



Health & Safety Policy

Adopted by Governors: February 2013

Union Meeting (if applicable) 06.02.13

Next Review due: Autumn 26

Committee Reviewed at:Risk & Audit Autumn 2024

Signed by Chair of Committee:

A handwritten signature in blue ink, appearing to read "10 Pease".

Date:... October 2024

Signed by Head Teacher:

A handwritten signature in black ink, appearing to be a cursive name.

Date:..... October 24

CONTENTS

FOREWORD

PART I – STATEMENT OF POLICY

- 1.1 **Scope**
- 1.2 **Aim**
- 1.3 **Objectives**

PART II – ORGANISATION

- 2.1 **The Governing Body**
- 2.2 **Headteacher's Responsibilities**
- 2.3 **Responsibilities of the Business Manager**
- 2.4 **Specific Risk Areas.**
 - 1) Catering Operations
 - 2) Grounds Maintenance
 - 3) Contractors
- 2.5 **Classroom Teacher's Obligations**
- 2.6 **Obligations of all Employees under the Health and Safety at Work Act 1974**
- 2.7 **Premises Responsibilities**
- 2.8 **School Health and Safety representatives**
- 2.9 **Visitors and Other Users of the School**

PART III – ARRANGEMENTS FOR IMPLEMENTATION

- 3.1 **Distribution of Health and Safety Information**
- 3.2 **Accidents, Dangerous Occurrences and Near Misses**
 - 1) Immediate First Aid
 - 2) Completion of Accident Book
 - 3) Internal Reporting and Investigation
 - 4) Compliance with RIDDOR
- 3.3 **Asbestos**
- 3.4 **Contractors**
- 3.5 **COSHH – Control of Substances Hazardous to Health Regulations 1994-2002**
- 3.6 **Display Screen Equipment**
- 3.7 **Electricity at Work**
- 3.8 **Emergency Procedures**
 - 1) Evacuation
 - 2) Fire
 - 3) Bomb threat
 - 4) Chemical or Biological Incident
 - 5) First Aid
- 3.9 **Glass and Glazing**
- 3.10 **Inspections, Monitoring, Audit and Review of Performance**
 - 1) Inspection
 - 2) Monitoring

- 3) Audit and Review of Performance
- 4) Performance Standards
 - i) National
 - ii) Local
- 3.11 Lifting Operations and Lifting Equipment**
- 3.12 Management of Health and Safety**
- 3.13 Manual Handling**
- 3.14 New Plant, Machinery and Equipment**
- 3.15 Noise at Work**
- 3.16 Occupational Health**
 - 1) Access to Occupational Health
 - 2) Bullying at Work
 - 3) Drugs and Alcohol Policy
 - 4) Health Surveillance
 - 5) Health Promotion
 - 6) Legionnaires Disease
 - 7) New and Expectant Mothers
 - 8) Smoking Policy
 - 9) Stress at Work
 - 10) Violence at Work
- 3.17 Off site Educational Visits/Activities**
- 3.18 Personal Protective Equipment**
- 3.19 Safety Representatives/Safety Committee/Consultation**
- 3.20 Site, Building and Staff Security and Safety**
- 3.21 Statutory Inspections and Examinations**
- 3.22 Supervision of Pupils**
- 3.23 Training**
- 3.24 Visitors**
- 3.25 Work Experience**

APPENDIX 1 – EMERGENCY LOCATIONS AND COMPETENT PERSONS

FOREWORD

The Governing Body recognizes that making appropriate provisions for the Health and Safety of all persons using the school facilities and those participating in off-site educational activities is fundamental to the well being of the school.

This Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on Health and Safety performance.

We are committed to high standards of Health and Safety and expect all staff to be familiar with the contents of this policy.

PART I STATEMENT OF POLICY

1.1 Scope

This policy is specific to Birkett House School and off-site educational visits. It is supported by advice, documents and policies provided by Leicestershire County Council Health & Safety Division under a service level agreement.

The Health and Safety system will be integrated with the daily management of the school and will be continuously developed, maintained and implemented via a comprehensive series of documents which will include:

- i) The Statement of Policy
- ii) Organisation
- iii) Arrangements for Implementation
- iv) Working Policy Documents
- v) The policy recognizes the legal duties and responsibilities owed to all users of the site and seeks to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

1.2 Aim

To provide the highest possible standard of Health and Safety, commensurate with the operation of a Learning Environment.

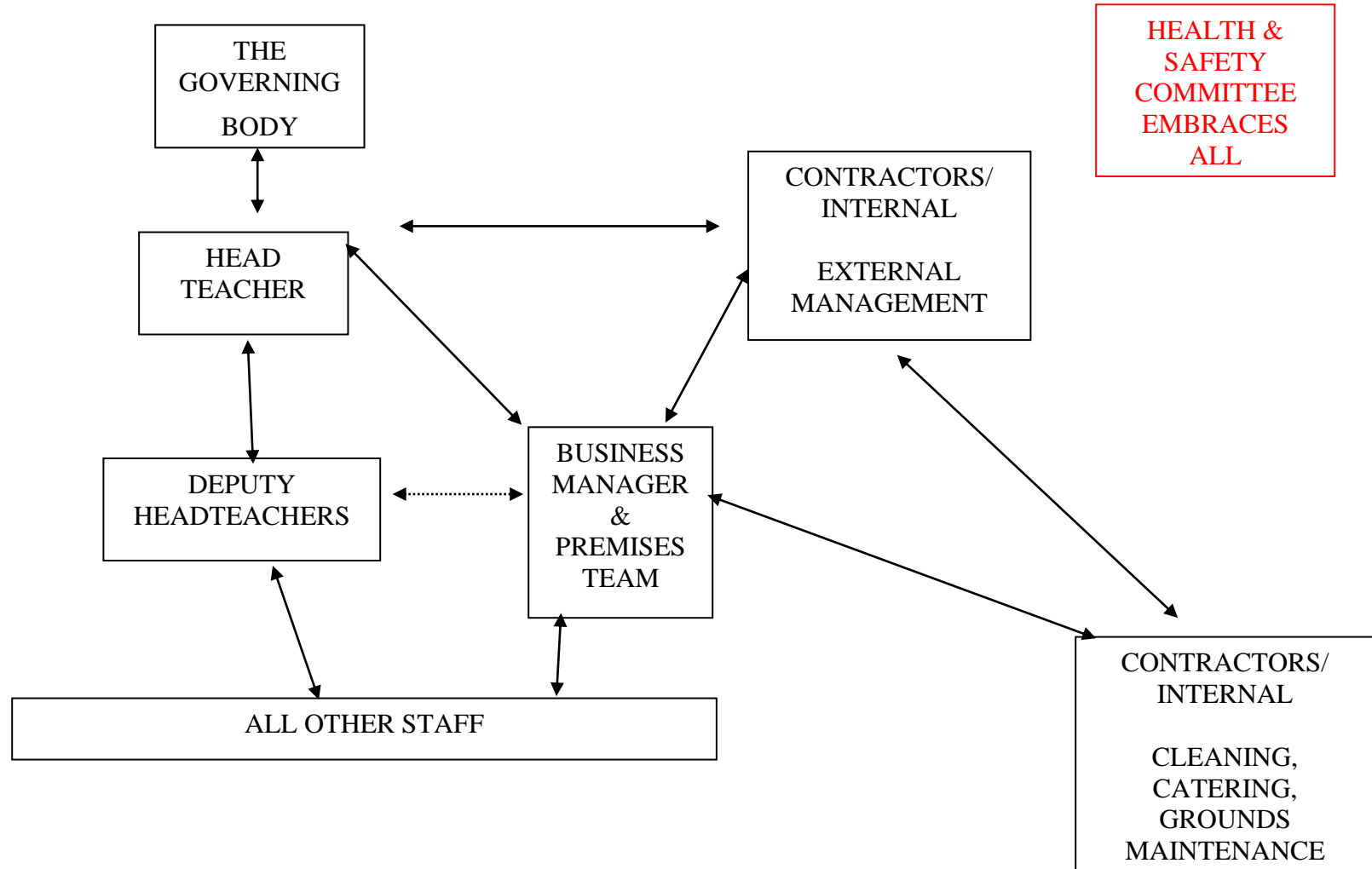
1.3 Objectives

It is the responsibility of the Governing Body via the Head teacher and Senior Leadership Team (SLT) to ensure that systems are in place which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with management on Health and Safety matters. The Governing Body expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:

- i) to establish and maintain a safe and healthy environment throughout the school.
- ii) to establish and maintain safe working procedures among staff and pupils.
- iii) to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances.
- iv) to ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own Health and Safety at work.

- v) to maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- vi) to ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible.
- vii) to formulate procedures for use in case of fire and other emergencies, including plans for the safe and effective evacuation of the school premises.
- viii) to lay down procedures to be followed in case of accident.
- ix) to provide and maintain suitable and sufficient welfare facilities.
- x) to develop a training plan to ensure that employees are trained to the appropriate level to fulfill their Health and Safety responsibilities.
- xi) to monitor and review the effectiveness of Health and Safety systems with a view to continuous improvement.
- xii) to ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

PART II ORGANISATIONAL CHART FOR HEALTH AND SAFETY



The leadership team requires the school staff and the Governing Body, to work together to ensure that health, safety and welfare objectives are achieved.

2.1 The Governing Body

The Education and Inspection Act 2006 gives governing body's important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

2.1.1 In particular the Governing Body is responsible for:

- i) ensuring that the Health and Safety Policy is implemented and monitored within the school.
- ii) ensuring that the school has considered its Health and Safety obligations and has made provision for meeting these obligations; this is best achieved by making Health and Safety an integral part of the school's development plan.
- iii) ensuring that the school has a clear written policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health and Safety. From time-to-time Governors will satisfy themselves that the policy is appropriate and being implemented as agreed.
- iv) receiving Health and Safety guidance and information distributed by the Health & Safety team as part of the SLA and ensuring that proper arrangements are made within the school for complying with the guidance.
- v) ensuring that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures decided upon are implemented.
- vi) ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties.
- vii) ensuring that Health and Safety issues concerning the school are identified, decisions are taken and effective action is carried through.
- viii) ensuring that all reasonable inspection facilities and information are provided on request to officers of the CYPs, Safety Officers, Safety and Training Service, Inspectors of the HSE and any other bona fide Health and Safety Officials.
- ix) ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy.
- x) ensuring that procedures exist for checking that any items offered for use by the school are safe.
- xi) ensuring that school journeys are arranged and properly supervised in accordance with guidance.

- xii) ensuring that suitable Health and Safety provision is made for pupils with special needs and the staff involved.

2.1.2 Planning and setting standards which include:

- i) ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve Health and Safety objectives.
- ii) ensuring that clear plans for coping with sudden emergencies are developed and maintained.
- iii) developing a positive Health and Safety culture.
- iii) ensuring that a training plan is developed which:
 - a) enables appropriate training to be provided to employees so they can fulfill their Health and Safety responsibilities.
 - b) provides induction training for new employees, including temporary, part time and supply staff.

2.2 Headteacher's Responsibilities

The overall responsibility for all school health, safety and welfare organization and activity rests with the Headteacher, who will:

- i) work in conjunction with the governing body to revise and update the Health and Safety Policy on a continuing basis.
- ii) co-ordinate the implementation of the Governors' Health and Safety and welfare procedures in the school.
- iv) make clear any duties in respect of Health and Safety, which are delegated, to members of staff (this should be in writing).
- v) ensure that problems in implementing Health and Safety policy are reported to HSE in accordance with policy.
- vi) ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
- vi) arrange reviews of the working documents and systems which support the policy, such as:
 - a) emergency procedures
 - b) provision of first-aid in the school
 - c) the risk assessments
 - d) off-site visits

and make appropriate recommendations to the Governing Body.

- vii) put in place procedures to monitor the Health and Safety performance of the school.
- viii) ensure that all known hazards are reported where necessary and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety.
- ix) make recommendations to the Governing Body for additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards.
- x) review regularly the dissemination of Health and Safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- xi) Ensure Health and Safety training is implemented for all employees.
- xii) liaise with and report directly to the Governors on matters of Health and Safety.
- xiii) maintain and keep up to date the master copy of the Health and Safety policy together with all accompanying documentation.
- xiv) ensure the day-to-day implementation of this policy including the maintenance of appropriate Risk Assessments for School and off-site activities and seeking the approval of the Governors for meeting the financial implications of identified control measures.
- xv) to investigate accidents, dangerous occurrences and near misses, and ensure serious incidents are reported to County Hall via Assessnet.

2.3 Responsibilities of the Business Manager

- i) be responsible for ensuring that the day-to-day operational requirements of the Health and Safety policy are implemented.
- ii) will maintain an up-to-date copy of the Health and Safety policy together with all associated documentation relevant to the faculty involved.
- iii) notify the Head teacher and leadership team of any Health and Safety concerns and any financial implications identified by the Risk Assessment process.
- iv) be the focal point for reference on health, safety and welfare matters.
- v) ensure that all certification and statutory inspections are kept up to date.
- vi) issue updates as required to all holders of Health and Safety policy documents.

2.4 Specific Risk Areas.

2.4.1 Catering Operations

- i) The Cook is responsible for ensuring that the Health and Safety requirements of the organization are implemented on a daily basis and will ensure that the relevant parts of the school policy, especially those relating to emergency procedures, are followed by all catering staff.
- ii) The Cook will advise the Business Manager and/or Head teacher of any Health and Safety concerns.

2.4.2 Grounds Maintenance

- i) In-house ground maintenance, grass cutting and litter picking will be covered by this policy and will be the responsibility of the competent person(s)

2.4.3 Contractors

- i) Contractors are responsible for their own Health and Safety policies relating to their activities which must be followed on site and in addition they must make themselves and their employees aware of relevant school requirements, especially in relation to Emergency Procedures. When they take place, pre-contract meeting(s) will ensure these requirements are met.

2.5 Classroom Teacher's Obligations

The Health and Safety of pupils in classrooms is the responsibility of class teachers.

Class teachers are expected to:

- i) check classroom area is safe.
- ii) check equipment used is safe before use.
- iii) ensure safe procedures are followed.
- iv) give clear instruction and warnings to pupils, as often as necessary.
- v) report defects to the Premises Team.
- vi) avoid introducing personal items of equipment (electrical, mechanical) into school without authorization from the Headteacher.
- vii) follow safe working procedures personally.

2.6 Obligations of All Employees under the Health and Safety at Work Act 1974

All employees are expected:

- i) to know the Health and Safety organization and arrangements to be adopted in their own working areas and to ensure they are applied.
- ii) to observe standards of dress consistent and appropriate with safety and/or hygiene.
- iii) to exercise good standards of housekeeping and cleanliness.
- iv) to know and to apply procedures in respect of fire, First Aid and other emergencies.
- v) to use and not willfully misuse, neglect or interfere with things provided for his/her own Health and Safety and/or the Health and Safety of others.
- vi) to co-operate with other employees in promoting improved Health and Safety arrangements in the school.
- vii) to co-operate with the appointed Trade Unions Health and Safety Representatives and the officers of the Health and Safety Executive or the Local Authority.
- viii) to report all accidents, defects, dangerous occurrences and near misses to Premises Manager/ Business Manager/ Headteacher.

2.7 Premises Responsibilities

- i) have a general responsibility for the application of the school's Health and Safety policy to their own area of work and be directly responsible to the Headteacher.
- ii) will establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring, so far as is reasonably practicable, the absence of risks to Health and Safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- iii) will carry out regular Health and Safety assessments of the activities for which they are responsible, and report to the Headteacher / Business Manager any defects which need attention.
- iv) will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own Health and Safety, as part of the school's Health and Safety training requirements.
- v) will, where appropriate, ensure relevant advice and guidance on Health and Safety matters is sought.
- vi) will advise the Business Manager/Head teacher on requirements for Health and Safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

2.8 School Health and Safety Committee

The Governing Body and Headteacher recognize the role of Health and Safety Committee (not appointed by a recognized Trade Union). Health and Safety representatives must be allowed:

- i) to investigate accidents and potential hazards.
- ii) to investigate complaints by constituents about matters relating to health, safety and welfare.
- iii) to make representations to the employer about such matters arising from such complaint and such investigation and on general issues affecting health, safety and welfare in the workplace.
- iv) to carry out school inspection within directed time, but wherever practicable outside teaching time.
- v) to represent constituents in consultation with enforcement agencies.
- vi) to receive information that inspectors are required to provide.

2.9 Visitors and Other Users of the School

Visitors and other users of the premises will be required to observe to health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self help schemes, will be made aware of the Health and Safety policy applicable to them by the teacher to whom they are assigned.

PART III ARRANGEMENTS FOR IMPLEMENTATION

3.1 Distribution of Health and Safety Information

- i) An electronic version of the Safety Policy will be kept on the 'shared area' and a hard copy would be in the personnel office. Staff are encouraged to refer to these documents and seek advice whenever they are considering Health and Safety issues.
- ii) All staff will have access to the Policy and will be expected to familiarise themselves with the contents. Where codes of practice, guidance and advisory booklets or leaflets are referred to in this policy copies can be found at the locations set out above.
- iii) All new staff including part time will receive induction training which will include relevant Health and Safety issues. They will also have the 'shared access' referenced so they can access any further information they would like.
- iv) The Health & Safety Law poster will be displayed on the main notice board in the staff room.

3.2 Accidents, Dangerous Occurrences and Near Misses

- i) **Immediate First Aid**
Accidents involving injury or ill health effects will be notified immediately to the nearest First Aider to facilitate First Aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 9 (outside line) 999 for an ambulance to transport the patient to hospital, inform the next of kin and the main reception team who report upward.
- ii) **Completion of Accident Report forms**
Staff should ensure that all accidents involving injury or ill health effects are notified to their line manager and must complete the relevant paperwork.
- iii) **Internal Reporting and Investigation**
A member of staff who witnesses or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will complete the internal report form as soon as possible after the incident and send it to the Head teacher/Deputy Head teacher. The Business Manager will investigate all incidents reported by staff that the Head Teacher deems relevant for investigation. Investigations will involve consultation with Safety Representatives with the aim of identifying the cause and implementing preventative strategies.
- iv) **Compliance with RIDDOR regulations**
The school policy is to report any incident/accident which resulted in hospitalisation or seven days absence to be notified through the software system held at Leicestershire County Council. This software will then indicate whether the report needs to be upgraded to the Riddor System (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). The admin team will complete the necessary report form and send it to the enforcing authority within 10 days of the incident. In the event of a major injury or fatality the notification must be immediate, by telephone, with written confirmation following as soon as possible.

3.3 Contractors

All Contractors will:

- i) observe their own Health and Safety policies and procedures.
- ii) report to the Premise Team and sign in at Reception on arrival.
- iii) comply with the general requirements of the school Health and Safety policy particularly in relation to emergency procedures.
- iv) report to the Premise Team and sign out at reception when leaving.

3.4 COSHH – Control of Substances Hazardous to Health Regulations 2002

- i) Risk Assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed.
- ii) In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP). These Regulations also require the supplier to provide a safety data sheet.
- iii) COSHH also applies to biological agents connected to the workplace, e.g. Legionellae, dust in harmful concentrations, pesticides not covered by CHIP and substances produced in chemical processes.
- iv) Copies of COSHH risk assessments including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health and Safety Information.
- v) As a general principle it is the policy of the Governing Body that wherever possible safer alternatives be considered when purchasing hazardous substances

3.5 Display Screen Equipment (DSE)

- i) The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.
- ii) Workstation risk assessments will be carried out by competent persons on all stations in accordance with the Guidance on Regulations issued by the HSE.
- iii) Eye tests should be facilitated for those staff falling within the regulations in accordance with the above guidance.
- iv) Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort eg screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in the guidance and in the HSE leaflet "Working with VDU's".

3.6 Electricity at Work

- i) The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.
- ii) Fixed installations will be inspected and tested by the Council's Building Services Department at 5-yearly intervals and in the event of a fault developing.
- iii) Portable equipment shall be checked in accordance with the guidance issued by the LA and summarised in their buildings file.
- iv) In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Headteacher.

3.7 Emergency Procedures

See Emergency Action Plan and Business Continuity Plan, Also:

- i) First Aid boxes will be maintained at the sites specified in Appendix 1 to this part.
- ii) It is the policy of the Governing Body that there will be sufficient numbers of trained First Aiders on the site at all times. Those with current certificated training are listed in classrooms and prominent areas across school. In consideration of Pupil safety it is recommended that additional First Aiders be provided, in accordance with the First Aid Risk Assessment.
- iii) A nominated "Appointed Person" for the purposes of the First Aid at Work Regulations 1981 will ensure that First Aid box contents are replenished. See appendix 1
- iv) A record of treatment given must be maintained by the qualified First Aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of

accident prevention. In addition good records of initial treatment may be valuable if further medical attention is required or if legal action is considered by those involved in an accident.

- v) External and internal contractors will be encouraged to maintain their own First Aid boxes and provide their own trained First Aiders, although they will be allowed to use the school First Aid boxes in an emergency. In that event the nominated 'appointed person' must be notified so that replenishment can be organised.

3.8 Glass and Glazing

- i) Doors which can be pushed open from either side should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.
- ii) Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage. (Refer to establishment glazing survey)

3.9 Inspections, Monitoring and Audit and Review of Performance

1) Inspection

- i) General inspections take place annually by the H&S committee and are reported to premises department regularly in consultation with the Safety Representatives.
- ii) In addition the Premises Team will carry out regular checks on their area of operation and report any problems to the Business Manager.

2) Monitoring

- i) The Health & Safety Committee will meet every half term and carry out inspections across all sites so any issues found can be addressed.
- ii) The Headteacher will monitor the school's performance on Health and Safety issues.
- iii) The Governing Body will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for any Health and Safety issues arising.

3) Audit and Review of Performance

There will be an annual audit of all aspects of Health and Safety and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body.

4) Performance Standards

The school should set performance standard based on annual statistics. They will enable standards to be monitored and acted upon where needed.

3.10 Lifting Operations and Lifting Equipment

- i) The Premises Team will ensure that the statutory inspections take place when due.
- iii) All staff using hoists, tail lifts, etc must be familiar with the Health and Safety requirements regarding its use.

3.11 Management of Health and Safety

- i) The Management of Health and Safety at Work Regulations 1999 and the relevant Code of Practice and Guidance will form the basis of the School Health and Safety system.
- ii) Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with the assistance of the Deputy Head Teacher. These will be available to all employees in the locations set out in section 3.1 Distribution of Health and Safety information. Training will be given where necessary in accordance with the Health and Safety Training Plan which will be revised annually.
- iii) The Governing Body wishes to ensure that Health and Safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work etc Act 1974. This section imposes duties on employees to take care of their own Health and Safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

3.12 Manual Handling

- i) Manual Handling causes over one third of all reported injuries. It is the policy of the Governing Body that management and staff will comply with the requirements of the Manual Handling Operations Regs and the guidance issued by the Health & Safety Team based at County Hall.
- ii) The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- iii) Training will be a key part of reducing the risks for those staff involved in manual handling.

3.13 New Plant, Machinery and Equipment

- i) It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.

- ii) Second-hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Headteacher. Permission will not be granted unless they can be sure that all Health and Safety implications have been satisfied.

3.14 Noise at Work

- i) The Noise at Work Regulations require employers to assess and minimise the risks associated with exposure to high levels of noise there is an approved code of practice on the implementation of these regulations issued by the HSE.
- ii) In the school environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply, e.g. grounds maintenance equipment.
- iii) As a general rule the regulations will not apply where noise levels are below 85dBA. Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

3.15 Occupational Health

1) Access to Occupational Health services

- i) Occupational Health Services can be accessed which can provide confidential assistance on a wide range of matters affecting personal health.
- ii) Staff wishing to access this service should initially discuss the problem with their line manager. However, if they feel unable to do this and would prefer the matter to be handled confidentially an approach can be made to the Headteacher who will respect the privacy of the individual concerned.
- iii) Where the health of an individual is causing concerns for the Health and Safety of others, management reserve the right to refer that person to the occupational health service following consultation with the HR team at County Hall

2) Bullying

- i) Bullying of any employee will not be tolerated and will be regarded by the Governing Body as a disciplinary issue. Management will refer to the bullying policy and follow the guidelines contained therein.

3) Drugs and Alcohol Policy

- i) Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the Health and Safety of others the matter will be dealt with in accordance with the approved Drugs and Alcohol Policy
- ii) Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

4) Health Surveillance

- i) It is not considered that any employees on site are subjected to continued exposure to any substances which are so hazardous as to require their health to be monitored.

5) Health Promotion

The Governing Body recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health.

- a) Consider staff well being
- b) encouraging healthy diet (healthy options available in school dining facilities)
- c) encouraging staff to use the sporting and exercise facilities on site (where available)

6) Legionnaires Disease

- i) Legionnaires Disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease.
- ii) Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.
- iii) Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each school year. Hot and cold water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. This will be undertaken by the premises team.

7) New and Expectant Mothers

- i) Guidance is available to all staff via the shared area – school policies.

8) Smoking Policy

- i) The School Smoking Policy will be followed which means specifically that smoking is not allowed anywhere on the site.

9) Stress at Work

Stress is becoming an increasingly important issue. The local authority has produced a general guidance document entitled 'Stress at Work'. This document is made available to staff if required.

10) Violence at Work

Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSE (Violence At Work – A Guide For Employers) will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

3.16 Off site Educational Visits/Activities

- i) It is imperative that the guidance manual issued by the Deputy Head Teacher is strictly adhered to.
- ii) A good practice guide has been issued by the DfEE entitled 'Health and Safety on Educational Visits' which must also be followed.
- iii) All visits to sites which involve overnight stays must be assessed and approved by the LA.
- iv) Any teacher wishing to participate in an off-site visit must follow the school policy and must submit a request for permission together with a risk assessment carried out by a competent person to the Headteacher at least ten (10) working days before the visit is due to take place

3.17 Personal Protective Equipment

- i) The requirements of the Personal Protective equipment at Work Regs and the Guidance on Regulations issued by the HSE (L25) will be followed.
- ii) The circumstances where these regulations apply are fairly limited within school premises, e.g. Science & Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times
- iii) Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

3.18 Safety Representatives / Safety Committee / Consultation

- i) Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate Health and Safety issues.
- ii) The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non-union employees.
- iii) Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989.)
- iv) The Governing Body will fulfil these obligations through the Headteacher who will involve all staff including representatives in the development of Health and Safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

3.19 Site, Building and Staff Security and Safety

- i) **Site**
The site should be securely fenced..

ii) **Separation of Vehicular and Pedestrian Movement**

- a) The Head teacher will ensure that car parking arrangements including those for disabled persons do not compromise the safety of pedestrians.
- b) The Head teacher will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians. **TO BE DISCUSSED AT MEETING 14/10/24**

iii) **Staff**

- a) Staff working either in isolated parts of the building and/or out of normal hours should follow the policy advice on 'Lone Working' where applicable.
- b) Contract cleaning staff should sign in / sign out at the end of their shift in compliance with their employers requirements.

iv) **Visitors/Contractors**

Visitors and Contractors **must** sign in at reception and will be issued with a name badge for the duration of their visit.

3.20 Statutory Inspections and Examinations

Statutory inspections and examinations of boilers, pressure vessels, lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. The register of these will be held by the Premise Officer who will confirm that arrangements for inspection and examination are made by the due dates.

3.21 Supervision of Pupils

- i) The Headteacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.
- ii) The Headteacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunch time.
- iii) All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the building.
- iv) Staff supervising pupils in and around practical rooms, i.e sensory rooms, etc will be responsible for ensuring that pupils' behaviour is safe and in accordance with the school code of conduct

3.22 Training

- i) All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan which will be approved by the Governing Body.
- ii) The Training Plan will cover:

a) Induction Training

Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this policy will be issued.

b) Management Training

The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.

c) Specialist Training

The Headteacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.

d) Fire Training

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and, where necessary, practical training on the use of fire fighting equipment and alarms.

3.23 Visitors

- i) Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.
- ii) In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Appendix 1.

3.24 Work Experience

- i) The Headteacher will ensure that all young persons under the age of 18 who are either employed by the school or gaining work experience are not subjected to any risk of injury or harm in accordance with the Management of Health and Safety at Work Regulations 1999.

APPENDIX 1
COMPETENT PERSONS AND RELEVANT LOCATIONS

| RESPONSIBILITY | COMPETENT PERSON | LOCATION |
|---|---|---|
| First Aid Appointed Person | | |
| First Aid Box Locations | Jodie McCarthy | Classrooms Staff Room Premises office Medical Room Mini Buses |
| First Aiders | CPD co-ordinator Cath Brooks | List supplied in class rooms and in offices |
| RIDDOR Notifications by Assembly Points | Sophie Cairns | Main Office |
| Emergency Procedures | See notices in classrooms and prominent offices | |
| Emergency Procedures | as above | |
| Statutory Inspections ie boilers, hoists, fire safety | Premises Officers | Premises office |
| Out of School Visits | Deputy Head | Leadership office |
| Risk Assessments | Deputy Head | Shared area computer |
| COSHH Assessments | Premises Officers | Premises office |
| Manual Handling Assessments | Graham Brown | |
| Electrical Safety | Premises Officers | |
| Caretaking & Cleaning | Premises Officers | |
| Grounds Maintenance (grass cutting, litter picking and gardening equipment) | Premises Officers | |
| Catering | Cook | |
| Occupational Health | Head/Deputy Head | |
| Health & Safety Committee Members | Gaynor Hall / Cath Brooks Anne Taylor / Linda Bickley Lisa Oliver / Nick Loomes Louise Littleton Robin Southgate/Adam Judge Jo Morley / Graham Brown Rita Kotecha | |