



## Health and Safety Policy

Scope:	Whole School
Release date:	September 2023
Review date:	September 2024
Author:	School Business Manager
Reviewed by:	Head
Approved by:	Board of Governors

### Linked documents

This Policy should be read in conjunction with the:

Major Incident Policy (internal)

12a Prevention of Fire Risk Policy

12b Fire Emergency Plan Policy

13a First Aid Policy

14 Trips and Visits Policy

### Acronyms

Personal Protective Equipment (PPE)

Construction Design and Management (CDM)

Display Screen Equipment (DSE)

Local Exhaust Ventilation (LEV)

Provision of Work Equipment Regulations (PUWER)

The Governors and Head are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other health and safety legislation relevant to the school's operation, including the DfE publication [Health and Safety: responsibilities and duties for schools \(2018\)](#). In order to meet these responsibilities, they regard health and safety of paramount importance and give it the highest priority. Premises are maintained to ensure the health, safety and welfare of pupils.

The objective of the Health and Safety Policy is to minimise the risk of injury or ill health to pupils, staff and others affected by the School's activities, by identifying and then controlling hazards. This policy should be read in conjunction with the School's Risk Assessment Policy. This policy is applicable to all pupils, including those in the EYFS.

The Head, assisted by the School Business Manager and Operations Manager, will provide a positive lead in organising health and safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

To achieve these standards, we will:

- conduct all our activities safely and in compliance with legislation and where possible, best practice provide safe working conditions and safe equipment

- ensure a systematic approach to risk identification and the allocation of resources to control them · provide suitable information, instruction, training and supervision
- promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- promote the principles of sensible risk management
- monitor, review and modify this policy and any arrangements as required.

Accident prevention is essential for the smooth and efficient running of the School requiring full cooperation between all concerned.

Staff are under a legal obligation to co-operate fully in health and safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the health and safety rules, regulations and requirements and report any hazardous conditions to their Line Manager, the Operations Manager or Head.



A Gentles  
Chair of Governors



Paul Logan Head

## **Responsibilities**

### **Governors will**

- ensure that there is an effective policy for health and safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme.
- periodically discuss the effectiveness of the policy with the Head, the School Business Manager and the Operations Manager to ensure that any necessary changes are made.  
ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent health and safety legislation.
- provide access to competent health and safety advice.

### **The Head will**

- ensure that there is an effective policy for health and safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
- periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent health and safety legislation.
- ensure that responsibilities are properly assigned and accepted at all levels.
- take direct interest in the health and safety programme and support all persons carrying it out
- ensure that all areas of the School are inspected, from a health and safety point of view, once per term.
- review the Operation Manager's reports and take action where appropriate.
- ensure that all staff have adequate training for the tasks that they are required to perform.
- ensure that all staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- ensure that appropriate first aid provision is available and maintained.

### **The School Business Manager will**

- fully familiarise him/herself with the Health and Safety Policy and the statutory instruments and regulations as issued from time to time.
- raw up safe methods and procedures, written where appropriate, for operations under his/her control.
- inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Operations Manager, as necessary.
- ensure, in conjunction with the Head and the Operations Manager that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- in conjunction with the Site Manager, be responsible for the control of contractors within the grounds and ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance in place.
- in conjunction with the Head and Operations Manager, ensure that all areas of the

- School are inspected, from a Health and Safety point of view, once per term.
- in conjunction with the Head, review the Operations Manager's reports and take action where appropriate.

### **The Operations Manager will**

- be the point of contact for staff to raise health and safety matters.
- ensure that staff have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- represent staff at the School's Health and Safety Committee.
- coordinate and support staff in completing risk assessments as required.
- support the School Business Manager, Head and Governors in the undertaking of formal site inspections.
- support the School Business Manager, Head and Governors in raising health and safety standards and promoting a positive health and safety culture.
- support the School Business Manager, Head and Governors in undertaking accident/incident investigations as requested.
- inspect plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly.
- ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected.
- undertake ad hoc monitoring of specific areas as requested under the direction of the School Business Manager, Head and Governors
- in conjunction with the Site Manager and line managers, ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- ensure that emergency procedures (e.g. fire drills) are carried out and that results are recorded and appropriate action is taken, where necessary.
- ensure minibuses are regularly serviced in line with legal requirements and maintained to a high standard for safe daily use.

### **The Site Manager will**

- ensure safe access to the site, particularly in adverse weather, gritting and clearing as appropriate.
- ensure that buildings and grounds comply with health and safety recommendations, and report any defects immediately.
- ensure that health and safety notices, signs and equipment within School are kept clear of obstruction, visible, accessible at all times and in full working order.
- undertake in-house statutory testing of fire safety systems, alarms and access equipment and maintain records.
- undertake portable appliance testing at School and Rykneld Centre.
- ensure site and grounds equipment is regularly serviced in line with legal requirements, cleaned, fuelled and maintained to a high standard for safe daily use.
- ensure control measures on risk assessments for general School areas are adhered to when opening up daily, and report any issues immediately.
- order and control protective clothing for maintenance staff, complying with health and safety and COSHH regulations

### **The Sports Centre Manager will**

- ensure safe access to Rykneld Centre, particularly in adverse weather, gritting and clearing as appropriate.
- ensure that any grounds equipment owned by the School and located at Rykneld Centre is regularly serviced in line with legal requirements, cleaned, fuelled and maintained to a high standard for safe daily use.
- ensure that Rykneld Centre buildings and grounds comply with health and safety recommendations, and immediately report any defects to the Operations Manager.
- ensure that health and safety notices, signs and equipment within Rykneld Centre are kept clear of obstruction, visible, accessible at all times and in full working order.
- undertake in-house statutory testing of fire safety systems, alarms and access equipment and maintain records.
- report any accident/incidents that occur at Rykneld Centre.
- undertake risk assessments for all activities on site.

### **Line Managers will**

- draw up safe methods and procedures, written where appropriate, for operations under their control.
- endeavour to ensure the health, safety and welfare for all persons within their control.
- carry out regular inspections of their areas of responsibility to ensure that equipment and rooms are safe.

### **All staff will**

- familiarise themselves with the Health and Safety Policy and the statutory instruments and regulations as issued from time to time.
- observe health and safety rules at all times.
- conform to all advice given by the Operations Manager and others with responsibility for health and safety.
- familiarise themselves with the first aid and fire procedures.
- ensure that all safe methods and procedures, where appropriate, are followed at all times.
- ensure that all classroom/work areas are safe before they are used by any person.
- ensure that risk assessments for general School areas (eg. slips and trips) are followed.
- ensure that risk assessments for their teaching area are followed.
- ensure that all equipment is safe before it is used by any person.
- ensure that personal protective equipment (PPE), where appropriate, is used at all times.
- ensure that any hazardous or dangerous conditions or situations are reported to the Operations Manager or School Business Manager without delay.

### **All other persons on School property will**

- observe health and safety rules and instructions given by persons enforcing the Health and Safety Policy.
- not work on the premises until the relevant rules are read, understood and accepted.
- not work on the premises until covered by insurance against risk.

## Health and Safety Consultant

- provide advice and guidance in relation to health, safety and welfare matters in accordance with legislation.
- periodically monitor the School's health and safety arrangements and advise of non-compliances and improvements
- assist the School Business Manager, Head and Governors in investigating major accidents and dangerous occurrences and recommend corrective action as necessary.
- provide training within the remit of their expertise.
- advise on policy and procedural updates

Will provide access to a range of model documentation to support the School's health and safety management including risk assessments.

## Methods and Procedures

### Safe Systems

Staff are expected to have devised safe systems, where appropriate, for their working areas. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working.

The systems will have taken into account the following principles as far as reasonably practicable: -

- The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- Analysis of the tasks involved, including safety analysis and the provision of clear instructions.
- Where appropriate, details of the correct sequence of operations involved
- Identification of safe procedures, both routine and emergency.
- Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.
- Training of staff.

Written procedures are required in the following curriculum areas:

- **Design Technology**  
departmental H&S Policy and arrangements  
room rules  
use of equipment  
training in use of machinery records
- **Science Laboratories** –  
departmental H&S Policy and arrangements  
room rules  
use of equipment
- **Art Suite** –  
use of equipment

- **PE and Games**  
departmental H&S Policy and arrangements  
use of equipment  
staff specific training requirements

Health, safety and wellbeing are regarded as being of paramount importance. All staff are required to familiarise themselves with the Health and Safety Policy either in its entirety or the sections relevant to them. All staff must familiarise themselves with the risk assessment for their teaching area as well as all general School risk assessments and adhere to the control measures stated therein.

All staff receive training in health and safety (including risk assessment) training as part of the School's induction programme. Ancillary and maintenance staff will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Additional training and guidance needed for specific requirements will be detailed within departmental health and safety or other individual policies.

### **Playtime Safety**

Teaching staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in play areas, commensurate with enjoying a healthy and safe environment.

If duty staff identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

The Primary School has a separate rota that is arranged to reflect the ages of the children and therefore has greater supervision.

In all cases the School ensures that staff supervising the playground activities are competent to undertake the task.

Outdoor fixed play equipment is visually inspected and recorded by the Site Manager on a weekly basis and by Primary School staff on a daily basis as and when the equipment is used. An annual independent thorough inspection is undertaken by a registered RPII inspector.

### **Sport: General**

Sport in School is co-ordinated and organised by the Head of PE who has devised a full policy for sport activities. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling. All sports staff are first aid trained.

Sports activities and use of sporting equipment are risk assessed to ensure appropriate and safe use. For all sports, the School requires that the relevant PPE be worn as detailed within PE schemes of work.

Pupils who do not bring a note to School stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils will be excused from taking part in sport.

### **Sport: Injuries**

All sports staff are first aid trained. First aid kits are located at School and Rykneld Centre and portable kits are taken to sports fixtures.

The office and Rykneld Centre staff are trained to administer first aid. They will handle the situation provided that it is within their sphere of competence. If an injury is more serious, an ambulance will be summoned as appropriate. In such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

Pupil contact details will be available for away fixtures in the event of an emergency. Address details for ambulance access are displayed at Rykneld Centre.

### **Swimming**

Swimming is carried out off site at a local leisure centre. The normal operating procedure and emergency action plan of the pool is adhered to.

Tuition is given by competent teaching staff and leisure centre staff. The School ensures that all people carrying out tuition and supervision are appropriately trained.

### **Fire**

School recognises its duties under the Regulatory Reform (Fire Safety) Order 2005. The School has a Fire Procedures and Emergency Plan and Fire Risk Policy which should be read in conjunction with this policy.

All School premises have had a fire risk assessment completed in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 by a competent person; resulting recommendations are considered and actioned.

Fire exit route maps are displayed by all alarm call points.

Fire drills are carried out each term at the main School site and Rykneld Centre. These practices are recorded in a log.

### **Off-Site Activities: Field Trips, Visits etc.**

The School has a Trips and Visits Policy that should be read in conjunction with this policy. Its main provisions are summarised below:

- Careful planning of trip to include a prior visit whenever possible
- A comprehensive evaluation is made of all health and safety factors involved.
- Advanced notice is given to parents with full details of the trip and written permission is obtained for a pupil to attend the trip.
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### **Supervision**

School will always consider the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are safe and ensure good supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- Any hazardous pursuits to be undertaken and any safety or additional insurance requirements.
- The expertise of staff accompanying the trip.
- Accident and emergency procedures.
- Trip contact person knows the itinerary and is able to alert the authorities in the event of failure to make a pre-arranged contact.



- Risk assessment of any hazards that are likely to be encountered.
- A first aid kit is taken on every trip and all staff are first aid trained.

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

### **First Aid and Medicine Control**

The School has a First Aid Policy that should be read in conjunction with this policy.

At least 50% of staff have up-to-date Emergency First Aid at Work training. A rolling programme ensures that every year and half a cohort of staff receive this training. Specific staff receive Paediatric First Aid Training.

First aid and medicines are under the control of the office staff who are first aid trained. They are assisted by the Primary School Teaching Assistant, who is also first aid trained.

First aid boxes are kept up-to-date and are replenished by the office staff.

The following items are also controlled by the office staff in respect to pupils:

- Accident Book - completed for serious accidents
- Daily Log - detailing head injuries or other major injuries
- Records of any medication administered

Individual Healthcare Plans are in place for pupils with long term health conditions and consent forms used for pupils requiring ongoing medication.

Staff accidents are reported to the School Business Manager and the staff accident book is held in her office.

### **Catering**

The School outsources catering, and our partners follow the guidance set out by the Food Standards Agency and the principles of Safer Food Better Business for Caterers. The School has a Catering and Food Hygiene Policy that should be read in conjunction with this policy.

Our catering partners are responsible for all necessary health and safety checks. All catering staff are trained in food hygiene. An external catering consultant undertakes an annual Health and Safety Food Hygiene audit.

The kitchen is fitted with an extract ventilation system to ensure that conditions in this area remain satisfactory for personnel.

### **Safe Place of Work**

The School has a defect reporting system in place whereby staff report any premises/site related concerns. The Site Manager actions issues and where they are outside of his remit, refers them to the School Business Manager for resolution.

The School premises are visually inspected as part of opening procedures by the Site Manager (main school buildings) and Sports Centre Manager (Rykneld Centre).

A formal annual inspection of the School's premises is undertaken and recorded.

## **Cleaning**

Cleaning is carried out by a contractor.

During term time, daily cleaning is undertaken in classrooms, the hall, toilets, laboratories and general areas. During holidays, deep cleaning is scheduled as required.

Rooms containing cleaning materials are kept locked.

## **Hazardous Substances**

All hazardous substances are listed on a COSHH register. These registers include advice on proper handling, control measures, storage and use of PPE. Separate registers are held for:

- Maintenance
- Cleaning
- Art
- Design and Technology
- Science Departments
- Rykneld Centre

## **Personal Protective Equipment (PPE)**

There are certain activities where hazards cannot be eliminated by other means and use of PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

- provide suitable PPE for staff and pupils
- ensure correct maintenance of PPE including replacement of lost or damaged equipment
- provide accommodation for PPE
- ensure PPE is used properly through instruction and training

Under the same Regulations, staff and pupils will:

- use the PPE correctly whenever required
- report any loss or defect immediately to the Head of Subject

## **Pedestrian/Vehicle Segregation**

The nature of the School's site is such that only limited vehicles are permitted on site and in particular, the area immediately outside the school buildings.

Vehicle movement is restricted in areas between the school buildings which ensures adequate segregation between vehicles and pupils.

The area outside the front of the School is designated for disabled and visitor parking only. Access to the main car park is restricted at the start and end of the school day to provide adequate segregation between vehicles and pupils.

Parents are requested not to drive onto site between 08:00 and 08:40 and 15:40 and 16:25. Staff conduct periodic duties at the front gate to stop and dissuade parents from driving on site at inappropriate times.

## **Driving for work purposes**

The School has a Driving for Work Policy and Driving a Minibus Policy which should be read in conjunction with this policy.

All staff who drive for School business are required to complete a declaration before they are permitted to drive. The Operations Manager checks all drivers' licences annually to confirm which category of vehicle they are allowed to drive and penalty points.

For every journey, a pre-drive safety check is undertaken together with a risk assessment. For staff who transport students, a risk assessment is completed as part of the off-site visit process.

## **Security of Site**

### **School**

The School has taken all reasonable steps to prevent unauthorised entry into its premises. All the main entry doors are locked with key code access. See also the School's Safeguarding Policy.

Visitors are required to report to reception on arrival, sign in via the E-Reception iPad and wear a visitor's badge. Reception draw visitors'/contractors attention to the health and safety guidance and site rules.

The site is protected by fencing and CCTV is installed to cover the whole area around the School buildings.

Staff are required to be vigilant at all times and to challenge any unknown person to establish whether or not they should be on School premises.

The responsibility for ensuring that the premises are secure falls with the School Business Manager.

### **Rykneld Sports Centre**

The front door is kept locked prior to the arrival of customers. The gates are locked until either pupils arrive for a lesson, or a public booking takes place. Whilst school lessons are taking place, the gates remain locked until pupils leave. For 'after school' lessons, the gates are unlocked at 17:15 for the pupils to be collected.

There is a sign on the front gate displaying the telephone number for anyone wishing to gain access during the day. All visitors are required to report to reception on arrival. Any contractors, on site when lessons are taking place, will sign the visitor book and be issued with an ID badge.

For customer bookings, the front gates are normally open from 17:15 on weekdays and from 09:00 on Sundays. The gates remain open until the last customer leaves. The staff will then set the intruder alarm, secure the building and lock the front gates.

Staff are vigilant at all times and, where they feel confident to do so, will challenge unknown persons. Staff carry a mobile phone with them at all times with emergency number details.

### **Machinery and equipment**

Maintenance on all equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The inspections and checks include:

- Inspection of guards and mechanical equipment by ancillary, maintenance and teaching staff before use
- Monthly checks of equipment for working at height
- Formal annual inspections of machinery under PUWER
- Regular checks on Portable Electrical Equipment

- Annual service of LEV equipment
- Annual service of heating equipment
- Annual service of fire extinguishers
- Servicing of fire alarm system under contract
- Servicing of catering equipment under contract
- Five yearly checking of fixed electrical wiring

## **Environmental Control**

### **CLASSROOMS and GENERAL AREAS**

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are suitable for use. The School endeavours to ensure that all areas are in line with the most up to date requirements in the educational sector.

### **ART ROOM and SCIENCE LABORATORIES and D&T WORKSHOP**

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 1999.

### **Asbestos**

The School will ensure that it complies with the HSE's approved code of practice L143 Managing and Working with Asbestos Control of Asbestos Regulations 2012. Approved Code of Practice and Guidance. School is committed to preventing exposure to asbestos fibres to all persons that enter its premises. School buildings have an asbestos management survey from which a Local Asbestos Management Plan (LAMP) has been developed.

An annual visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the School's LAMP. Where necessary, more frequent checks of ACMs are undertaken.

Prior to any works that will, or have the potential to, alter the fabric of the building, a refurbishment and demolition survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

### **Legionella**

The School will ensure it complies with the HSE approved code of practice 'Legionnaires' Disease - The Control of Legionella bacteria in Water Systems' (L8).

This will be achieved by:

- commissioning a bi-annual legionella risk assessment for each site and ensuring actions identified are acted upon
- employing a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- ensuring that relevant school staff are suitably trained/competent to undertake monitoring/testing activities required by the legionella risk assessment
- ensure regular flushing of outlets is completed and recorded
- ensure the Site Manager and Sports Centre Manager arrange monthly monitoring of water systems including temperature readings

## **Noise**

The School regards noise as an important issue and takes the following action in order to minimise its effect.

- Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- Where applicable, noise meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Where required, noise assessments will be carried out by the Operations Manager. If it is found that there is a particularly severe problem, noise specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

## **Waste Disposal**

### **GENERAL AND FOOD WASTE**

The disposal of this waste is carried out in the usual manner by private contractors employed by the School.

### **CHEMICAL WASTE DISPOSAL**

Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

Chemical waste is disposed in line with instructions from CLEAPSS.

## **Reporting Procedures: Accidents and Near Misses**

The procedures used are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as follows:

### **IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD (TELEPHONE) IF ONE OF THE FOLLOWING OCCUR:**

- Fatal injury to staff, pupils or any other people in an accident on the premises.
- Major injury to staff or any other people in an accident on the premises - the major injury as listed in the Regulations.
- Major injury to students in line with the guidance detailed in the HSE guidance document EDIS 1 (rev 3)
- Dangerous occurrences listed in the regulations.

### Reporting:

- A written report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered above.
- A written report will be sent to the Health and Safety Executive within ten days for any other injury which results in staff being absent from, or unable to do their normal work for more than seven days.
- A written report will be sent to the Health and Safety Executive within ten days in the case of ill health listed in the regulations.

### Record Keeping:

A record will be kept of any injury, occurrence or disease requiring report:

- Time
- Date
- Place
- People Involved
- Description of Event

### **Investigation**

All incidents will be proportionately investigated to identify root causes and any controls that may be required to prevent recurrence. For minor incidents, the member of staff on scene at the time will undertake an investigation. For more serious incidents, an investigating representative will be appointed to undertake a formal investigation and report back to the Head and Governing Body.

### **Risk Assessment**

The School has a separate detailed Risk Assessment Policy. Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998.

The Assessment will establish the following:

- The hazards associated with a particular activity.
- The potential frequency and severity of an accident.
- The control measures being employed to minimise the risk of an accident occurring.
- Any further action to be taken to adequately control the hazard.

### **Display Screen Equipment (DSE)**

The School acknowledges that staff who habitually use DSE, should have suitable equipment to undertake their work. They should know how to use the equipment safely and have a DSE assessment which is reviewed at suitable intervals.

The School will ensure that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least annually, earlier if there are significant changes to equipment or an individual's health
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### **Manual Handling**

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' (fourth edition) and where there is a possibility of injury being caused the following action will be taken in line with the regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- Where activities involving risk cannot be avoided, they will be subject to an assessment.

- The risk of injury will be reduced as far as reasonably possible:
  - > assistance from other personnel
  - > use of trollies or other similar equipment etc.

All staff are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

### **Work at Height**

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all work at height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at height will be properly planned and organised.
- Those involved in work at height will be properly trained and competent to do so
- Any member of staff working at height will have permission of the School Business Manager, Operations Manager or Head to do so.
- A risk assessment will be carried out to establish the correct access equipment.
- Equipment for work at height will be properly inspected and maintained by the Site Manager

In addition, risks due to work on or near fragile surfaces will be properly controlled. The

School will further comply with the Work at Height Regulations by taking account of the

following:

- Avoiding work at height if reasonable to do so.
- Using work equipment or other measures to prevent falls where work at height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

### **Control of Contractors**

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School's premises. In order to meet these obligations, School exercises control over contractors in the following way:

#### **Identification of Suitable Bidders**

The following items will be taken into account:

- Adequacy of Health and Safety Policy
- Control Structure
- Safe Systems of Work in Operation
- Training Standards

### **Identification of Hazards in the Specification**

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- Special hazards applicable - e.g. asbestos
- Safe access to/egress from the site
- Confined space entry
- Chemical storage
- Occupational health risks including noise

### **Appointment of Contractor**

Based upon the best bid, taking into account all factors.

### **Acceptance by Contractor of School Safety Rules for the Site**

All visitors, including contractors, are given a list of site rules.

### **Control of Contractors On Site**

- Contractor required to nominate member of staff to co-ordinate all health and safety aspects and to liaise with School's Site Manager
- Regular inspection of contractor's operations
- Provision by contractor of written method statements in advance, particularly where they apply to special hazards
- Notification by contractor of all accidents
- All machinery on site to have documentary evidence of statutory inspections and driver/operator training where applicable.

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007.

### **Construction (Design and Management) Regulations 2007 (CDM)**

The School is aware of its obligations under the CDM Regulations and where projects are such that they come under these regulations the School, as client, will carry out the following:

- Select and appoint a planning supervisor and principal contractor
- Ensure that the planning supervisor and principal contractor are competent and check their allocation of resources to health and safety
- Ensure that an adequate health and safety plan is in place before work commences · Pass on information about the land and/or premises to be developed
- Ensure that the health and safety file, prepared on completion of the project by the planning supervisor, is kept available for those subsequently carrying out construction work

In line with Regulation 4 of the Construction (Design and Management) Regulations 2007, the School may elect an agent to act on its behalf when projects involving these regulations apply.

On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.



## **Lettings**

The School has a lettings procedure. The procedure covers arrangements for fire evacuation and security and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

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

The School will ensure that:

- the premises are in a safe condition for the purpose of use
- health and safety arrangements are detailed in the lettings procedure and that these are fully explained and communicated
- adequate arrangements for emergency evacuation are in place and communicated

## **Staff Wellbeing**

The School acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress and will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HSG 218). The School has a separate Staff Wellbeing Policy which should be read in conjunction with this policy.

## **Emergencies**

The School has a separate Major Incidents Plan which should be read in conjunction with this policy.

## **Health and Safety Committee**

The Health and Safety Committee meets termly and as necessary to ensure that health and safety matters are properly reviewed. Such occasions for meetings may occur when:

- Specific incidents give rise to the concern of the School, the staff, parents or pupils. · A request is received from a member of the committee.
- An instruction is issued by the Head asking for a review of the School's policies.

The Committee's regular meetings are for the following purposes:

- To promote health and safety throughout the School
- To receive reports on the effectiveness of the implementation of the Health and Safety Policy
- To consider and introduce additional safety rules that may be required from time to time
- To ensure that current health and safety legislation is being complied with
- To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- To carry out any inspection of the School that may be required
- To consider what material, publicity or training should be used in order to help promote health and safety throughout the School
- To investigate any special hazards and to recommend action to be taken
- To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

### **Consultation with Employees**

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- Any changes which substantially affect their health and safety at work - changes in procedures, equipment or ways of working etc
- Arrangements for using 'competent people' to assist in complying with health and safety legislation
- Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks
- The planning of health and safety training
- The health and safety consequences of introducing new technology

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Health and Safety Committee if deemed appropriate.

### **Monitoring Policy**

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Committee, Head and Operations Manager. Checks will be made regularly with an inspection being made of all areas of the School followed by a report to Governors.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that this policy is fully up to date