



# Fulbrook

## Health and Safety Policy

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## **1.0 Introduction and Objectives**

This documentation has been prepared in accordance with Section 2 (3) of the Health & Safety at Work Act 1974.

It describes the safety management strategy to comply with the requirements from the Management of Health & Safety at Work Regulations 1999 to ensure that there are appropriate arrangements in place to plan, organise, control, monitor and review safety.

## **2.0 Health and Safety Policy Statement of Intent**

Fulbrook acknowledges and accepts all legal and moral health, safety and welfare responsibilities towards our employees, pupils, contractors, volunteers, visitors and those that may be affected by our activities, so far as is reasonably practicable.

We commit to encouraging a positive safety culture via effective communication, cooperation, team work and consultative management.

We will achieve these aims by:

- a. Providing a safe and healthy learning and working environment.
- b. Preventing accidents and work-related ill health.
- c. Compliance with statutory requirements as a minimum.
- d. Assessing and controlling risks from curriculum and non-curriculum work activities.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- h. Setting targets and objectives to develop a culture of continuous improvement.
- i. Ensuring adequate welfare facilities exist throughout the organisation.
- j. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The School recognises that:

- it has a moral duty to take all reasonable steps to prevent people being harmed;
- accidents cost money, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets;

- it has a legal duty imposed by the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others;

High standards of health and safety reduce harm and losses, improve our overall performance and make good business sense.

We expected all employees working for us at all levels to:

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
- Cooperate on safety matters to enable us to fulfil our obligations.
- Comply with risk assessments completed for their work and activities.
- Report safety matters that they are concerned about and are unable to resolve themselves.
- Not to interfere, misuse or wilfully damage anything provided in the interests of Health and Safety.

**Signed:**

**Print:** Philip Mardon  
**Position:** Chair of Governors  
**Date:**

**Signed:**

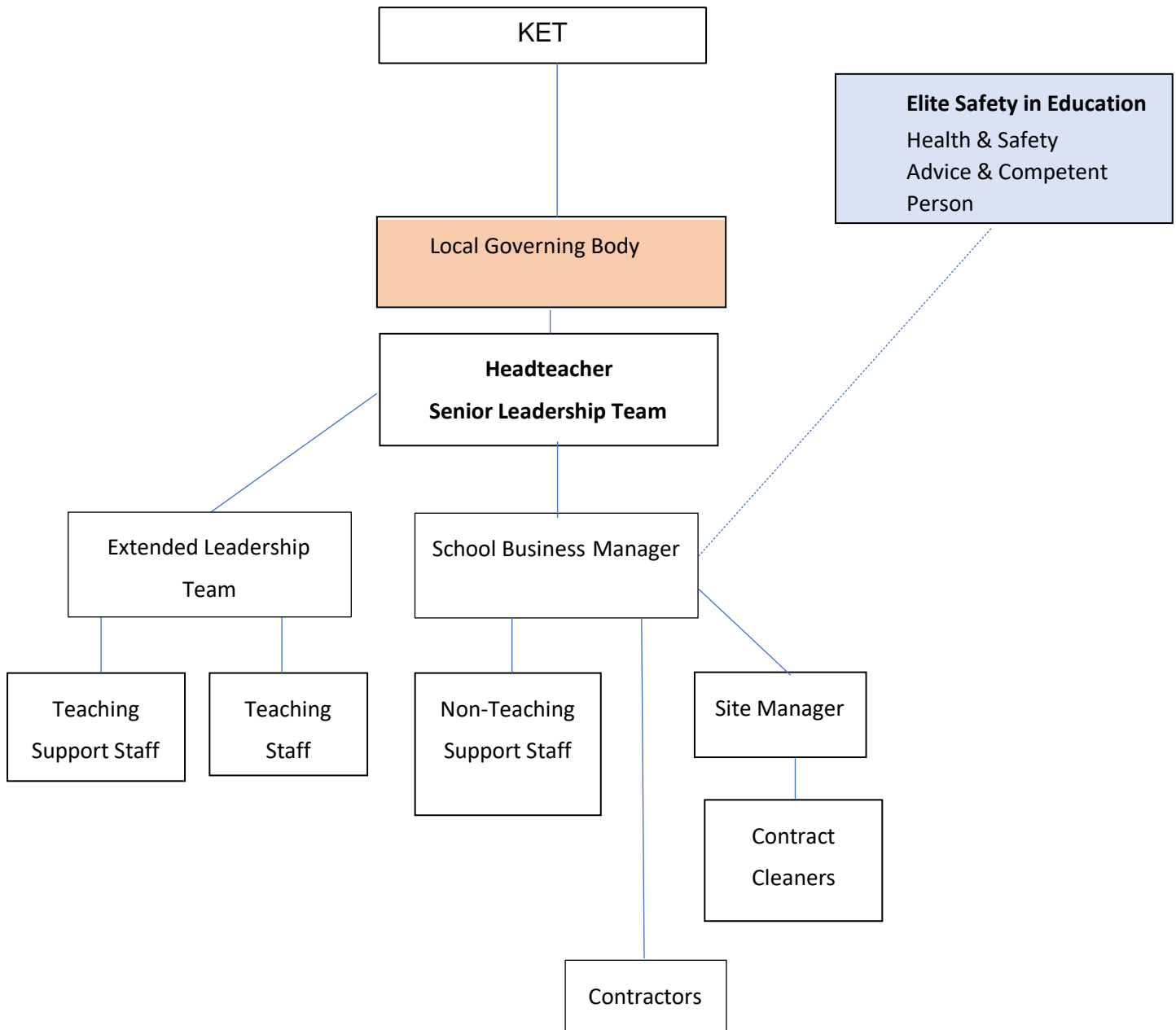
**Print:** Samantha Clancy  
**Position:** Headteacher  
**Date:**

### 3.0 Organisation and Responsibilities

In order to achieve compliance with the Local Governing Body’s ‘Statement of Intent’, the school’s management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

#### 3.1 Structure

Structure chart of how the school is organised for managing Health and Safety.



#### 3.2 Responsibilities

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions.

### 3.3 Local Governing Body (LGB)

LGBs have responsibilities to ensure that:

- The Headteacher produces, in consultation with union-appointed (where applicable) health and safety representatives, a school health and safety policy for the School for approval and adoption by the local governing body.
- Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- Regular termly safety inspections are undertaken.
- Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- Health and safety is a standing item on all LGB agendas.
- An annual health and safety report is published.
- A positive health and safety culture is established and maintained.

### 3.4 Headteacher

The Headteacher is responsible for day-to-day management of health and safety in the school.

The Headteacher will ensure that:

- A health and safety policy is produced for approval by the governing body and that the policy is regularly reviewed and revised as necessary, in conjunction with the recognised trade unions and at least every two years.
- Suitable and sufficient risk assessments of work activities are undertaken, that a written or electronic record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- For high risk activities, safe systems of work are identified via a risk assessment.
- Information and advice on health and safety is acted upon and circulated to staff and local governing body.
- Regular inspections are carried with reports submitted to the governing body and trust.
- An annual report is provided to the local governing body.
- There is co-operation with the trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- Staff have the competence to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Staff are provided with equipment or other resources to enable their work to be undertaken safely.

- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- There is co-operation with, and provision of necessary facilities for, trade union health and safety representatives (where applicable).
- Appropriate tasks are delegated to the school's premises manager and other premises staff.

### 3.5 Senior Managers and Department Heads

- Deputy and assistant Headteachers may be required to undertake any of the Headteachers' duties which have been reasonably delegated to them which may include responsibility for health and safety management.
- Heads of department/year group may be expected to oversee health and safety matters relating to their curriculum areas.

### 3.6 Responsibilities of the school site staff

The school site staff will ensure that:

- Safe means of access and egress are maintained.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place when contractors are working on the premises.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.
- Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- Adequate systems are in place for the management of asbestos and control of Legionella.
- All premises-related accidents/incidents are recorded and investigated.
- Regular inspections of the premises take place, with union safety representatives invited to take part (where applicable).
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.

### 3.7 Responsibilities of all employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the trust will act responsibly to ensure that:

- They are familiar with, and comply with, the school's health and safety policy.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- They report immediately, to the Headteacher or to their line manager, any serious or immediate danger of which they become aware.
- They report to the Headteacher or to their line manager immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally.
- There is no misuse of anything that has been provided for health and safety purposes.
- They use the correct equipment and tools for the job and any protective equipment that may be supplied.

### 3.8 Responsibilities of all pupils

All pupils will be encouraged to follow safe working practices and observe safety rules.

All pupils will:

- Follow instructions issued by any member of staff in case of emergency.
- Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- Inform a member of staff of any situation which may affect their safety or that of other students or staff.

## 4.0 Arrangements

### 4.1 Health and safety representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the school will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The School will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The School will

ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively. Paid time off for routine functions will also be provided.

There are currently no members of staff who are health and safety representatives for the recognised trade unions in any of the schools within the trust.

#### 4.2 Health and safety policies and procedures

Each school is responsible for establishing its own arrangements, which may be set out in separate policies, statements or a manual, for addressing the following areas to include but not limited to:

- Reporting of incidents/injuries/accidents
- Asbestos management (where applicable)
- Contractors on site
- Off-site activities school
- Security
- Slips and trips
- Vehicle movements
- Fire safety
- Electrical safety
- Minibus safety (where applicable)
- ICT use (covered by the Trust wide policy)
- First aid lifting/handling
- Infectious diseases
- Severe weather
- Administration of medicines
- Critical incidents
- Lone working
- Stress management
- Water safety/Legionella
- Harassment and bullying, including cyberbullying
- Online safety

### 4.3 Health and Safety Competent Person

The Trust Head of Estates has oversight of the school with respect to Health & Safety. The school and Trust uses the services of an external Consultant, Elite Safety in Education to provide Health and Safety Competent Person advice.

### 4.4 Disciplinary Proceedings

Understanding and complying with all the health and safety procedures is of the utmost importance. Failure to comply with these procedures, or tampering with any of the health and safety equipment, including firefighting equipment, may lead to the implementation of disciplinary procedures.

## 5.0 General Arrangements for Health and Safety

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

### Accident Reporting, Recording and Investigation

All members of staff are required to ensure that all accidents, incidents and near misses are reported to the nominated person, Principle First Aider, who will ensure that the details are entered into our online reporting system (Medical Tracker) and reported to the Health & Safety Executive if required, following appropriate guidance.

The Headteacher or School Business Manager will undertake and investigation into the accident and record any follow up action.

Accident reports identifying trends in accidents/incidents are provided to Governors at Finance and Personnel Committee meetings.

### Asbestos

The Site Manager has overall responsibility for the management of asbestos across the school and will ensure that all staff are briefed regarding the rules for drilling, affixing anything to walls and ceilings, etc. by way of the annual staff Health & Safety briefing, or induction for staff starting afterwards.

The Asbestos Log Book is held in the Reception.

The local Asbestos Management Plan for the site sets out who has responsibilities for Asbestos management and can be found in the Asbestos Log Book.

The Site Manager and School Business Manager will conduct Asbestos Awareness Training every 3 years. The Site Manager will also conduct Category B – Non Licensable Works with Asbestos Containing Materials Training.

All asbestos surveys are held electronically by the Business Manager, and are held in printed format on the Asbestos Log Book.

All contractors shall be referred to the asbestos register before commencing work. Any member of staff who may disturb the fabric of the building, shall refer to the log book before commencing work and sign the permit to work sheet. The Site Manager will carry out an annual check on the conditions of asbestos present on the site.

Staff will also be reminded that they must report any damage to asbestos materials for the Site Manager or School Business Manager by email.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorised Officer.

#### Audit and monitoring

As part of the schools monitoring of health and safety, regular health and safety inspections will be carried out.

The School Business Manager will walk around the buildings and site each term and note down any issues that need to be addressed. Key risks highlighted from the termly walk round will be included in the report to the Finance and Personnel Committee.

The school has the option to commission an external Health and Safety audit from a consultant.

The Site Manager completes a weekly walk round and checklist and any issues highlighted to the School Business Manager.

Health and safety issues are raised for rectification and resolution in the Civica Education H&S online system.

#### Behaviour Management/Bullying

*See separate Anti- bullying policy.*

Appropriate training will be provided to staff on managing behaviour.

#### Caretaking and Cleaning

The Site Manager is responsible for the general day to day maintenance of the site, including general housekeeping, cleanliness and tidiness of the site on visual

inspection, fire doors, clear escape routes, management of slip, trip and fall hazards, appropriately stored substances hazardous to health, regular checks including fire safety, water safety, gas and electricity safety, cleaning and maintenance inspections on a daily/weekly/termly basis.

The Site Manager is responsible for managing the Site Agent, the training needs, quality assurance and competence of undertaking tasks required, substance risk assessments and implementation of Safe Working Practice.

The Site Manager maintains the COSHH register, COSHH risk assessments and controls access to substances hazardous to health. They are responsible for ensuring all cleaning staff are aware of COSHH.

The Site Manager manages the third party cleaning contract (CS Cleaning) under the school's contracts management system. The Site Manager is responsible for overseeing this contract. A copy of their health and safety policy and risk assessments will be held in school and a check on practices at the school will be carried out regularly.

The Site Manager will organise and oversee a summer cleaning plan of condensed/deep cleaning from CS Cleaning.

#### Catering

These are operated by a third party, Caterlink, and fall under the school's contractor management system. A copy of their health and safety policy and risk assessments are held in the school and a check on fire safety in this area is carried out by the school every term.

#### Contractors

The Site Manager shall ensure that the management guidelines regarding contractors are adhered to at all times. *See separate Construction Design & Management CDM and Contractor guidance.*

The Business Manager is responsible for the Control of Contractors and will ensure projects adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency. This is usually carried out by the Consultants used to complete CIF funded projects.

Sufficient time, resources, and information must be allocated to ensure health, safety and wellbeing of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential. It is managed through the Managing Contractors on Site procedures.

All contractors must report to reception where they will be asked to sign in on the Sign In App and wear an identification badge. Contractors will be issued with

guidance on fire procedures, safeguarding, local management arrangements and any movement restrictions. The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Children at school (non-pupils)

Non school children, e.g. children of employees, should only be allowed into school during school holidays and strike days by prior arrangement with the Headteacher, and will be supervised in the library or an office.

Curriculum Safety (including out of school learning activities)

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then they should log the hazard/issue with the Business Manager and Site Manager.

Heads of Department/Curriculum Leads shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Design and Technology - BS 4163, 2014 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice. (Middle and secondary schools only).
- Physical Education - British Association for Physical Education (AfPE) Safe Practice in Physical Education.

For middle and secondary schools the following departments will have their own specific policy developed by their Head of Department:-

- Science department policy
- DT department policy.

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation, risk assessment is just another name for that process.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

Staff are trained in Departments on the appropriate use of machines and equipment. Members of staff new to the school are informed within their departments of the procedures for relevant curriculum activities.

The Business Manager is responsible for coordinating curriculum risk assessments and Heads of Departments are responsible for ensuring these risk assessments are available to their staff. These will be saved in Teachers/Health & Safety/Risk Assessments then saved by subject/department.

Any off site activities during the school day should be referred and approved by the Educational Visits and Journeys Coordinator (EVC).

#### Display Screen Equipment

Information on the risks associated with DSE will be provided within the first week of commencing employment as part of the induction procedures.

DSE users will have their work stations assessed annually or following an office move. The school will provide equipment and adjustments as identified by the risk assessment.

A user has been defined as staff that use a pc or laptop continuously for more than 1 hour a day. This applies to school office staff. Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). The school will pay the costs of an eyesight test every 2 years for a user and basic costs up to £50 voucher for corrective appliances (glasses) for those users that require them for VDU use only. For staff who are members of Westfield Health Insurance Scheme, these costs are met through the cashback facility.

#### Driving for Work

Where staff have to use their own car for work, for example, driving to meetings, etc. at other school sites, then business insurance should be obtained. It is the responsibility of employees to ensure they have the correct business insurance, tax, and MOT on their vehicles.

All school minibus drivers will have completed MIDAS training, will have the appropriate licence to drive a minibus (held for a minimum of 2 years) and will provide access to their driving licence records annually, to confirm there are no driving convictions preventing them from driving the school minibus. The Educational Visits and Journeys Coordinator (EVC) will carry out these checks and keep a register of all drivers' details.

#### Educational Visits and Journeys

The school uses the EVOLVE system and all educational visits and journeys are required to be approved at each step of planning. See the Out of School Trips Checklist For Trip Leaders.

Medication for school trips will be covered by the School's Managing Medications Policy.

Electrical Equipment (fixed and portable)

The Site Manager will ensure that testing, inspection and maintenance of all electrical equipment is carried out. Major fixed wiring circuits will be checked at least once every five years.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall not be used and shall be taken out of service.

Staff should not bring in their own electrical items from home for use without PAT testing.

Emergency Lighting Systems

Emergency lighting systems will be checked monthly by the Site Manager and recorded in the Fire Log Book. An inspection is carried out annually by an external service contractor. Test records are kept in the Fire Log Book.

Enforcement Officers

Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to the Headteacher without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of the School and should refer formal enquiries to the Headteacher.

Equipment (other, including curriculum based equipment)

Equipment such as local exhaust ventilation (LEV), pressure systems, gas appliances, lifts and lifting equipment, kilns, photographic equipment, etc. shall be inspected and tested regularly by a competent person/company.

Records of inspections and servicing shall be retained by the Site Manager and recommendations/actions completed in a timely manner.

Fire Precautions and Emergency Procedures

The Headteacher is the "responsible person" as defined in Regulatory Reform (Fire Safety) Order 2005.

The Site Manager will organise a Fire Risk Assessment to be reviewed annually.

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill. Posters displaying the emergency procedures are on display in all rooms and areas, near the fire exits.

The fire alarms shall be tested at a set time weekly by the Site Manager, using different call points on rotation, and will record this in the Fire Log Book.

The fire evacuation drill shall be co-ordinated by the Site Manager and Headteacher once a term and recorded in the Fire Log Book.

Staff are required to report any defects or missing firefighting equipment to the Site Manager. Fire exits, routes and firefighting equipment shall not be obstructed at any time.

The Business Manager is responsible for the Fire Safety Management Plan and ensuring there are sufficient fire wardens that are suitably trained.

Personal Emergency Evacuation Plans (PEEPS) are completed for staff and pupils with a disability (either permanent or temporary). The Medical Lead completes these for Staff and for Pupils.

Evacuation chairs are situated on both upper floors for which a number of staff are trained to use. Training will be targeted to staff who are primarily based on the upper floors.

#### Fire Fighting Equipment and Alarm Systems

All portable fire-fighting equipment undertakes an annual maintenance service carried out by an external contractor. Weekly checks are carried out by the Site Manager and are recorded in the Fire Log Book.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the Site Manager.

Any defects on the fire alarm system will be reported immediately to the Site Manager. The Fire alarm system, smoke and heat detectors are maintained and serviced by an external contractor.

#### First Aid

Details of all trained first aid staff are displayed throughout the school. The Medical Lead is responsible for ensuring this list is kept up to date, organising training and refreshers, and maintaining training records.

First aid boxes are located in:

- The Student Services/Medical room
- Science Prep Room

- Science Lab 3
- Design Technology Room
- Food Technology Room
- Minibus

The Medical Lead is responsible for checking and restocking the first aid boxes.

First Aid accidents will be recorded in Medical Tracker online system by the administering first aider.

If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted.

School will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences and near misses are recorded in Medical Tracker. The Medical Lead will report notifiable accidents, diseases and dangerous occurrences to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

The Business Manager will periodically analyse Medical Tracker for signs of trends and is responsible for reporting such findings to the Finance and Personnel Committee.

#### Grounds Maintenance

The Site Manager oversees the Grounds Maintenance contract who use their own equipment.

When on site, Grounds Maintenance contractors are required to sign in on arrival and sign out on completion of their work.

The Grounds Maintenance contractors have the codes to access the site and will liaise with the Site Manager who will work with the PE Department to co-ordinate grass cutting and line marking dates and times.

COSHH assessment used by the grounds maintenance contractor will be provided to the school.

3G maintenance is also carried out by the Site Manager and Site Agent, who will complete risk assessments for this work.

#### Gas Safety

Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched and locked off when not in use. Ensure the gas supply is isolated in the event of an emergency.

The Site Manager is responsible for ensuring gas appliances are serviced and tested annually, including science labs, food technology, school kitchen and main boilers.

Hazardous Substances (Control of Substances Hazardous to Health (COSHH))

CLEAPPS guidance is available on COSHH assessments for Science and Design Technology.

The Science Technician and Head of Design Technology will have access to CLEAPPS guidance and hazards. Guidance on emergency procedures for spillages is contained on hazards.

Inclusion

The school will plan for and have assessments in place for SEND pupils, making reasonable adjustments in respect of access under DDA (Disability Discrimination Act).

The school's SENDCo is responsible for ensuring these assessments are undertaken and staff are suitably informed and trained to be able to support SEND pupils safely and effectively.

Infection Control

The school office may take notification from a parent of a notifiable disease and will check the Health Protection Agency (HPA) guidance on exclusion or precautions to take. Anything that requires decontamination, etc. will be notified to the Site Manager.

Spillages will be cleared up by the Site Manager using the emergency spill kit. Personal protective equipment, gloves, and plastic disposable aprons are provided.

The school has a Pandemic/Flu plan in place. The school will follow Government guidance in relation to managing the risks and this includes implementing infection control procedures.

The school will update their Pandemic/Flu Plan and risk assessments regularly to follow NHS and Government advice and guidelines.

Legionella

*See separate legionella policy.*

The Site Manager will organise a Water Risk Assessment every 2 years or as identified by the risk assessment.

An inspection of any water tanks is carried out on an annual basis by a competent contractor or Site Manager as part of our Planned Preventative Maintenance Schedule.

The Site Manager is responsible for carrying out monthly water temperature inspection tests and recording this information in the water log book and raising any concerns to the Business Manager.

The Site Manager attends regular legionella training.

Lettings/Shared Use of Premises/Use of Premises Outside School Hours

*See separate lettings policy.*

The Governing Body/Trustees are responsible for maintaining the health and safety and welfare in relation to building and facilities management when letting part of the school premises. Terms and conditions, including emergency arrangement, insurance requirements are detailed prior to formal arrangement and contract. Where the premises are let out for business use, i.e. Karate Club, then the Hirer's indemnity insurance will be needed.

The Site Manager and Trust lettings team are responsible for management of lettings at the school.

The Hirer is responsible for implementing, communicating and overseeing the safe evacuation of persons attending their event/club in the event of an emergency evacuation. Bookings are completed online via School Hire before the lettings and/or annually. Safeguarding Policy and Procedures and evidence of adequate supervision inclusive of adherence to ratios and DBS checks (where appropriate) are also included as part of this check.

The Site Manager is responsible for informing the lettings of the emergency procedures for the building and securing the building after lettings. For long term hirers who have been given key holder status, the responsibility for securing the buildings will be theirs.

Local Exhaust Ventilation LEV

The Head of Design Technology (DT) arranges LEV thorough examination (fume cupboard LEV and D&T) and retains copies of the LEV testing certificates.

Checks of the LEV will also be conducted by the Head of DT in accordance with CLEAPPS guidance PS48.

The Head of DT will also check against G225 CLEAPPS guidance on local exhaust ventilation in Design and Technology.

Any deficiencies in LEV should be notified to the Site Manager.

The Site Manager is responsible for changing the dust bag in the DT LEV extractor and will wear FFB2 mask or FFB3 mask where there is lots of dust from cutting MDF.

#### Lifting Equipment and Lifting Operations

The Site Manager is responsible for ensuring the lifts are maintained, serviced and inspected 6 monthly.

In addition, users will undertake a visual check prior to use and report any defects to the Site Manager.

The Site Manager is trained to deal with lift breakdowns.

#### Lone Working

*See separate lone working policy.*

The school has a separate Lone Working Policy that all school staff should be made aware of and follow.

The Headteacher will monitor lone working procedures during the school holidays. The school will consider limiting time staff can come into school during the school holidays.

#### Managing Medicines and Drugs

*See separate Managing Medicines section in Supporting Students with Medical Conditions Policy.*

All medication will be administered to pupils in accordance with the DfE document "Supporting pupils at school with medical conditions"

#### Maintenance and Inspection of Equipment

The Site Manager will ensure that testing, inspection and maintenance of equipment is carried out, following the schools planned preventative maintenance (PPM) schedule.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration, rests with the user, or in the case of equipment used by pupils, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported to the Site Manager. The Site Manager will arrange for repair or replacement.

#### Manual Handling and Lifting

Wherever reasonably practicable, manual handling will be avoided. Sack trolleys are available for staff to use to avoid manual handling injuries.

Manual handling risk assessments will be undertaken for standard activities that the Site Manager undertakes by the Business Manager.

Manual Handling training will be provided to the Site Manager and Assistant Site Agent, and any other staff that may require it.

#### Minibus

The school leases and operates 1 minibus. Only staff that have completed MIDAS training are authorised to drive the minibus.

The EVC officer manages the minibus drivers and the use of the minibus. This will involve:

- Keeping copies of the minibus drivers' licence checks on file (checked annually)
- Ensuring driver checks have been completed before trips.
- Ensuring drivers complete the minibus checklist for use.

The Site Manager is responsible for the following:

- MOT Certificate for minibus older than 3 years
- Proof of regular maintenance.
- Arranging servicing and repairs.
- Arranging 13 weekly checks
- Refuelling the minibus.

Minibus drivers who receive endorsements on their licence are expected to provide details to the EVC officer.

Minibus drivers should carry out a record checks on the minibus before use and complete the minibus checklist.

Minibus drivers are responsible to clearing rubbish from the minibus at the end of each trip.

Any defects should be reported to the Site Manager. Mobile phones must not be used whilst driving the school minibus.

## Mobile Towers

Mobile scaffolding may be used where work has to be undertaken at height and where there is space to erect a tower safely. The Site Manager will be trained and competent to erect and dismantle the structure in accordance with the manufacturer's manual/guide.

The Site Manager, once trained, is the only person authorised to erect, dismantle and use the scaffold tower and must ensure;

- The height to base ratio will not exceed manufacturer's recommendations.
- Outriggers will be used of the tower connected to the building/structure, for stability.
- Towers will only be ascended from the inside, on the narrowest side.
- Work only undertaken from fully boarded platforms with guardrails and toe boards.
- Ladders/stepladders will not be used to gain extra height, as this can cause the tower to overturn.

The Site Manager and any other potential users will attend PASMA training and this training is refreshed every 5 years.

## Noise

Where required, a noise assessment will be carried out, e.g. DT/Music. Personal Protective Equipment provided, e.g. ear plugs will be available to staff working in these areas.

## **Occupational Health**

The school uses the services of Milton Keynes Occupational Health Occupational Health Services.

## Outdoor Play Equipment and PE Equipment

The Head of PE and all PE staff will ensure compliance with the following guidance; Physical Education – British Association for Physical Education (AfPE), Safe Practice in Physical Education.

PE equipment is inspected annually by Sport Safe or similar accredited third party and all recommendations for repair/replacement will be completed by the Site Manager, or a professional contractor, where required.

## Personal Protective Equipment (PPE)

Personal Protective Equipment is provided to the Site Manager and Site Agent; jacket, toe protector boots, trousers, gloves, and goggles.

PPE gloves, tabards and goggles, if required for the task, are provided to the cleaning staff. The Site Manager will ensure there is sufficient supplies to protect cleaners from infection. First Aid staff, site staff and cleaning staff should use PPE appropriately, particularly if required to clear up body fluids, or unblock toilets/sinks/drains.

PPE for curriculum delivery, e.g. science, DT, art, food tech, are essential. Pupils should be trained in their safe and appropriate use, and checked by the class teacher.

Permits to Work

*See contractor management guidance*

Where required, the Site Manager will issue permit to work for high risk activities, such as hot works, work at height, confined space working.

PTA

Risk assessment for activities planned, managed and hosted by the PTA, for example, summer fetes, should be provided in advance to the Site Manager.

Radiation (Secondary Schools)

See CLEAPPS guidance document L93 – Managing Ionising Radiations and Radioactive Substances in Schools and Colleges.

The schools doesn't currently carry out activities involving radiation. However, this may change as the curriculum for secondary education is developed.

If/when that comes into place, the school will appoint a Radiation Protection Adviser and an internal school Radiation Protection Supervisor (RPS).

The RPS will attend the relevant training to take on this role.

Risk Assessments – General

Risk assessments have been developed for the range of activities undertaken. These assessments form the basis of these arrangements and how Health & Safety risks are managed throughout the school. The risk assessments are reviewed biannually or when there is a change in circumstances.

The Site Manager is responsible for the risk assessment in relation to the premises and coordinates non-curriculum risk assessments.

Heads of Departments are responsible for ensuring risk assessments are completed in their subject areas and making these available to all staff teaching and supporting those subjects.

Controls identified from completing risk assessment, that cannot be dealt with straight away, will be included within an action plan so that they are implemented in priority order, based on risk.

Staff risk assessments will be completed by the Business Manager.

Pupil medical or SEND risk assessments will be completed by the SENDCo.

Copies of all risk assessments will be held in Teachers/Health and Safety/Risk Assessments and saved in the relevant folder.

School Transport

The school has an up to date travel plan.

Where taxis are provided for SEND pupils, the local authority are responsible for providing the transport risk assessment.

Security

The Site Agent or Site Manager opens the school site at approximately 7.00am. Once pupils are in lessons, all the external gates are locked. Entry outside of the school day hours is via the main entrance doors.

Visitors sign in, using the Sign In App, and are given an ID badge/lanyard for the duration of their visit to school. Unfamiliar individuals in the school buildings or across the site should be accompanied to the front office by a member of staff. If staff are concerned about safety, contact the front office to implement the school emergency plan, or if lone working, contact the police directly. The Site Manager or Site Agent will be responsible for locking all doors and securing the site at the end of the day.

The school has CCTV cameras for monitoring security and a CCTV policy is in place. External signage is displayed indicating CCTV in operation.

Site Maintenance

The Site Manager has a duty to check the general condition of the premises and, in particular, the non-classroom areas, and for ensure that health and safety hazards are dealt with.

Where action required is outside of his authority or ability, the matter will be reported to the Business Manager for appropriate action/authorisation.

Health and safety needs in respect to the maintenance of the site or buildings should be highlighted in the Site Development Plan/condition survey and taken into account when prioritising works.

The Site Manager tracks and monitors planned preventative maintenance.

#### Slips, Trips and Falls

All areas of the school, including classrooms and corridors, are maintained in a clean and tidy manner at all times. In particular, that pupils' bags and coats are stored under their desks or on the back of their chairs, not on the floor in walkways where they can provide a trip hazard.

The school has a procedure in place to manage icy conditions which involves gritting designated access and egress routes into school.

#### Smoking

The school operates a no smoking policy or vaping across the whole site.

#### Staff Training & Development

All new employees shall be provided with induction training appropriate to their health and safety needs and this will be organised by their line manager, with the Business Manager.

All employees and volunteers shall, on their first day of employment, be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Headteacher.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, identify any problems that need further action or a review of procedures.

All health and safety training will be recorded on the training database by the School Administrator, tracked and refresher training arranged.

#### Stress

*See separate Staff Wellbeing Policy.*

## Swimming Pool

Swimming takes place at offsite pools. This activity is classed as an activity offsite and is covered under Educational Visits and Journeys.

## Vehicle Movements Onsite

The school has assessed the risk from vehicles onsite and completed a risk assessment.

Deliveries for the school and school kitchen will not take place during arrival and departure times of pupils. Should a delivery arrive at such a time, they will be asked to wait until pupil movement has finished.

Parking for drop off and pick up is not permitted within the school site. Car parks are for staff use only. Parents/carers are requested to drop their children away from the school entrance.

## Visitors

Visitors are requested to be accompanied at all times unless they have been DBS checked and follow the DfE safeguarding guidance – Keeping Children Safe in Education.

Visitors sign in at reception using the Sign In App and receive a visitors badge/lanyard. A printed copy of the school's emergency procedures and safeguarding procedures are given to them to read. Visitors are held in the reception lobby area until collected by a member of staff.

## Welfare

High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 have to be provided. The school will provide suitable welfare facilities for staff.

In terms of pupils the Headteacher will ensure it meets the welfare provision as per the School Premise Regulations 2012.

## Work Experience

The school do not currently accept pupils from other schools – if they were to do so then they would be required to complete risk assessment.

## Working at Height

Only staff who have received the appropriate training are permitted to work at heights requiring climbing, etc. The Business Manager will monitor this.

The Working at Height Regulations place duties on employers, the self-employed, and any person who controls the work of others, e.g. Headteacher, Site Manager, etc. The overriding principle of the Working at Height Regulations is that reasonable actions must be taken to prevent anyone falling.

Working at height adds increased risk to staff as, in the event of falling, serious injury or death may result. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

Hazards present in the school are: accessing high levels, falling from height, use of ladders and step ladders and kick stools, falling objects.

The Site Manager and Site Agent are trained in working at height and should be called upon if such an activity is required in school that staff require assistance for.

The Headteacher is responsible for ensuring work at height risk assessments are in place and reviewed every 2 years or if there are significant changes.

Ladders will undergo a 6 monthly check by the Site Manager /external contractor.

The school has a scaffold tower. This is only erected and used by the Site Manager and Site Agent who have attended PASMA training in the last 5 years.

Staff who put up displays for example LSAs will be provided with step ladder and kick stool training.

**If you are unsure about any issues raised in this policy, please inform the Senior Leadership Team, School Business Manager or Site Manager or line manager immediately.**

**Do not take chances. If in doubt, please ask.**

Further reference must be made to the following Policies, Useful Documents and Links Relating to Health, Safety and Welfare

This policy links to the following policies:

- > [Behaviour Policy](#)
- > [First Aid Policy](#)
- > [Lettings Policy](#)
- > [Safeguarding Policy](#)
- > [Supporting Students with Medical Conditions Policy](#)
- > [Staff Wellbeing Policy](#)

› [Lone Working \(incl. Home Visits\) Policy](#)

Health & Safety at Work etc. Act 1974

<http://www.legislation.gov.uk/ukpga/1974/37/contents>

Managing for Health and Safety (HSG65)

<http://www.hse.gov.uk/pubns/books/hsg65.htm>

Control of Substances Hazardous to Health

<http://www.hse.gov.uk/pubns/books/l5.htm>

First Aid at Work (L74) <http://www.hse.gov.uk/pubns/books/l74.htm>

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

<http://www.hse.gov.uk/riddor/>

Provision for Use of Work Equipment (PUWER) L22 <http://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

Safe Use of Woodworking Machinery L114

<http://www.hse.gov.uk/pubns/books/l114.htm>

Safe Use of Lifting Equipment L113 <http://www.hse.gov.uk/pubns/books/l113.htm>

Electricity at Work: Safe working practices HSG85

<http://www.hse.gov.uk/pubns/books/hsg85.htm>

Safe Use of Ladders and Stepladders INDG455 <https://www.hse.gov.uk/work-at-height/ladders/>

Work with Display Screen Equipment L26

<http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717625826>

Legionnaires' Disease L8 <http://www.hse.gov.uk/pubns/books/l8.htm>

Manual Handling at Work <https://www.hse.gov.uk/pubns/indg143.htm>

Stress at work [Stress at work - Work-related stress and how to tackle it - HSE](#)