

## Health & Safety

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### 1. General Statement of Intent

- 1.1. This statement covers the activities of Isleworth & Syon School.
- 1.2. It should be noted that Academy status accords added responsibility for health and safety to the Trustees as owners of the buildings and grounds.
- 1.3. Isleworth & Syon School recognises the importance of safety, health and welfare, in the successful operation of all its activities. It believes in the active participation of every person within the organisation, in order to achieve and maintain the highest practicable standards of accident prevention. Success relies on the initiative, teamwork and the cooperation of all staff in order to ensure the health and safety of students, staff and visitors and ensuring the continued success of the school.
- 1.4. Appropriate health and safety standards will be applied to all activities and deviations from these will not be tolerated. Any uncertainty regarding health and safety is to be raised through normal managerial channels and where necessary specialist advice and assistance will be obtained.
- 1.5. In particular the school is committed to:
  - Providing a safe and healthy working environment for its staff
  - Providing a safe and healthy learning environment for its students
  - Maintaining a positive environment for all through an open and transparent culture of communication with employees and relevant representatives
  - Assessing and controlling risks from curricular and extra-curricular work/activities
  - Complying with statutory requirements as a minimum
  - Ensuring safe working methods and providing safe equipment
  - Providing effective information, instruction and training

- Preventing accidents and work related ill-health
- Ensuring adequate resources are made available for health and safety matters as far as is practicable.

Chair of Governors signature below:

<b>NAME:</b>			
<b>SIGNED:</b>		<b>DATE:</b>	

## 2. Responsibilities

### 2.1. TRUSTEES

2.1.1. The ultimate responsibility for ensuring that the school premises, the activities undertaken there, access and egress on site, and any plant or substance provided for use within the premises is safe and does not present an intolerable risk to human health, rests with the Trustees.

2.1.2. The trustees will ensure that:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and students and demonstrates a commitment by the Trustees to 'lead from the top' in all health and safety matters
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities
- Persons have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient funds are set aside, as far as is practicable, with which to operate safe systems of work and ensure continual improvement in health and safety performance
- Health and safety performance is measured both actively and reactively
- The school's health and safety policy and performance is reviewed annually
- The school co-operates fully with any external health and safety audits in order to facilitate their effective completion and a meaningful outcome.

### 2.2. CO-HEADTEACHER

The Co-Headteacher, or in their absence, the senior Deputy Headteacher, is responsible to the Trustees for ensuring the following:

2.2.1. **Organisation**

There is an appropriate organisation within the establishment for implementing this policy.

2.2.2. **Health and Safety Policy**

The health and safety policy is brought to the attention of all staff and is available on Office 365.

2.2.3. **Responsibilities**

Individual employees, and supply staff are aware of their responsibilities for health and safety.

2.2.4. **Consultation**

Promote through consultation and other means, the active involvement of staff and students in the development, promotion, implementation and monitoring of measures provided for health and safety.

2.2.5. **Information**

Copies of relevant codes of practice, risk assessments, procedures and safe working methods are kept in the administrative office. Staff are made aware of how to access further relevant policies and procedures.

2.2.6. **Health & Safety Law Poster**

A copy of the poster is displayed prominently within the school and all required information filled in.

2.2.7. **Implementation**

The provisions set out in other relevant policies, procedures and Codes of Practice are implemented.

2.2.8. **Communication**

Other health and safety information is communicated effectively to relevant staff.

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- 2.2.9. Risk assessment**  
Adequate assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice.
- 2.2.10. Visitors**  
The health and safety of any visitors to schools, and volunteers involved in any school activity is assessed and adequate precautions applied.
- 2.2.11. New or pregnant mothers**  
That adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured/
- 2.2.12. Security**  
That the security of premises, staff and students are protected.
- 2.2.13. Planning**  
Risks to health and safety are taken into account and assessed/re-assessed when any change to policy, buildings, methods or equipment are being considered or planned.
- 2.2.14. Manual Handling**  
Manual handling operations are avoided whenever possible, or where they cannot be avoided, the risks are reduced to the lowest possible level through the process of risk assessment and the implementation of controls such as planning of tasks, use of moving and handling aids, instruction, training and documented safe working methods and limitations.
- 2.2.15. Display Screen Equipment**  
VDU workstations for “users” are assessed and the risks reduced to the lowest reasonably practicable level.
- 2.2.16. COSHH**  
Exposure to hazardous substances is risk assessed and controlled to prevent ill health and the relevant hazard control data sheets are available and adhered to for all hazardous substances within the school.
- 2.2.17. PPE**  
Personal protective equipment is provided free of charge where identified in the risk assessment process, and that staff or students using it are aware of how and why it is to be used.
- 2.2.18. Maintenance**  
That all electrical installations, portable electrical equipment, machinery, equipment and plant is maintained in a safe condition, and that inspections are arranged as appropriate and records kept.
- 2.2.19. Educational visits**  
That educational visits are adequately planned, organised and the risks assessed in accordance with good practice, and that performance monitoring of educational visits and staff competency is carried out.
- 2.2.20. Incident reporting**  
Incidents and hazards are reported, investigated and recorded promptly using the established procedures and forms and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken.
- 2.2.21. Hazard removal**  
In the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken.
- 2.2.22. Training, instruction & supervision**  
Training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work
- 2.2.23. Induction**  
New employees receive appropriate health and safety information, instructions and training, including details of the Health and Safety Policy, Codes of Practice, fire and other safety procedures.

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**2.2.24. Volunteers**

All volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged.

**2.2.25. Fire precautions and Emergency procedures**

Fire precautions and procedures are implemented (including fire drills) and all staff, students and visitors are made aware of these. All staff receive in house fire instruction annually and staff designated as Fire Wardens receive specific instruction. Procedures for a variety of emergencies are developed and implemented and the schools Emergency Plan detailing these is completed and periodically reviewed.

**2.2.26. First aid**

Staff, students and visitors are aware of first aid facilities.

**2.2.27. Repair and maintenance**

Arrangements are made to deal with premises and management issues e.g.: repair and maintenance of buildings, selection of and proper management of contractors, ensuring joint risk assessments are carried out and significant findings recorded, with monitoring to ensure safe systems of work are followed.

**2.2.28. Asbestos**

Asbestos on site is properly managed, the location of the asbestos register is displayed in the general office and the staff room and made available to contractors before commencement of work. The visual inspection of all identified asbestos locations forms part of the school's health & safety inspection regime, so that damaged or disturbed asbestos materials can be identified promptly and necessary remedial action taken.

**2.2.29. Legionella**

All precautions following a water hygiene risk assessment are implemented, managed and monitored and a written scheme is produced and maintained for preventing and controlling the water hygiene risks on site

**2.2.30. Record keeping**

All statutory registers and records are kept.

**2.2.31. Hirings & Lettings**

Appropriate arrangements are made with regard to hirings and lettings, including risk assessment, first aid, child protection & safeguarding, provider credentials and insurance.

**2.2.32. Performance monitoring**

Health and safety performance is monitored, and arrangements reviewed, including regular inspection of the school, completion of the annual internal monitoring checklist, routine equipment maintenance checks, that safety devices are fitted and maintained, that safety rules are observed and followed and personal protective equipment worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents statistics to identify causes of accidents.

**2.2.33. Audit & review**

If during any internal or external audit or performance monitoring, variations from this policy are observed, immediate and effective steps are taken to rectify the situation.

**2.2.34. Safety Representatives**

Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them.

**2.2.35. Advice**

Specialist advice is sought on health and safety matters when necessary.

**2.2.36. Review**

The policy, risk assessments, procedures and systems of work in place are reviewed at periodically, that changes are made as appropriate and staff, students and visitors are informed of any such changes as necessary.

**2.2.37. Compliance**

Appropriate action is taken under the disciplinary procedures against anyone under their control found not complying with this statement or safe working practices.

**2.2.38. Schools with radiation sources**

- that a Radiation Protection Supervisor is appointed

- that an approval letter has been obtained from the DfE to allow the school to purchase and use approved radioactive sources, and that a copy of this letter has been sent to the appointed Radiation Protection Advisor of CLEAPSS

**2.2.39.** N.B. The above responsibilities can be delegated but this does not absolve the Co-Headteacher of overall responsibility. It must be clear within the policy who these responsibilities have been delegated to by giving the individual's name.

### **2.3. SCHOOL HEALTH AND SAFETY CO-ORDINATOR**

To ensure effective implementation of this policy **Karen Tyler** has been delegated specific responsibilities by the Co-Headteacher to:

- To co-ordinate and manage the annual (or earlier if required) risk assessment process for the school;
- disseminate health and safety information to all staff, students, volunteers, contractors and visitors etc. as appropriate;
- To ensure that staff are adequately instructed and trained in the safety and welfare matters relating to their specific work areas and the school generally.
- be the focal point for day to day references on health and safety and to give advice or indicate sources of advice;
- make adequate arrangements for first aid;
- investigate incidents and revise any risk assessment if appropriate;
- report incidents and to advise a Co-Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors;
- appraise a Co-Headteacher of compliance with procedures and systems of work on a regular basis;
- develop emergency evacuation procedures and arrange drills as appropriate;
- ensure health and safety matters raised by staff are dealt with;
- maintain a central file of relevant codes of practice and other health and safety information;
- co-ordinate the implementation of safety procedures;
- ensure that regular monitoring of health and safety is undertaken and that working practices are checked and to co-ordinate the annual Health & Safety Audit and performance monitoring process;
- To make provision for the inspection and maintenance of work equipment throughout the school.
- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with specified contractors.
- Carrying out any other functions devolved to him/her by a Co-Headteacher or Trustees.

### **2.4. OPERATIONS & ESTATES MANAGER**

The Operations & Estates Manager will have particular responsibility to ensure that:

- they are familiar with and comply with the health and safety policy, relevant risk assessments and codes of practice;
- access equipment should be inspected at least every 6 months and a record kept, in addition they should be checked prior to use to ensure safety;
- access equipment must be used in accordance with HSE other relevant guidelines;
- any monitoring required to control legionnaires disease is carried out and appropriate records kept;
- asbestos is managed on the site and that the condition of asbestos is checked regularly and records kept;
- contractors, service engineers etc. are made aware of the asbestos survey and any records relating to asbestos and that they have signed the "Contractor pre-Start Declaration" form;
- a Type 3 asbestos survey is carried out if asbestos needs to be removed before work can commence
- he/she receives a copy of the health and safety policy of the contractor;
- regular inspections of the boiler(s) by a competent person (e.g.: CORGI registered) takes place;
- they are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency;
- regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively and that the boiler room is not used to store any items;
- COSHH assessments are kept up to date, and data sheets are obtained for any new hazardous substances and an assessment made.
- also, that any such information be made available to relevant personnel (e.g.: contractors, service engineers, cleaners and own staff);
- all cleaning staff are aware of any implications of the health and safety policy as it affects their work activities e.g.: storage arrangements for materials, equipment, substances etc.;
- traffic is managed safely;
- hazards notified to them are passed onto a Co-Headteacher and/or Business Manager;
- defects to the premises are dealt with in consultation with a Co-Headteacher, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately.

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- any items received from suppliers e.g.: machinery, equipment, substances are accompanied by adequate information, safety data and instruction prior to use;
  - testing of fire bells, fire doors, emergency lighting, intruder alarms etc. is carried out at appropriate intervals (both in-house and under contract) with records kept;
  - all fire alarm call points are numbered and tested every term, with a record kept identifying the number tested and date etc.
  - all door closers are checked, with records kept, to ensure that they are working properly once per term and that arrangements are made to rectify any defects immediately;

## **2.5. BREAK AND LUNCH DUTY STAFF**

Staff on duty are responsible for ensuring that:

- a) students are safe and without risks to health during the break and lunch period inside and outside the school building by effective supervision, and by challenging inappropriate behaviour
- b) spillages are cleaned up immediately
- c) arrangements for fire and first aid are followed
- d) indoor and outdoor activities are directly supervised to ensure that students behave sensibly to reduce the possibility of accidents.

## **2.6. HEADS OF DEPARTMENT / CURRICULUM LEADERS**

With their special knowledge of the area of work for which they are responsible, Heads of Departments / Curriculum Leaders have a key role to play in the running of those activities safely. They are responsible, so far as is reasonably practicable, for implementing the safety policy within their subject / team area.

In particular heads of department will be responsible for ensuring that:

- codes of practice appropriate to the Department are brought to the attention of all staff in the department;
- codes of practice are complied with and appropriate safety signs and notices are displayed;
- relevant health and safety information is communicated to staff;
- all incidents occurring within the Department are reported, the causes investigated and an incident form completed;
- health and safety training needs within the Department are identified and met, or reported to a Co-Headteacher;
- staff are aware of first aid, fire and emergency procedures;
- new employees receive appropriate health and safety training, including any specific departmental safety procedures;
- assessments for all risks to health and safety are carried out and significant findings recorded, including COSHH, manual handling etc., with appropriate preventive measures being taken;
- regular inspections of areas for which they are responsible are carried out;
- all equipment is safe for use and, where appropriate, seek specialist advice that this is so;
- as far as possible, any health and safety issues brought to their attention in respect of work and/or areas of premises for which they responsible are resolved;
- effective supervision of students takes place, and that students are aware of general emergency procedures in respect of fire and first aid and any special safety measures in relation to the teaching areas.

## **2.7. CURRICULUM LEADERS FOR SCIENCE**

Heads of Science will be particular responsible for ensuring that:

- equipment is checked before use and tested as required:
  - fume cupboards - every 14 months under the Control of Substances Hazardous to Health Regulations (1994)
  - autoclaves, pressure cookers, model steam trains etc. - periodic inspection required under the Pressure System and Transportable Gas Containers Regulations (1989)
- offers of chemicals are not accepted, or viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included;
- equipment selected for purchase is safe and suitable for the intended purpose, and that any gifts are treated with caution and carefully assessed, and records of any assessment kept;
- chemicals are stored safely, including highly flammable liquids and that labels are readable and that a spill kit is to hand and properly replenished;
- hazardous activities involving chemicals are restricted to those who have received or are receiving proper training;

- access to laboratories, preparation rooms and store rooms containing hazards are kept locked at all times except when in use, and all services (including gas and electricity) are shut off;
- no class is allowed to work in a laboratory without adequate supervision;
- all science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed;
- any field trips etc. are carefully planned and organised, with relevant guidance and information referred to;
- spills are dealt with safely and that all relevant staff are trained;
- normal procedures are followed for fire, and that science staff are trained to deal with minor bench fires, clothing fires and hair fires, with regular drills arranged;
- staff are able to carry out immediate remedial measures after accidents that occur in science whilst waiting for first aiders;
- safety information, including codes of practice and CLEAPSS Handbook is communicated well to all staff in the Science Department and that staff are kept up to date with any changes or new advice;
- adequate monitoring of health and safety is carried out in the Science Department.

N.B. The CLEAPSS Model Science Health and Safety Policy L223 may be used to expand this section and detail more specifically the responsibilities tailored to the school.

## 2.8. CURRICULUM LEADERS FOR DESIGN TECHNOLOGY

Heads of Design Technology will be particularly responsible for ensuring that:

- emergency stop buttons, shut down facilities, control of electrical supplies, guarding of machinery, dust extraction, storage of highly flammables etc. are all kept constantly under review;
- all equipment and machinery is checked prior to use and adequate monitoring is carried out in accordance with the appropriate codes of practice;
- all equipment and machinery is safe to use, and that care is taken in accepting gifts or purchasing new or second-hand equipment to ensure safety;
- equipment is not modified unless the modification is only minor and will not affect the integral safety of the machine;
- modifications are only carried out by a competent person;
- hazards are identified e.g.: defects to machinery, equipment and personal protective equipment (PPE), and appropriate action taken;
- any dangerous machinery or equipment due to a defect that could be a significant risk to health and safety is immediately taken out of use and appropriate measures taken to ensure it cannot be operated, and appropriate signage used;
- appropriate emergency stop controls are in place and that these are tested regularly and records kept of the tests;
- only competent trained staff are permitted to use equipment;
- records are kept of any training and that training needs are identified and met, including refresher training or reported to a Co-Headteacher;
- equipment not to be used by certain students is clearly identified and understood;
- practical classes are adequately and closely supervised;
- any equipment or machinery is examined and tested by a competent person, and that records are kept, including Local Exhaust Ventilation (every 14 months), Lifting equipment, pressure vessels, power presses, and portable electrical equipment, gas cookers and equipment (annually by a competent person who is Gas Safety Registered registered);
- safe working procedures are developed for all equipment/machinery and that these are well communicated;
- that lighting is adequate in all work areas;
- all teachers are trained in action to be taken in the event of electric shock;
- written emergency procedures for activities where there is a risk of serious and imminent danger to employees and/or students are prepared, including the need to activate electrical and gas shut off devices and evacuation procedures;
- any gas cylinders are safe to use and stored externally and that different gases and oxygen are either stored separately or at the required distance apart and that Hazchem warning signs are conspicuously displayed and emergency procedures developed;
- that the power supply and gas supply to any workshops is isolated and access prevented by locking doors when the room is not in use;
- that up to date safety information is communicated well to all staff in the design and technology department;
- that health surveillance is carried out by competent Occupational Health professionals where identified through COSHH;
- facilities for design and technology are only used for educational purposes, not for other activities such as repairs or maintenance;
- one socket is provided for the use by cleaners that is live when the main workshop power is isolated so that cleaners can work safely.

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More detailed responsibilities can be developed by the school for Design Technology using the appropriate codes of practice and other relevant health and safety information to tailor the policy to the school.

## 2.9. THE RADIATION PROTECTION SUPERVISOR

The Radiation Protection Supervisor (applies to secondary schools with radiation sources) must ensure that:

- they understand the basic principles of radiological protection and the relevant requirements of the Ionizing Radiation Regulations 1999;
- they are fully aware of the hazards, risks and control measures of sources in his/her care;
- they carry out risk assessments as necessary to ensure the safety of other employees and students in their care;
- they attend a Radiation Protection Supervisor course specifically designed for school-level work;
- they are involved in any work using ionising radiation;
- all work is carried out in accordance with CLEAPSS L93: Managing Ionising Radiation and radioactive Substances 2008 and other relevant information, codes of practice and local school rules covering handling, use, storage and disposal, records and use log completed;
- advice is always sought from CLEAPSS via the Radiation Protection Officer regarding safe disposal;
- the disposal of any source is to an authorised disposal route as detailed in L93 and that suitable records are kept;
- sources are only purchased from recognised educational suppliers for UK schools and approved by the DfES, and that records of all paperwork relating to the purchase and approval is kept;
- adequate supervision is provided;
- radioactive sources are checked for damage after use, especially if this involved use by a sixth form group;
- regular monitoring is carried out of all radioactive sources and their containers;
- leak tests are carried out annually in accordance with L93 and by a competent person;
- a correctly working GM counter is available;
- radioactive sources are returned to the store, and secured, at the end of the working session or day, and that the use log has been filled in;
- for security, the location of sources is regularly checked e.g.: monthly/2 monthly;
- Any potential loss is reported immediately to the RPO/RPA/CLEAPSS who will advise on searching for the source and contacting the authorities (the Environment Agency and the Health and Safety Executive). If it is suspected that it has been removed unlawfully the police will also need to be informed.
- all records required in L93 are accurate and up to date;
- any necessary monitoring of the work area has been completed after sources are used, and that any contaminated sources or surfaces are cleaned, following appropriate procedures outlined in L93;
- they are aware of what to do in an emergency;
- they are satisfied that all persons involved are informed and trained to a level to carry out procedures safely, particularly if they are temporary or non-science specialists;
- staff are familiar with the procedures to deal with spills and contamination, and that they are able to act quickly, as detailed in L93;
- all staff handling/working with ionising radiation are familiar with, and have easy access to the local rules;
- students aged 16 years and above, who are allowed to carry out supervised investigations with sealed sources are given access to the appropriate section of the local rules;
- all users of radioactive sources fully implement the local rules;
- they maintain adequate materials required to deal with spillages/contamination as outlined in L93;
- the Radiation Protection Officer of Hounslow Council is supplied with a list of current sources and inform the RPO of any changes;
- they use the Checklist for the Management of Radioactive Sources in the CLEAPSS guidance to ensure that appropriate procedures are in place before and during any work with radioactive sources;
- radioactive sources are appropriately stored in line with L93.

N.B. The Radiation Protection Advisor (RPA) for Hounslow is **Ralph Whitcher** under the CLEAPSS RPA Service. He can be contacted via the Radiation Protection Officer (RPO).

The Radiation Protection Officer (RPO) for Hounslow Council is The Corporate Health & Safety Adviser, **Adam Stonely** Tel: 020 8583 2610. Contact with the RPO should normally be made with any queries to act as a link between the RPA and the school.

**The school's Appointed Radiation Protection Supervisor is Tamsin Billimoria.**

## 2.10. TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Headteachers, Clerical Managers/Supervisors, Technicians, Educational Visits Co-ordinator (EVC), Business Manager, Welfare Officer. They have the following responsibilities:



- Apply the school's Health and Safety Policy or relevant Local Authority Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Co-Headteachers for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that any staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work
- Resolve health, safety and welfare problems members of staff refer to them, or refer to a Co-Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Investigate any accidents that occur within their area of responsibility.
- Prepare a report, as required, for the Co-Headteachers on the health and safety performance of his/her department or area of responsibility.

## **2.11. TEACHERS (INCLUDING SUPPLY TEACHERS AND STUDENTS ON TRAINING PLACEMENTS)**

Teachers are responsible for the health and safety of students while in their care, as are student teachers and supply teachers. A teacher is responsible for ensuring that they:

- carry out risk assessments as necessary to ensure the safety of students in their care;
- follow school and locally agreed procedures relating to educational visits, and that they are clear about their duties on any educational visit, and that proper planning and organisation has taken place with risks assessed before and during the educational visit with appropriate control measures followed in line with the school's policy, and that performance monitoring / evaluation is carried out;
- know the emergency procedures in respect of fire and first aid and the special health and safety measures to be adopted in his/her own teaching areas to ensure they are applied;
- exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- give clear instruction and warnings as often as necessary (notices, posters, hand-outs are not enough);
- students' coats, bags, cases etc. are safely stowed away;
- manage the storage of equipment and materials to ensure good housekeeping and prevention of slip/trip hazards;
- integrate all relevant aspects of health and safety into the teaching process and if necessary give special lessons on health and safety;
- follow safe working procedures personally;
- call for protective clothing, guards, special safe working procedures where necessary;
- make recommendations on health and safety matters to the head of subject or team leader;
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Head of Department / Curriculum Leader.

## **2.12. NEW AND EXPECTANT MOTHERS**

New and expectant mothers must inform a Co-Headteacher as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices. Without being aware of your condition, the school cannot properly support you.

## **2.13. ALL EMPLOYEES**

In addition to any specific responsibilities which may be delegated to them, all employees have responsibilities:

- to take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;
- to co-operate with the school, so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- to co-operate with school management in complying with relevant health and safety law.
- to be aware of, and follow, this policy, codes of practice and guidelines;
- act in accordance with any specific health and safety training received
- to make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting;
- to use work equipment provided correctly and carry out any activities in accordance with instructions and training;
- to take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;

- to use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- to ensure good housekeeping and prevention of trip hazards;
- to ensure that occasional one off manual handling operations are assessed before attempting them;
- to report all accidents, incidents, damage, hazard and defects to the Head Teacher/person responsible;
- to inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk;
- to co-operate with the employer and other employees in promoting improved safety measures in the school;
- to co-operate with the Union appointed Safety Representatives, enforcement officers, and advisers on behalf of the Local Authority;

## 2.14. STUDENTS

Students, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Report to the School Office/Deputy Headteacher/Co-Headteacher matters which may require their attention in accordance with agreed procedures;
- Wear personal protective equipment provided;
- Follow safe working practices and instructions;
- Observe standards of dress consistent with safety and/or hygiene;
- Observe all the health and safety rules of the school and in particular the procedures and instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety and the safety of others.

## 2.15. HEALTH & SAFETY REPRESENTATIVES

The appointed safety representative is **Ray O'Neill**.

- He/she will function in accordance with the Health and Safety Commission's Code of Practice for Safety Representatives;
- The Safety Representatives Regulations allow representatives to formally inspect every 3 months (or more frequently if agreed) and to inspect after any notifiable accident, dangerous occurrence or notifiable disease, where there is a substantial change in working conditions or if new information becomes available;
- The frequency of safety inspections will be agreed by consultation with a Co-Headteacher and the Trustees;
- External Appointed Safety Representatives may wish to visit the school and are not therefore a member of the school staff. Assistance should be offered where possible to allow them to fulfil their duties;
- The Trustees recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.
- They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Co-Headteachers or Trustees.

## 2.16. HEALTH & SAFETY ADVICE

This can be obtained by direct communication with a Co-Headteacher, who will, if required seek external advice.

## 2.17. OCCUPATIONAL HEALTH SERVICE

The advice of the Occupational Health Advisor is available to managers and employees from the school's HR Manager.

# 3. Procedures and Arrangements

## 3.1. INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Trustees's Statement of Intent.

## 3.2. GENERAL SAFE WORKING PRACTICES AND PROCEDURES - RISK ASSESSMENTS

- 3.2.1. It should be noted that following advice from the Department for Education, 'Health and safety: advice on legal duties and powers (February 2014)', the process of risk assessment and risk management, are "used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity".

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- 3.2.2.** Every member of staff has a duty to carry out a risk assessment whenever they enter a work area to identify any hazards and ensure that the activities they and any other staff/students with them intend to carry out can be carried out safely. **Any dangers must be immediately made safe or removed to a safe place where they no longer present a hazard and reported to the Operations & Estates Manager.**
- 3.2.3.** Any faulty equipment must be removed, made safe and reported to the person with responsibility for that equipment. If a hazard cannot be removed because it is part of the fixtures of the room, then the member of staff will need to decide whether the staff/students in the room can be safely protected from the hazard or whether the room is unfit for use. In both situations the member of staff will need to report the hazard immediately to the Operations & Estates Manager and make sure the danger is identifiable to others who may subsequently enter the room.
- 3.2.4.** When leaving a work place every member of staff has a duty to make sure all the resources and equipment are present and safe. Any faulty equipment should be removed to an appropriate safe place and the person responsible for the equipment notified.
- 3.2.5.** On entering a work area, all staff should make sure that they are aware of the emergency evacuation routes and the location of any fire extinguishers. The person in charge of any work area should check that the emergency evacuation routes are accessible including the alternative evacuation route, making sure the doors are unlocked.
- 3.2.6.** Proper access equipment is provided and should be used where necessary to reach items on shelves and racks above eye level. Staff are not to use chairs, boxes or similar items to reach items stored in this way, and must not climb up the face of cupboards or storage racks. Heavy objects should be stored at a low level to reduce the risk of injury from falling and to comply with manual handling and lifting advice.
- 3.2.7.** Specific attention should be given to wires trailing from computers and other electrical equipment, particularly in classrooms. Trailing leads should be channelled through purpose designed equipment.
- 3.2.8.** Special care should be taken when asking students to manoeuvre heavy objects. The member of staff should assess the risk in asking children to perform manual handling tasks, i.e. moving pianos, manoeuvring trampolines etc., any doubts should warrant a written risk assessment and consultation with School's health and safety officer.
- 3.2.9.** In certain situations, Risk Assessments will be considered and, if deemed appropriate, a written Risk Assessment undertaken. Risk Assessment Forms are available from Office 365 and or the school's Health & Safety Advisor.
- 3.2.10.** **General Risk Assessments** will be coordinated by a Co-Headteacher and/or School Business Manager in consultation with the relevant Line Manager.
- 3.2.11.** **Maternity Risk Assessment** will be carried out by the school's Office Manager on written notification of a member of staff's pregnancy.
- 3.2.12.** **Return to Work Assessments** will be carried out by the member of staff's Line Manager or a member of SLT, should the member of staff be returning from an injury or prolonged period of illness
- 3.2.13.** **Stress Risk Assessments** will be carried out by the relevant member of the SLT.
- 3.2.14.** **Curriculum Activities** will be Risk Assessed by relevant Heads of Department/Curriculum Leader and subject teachers following Health and Safety Codes of Practice issued by the school, Local Authority and / or professional bodies:
- (1) **Science** risk assessments will be carried out by the Curriculum Leader.
  - (2) **Design & Technology** risk assessments will be carried out by the Curriculum Leader.
  - (3) **PE** risk assessments will be carried out by the Curriculum Leader.
  - (4) **Art** risk assessments will be carried out by the Curriculum Leader.
  - (5) **Swimming** risk assessments will be carried out by the Curriculum Leader - PE.
  - (6) **Drama** risk assessments will be carried out by the Curriculum Leader.
- 3.2.15.** **Fire Risk Assessment** will be carried out by an appointed external contractor.

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- 3.2.16. **Manual Handling** risk assessments will be carried out by the Operations & Estates Manager and/or relevant member of staff with responsibility in the area.
- 3.2.17. **Display Screen Equipment (DSE)** risk assessments will be carried out by an external contractor as required.
- 3.2.18. **Hazardous Substances**  
Team Leaders will identify hazardous substances, which are not on the approved supply list of substances and for which a generic risk assessment is therefore not available. They will carry out a risk assessment of these substances following relevant guidance.
- 3.2.19. **Working at Height / Use of Ladders** risk assessments will be carried out by the Operations & Estates Manager following relevant guidance.
- 3.2.20. **Work Equipment** risk assessments will be carried out by the relevant team leader.
- 3.2.21. **Events** will be planned and risk assessed by the person leading the event.
- 3.2.22. **Lone Working** risk assessments will be carried out by a member of the SLT.
- 3.2.23. **First Aid Provision** will be risk assessed by the Welfare Officer.
- 3.2.24. **Sun Safety** will be risk assessed as appropriate.
- 3.2.25. **Icy and Snowy Conditions** will be risk assessed by as appropriate.
- 3.2.26. **Glazing** will be risk assessed by external contractors for the whole school and on a daily basis by the Operations & Estates Manager.
- 3.2.27. **Violence**  
An assessment of the risks of violence to staff will be carried out by the SLT.
- 3.2.28. **Playground Supervision** will be risk assessed by the SLT to ensure that supervision levels are suitable and sufficient for the size, shape and layout of the playground and play equipment, taking account of the age and ability of students.

## 4. Emergency Procedures

### 4.1. FIRE AND EVACUATION

- 4.1.1. See the school's Fire Safety Policy for details on the procedures on hearing the Fire Alarm and the evacuation of the school.
- 4.1.2. Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on such as word processors, photocopiers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended.
- 4.1.3. The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.
- 4.1.4. The Co-Headteachers are responsible for ensuring that:
- regular fire evacuation practices are carried out
  - fire alarms are tested on a weekly basis
  - any emergency lighting system is tested on a regular basis.
- 4.1.5. These tests must be recorded and the Operations & Estates Manager is responsible for recording these inspections.
- 4.1.6. The Operations & Estates Manager is responsible for ensuring that all fire extinguishers and fire blankets are in the correct place. The Operations & Estates Manager must ensure that the fire extinguishers are inspected and maintained annually.

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- 4.1.7. The Operations & Estates Manager is responsible for the maintenance of the battery bank for the fire alarm and emergency lighting system.

## **4.2. FIRST AID ARRANGEMENTS**

- 4.2.1. The responsibility for maintaining the first aid boxes lies with the department in which the boxes are located.
- 4.2.2. Except during genuine emergency situations when it is the duty of every employee to care for accident victims, first aid is normally obtainable through the Welfare Office.
- 4.2.3. For emergency self-help a list of maintained first aid box locations is given in appendix 1.
- 4.2.4. First aid materials will be available on all school trips.
- 4.2.5. The Co-Headteachers are responsible for ensuring that there are adequate numbers of staff trained in first aid.

## **4.3. TRANSPORT TO HOSPITAL**

- 4.3.1. If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a student to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company.
- 4.3.2. No casualty should be allowed to travel to hospital unaccompanied. The Welfare Officer will accompany or seek an accompanying adult in emergencies where parents cannot be contacted.

## **4.4. GAS LEAKS**

- 4.4.1. Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is and refer the matter to a member of SLT who will decide whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.
- 4.4.2. If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

## **4.5. CHEMICAL SPILLS**

All Science teachers and technicians should follow guidance contained in the CLEAPSS Science Resource.

# **5. Inspection and Testing of Plant and Equipment**

## **5.1. STATUTORY INSPECTIONS**

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc.) will be inspected by appropriate contractors through external contractors.

## **5.2. PORTABLE ELECTRICAL APPLIANCES**

Inspection and testing of portable electrical appliances will be carried out following local guidance and good practice.

## **5.3. EQUIPMENT MAINTENANCE - CURRICULUM**

Heads of Department / Curriculum Leaders will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in health and safety Codes of Practice for Design Technology, Science, Art, PE and Drama.

## **5.4. LADDERS AND ACCESS EQUIPMENT**

- 5.4.1. The Operations & Estates Managers will be responsible for inspection and maintenance of ladders and other access equipment following training and relevant guidance.
- 5.4.2. Members of the Site Team will ensure that the following safe working practices are carried out when working at heights:
- Only specially designed access equipment will be used i.e. ladders, steps and scaffolds.

- Regular checks MUST be carried out on all access equipment to ensure its safety. These checks are to be recorded by the Operations & Estates Manager.
- Access equipment must be long enough to reach the place of work without the user having to over-reach in any direction. Only appropriate access equipment will be used i.e. steps must never be used unless the legs can be opened to their widest extent.
- Only authorised persons should erect scaffolds. It is recommended that personnel should be trained in the safe erection and use of tower scaffolds and any other type of scaffold that may be used in a school. The requirement is that the person should be “competent” to undertake this work and this will depend on experience and prior knowledge of the person undertaking the work.
- If the site staff does not have the correct equipment to carry out the required task then he/she must inform the Operations & Estates Manager immediately, who in turn will make adequate arrangements for the work to be carried out safely (this will require a risk assessment to be done, recorded and kept for reference/inspection).

## **6. Premises Management**

### **6.1. SUPERVISION OF STUDENTS**

Students should be supervised whilst on the school premises, whether in class, registration or assemblies or whilst at break or lunchtime. Students are not to be on site before or after school unless they are taking part in an organised and supervised activity.

### **6.2. SECURITY AND VISITORS**

All visitors must report to reception where they will be asked to sign the visitor’s book and wear an identification badge. It is important to extend the expected courtesies to visitors but also important to maintain security and ensure that sensitive or confidential information is not compromised.

### **6.3. VEHICLES ON SITE/PARKING**

**6.3.1.** The speed limit on the school site is 5mph.

**6.3.2.** Cars must be parked in designated areas. The risks of persons and vehicles coming into contact will be controlled by the Operations & Estates Manager.

**6.3.3.** Delivery/contractor vehicles must park outside reception or outside the Dining Hall entrance.

### **6.4. ARRANGEMENTS FOR DISABLED PEOPLE**

A parking space exists in the school car park for disabled people and access can be gained via the Dining Hall entrance.

### **6.5. BUILDING MAINTENANCE**

General building maintenance is carried out by selected school contractors. Contractors are selected according to need (including financial considerations), prior experience and previous works undertaken at school.

### **6.6. ASBESTOS**

**6.6.1.** The asbestos register and asbestos management plan are held in the Finance Office and Operations & Estates Manager’s Office.

**6.6.2.** The Operations & Estates Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified the register can be updated accordingly.

### **6.7. CONTROL OF CONTRACTORS**

**6.7.1.** All contractors must report to reception where they will be asked to sign the visitor’s book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

**6.7.2.** The Operations & Estates Manager is responsible for monitoring areas where the contractor’s work may directly affect staff and students and for keeping records of all contractor work.

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## **6.8. HIRING & LETTINGS**

Hiring & Lettings are managed by the Finance Office and specific details can be obtained from the Finance Officer. The Lettings policy is available on Sharepoint.

## **6.9. SLIPS AND TRIPS (HAZARDS)**

**6.9.1.** Any urgent slip or trip hazard should be reported to a member of the Site Team as a matter of urgency.

**6.9.2.** In the Dining Hall, in particular during the lunch break, there are often spillages that can lead to a slip hazard. In these situations, the duty member of staff should report the matter to the Catering Manager as a matter of urgency. This may require action being taken (signage or clearing the floor) by the duty member of staff, depending on the nature of the spill.

## **6.10. GENERAL DUTIES AND RESPONSIBILITIES**

**6.10.1.** The Site Team is responsible for the maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces. In the event of a floor surface becoming dangerous it must be reported to the Site Team immediately.

**6.10.2.** The Site Team is also responsible for the maintenance of fixtures and fittings, i.e. replacing light bulbs, and broken door handles etc. When working with electrical systems i.e. replacing light bulbs, it is necessary to ensure that the electrical supply is isolated before carrying out any work. If there is doubt over any task, expert advice should be sought.

**6.10.3.** The Operations & Estates Manager is responsible for the maintenance of the fire alarm and the emergency lighting system.

**6.10.4.** The Operations & Estates Manager is responsible for the boiler house. The plant rooms must be clean and tidy and free of all flammable and combustible materials. The air ventilators must be open and never obstructed. Cleaning and servicing of electrical or moving parts must never be carried out without isolating first. A warning sign must be attached to the switches and equipment that are isolated and if repairs are being carried out the warning signs must remain until all repairs are complete.

**6.10.5.** All instructions issued for boiler or plant must be displayed on a wall adjacent to the system to which it refers.

## **6.11. COSHH REGULATIONS**

**6.11.1.** The Operations & Estates Manager is responsible for using all cleaning chemicals in accordance with the manufacturers' instructions. It is necessary to ensure that information, instruction and training including safe working methods and COSHH assessments for hazardous substances are provided for all cleaning products used within the school.

**6.11.2.** Members of the Site Team must use these chemicals in accordance with this information, instruction and training. Full product information, safe working methods and COSHH assessments have been provided for all cleaning chemicals used within the school. These safe working methods and COSHH assessments are concluded to be a suitable assessment to the risk to health if used in accordance with the instruction and training provided.

**6.11.3.** The Operations & Estates Manager in agreement with the school's Cleaning Contractor is responsible for storing cleaning materials in a safe manner and ensuring that they are locked away out of children's reach. Cleaning materials will NOT be left in classroom or toilet areas.

## **6.12. MANUAL HANDLING - SAFE WORKING METHODS**

**6.12.1.** When moving chairs, the chair trolley will be used where practicable. The chair trolley will be not be overloaded.

**6.12.2.** Consideration will need to be given to situations that require manual handling and where required more than one person may be required to complete a manual handling task, or special equipment may be required.

## **6.13. SNOW & ICE**

**6.13.1.** In icy conditions, and especially when snow has fallen, the Site Team will endeavour to clear, and maintain a safe environment so far as reasonably practical. Footpaths and routes around the School will be maintained in a safe condition.

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- 6.13.2. In these conditions the Site Team will commence work as early as possible so they can begin to clear the worst areas. However, it must be remembered that the School is a very large area and not all accessed areas can be cleared before the majority of staff and students arrive. Also there is a possibility that the Site Team may encounter difficulties when travelling in to work if there has been a heavy fall of snow the night before.
  - 6.13.3. Where there is a delay in gritting areas, staff should take the initiative and avoid walking in these areas, if this is not possible, then they are requested to take additional precautions when moving around the School (inside and outside). Where possible avoid high risk areas i.e. steps, ramps etc., also individuals are reminded to wear the appropriate footwear in snowy and icy conditions.
  - 6.13.4. Gritting and snow clearing will take priority over all other tasks unless there is an emergency situation.

## **7. Other Procedures**

### **7.1. HEALTH AND SAFETY TRAINING / INDUCTION**

- 7.1.1. All new members of staff must be given access to the Health and Safety Policy. Their duties under the Policy must be discussed and understood.
- 7.1.2. New members of staff should be made aware of any special responsibilities under the Health and Safety Policy. Induction training for general safety matters will be arranged by the Professional Tutor but specialist safety training will be arranged by the relevant Line Manager.
- 7.1.3. Supply teachers must be fully aware of any local arrangements for emergency action, i.e. fire evacuation, accident procedures and reporting, and any other safety arrangements which may affect them whilst in the school. Briefing notes will be given to supply teachers on arrival by the person responsible for arranging cover.
- 7.1.4. As appropriate, key staff, may be trained on a variety of health and safety areas, such as: Awareness (SLT); Premises Management; Asbestos Management; Fire Safety Management; Legionella and water hygiene management.
- 7.1.5. Key post holders will also receive appropriate training in accordance with their responsibilities listed in Part 2.
- 7.1.6. All staff can access advice on completing Risk Assessments from members of SLT.

### **7.2. REPORTING OF ACCIDENTS**

- 7.2.1. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR)  
All accidents to students, staff and visitors must be recorded on the appropriate documentation located in the School Office. Staff should be aware of the requirements of RIDDOR.
- 7.2.2. It is the responsibility of the member of staff who first dealt with the accident (not the first aider) to make sure all sections of the accident form are completed. All major injuries (broken limbs, not fingers and any other injury requiring hospital treatment) and dangerous occurrences must be reported to the Trustees by a Co-Headteacher. In all cases the Co-Headteachers are responsible for ensuring that remedial action is taken to avoid a repetition of the incident.
- 7.2.3. An accident is any injury that requires first aid treatment. If the First Aider assesses that no treatment is required, then the 'Sick Book' only needs to be completed. The Resources Committee will review the accident reports to identify any patterns that indicate action is required to reduce likely reoccurrence.

### **7.3. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

- 7.3.1. The relevant Line Manager will ensure that all work involving hazardous substances has been assessed. This assessment must be formally recorded where there is a significant risk to health. The Co-Headteachers will ensure that the relevant safe systems of work, appropriate control measures and monitoring systems are in place and working. The individual departmental arrangements for dealing with COSHH are outlined in each departmental policy.
- 7.3.2. The relevant Line Manager must ensure that sufficient information, instruction and training is provided to all persons handling hazardous substances.



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## **7.4. ELECTRICAL SAFETY**

- 7.4.1. Staff must follow the school policy on electrical safety, which is available on Office 365.
- 7.4.2. The relevant Line Manager will ensure that all work equipment purchased meets the relevant safety standard required and is suitable for the intended task. In addition, sufficient instruction, information and training will be provided to all operators of equipment.
- 7.4.3. The relevant Line Manager will ensure that all work equipment is maintained to prevent danger. All such maintenance inspections must be formally recorded.
- 7.4.4. The Operations & Estates Manager is responsible for checking emergency stop/interlocking facilities on a half termly basis. These inspections must be recorded.
- 7.4.5. Staff must ensure that all safety guarding is present, serviceable and utilised when machinery is used.
- 7.4.6. Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be immediately reported to the relevant Line Manager.
- 7.4.7. Electrical equipment and systems are subject to the Electricity at Work Regulation 1989. The Operations & Estates Manager is responsible for arranging the routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. This testing will be carried out every five years.
- 7.4.8. The Operations & Estates Manager is responsible for maintaining an up to date inventory of all portable electrical equipment.
- 7.4.9. All items of portable electrical equipment (including those which do not belong to the school i.e.: students' personal equipment) must be visually inspected on a termly basis and inspected and tested by a competent person on an annual basis in accordance with the Electricity at Work Regulations.
- 7.4.10. All portable electrical equipment should be fitted with safety type plug heads BS 1363.

## **7.5. DISPLAY SCREEN EQUIPMENT**

- 7.5.1. On request, the Health & Safety Coordinator will arrange to assess 'users' and 'workstations' under the Display Screen Equipment Regulations 1992. Once the assessments are complete arrangements will be made to reduce any risks which are highlighted from the assessments.
- 7.5.2. The relevant line manager will plan display screen equipment work with each member of staff so there are break or changes of activity and provide information, instruction and training for the usage of display screen equipment.

## **7.6. MANUAL HANDLING**

- 7.6.1. The relevant Line Manager will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling, carrying, etc.). Wherever possible, manual handling operations will be eliminated. If this is not possible then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation. The significant findings from these manual handling assessments are included in the departmental safety policies.
- 7.6.2. The Operations & Estates Manager will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

## **7.7. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The relevant Line Manager will provide personal protective equipment where risks cannot be controlled at source. Personal protective equipment will only be used when other methods of controlling risks to health are not reasonably practicable. All personal protective equipment which is provided will be to the relevant safety standard. Instructions on the use, maintenance and cleaning of the equipment will be issued to the staff.

## **7.8. EMERGENCY PLANNING & CRITICAL INCIDENT MANAGEMENT**

The school has produced an Emergency & Recovery Plan and staff are aware of the relevant sections of the document. The document is held electronically by all members of the SLT and updated frequently.

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## **7.9. MANAGING MEDICINES**

- 7.9.1. Prescribed medication will be administered to students following guidance contained in the school's policy.
- 7.9.2. The school's Welfare Officer is the nominated person responsible for control of administration of medicines to students.

## **7.10. EDUCATIONAL VISITS**

Educational visits will be organised following guidance contained in DfE (DfES) documentation and the Local Authorities guidance documents. The Educational Visits Co-ordinator is a paid responsibility and works with other SLT colleagues.

## **7.11. SECURITY**

- 7.11.1. All staff are responsible for ensuring the best possible security at school. This includes access to personal information as well as site security. Staff should be mindful of assisting with security matters in their daily routines (closing windows, locking doors) and when accessing the school in the morning and leaving the school at the end of the day.
- 7.11.2. The Site Team are responsible for ensuring that the school is secure when students, staff and visitors have left the site.

## **7.12. MINIBUSES**

Operation of minibuses will be co-ordinated by the Design Technology Technician following relevant guidance.

## **7.13. VIOLENCE TO STAFF**

- 7.13.1. A separate policy exists for the support of staff in such situations. This is available on the Staffroom section of Office 365.
- 7.13.2. A notice in the reception area makes clear the expectations of courtesy to all members of staff.

# **8. Health and Safety Monitoring**

## **8.1. INSPECTION OF PREMISES**

- 8.1.1. General Workplace Inspections will be co-ordinated by the Operations & Estates Manager and undertaken by external consultants.
- 8.1.2. Monitoring inspections of individual departments will be carried out by Heads of Department / Curriculum Leaders or nominated staff following guidance.

## **8.2. PERFORMANCE MONITORING**

Performance monitoring will be co-ordinated by the Co-Headteachers utilising the audit tool or external advice.

## **8.3. GRIEVANCE AND DISCIPLINARY**

All matters concerning health and safety matters will be dealt with under the procedures laid down in the appropriate terms and conditions of employment and in accordance with School staffing policies.

# **9. Consultation and Communication of Information**

## **9.1. CONSULTATION**

- 9.1.1. The Co-Headteachers will seek information from the staff, periodically through the Staff Briefing and/or Staff Bulletin. It is the responsibility of all members of staff to bring to the attention of a Co-Headteacher or the appointed Safety Representative, any health and safety issue.
- 9.1.2. The Resources Committee meets termly to discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.
- 9.1.3. The Trade Unions' appointed Safety Representative on the staff sits on the Committee.

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## **9.2. COMMUNICATION OF INFORMATION**

- 9.2.1.** The Co-Headteachers will ensure that systems are established so that staff and students are familiar with the arrangements set out in this document.
- 9.2.2.** The Operations & Estates Manager is responsible for the communication within the Site Team, which will include permanent and temporary staff. It will also include liaison with external contractors.
- 9.2.3.** The Health and Safety Law poster is displayed in Reception.

## **10. Retention and Data Protection**

Through the application of this policy, the School may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of the Data Protection Legislation (being (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998). Records will be kept in accordance with our Workforce Privacy Notice, our Retention & Destruction Policy and in line with the requirements of the Data Protection Legislation.

## **11. Review of Policy**

This policy is reviewed as required by the School. We will monitor the application and outcomes of this policy to ensure it is working effectively.