



HEALTH AND SAFETY POLICY

(including the Early Years Department)

Responsible members of staff: **C. Hexton, K. Guest, M. Jackson**

Review date: **September 2022**

Next review: **September 2023**

Health and Safety Policy Statement of Intent

The Governors of Alton School fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy School for all of the employees, pupils, parents, contractors, visitors and others who could be affected by the activities of the school. In their role as employer they attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in their community so that effective learning can take place. In recognition of their duty towards the health, safety and well-being of the staff, pupils, parents, volunteers, visitors and contractors; it is their policy to:

- Maintain a health and safety framework that guides and supports each and every one in fulfilling their responsibilities for health and safety
- Detail the responsibilities and arrangements the school has for fulfilling its health and safety obligations
- Provide sufficient resources to enable this policy to be achieved including staff training
- Appoint a competent person to provide advice, guidance and support
- Establish priorities for risk control
- Regularly check progress in implementing this policy
- Consult with staff on matters affecting their health and safety
- Provide and maintain safe premises and equipment
- Check that staff, volunteers and third parties are suitable and competent for the tasks we require them to carry out
- Provide information, instruction and training to enable staff, pupils, parents and volunteers to carry out their tasks safely
- Provide adequate supervision to manage health and safety
- Endeavour to prevent accidents by maintaining safe and healthy conditions and if they do occur ensure systems are in place to determine the immediate, underlying and root cause and put in place any additional controls needed to prevent a recurrence
- Undertake risk reviews and revise this policy at regular intervals (at least annually or more frequently if significant changes occur)

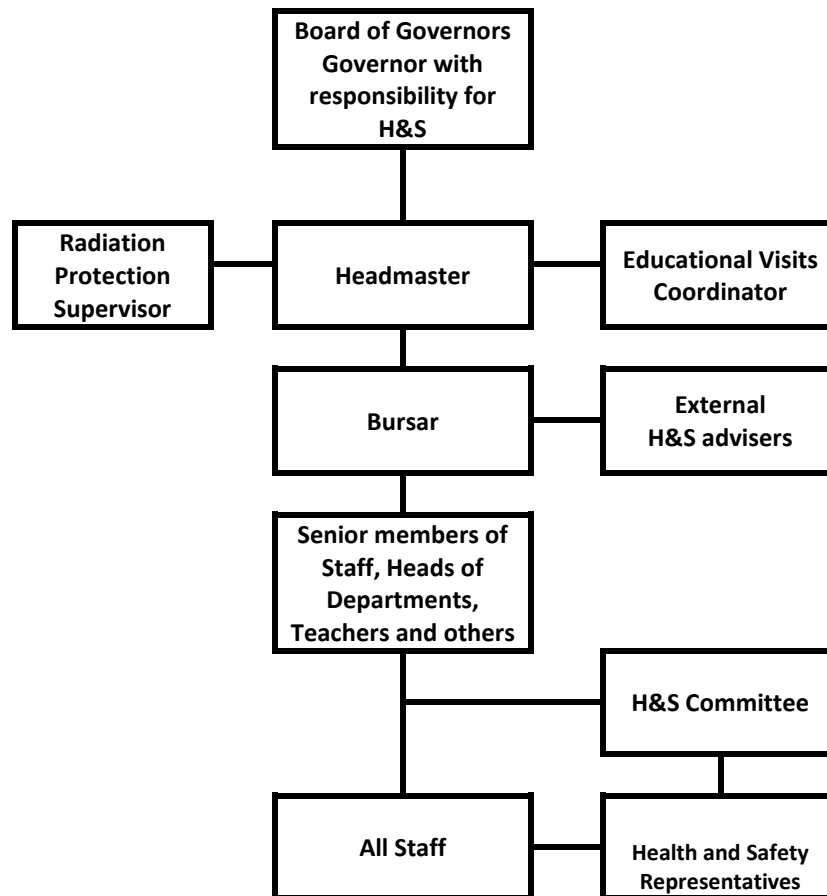
Mr C Hexton

Chairman of Governors

Mr K Guest

Headmaster

Organisation structure and responsibilities for health and safety



Board of Governors - The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

The Governors have nominated one of their number to have responsibility for overseeing health and safety on their behalf.

Headmaster - The Headmaster will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

Organisation structure and responsibilities for health and safety

Bursar - The Bursar is the member of the School's Senior Leadership Team who is the person responsible for overseeing health and safety. They liaise with our external competent health and safety advisers, PiB Risk Management. They work with, and assists all those with responsibilities identified in this policy in achieving a common approach to the management of health and safety across the organisation.

The Bursar is responsible for assisting the Senior Leadership Team, Department Heads, teachers and all support staff in understanding what is required of them when implementing the management arrangements for health and safety. The Bursar will advise the Headmaster of any health and safety issues or concerns raised.

Senior members of Staff, Heads of Departments, teachers and others as appropriate - These Managers are responsible for the successful management of health and safety within their areas of authority. They are expected to set a positive example and endeavour to ensure that their staff and other workers are competent and supported to maintain good standards of health and safety. They will endeavour to ensure that sufficient resources are made available to their managers to enable them to fulfil their health and safety responsibilities.

Each Manager is required to implement the arrangements for health and safety as they affect their area of operation and to advise the Bursar of any health and safety issues or concerns raised.

In particular, every manager with the assistance of their H & S representative is required to:

- Identify any hazards associated with their work, buildings & activities
- Try to eliminate these hazards where possible
- Put in place suitable controls to reduce the effects of any hazards that cannot be eliminated
- Inform the relevant staff, pupils, parents and third parties of what needs to be done for health and safety
- Keep a record of any agreed health and safety requirements
- Check that the action required is implemented
- Review the above periodically (at least annually), or in the event of an incident or the possibility of an incident becoming apparent

Health and Safety Representatives - In recognising the positive benefits in involving front line staff in our health and safety management, we have a network of health and safety representatives whose primary role is to represent the views and concerns of staff for the areas that they represent. We aim to involve these representatives on any changes to working conditions or procedures as well as asking them to contribute to incident investigations and risk assessments that are within their areas.

Organisation structure and responsibilities for health and safety

Staff - Everyone working within the school environment has a safety responsibility and each is asked to:

- Co-operate on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Carry out their duties with due regard for the health and safety of the other people within their working environment
- Take care of their own health and safety
- Report any health and safety concerns as soon as possible
- Comply with the policies and procedures that are applicable to their work
- Attend/ complete training that has been provided
- Inform an appropriate manager if anything affects their ability to carry out their role in a safe way. For example, medical conditions or medication that would affect their level of alertness
- Report any incidents or accidents to their line manager and Bursar/ School Nurse when appropriate
- Carry out Risk Assessments when required for any planned activities, if required
- Not carry out any health and safety tasks to which they have not been trained

Pupils - While school staff carry the main responsibility for the health and safety provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, pupils take the responsibility for:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the school code of conduct

Staff involvement in health and safety - In recognition of the importance of involving our members of staff in health and safety, we regularly discuss health and safety at meetings.

Our health and safety representatives meet formally with management at the regular health and safety meetings and our managers have the opportunity to discuss issues at their management meetings.

These issues are then referred onto the Headmaster by the Bursar.

Supervision, training and instruction - All staff will be offered the opportunity to receive health and safety training, including risk assessment, which is appropriate to their duties and responsibilities. Wherever training is required by or considered necessary for the safety of staff, pupils and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities, which they are carrying out.

Organisation structure and responsibilities for health and safety

Educational Visits (overseen by Educational Visits Coordinator) - We have a formal collaborative approval process for educational visits, trips and school led adventure activities:

- Ensure educational visits meet the school's requirements; (SLT)
- Support the Headmaster and Governing Body with approval and other decisions; (SLT)
- Assess competence of prospective leaders and staff; Deputy Head and Director of Lower School
- Ensure risk assessments meet requirements; Deputy Head and Director of Lower School
- Ensure parents are informed and give consent; Trip Leader
- Organise emergency arrangements; The Bursar and Deputy Head
- Keep records of visits, accident or incident reports; School Nurse
- Review systems and monitor practice; (SLT)
- Keep up to date with the current requirements on the types of visits and trips undertaken by the organisation

Radiation Protection Supervisor - To ensure that the use and storage of radioactive sources is in accordance with our legal duties, the Teacher of Physics is the nominated Radiation Protection Supervisor. This person is responsible for the following:

- Keeping up to date with legislation and guidance
- Understanding the precautions necessary to restrict exposure
- Making sure staff are provided with information, instruction and training on safe working with substances, materials and equipment involved in the work
- Providing support and assistance to assist in the day to day control of activities using radiation sources
- Assisting in carrying out risk assessments for work involving radioactive sources and in writing local rules
- Ensuring that all such work is carried out in accordance with the local rules
- Being directly involved with work using ionising radiations
- Being able to exercise supervision, though need not be present all the time
- Undertaking period stock checks of radioactive sources
- Ensuring security is such to prevent theft or loss of radioactive substances
- Ensuring that regular monitoring is carried out on radioactive sources and their containers
- Ensuring that all records required are accurate and kept up to date
- Recognising the need to seek competent advice
- Knowing what to do in an emergency and have appropriate resources available

External Health and Safety Advisers - PiB Risk Management are the 'Competent Person' as required by law. They liaise with the Bursar to provide support & guidance with regard to appropriate health and safety requirements that the school is required to consider and attend the School as required.

Health and safety rules

Introduction

We require all our staff to work safely and follow these rules whilst at work. Any breach of these rules may require the school to consider taking formal action, depending upon the circumstances. However, if staff read, understand and follow these rules they will comply with their duty and contribute to the safe running of the school.

If staff do not understand what is expected of them, or if they are unsure about the safety rules, they should consult with their line manager or the Bursar as soon as possible.

General rules

- It is the duty of all staff to co-operate with management in fulfilling legal obligations in relation to health and safety. This includes: being familiar with School's Health and Safety Policy and completing/ attending any Health and Safety training which is available/ appropriate to their job role.
- Staff must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare
- It is the duty of all staff to report to management any dangerous work situation and any shortcomings in our safety arrangements so that we can take the necessary remedial action

Accidents and ill health (Please refer to our First Aid Policy)

- All injuries, accidents and cases of ill health, including minor injuries, must be reported to the School Nurse and/or Bursar (as appropriate) and details recorded in the accident book. Injuries and accidents which occur in the Nursery are recorded in the Nursery accident book and reported to School Nurse
- Staff should report, to the Bursar, any medical condition or medication they are taking which could affect their ability to carry out their work safely
- Staff must not work if they have taken any substance that could affect their ability to work safely

Fire safety (Please refer to our Fire Safety Policy)

- All staff should read the fire notices displayed, make sure they know how to raise the alarm if they discover a fire and understand the evacuation procedure for their area
- Staff should not prop open fire doors or tamper with fire-fighting equipment such as extinguishers
- Staff should maintain safe walkways on all exit routes. Ensure that fire exit doors can be readily opened and are free from obstruction both inside and out
- If staff discover a fire they should:

SOUND THE NEAREST ALARM, EVACUATE THE BUILDING AND CALL THE FIRE BRIGADE

Hazardous substances

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires the School to prevent both the staff and pupils being exposed to substances hazardous to health or, if prevention is not reasonably practicable, to adequately control the exposure.

Substances hazardous to health are defined in five categories. The following two categories are relevant to the School:

- Those substances which have certain dangers e.g. very toxic, toxic, harmful, corrosive, irritant (these are marked with an orange hazard warning label) and dusts.
- All reasonable steps are taken to prevent the exposure of staff and pupils to substances hazardous to health or to control any exposure to within acceptable limits. Therefore, the hazardous substances are managed in the following way:
 - All departmental heads are required to identify any hazardous substances in their department.
 - Using the safety data sheet accompanying the hazardous substance, compile a written COSHH assessment stating what the risk is.

Precautions are determined to reduce the exposure to an acceptable level.

This may involve:

- replacing the substance with a non-hazardous alternative
- Using a safer procedure
- Using suitable equipment
- Controlling the exposure at source e.g. use of local exhaust ventilation
- Providing personal protective equipment.
- All staff are provided with understandable information on the nature of the hazardous substances they work with.

Protocol for dealing with body fluids and blood soils is included in First Aid Policy

Before they use any substance marked as hazardous, staff should make sure that they know how to use it safely. Staff should not transfer hazardous substances from one container to another if it does not have the correct labelling and information on it

Storage of Chemicals

All hazardous substances which are present at the School are stored safely and access to them is restricted to authorised staff.

- Chemicals required for practical experiments by the science department are stored in a locked store within the science block. Access to the store is limited to the authorised staff;
- Cleaning chemicals are used by domestic staff – they are stored securely in various cleaning cupboards across the site. Each member of the domestic team has access to her/his store cupboard.
- Cleaning chemicals used by the catering team are stored securely in the kitchen store room in locked container.
- Any chemical products used by the caretaking team are stored in the locked workshop – access to which restricted to premises staff only.

Body Fluids

- Procedures for how to handle any spills of body fluids can be found in First Aid Policy.

Lone working

- Staff should never work alone on tasks identified by managers as requiring more than one person
- Staff should ensure that someone knows where they are when working alone
- Staff should ensure that they have an appropriate method of communication in case of emergency
- Staff should inform their manager if they are concerned about any lone working situation

Machinery and equipment safety

- Staff should only operate machinery or use equipment that they know how to use safely and they are authorised to use
- Staff should not carry out repairs and maintenance unless they are competent to do so
- Staff should not use machinery or use equipment that is damaged

Moving and handling

- Staff should never lift anything or anyone unless it is safe to do so, unless they know how to lift correctly and are physically fit enough to take the weight
- Staff should always seek assistance when lifting anything or anyone when they can
- Staff should use the lifting aids provided

Personal Electrical Equipment

- Staff should only bring electrical equipment onto the site if it is in a safe condition and permission has been sought from the Bursar and IT Systems Manager (if appropriate)
- Staff and students should present all electrical equipment for PAT testing before it is used within the School

Protective clothing and equipment

- Specific PPE will be designated through risk assessments and method statements for specific work activities being undertaken
- Staff must use all protective clothing and equipment provided for their personal protection as instructed
- Staff must keep their protective clothing and equipment in good condition
- Staff must report any unsuitable, defective or lost items immediately to their manager

Vehicles

- Staff should never drive or operate a vehicle if they are not authorised to do so
- Staff should never drive a vehicle for which they do not hold the appropriate licence; licences are checked on an annual basis by Transport Co-ordinator
- Staff should report to the Bursar any health conditions and medications which may affect their ability to operate a vehicle
- Staff should always check the vehicle for safety prior to use
- Staff should be aware of adverse weather conditions and take appropriate precautions
- Staff should know the procedure for managing accidents, breakdowns and emergencies

- Staff should plan their route and abide by speed limits

Workplace safety

- Staff should keep the access to and from their place of work free from obstruction and slipping and tripping hazards at all times
- Staff should never leave cables trailing across floors unless absolutely necessary and then only if the appropriate warning sign is used
- Staff should clean up any spillage immediately or, if they are unable to do so, place a slippery floor cautionary warning sign in the area. In the case of hazardous substances, refer to the health and safety data sheet and the specific risk assessment
- Staff should report any defects or damage that presents a hazard to the maintenance team so that suitable repairs and controls can be implemented

Prevention of Infection Spread including COVID-19

- The School recognises its obligations to safeguard its pupils, staff and visitors from infectious diseases including COVID-19
- The School adheres to the governmental guidance regarding infectious diseases in educational settings including Early Years.
- The following measures have been implemented:
 - Risk Assessment (RA) are carried out for any infectious diseases, when required; these are reviewed and amended in line with available guidance. RA is shared with all staff (including catering staff employed by Holroyd Howe) and Governing Body.
 - Appropriate cleaning protocol are introduced with special focus on frequently used areas
 - Sanitising gels are available at the entry to every building
 - Staff and pupils are reminded of good respiratory hygiene and hand washing requirements
 - Arrangements are in place to care for any pupils or member of staff who is displaying symptoms of infectious disease. Appropriate PPE is in provided. Parents are expected to collect any unwell pupil within 30 minutes
 - COVID-19 is identified as a risk and included on trip and activities risk assessments

- **Management Arrangements for Implementing Health and Safety**

Introduction

The following areas briefly describe what the management arrangements are (or in some cases, what the School will aim to have in place) for the various topics that are common within the school environment. Some areas will be backed up with a more detailed procedure where necessary.

We require our managers to implement the relevant health and safety arrangements that are pertinent to their areas of responsibility.

Asbestos

- The location of all asbestos or suspected asbestos is identified and recorded
- A plan is in place to manage the potential risks from any asbestos or suspected asbestos
- The location of any known asbestos is identified by signage
- All persons, including staff and contractors, who are likely to work on or near the location of the asbestos, are informed of its location
- All staff who could be potentially exposed to asbestos in the course of their work have appropriate training and instruction

Contingency planning

- We identify potential critical incidents as part of our risk assessment process by considering what might happen on-site and off-site, who might be harmed and how, and checking our plans for coping with these incidents
- Effective plans are established to mitigate the effects of an unseen crisis affecting the school
- These plans are rehearsed periodically and refined as necessary
- Key staff are trained in their duties

Contractors

- Any contractors used are competent and capable of carrying out tasks required of them
- No work is commenced until agreement is reached on safety, taking into account the magnitude of the risks of the job and use of the area(s) where the work will be done
- Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.
- Contract terms and insurances adequately protect the interests of the organisation
- Any work authorisation procedures, such as a hot work permit, are implemented where necessary for the safety of people and premises
- Contractors are subject to the school safeguarding procedures
- Contractors are subject to the school COVID-19 procedures

COSHH - Control of Substances Hazardous to Health Regulations

- The school will take all the necessary steps to comply with COSHH Regulations
- Those responsible for managing work including lessons likely to result in exposure to hazardous substances are adequately trained and competent

- Material Safety Data Sheets for hazardous substances are in place and risk assessments are undertaken to prevent and control exposure that could be hazardous to health
- The School maintains in effective working order, all plant and equipment provided to control exposure to hazardous substances, such as fume cupboards and chemical stores

Display Screen Users

- The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for an hour or more at a time. We describe these workers as 'DSE users'
- A specific risk assessment is done of each workstation used by administration staff, taking into account the computer equipment, the furniture, the working environment and the user
- Staff are informed of the assessment on their own workstation
- The software we use is suitable for the task

Drug and pharmaceuticals (Please refer to our First Aid Policy)

- Administration of medication will only take place with the written consent of parents/guardians
- Any medication brought into school for administration to a pupil is strictly controlled by the School Nurse
- Records are kept over the use of medication
- The School Nurse is trained in the administration of medication

Educational Visits and Activities

- All trips are thoroughly planned, risk assessed and authorised in line with legislative requirements and best practice
- Parental/guardian permission is obtained for the trips and parents/guardians are kept fully informed
- Appropriate supervision is provided and the staff to pupil ratio is maintained at a level proportionate to the activity, pupil ages and assessed risks

Electrics

- Fixed electrical installations and portable electrical appliances are inspected and tested by a competent person
- Any unsafe electrical equipment is removed from use as soon as it is discovered
- No unauthorised personal electrical equipment is used within the school
- Visitors who bring mains operated electrical equipment supply their own residual current device circuit breaker or other similar electrical safety device

Electrical extension bars are checked to ensure they are not overloaded

- The use of electric extension cables should be kept to the minimum number required and the minimum length. Cables should be laid in appropriately with and cable cover strips should be used as required
- All work on electrical installations is undertaken by suitably qualified persons

Employee pregnancy

- A detailed risk assessment is carried out with any member of staff who informs us that they are expecting a child
- The precautions put into place for the expectant employee/ or new parent are suitable for that individual taking into account any medical conditions that they have informed us of
- The risk assessment is periodically reviewed with the expectant employee or new parent to ensure that it takes account of any changing needs

External areas

- The outdoor space is safely accessible for staff, pupils, parents and visitors
- All paths, steps and any ramps are maintained in good condition and free from moss, fallen leaves and similar slip hazards
- Adequate separation is maintained between pedestrians and vehicles where this is assessed as a significant risk
- External areas are well lit during the hours of darkness where people walk
- External features such as trees, monuments, walls and external buildings/storage areas are checked for safety
- Escape routes away from the building are accessible
- Controls are in place for ensuring safe access in adverse weather

Fire safety (Please refer to our Fire Safety Policy)

- A fire risk assessment is carried out annually and any remedial measures identified are implemented
- The assessment is reviewed annually or when there are significant changes to the premises
- A fire emergency evacuation plan is established
- Termly fire evacuation drills are carried out
- Staff are trained in the emergency evacuation plan
- Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are regularly tested, checked and maintained
- All fire escape routes are checked and maintained so that they remain safe to use
- The School operates a non-smoking policy
- If you discover a fire:

SOUND THE NEAREST ALARM, EVACUATE THE BUILDING AND CALL THE FIRE BRIGADE

First Aid and Accident Reporting

- The number and type of first aid assistance is in line with the legal requirements for the School of our type and size. Sufficient cover is provided during school time, out of hours' activities and functions and on educational visits
- An employee qualified in administering First Aid will be on site during normal School opening hours. Details of those currently trained are displayed around the School
- First aid kits are located around the School. These are checked and replenished regularly
- An Accident Folder that complies with GDPR is available and is correctly completed

- Accidents, incidents and near misses must be reported, investigated and documented taking into account the severity and loss potential of the accidents, incidents and near misses, as well as the regulatory and insurance requirements
- Accident investigation as a valuable tool in the prevention of future incidents and allows lessons learned to be shared with staff
- The Headmaster ensures that the school complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR) under which we are required to report to the Health and Safety Executive:
 - Deaths, major injuries to employees including over-seven-day incapacitation;
 - An accident causing injury which requires the person to be taken to the hospital from the scene of the accident for treatment (pupils, members of the public or other people not at work);
 - Occupational diseases as specified by Health and Safety Executive
 - A specified dangerous occurrence, where something happened which did not result in an injury, but could have done - a 'near miss'

Food Safety

- The Refectory and catering is managed by Holroyd Howe a contract caterer for schools.
- Food safety procedures are implemented in line with current Food Standards Agency guidelines
- Hygiene audits are carried out at regular intervals
- Food contact surfaces are in sound condition, clean and easy to disinfect
- All kitchen equipment and machinery is robust and in a good state of repair
- The catering facilities are registered with, and inspected by, the Local Authority Environmental Health Department
- Staff are trained in food safety to an appropriate level

Access to Drinking water

- Access to drinking water is available to pupils, staff and visitors across the site. Drinking water is clearly labelled.

Gas Safety

- The gas installation and appliances are inspected annually and are maintained for safety
- Any unsafe gas equipment is isolated/removed from use as soon as it is discovered
- All work on gas installations is undertaken by suitably qualified persons
- Emergency isolation valves are provided for gas

General building & equipment maintenance

- The buildings, their fittings and decorations are maintained in a safe condition
- Equipment is maintained and serviced to ensure it remains in a safe condition
- Statutory safety inspections are carried out on boilers, gas fired appliances, fume cupboards, air conditioning units, electrical installations, kitchen extraction units and portable electrical equipment.
- Work at height is only done when no other method is available and it is safe to do so following completion of a risk assessment

Working at Height

The School acknowledges that under the Working at Height Regulations 2005, 'Working at Height' is defined as "work in any place where, if precautions weren't taken, a person could fall and be injured". The School recognizes that according to the HSE statistics there are a number of falls below 2m in the education sector which result in injury. Working at height therefore encompasses not only the maintenance activities but also the academic department activities such as putting up displays, retrieving items off shelves.

The School continually assesses all working at height activities and ensures that:

- Work at height is avoided wherever possible.
- Where it cannot be avoided, a risk assessment will be undertaken to establish work equipment or other measures will be used to prevent a fall, e.g. suitable steps, ladders; barriers.
- If the risk assessment identifies that the tower scaffold is required, this is erected and used by trained school maintenance staff.
- Information and instruction is provided to all staff on suitable controls specific to their task. This also encompasses specific training in the use of ladder and tower scaffold.
- The condition of all ladders and step ladders within the School are visually checked by the Site Team on a termly basis to ensure they are fit for purpose.

All staff are requested to notify the Bursar or Site Manager if any ladders are defective

Grounds maintenance

- Motorised grounds maintenance equipment is maintained in good condition and is only used by staff who know how to use it safely
- Herbicides and pesticides in commercial quantities are only applied by trained and licensed people
- Storage of chemicals, fuel and equipment is in secure areas
- Gardeners are provided with suitable protective clothing to protect them against weather conditions, chemicals, flying and falling objects and noise

Health and Safety on the Curriculum

- Health and safety is part of the school curriculum and pupils are taught about hazards, risk and risk control
- Pupils are included in the risk assessment process for our educational visits
- Lesson plans include the health and safety requirements for the subject being taught

Legionella

- A combination of temperature control and physical checks are in place to manage the risk of legionella from our water systems
- Any infrequently used outlets such as showers or taps are regularly cleaned and flushed through
- Records are maintained of our control systems
- Staff who carry out monitoring are suitably trained

Lettings

- The means of access and egress are safe for the use of hirers, and all equipment made available to and used by the hirers is safe
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness
- Hirers are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures are prominently displayed
- Hirers using any equipment or facility provided by the school are made familiar with its safe use and, if necessary, briefed accordingly
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer

Moving and handling of pupils and equipment

- Staff are advised not engage in tasks that require the moving and handling of people and equipment where there is a significant risk of injury
- Moving and handling of pupils or of heavy or awkward loads is never done by lone workers unless aided by the use of lifting and handling equipment
- Where appropriate staff are shown the correct methods of the moving and handling aspects of their work

Noise

- Staff, pupils and visitors who are exposed to noise levels that would represent a safety risk will be provided with appropriate hearing protection
- These controls will be necessary in the following routine operations:
 - a. Grass cutting operations
 - b. Use of chain saws
 - c. Use of all woodworking machinery
 - d. Strimmers

For other activities not included in this list requiring the use of hearing protection, a separate risk assessment must be carried out.

On-site vehicle movements

- Parents access the site to park in the School car park. The crossing on the drive-way is manned between 8.10 am to 8.50am and 3.15pm to 4.30pm when the majority of pupils and parents enter or leave the site
- School buses arrive and leave the premises at agreed times. Pupils wait in designated areas away from transport movement prior to boarding and will be guided to move away safely from transport after disembarking
- Parking arrangements are specified for staff, visitors, parents, and those who are disabled. Additional information will be provided as appropriate in relation to special events
- The speed is limited to 5 MPH on site. Hazard warning lights to be operational if driving down to the manor house
- Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Deliveries should be arranged in advance wherever

possible. Where it is essential that a delivery takes place during the normal working day, drivers are required to park only in designated areas

Personal Protective Equipment

- PPE is required by all staff:
 - Providing intimate personal care
 - Caring for pupils and staff with suspected cases of infectious diseases, including COVID-19
 - Cleaning an area occupied by a person who tests COVID-19 positive
 - Cleaning spillage of bodily fluids
 - When specified by an activity/area specific risk assessment
- PPE should always be used where the risk cannot be controlled by something equally or more effective. Engineering controls or safe systems of work should always be considered first
- All necessary personal protective equipment is provided to each member of staff
- Staff are given information, instruction and training on the use and care of personal protective equipment
- Sufficient supplies of personal protective equipment are kept readily available for staff at all times

Play Equipment

- Play equipment is designed, installed and used in accordance with the supplier's requirements
- Regular checks and maintenance are done on play equipment
- Play surfaces are to the correct safety standard for the equipment
- Supervision is provided to all play areas

Risk Assessments

- Staff who carry out risk assessments are trained and competent
- Risk assessments are carried out to identify all significant risks associated with the school buildings, activities and people
- Specific risk assessment for COVID-19 is carried out to ensure that adequate arrangements are in place to prevent the spread of infection
- The findings are recorded, communicated and acted upon
- The findings of the assessments are used to reduce risks wherever possible and are communicated to all persons affected
- Risk assessments are reviewed regularly. They are also reviewed following a significant accident, incident or near miss, a change in legislation or a change in key personnel

Safety awareness, induction and information

- A copy of the health and safety policy statement is displayed in staff areas to make sure that they are made aware of it
- Induction training is provided for new staff (including any temporary staff), and ongoing safety information, instruction and training is provided for all staff. This training is documented
- Annual online Health and Safety at Work training is available to all staff
- The statutory Health and Safety Poster – 'What you should know', and the current Employer's Liability Compulsory Insurance Certificate are displayed in areas where all staff can view it
- Staff are consulted on health and safety issues that may affect them
- Staff are required to read the Health and Safety Policy at the start of each academic year

Security

- Staff appointments are subject to rigorous reference and clearance checks including an enhanced DBS
- Internet use and digital photograph protocols are established and monitored
- Visitors are required to sign in at the school office and are not permitted to walk around the school unless accompanied. All visitors are required wear an identity badge and sign out when they leave the school premises
- There is a detailed checklist for teaching staff to complete if they invite a visitor to talk to the pupils.
- Staff wear identity badges
- Buildings have keypad entry systems; entry codes are changed regularly
- Set procedures are in place for before school and after school care
- Building layout, lighting levels and the securing of areas are checked to ensure that personal safety risks are eliminated or reduced
- The personal safety of staff and pupils is taken into account when planning changes to buildings, events and activities
- Key holder intruder alarm checks are never carried out unaccompanied

Science and Design Technology areas

- Risk assessments are carried out to ensure that the appropriate controls are in place for the various science and DT activities
- Emergency isolation valves are provided for gas and electrical supplies
- Equipment and substances used are suitable and are checked for safety
- Rooms are kept locked when not in use
- The premises, equipment and class size are suitable for the activities
- Task appropriate PPE is worn by pupils and staff as required

Slips and trips

- Slip and Trip hazards in the School are identified, reported and rectified
- Risk assessments are carried out for the management of risks from slips and trips in the School
- Staff are provided with training on how to avoid slips and trips

Smoking

- The school operates a no smoking policy
- Signage is in place and anyone wishing to smoke is required to leave the school site
- Announcements are made at school events and activities attended by parents
- Contractors are advised of the no smoking policy and monitored whilst on site

Sports and after school activities

- Risk assessments are carried out to ensure that the appropriate controls are in place for the various sports and after school activities
- Coaching skills are assessed where this is necessary for safety
- Pupil skills are assessed where this is necessary for safety
- Competency and child protection checks are carried out on any external coaching staff

- The premises, equipment and class size are suitable for the activities
- If the activity involves using the school minibus, teachers are expected to remind pupils about safety measures including the use of seatbelts, remaining seated and staying safe on exiting the minibus

Stress

- So far as is reasonably practicable no member of staff is subjected to a level of stress due to work, which is detrimental to their health
- We maintain an environment where, if workplace stress does occur, it can be dealt with openly and fairly
- All claims of ill health due to workplace stress are investigated to ensure that appropriate action is taken to prevent any recurrence of the situation
- All members of staff are encouraged to report any concerns to their manager or another person they feel comfortable speaking to, who will take steps to deal with the matter
- Staff can have access to an Occupational Health Advisor as well as a school counsellor
- Staff are provided with access to Employee Assistance Programme with Health Assured which offers confidential advice as well as access to counselling

Transport

- All transport used by the school is supplied by the school or a competent contractor
- All contracted transport providers are vetted on a regular basis
- The School Transport Co-ordinator oversees the operation of the school transport provision in liaison with the Bursar
- All drivers of school minibuses are subject to appropriate selection, training, medical suitability, and external assessment
- The school minibuses are maintained in a safe condition following rigorous maintenance procedures and checks
- The minibuses and their drivers are adequately insured

Violence to staff

- We adopt a 'no tolerance' approach to violence or challenging behaviour towards our staff
- Staff who may be exposed to challenging behaviour situations are trained in how to manage the situation
- Any counselling or post-incident assistance required by the employees will be provided by the School

Work Equipment

- The School will endeavour to ensure that all equipment used in the School is safe and suitable for the purpose for which it is used
- All personnel will be provided with adequate information and training to enable them to use work equipment safely
- The use of any work equipment which could pose a risk to the wellbeing of persons in or around the School will be restricted to authorised persons
- All work equipment will be maintained in good working order and repair

A number of different checks are done on buildings and equipment to ensure the health and safety of our staff, pupils, and visitors. In addition, we also:

- Carry out regular walk through premises inspections
- Review risk assessments
- Investigate safety issues or hazards raised by anyone
- Keep up to date with relevant information on health and safety
- Investigate all accidents
- All near misses are to be investigated to enable control measures and staff training to be put in place to prevent future incidents
- Review health and safety as part of the risk management review process

Mrs M Jackson
September 2022