, Passenger lifts, scissor lift, etc.

Regulations require that lifting equipment be:

- Strong and stable and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, i.e., the work is planned, organised and performed by competent people
- Thoroughly examined and inspected by competent people

The School may use equipment of this type for various activities to be carried out during the course of the work; therefore, the School will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such a purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people and lifting accessories, e.g. Scissor Lift, Passenger Lift, slings are thoroughly examined every six months.
- All other lifting equipment is examined annually

Risk assessments will be carried out by the Head to identify what risks arise for the use of lifting equipment and these will be made available to all staff and be available for inspection. When making these assessments the following points will be considered:

- The types of load being lifted
- The risk of the load or equipment falling and striking a person or object
- The risk of the lifting equipment falling or falling over whilst in use

Where necessary, the School will also develop safe working procedures for the use of this equipment and all relevant staff will be trained in and adhere to these procedures.

Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed and staff will be informed of any changes.

All reasonable steps will be taken to maintain all lifts throughout the school.

3.21.1 Implementation

The school will ensure that:

- an examination scheme is drawn up by a competent person for each lift
- all lifts are fitted with appropriate barriers and interlocking gates to prevent passengers or cargo from falling from the lift, coming into contact with the lift machinery or entering/exiting the lift when it is not at a designated landing
- suitable equipment and mechanisms are installed to prevent the lift from:
 - leaving its landing when the doors are unlocked and/or open
 - falling (including its maximum working load) in the event of a failure in the lifting mechanism

- overrunning its furthest intended point of travel
- being operated from more than one position at any one time
- being overloaded or exceeding its maximum number of passengers
- lifts are maintained in a safe condition and examined/inspected by competent persons (annually for goods lifts and 6 monthly if lifting people)
- the safe working load (SWL) is clearly displayed inside each lift
- notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire
- arrangements are made for the emergency evacuation of persons in the event of lift failure
- lift motor rooms are kept locked and entry only allowed to authorised persons

3.21.2 Records

All thorough examination reports are kept for a minimum of 2 years

3.22 Lone working

The School recognises that there could be occasions when school staff are considered as lone workers eg peripatetic teachers, cleaners, caretakers, school crossing patrol etc. In fact, anyone who is isolated from other staff is a lone worker. It also must be remembered that it is possible for someone to be a lone worker even though there may be other staff on site ie a cleaner may be working in one section of a building, whilst other staff may be elsewhere.

The law requires that at least two people must be involved in certain types of work and specifies the safe system to be followed eg working in confined spaces, working at height. The risk assessment carried out on all lone working tasks may identify the need for two workers to ensure a safe system of work.

The school will ensure that:

- Once lone workers have been identified, we will assess the individual to ensure they are suitable for lone working
- A risk assessment will be carried out on all tasks to ascertain the level of risk associated with lone working
- Safe working procedures will be established including emergency procedures and the arrangements for supervision and monitoring
- An effective communication system will be established
- Training will be provided as necessary to ensure the lone worker understands the risks involved and control measures identified by the risk assessment

3.23 Manual handling

The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders. The School accepts that some manual handling activities may be necessary during their operations.

Typical manual handling tasks in school include:

- Putting out PE equipment
- Maintenance activities
- Moving tables and chairs
- Carrying piles of books or stationary
- Receiving and putting away deliveries

The need for staff to undertake manual handling operations will be avoided wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

Staff will be encouraged to follow any system developed by the School for safe manual handling operations.

Results of manual handling assessments will be made available to all staff and will be readily available for inspection. Staff who are required to undertake manual handling activities will be provided with all relevant information, instruction, training and supervision resulting from the risk assessment including details of the approximate weights of loads to be handled and objects with an uneven weight distribution

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the manual handling risk assessments will be communicated to relevant staff. Staff will report hazardous handling activities to the Site Manager & Senior Caretaker (O)

3.23.1 Moving and handling pupils

School recognises the need for effective procedures to prevent injury to staff when moving and handling pupils with special educational needs who have mobility difficulties. School will follow a "Student Moving & Handling Policy" which outlines the requirement for risk assessing, training, provision of suitable equipment, consideration of student safety and dignity, STAFF duties and monitoring requirements.

Pupils requiring assistance with mobility should be risk assessed and a Moving and Handling Assessment Plan drawn up. Consideration should be given to the use of specialist handling equipment such as hoists and sliding aids. Suitable equipment and furniture should be used to reduce the risk of musculo-skeletal injury.

3.24 Medical needs – supporting pupils

The School's policy is to support pupils to attend school who have a medical condition and we will devise a policy in line with the DfE Supporting Pupils at School with medical conditions document. The School will therefore support the administration of short and long term medication and medical techniques where this is necessary for the student to continue to be educated at school. The School will also put in place procedures to deal with emergency medical needs.

The School will establish procedures to ensure that all concerned staff, parents, pupils and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency. It is stressed however that the administration of medication is undertaken on a voluntary basis by staff and it will only be done where the procedures are followed.

Parents are responsible for providing the school with up-to-date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed/updated annually.

All staff are made aware of any relevant health care needs and copies of health care plans are available from the Health Co-ordinator

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

Our policy which is available from the Health Co-ordinator includes information on:-

- Procedures for managing prescription medicines which need to be taken during the day.
- Procedures for managing prescription medicines on trips and outings.
- A clear statement on the roles and responsibilities of staff managing administration of medicines, and for administering or supervising the administration of medicines.
- A statement of parental responsibilities in respect of their child's medical needs.
- The need for prior written agreement from parents for any medicines to be given to a child or young person.
- The circumstances in which a child or young person may take any non-prescription medicines.
- The settings policy on assisting children and young people with long-term or complex medical needs.
- Children and young people carrying and taking their medicines themselves.
- Staff training in dealing with medical need.
- Record keeping.
- Safe storage of medicines.
- Access to the School's emergency procedures.
- Risk assessment and management procedures.

3.25 Minibus

The law requires that a minibus must be correctly licensed, have a valid tax certificate, be adequately insured, be well maintained and have a valid MOT certificate (if more than one year old).

The School will ensure that appropriate safety procedures are established for the minibus in line with the ROSPA Advice for Minibus Safety and their code of practice. A copy of the full code of practice is available at www.rospa.com. The school will carry out pre-use and weekly checks in addition to the servicing requirements.

Drivers authorised to drive the minibus should be competent and the absolute minimum requirements to comply with insurance is that they must be:

- Over the age of 21
- Have category D1 on their license
- Have at least two years experience as a qualified driver

In addition, prior to a driver transporting pupils for the first time, they will undergo a vehicle familiarisation session on the vehicle.

3.26 New and expectant mothers

Although the School implements control measures to protect the health and safety of its staff, in some instances, there may be risks that might affect the health and safety of new and expectant mothers and that of their child and that different or additional measures may be required.

In order to ensure effective control measures are in place for new and expectant mothers we will ensure that:

- Staff are informed when they join the company to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times.
- risk assessments are carried out for all work activities carried out by new and expectant mothers and records are maintained. It is important that new and expectant mothers tell us about any advice they have had from their doctor or midwife (eg pregnancy-related medical conditions such as high blood pressure, a history of miscarriages etc) as that could affect the assessment.

- control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them.
- any adverse incidents are immediately reported and investigated.
- appropriate training etc is provided where suitable alternative work is offered and accepted.
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest.
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

3.27 Noise at work

The Control of Noise at Work Regulations 2005 apply to all workplaces, including schools, and require staff to carry out assessments of the noise levels within their premises and take appropriate preventative action where necessary.

The School will:-

- assess the risks to staff (and pupils) from noise at work.
- take action to reduce the noise exposure that produces those risks.
- provide staff with hearing protection if noise exposure cannot be reduced by other means.
- Ensure that legal limits on noise exposure are not exceeded.
- Carry out health surveillance where there is a risk to health.

3.28 Personal protective equipment (PPE)

The School will risk assess tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate staff. All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards.

All staff who are required to wear personal protective equipment will be provided with suitable recorded instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment. Staff are not to use PPE, which has been identified with patent defects, or is inappropriate for the task. The Headteacher will be responsible for replacing any defective PPE upon request.

3.29 Playground equipment

The playground is inspected on a daily, weekly and termly basis by the Site team who will endeavour to carry out any repairs necessary and record the date of repair and location.

Any defects found by a member of staff should be reported to the Site Manager or Senior caretaker as soon as possible. Any defects will be rectified as soon as possible and access prevented until such repairs have been completed.

Staff on duty have a responsibility to make regular checks for defects and report as appropriate and to ensure appropriate behaviour policy is being followed.

PE equipment is inspected on an annual basis with a report being provided by the inspection company. The report is kept by the Site Manager and Senior caretaker (O) and any required actions/defects found are rectified as soon as possible.

Risk assessments will be completed for use of playground/pe equipment during lesson time and play time which will include requirements for supervision, general guidelines, clothing/footwear, zoning of activities, play equipment standards, safety surfaces, inspection and maintenance. Pupils will not be allowed to enter car parks or any roadways during the course of the school day.

All new equipment purchased will conform to the current relevant British Standards.

3.30 Physical education

The school follows the standards set out in “Safe Practice in Physical Education and School Sport” produced by the Association for Physical Education.

The Head of PE is responsible for producing the PE Policy and ensuring it is brought to the attention of all PE staff and ensuring it is complied with. The Head of PE is also responsible for completing risk assessments for each work area and activity including off site visits/fixtures. Significant hazards and their control measures will be included in “schemes of work” as appropriate. All staff working in PE and school sport will be made aware of these findings and be involved in their review.

All staff teaching in PE will have the required competence and qualifications for the activity taught.

All internal and external PE equipment will be inspected termly and records retained. PE staff should also carry out a pre-use check of equipment to identify obvious defects and report

The School will ensure that a suitable number of trained first aiders are available, suitable first aid kits are available and procedures in place for contacting the emergency services.

Clothing, footwear and PPE must be appropriate to the activity.

3.31 Risk assessments

The School accepts that some of its activities could, unless adequately controlled, create risks to staff and others. Therefore to comply with the Management of Health and Safety at Work Regs and to safeguard the health, safety and welfare of staff and others, the School will take all reasonably practicable measures to reduce those risks to an acceptable level.

This is achieved by undertaking suitable and sufficient risk assessments for all work activities undertaken within the School.

The aim of the risk assessment process is to:

- Identify hazards associated with the School’s undertaking and any hazards associated with the premises.
- Identify any person who may be affected or injured by the hazards.
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Trained personnel will complete risk assessments for all work activities undertaken by the School and will strive to ensure that the documentation is reviewed if circumstances change. It is School policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

The training that is given to staff will enable them to:

- Identify all hazards associated with the School's activities.
- Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a site-specific assessment.
- Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard.
- Document the assessment process to enable the control measures to be disseminated to all relevant people.

Generic/Model risk assessments are acceptable so long as the assessor can satisfy themselves that the 'model' risk assessment is appropriate to their work; and adapt the model to their own actual work situations

When completing risk assessments it is necessary to refer to the relevant subject guides which are:

Design & Technology

CLEAPSS Risk assessments in technology <http://www.cleapss.org.uk/> BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments

Science

CLEAPSS <http://www.cleapss.org.uk/> CLEAPSS School Science Service Laboratory Handbook CLEAPSS Hazcards

Food Science

CLEAPSS Food Technology <http://www.cleapss.org.uk/>

Art

National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx> and CLEAPSS

Physical Education

Safe Practice in Physical Education and School Sport' BAALPE/afPE <http://www.afpe.org.uk/>

Offsite visits

Health and Safety of Pupils on Educational Visits. DfE Outdoor Education Advisers Panel. <http://www.oeap.info/>

The management will ensure that all staff and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities be completed in a safe manner as documented in the assessment.

Risk Assessments will be undertaken by:-

Classroom:	Curriculum Leads
Maintenance:	Site Team & Senior Caretaker (O)
Cleaning:	External Contractor
Educational Visits:	Assistant Headteacher
Fire:	Assistant Headteacher will instruct external company to complete

3.32 Safeguarding

All School staff have a statutory duty of care to all pupils. This duty extends to promoting the welfare of pupils who require additional support but are not suffering harm or at immediate risk of harm.

The school will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. The School has appointed An Assistant Headteacher as the designated safeguarding lead, who is responsible for providing support to staff members in their safeguarding duties and for liaising closely with the relevant social services such as children's social care.

A DBS check will be completed for all staff working at the school.

Please see the Schools safeguarding policy for further information.

3.33 Science

Please refer to the Science Health and Safety Policy for details of the arrangements for the department.

3.34 Stress in the workplace

Work-related stress is experienced when the demands of the work environment exceed the workers' ability to cope with (or control) them. It is not a disease but can lead to mental and physical ill-health.

The school is committed to developing a working environment that promotes the health and wellbeing of staff. We will therefore ensure we carry out the following:

- Adequate risk analysis of tasks
- Thorough planning of preventative actions
- A combination of work-orientated and worker-orientated measures
- Using appropriate external expertise
- Effective social dialogue, partnership and worker involvement
- Group problem solving
- Sustained preventative actions and management support.

3.35 Temporary staff and volunteers

The school will ensure it provides the same level of health and safety protection to temporary staff and volunteers as it does to permanent staff.

To achieve this, the school will provide temporary staff and volunteers with the following information prior to starting work:

- any risks to health and safety identified by workplace risk assessments and ensure they understand the information and instructions they need to work safely and have had any necessary training. Consider the language needs of temporary workers who do not speak English well or at all.
- details of the qualifications and skills that are required to do the work safely.
- the health surveillance to be provided under statutory provisions.
- the preventive measures to be taken and safe working procedures.
- the action to be taken in the event of an emergency.

The competence of temporary workers will be assessed to ensure they are capable of working safely.

3.36 Vehicle and pedestrian movement

Pedestrian and vehicle traffic needs to be carefully managed to ensure safe and efficient movement about the school site. Traffic management is necessary to prevent accidents, injury to people and damage to equipment, property and vehicles.

THE SCHOOL WILL ENSURE:

- The workplace is organised in such a way that pedestrians and vehicles can circulate in a safe manner, without causing danger to health and safety.
- Ensure a suitable and sufficient assessment of the risks associated with the movement of vehicles and pedestrians is completed and any control measures that may need to be implemented are identified and introduced.
- Wherever possible provide separate routes or pavements for pedestrians, to keep them away from vehicles. If pedestrians and vehicles have to share the same route, there is sufficient separation between them.
- Ensure all traffic routes are suitably marked i.e. demarcation.
- Provide information instruction and training to all staff in relation to the movement of pedestrians and vehicles.

3.37 Violence at work and personal safety

Work related violence is defined by the HSE as ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare.

WHO IS AT RISK?

Staff whose job requires them to deal with the public can be at risk from violence.

IS IT MY CONCERN?

Both the school and staff have an interest in reducing violence at work. For staff, violence can lead to poor morale and a poor image for the company, making it difficult to recruit and keep staff. It can mean extra cost with absenteeism, higher insurance premiums and compensation payments. For staff, violence can cause pain (both physical and mental), distress and even disability or death.

Physical attacks are obviously dangerous, but serious or persistent verbal abuse or threats can also damage staff health through anxiety or stress.

EFFECTIVE MANAGEMENT OF VIOLENCE: -

1. Finding out if there is a problem.
2. Deciding what action to take.
3. Taking action.
4. Checking what has been done.

Keep detailed records: this must include records of any verbal abuse and threats. The following information should be recorded: an account of what happened, details of the victim(s), the assailant(s) and any witnesses. The outcome, including working time lost to both the individual(s) affected and to the school as a whole, and details of the location of the incident.

The School will carry out a full security risk assessment to ascertain the level of risk and to determine adequate control measures.

3.38 Voice care

Teachers have to use their voice almost all day, whether speaking to the whole class, small groups or individuals. They are vulnerable when it comes to voice problems, Sore throats and hoarse voices are an occupational hazard for teachers.

The Headteacher will ensure:

- That all reasonable precautions are taken to limit the likelihood of adverse health effects to staff voices
- The school will provide guidance or training, where necessary for staff in voice coaching

ensuring the correct, safe and effective use of the voice is achieved.

3.39 Work equipment

The school will provide a safe working environment in relation to work equipment safety and ensure all staff receive appropriate safety information and training in their work equipment.

To achieve this objective the company will provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations, retain and make available the manufacturer's instruction manual for each item of equipment, where relevant, before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant staff, inspect all equipment at installation and prior to first use, regularly inspect work equipment in accordance with the manufacturer's recommendations, maintain work equipment in accordance with the manufacturer's recommendations, keep records of all inspections and maintenance, provide adequate instruction, information and training to staff to enable the work equipment to be used and maintained safely and provide refresher training as appropriate and as determined necessary by workplace inspections

The School will carry out a full security risk assessment to ascertain the level of risk and to determine adequate control measures.

3.40 Work experience

The school has a duty to ensure that young people on work experience are not exposed to significant risks to their health and safety and we have appointed the Careers Manager as the work experience coordinator to action control and assess work experience placements.

The coordinator will take reasonable steps to satisfy themselves that the placements they arrange will be safe and to ensure pupils are not exposed to significant risks to their health and safety.

Pupils on work experience placements with a host employer are regarded in health and safety law as their staff. The host employer therefore has a responsibility to ensure pupils are not exposed to significant risks to their health and safety and will carry out a risk assessment for the placement and provide an induction. Any risks identified must either be controlled or the student excluded from exposure to them. The host employer must also provide the parents, or guardians, with the key findings of the risk assessment and the preventative and protective control measures introduced to minimise, or ideally eliminate any significant risks.

The parent or guardian must sign the risk assessment form and return it to the school.

Please refer to the Work Experience Policy, further information is also available here <http://www.hse.gov.uk/youngpeople/workexperience/>

3.41 Workplace safety

The School is committed to providing a safe place of work and a safe means of access and egress within all parts of premises where work is being undertaken.

To achieve this, the School will ensure, so far as is reasonably possible, that: -

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Safe systems of work are implemented in all areas where there is significant risk.
- Staff are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.

- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.

To ensure that safe access and egress is maintained in all areas the Caretaker will ensure that regular inspections are undertaken.

All visitors must report to Reception on arrival. The door must be opened in person or remotely by a member of staff. Visitors will be required to sign in and then they will be issued with a visitors badge.

3.41.1 Glazing

All glass in the door panels and at low levels or at risk of damage by sport activities etc to be safety glass and fire retardant in line with the location of door/glass.

All windows are to be in line with EN standards wherever possible.

If any glazing is damaged this must be reported to the site team as soon as possible who will make safe and take steps to repair as soon as possible.

Periodic checks of the School glazing will be done by the site team and the findings recorded.

The School will have a regular glazing survey undertaken by a competent contractor to determine the level of risk for all glazing installations, both internally and externally and we will take remedial action from any surveys undertaken.

We will assess the risk to determine the potential for any adult or child to fall out of any window within our buildings and fit window restrictors where required. Windows restrictors should be checked regularly to ensure they remain intact.

3.41.2 Housekeeping

It is School policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work.

Poor standards of housekeeping often cause staff to 'slip, trip or fall' and are consequently one of the most common causes of accident and injury at work.

We recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean-up as you go' will always be the preferred option.

All staff in school are responsible for good housekeeping to minimise the risk of slips, trips and falls. Risk assessments should identify hazards which may result in a slip, trip or fall, along with robust control measures to reduce risks to anyone who could be affected in school.

3.41.3 Lighting

The School regards the provision of a safe and well-lit working environment as fundamental to the health, safety and the wellbeing of all members of staff and visitors to the premises.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criterion, which makes a safe and effective working environment for the workforce.

To ensure that it does not adversely affect working conditions, staff are instructed to follow the precautions outlined below:

- Report failures of lighting or any defects observed to a responsible person.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.
- Keep the workplace tidy and do not let items accumulate on windowsills.

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect. Any stroboscopic effect can make rotating machinery appear stationary and therefore create a hazard for the machine operator.

3.41.4 Welfare

The School will ensure so far as is reasonably practicable the health, safety and welfare of their staff at work. The Workplace (Health, Safety and Welfare) Regulations expand on these duties.

THE SCHOOL WILL AIM TO COMPLY WITH THESE REGULATIONS BY: -

- Providing a reasonable temperature in all workplaces during opening hours that will be at least 16 degrees Celsius, unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees Celsius.
- Ensuring suitable and sufficient lighting is provided, that is, so far as is reasonably practicable, natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- Keeping the premises clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.
- Providing windows and doors that are made from safety material or protected against breakage. They shall also be appropriately marked to make them apparent.
- Providing adequate toilet facilities that are cleaned on a regular basis and have hot and cold running water, soap and towels or other suitable drying facility. In the case of water closets used by women, suitable means will be provided for disposal of sanitary dressings.
- Providing adequate wholesome drinking water that is readily accessible and appropriately marked.
- Providing somewhere that staff can store outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.

3.42 Working at height

In accordance with The Working at Height Regulations the school will conduct a risk assessment to identify the hazards and controls in order to complete the task in a safe manner.

THE HIERARCHY BELOW WILL BE USED FOR MANAGING AND SELECTING SUITABLE WAYS FOR WORK AT HEIGHT:

- Avoid work at height where we can.
- Use work equipment or other measures to PREVENT falls where we cannot avoid the task.
- Where we cannot eliminate the risk of a fall, work equipment or other measures to minimize the distance and consequences for a fall should one occur should be used.
- Make sure that equipment is used safely and that any necessary training and/or supervision is provided.
- Ensure that there are no defects in any equipment being used.

The school has a duty as an employer to ensure that the risk of injury is removed or

minimized. The essential part of this is to plan and organize the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained. In addition, there is a requirement when working with scaffolding (depending on its' complexity) for an assembly, use and dismantling plan.

IN ORDER TO ENSURE THAT THE WORK IS PROPERLY PLANNED, APPROPRIATELY SUPERVISED AND CARRIED OUT IN A SAFE MANNER THE FOLLOWING POINTS WILL BE CONSIDERED WITHIN THE RISK ASSESSMENT:-

- Competence of people, including those involved in the planning of the task.
- Selection of work equipment considering the distance to be travelled for access & egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency.
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness & warning signs (last resort).
- Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity.
- Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects.
- If personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.
- Rescue and emergency plans and procedures are documented and all staff involved in the activity are fully trained.

The Management of Health & Safety at Work Regulations and the Work at Height Regulations state that risk should always be reduced to as low a level as possible, as far as is reasonably practicable.

3.42.1 Ladders and stepladders

Due to the inherent danger of falls from height whilst using ladders and step ladders, the use of ladders and or stepladders within the school will only be authorised if there is no suitable alternative e.g. mobile tower.

The school accepts that it is necessary for some operations to use a ladder or stepladder but only for short term duration.

- Risk assessments on the use of ladders and step ladders will be carried out prior to activity being undertaken. Where identified specialist equipment will be provided with suitable training.
- The school will ensure all users are trained and instructed in the use of steps and ladders.
- Management team will ensure systems are in place for the completion of regular inspections of all steps and ladders and a ladder inspection and register is maintained.
- Management teams will ensure that staff are following the systems laid down for their safety.

3.43 Work related driving

The School will take all reasonable steps to secure the health and safety of our staff who drive vehicles on company business.

The School will require all drivers to submit their driving licence for inspection annually (via <https://www.gov.uk/view-driving-licence>) together with MOT and Business Insurance Certificate.

Staff are reminded that, despite familiarity, driving on the roads may be by far the most hazardous activity they undertake. The following precautions should be taken by each staff to minimise the risk:

- Plan work to minimise driving requirements.
- Ensure that the vehicle is maintained in accordance with the manufacturer's instructions, including specific winter and summer precautions.
- On a long journey take regular breaks.
- Seek to avoid overlong days of work and driving. The School will pay the reasonable cost of overnight accommodation should particularly long business journeys need to be undertaken involving overlong days of work. Seek advice from the Senior Deputy Headteacher.
- When reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action.
- Stop your vehicle when and where it is safe to do so or ask a passenger to make the call for you.
- On a motorway, it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily. If you have to use a mobile phone, first make sure you know your location from the numbers on the marker posts on the side of the hard shoulder.
- Report the development of any health problem that may limit or prevent driving e.g. epilepsy or heart condition.

3.44 Young persons at work

The Health and Safety Executive classify all people under the age of 18 years of age, as a young person including children under the age of 16. This definition applies to pupils, trainees and children on work experience and classify them as staff regardless of the number of hours worked or the period of employment.

Current legislation requires all staff to undertake risk assessments for all staff; this includes young workers who may be working on the School's premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Children under the age of 13 years of age are prohibited from any form of employment; however children between 13 and the Minimum Academy Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If the School offers placements to pupils, trainees or children they will be treated as staff and will be provided with the same health and safety protection as any other member of staff.

Before engaging any young person the School will complete specific risk assessments, these will include:

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any children are employed or they are offered work experience, the School will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the School will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. The School view this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons.

- Specific risk assessment records for the tasks that young people within the School are required to undertake.
- Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence.
- Where the young person has not reached minimum School leaving age a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.