

# Health & Safety Policy



## 1. Purpose of this policy

1.1 It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, students and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors in order to pursue our Health and Safety Policy aims.

1.2 Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety (H&S) risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff, students, visitors and contractors
- Ensure staff are suitably trained and competent to do their work safely and in accordance with the School's H&S requirements
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

- Develop and maintain a positive H&S culture through regular communication and consultation with employees
- 1.3 Our H&S management system has been developed to ensure the above commitments can be met. All staff, students and governors will be instrumental in its implementation.

## **2. What the law says**

- 2.1 This policy has due regard to statutory legislation and national guidance.

## **3. People responsible for this policy**

- 3.1 The overall responsibility for H&S at Haydon School is held by the Governing Body who will:
- Ensure that H&S has a high profile
  - Ensure adequate and appropriate resources for H&S are made available
  - Consult and advise staff regarding H&S requirements and arrangements
  - Periodically monitor and review the Risk Register and H&S arrangements
- 3.2 The Headteacher, as duty holder, has delegated the responsibility for H&S on the premises to the Director of Finance and Operations who, as Responsible Manager, will:
- Develop a safety culture throughout the School
  - Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
  - In line with the Risk Register assess and control risk as part of the day-to-day management of the School
  - Ensure a safe and healthy environment and provide suitable welfare facilities
  - Make operational decisions regarding H&S

- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their H&S responsibilities
- Periodically update the Governing Body with specific responsibility for Health, Safety and Environment (HS&E) matters
- Produce, monitor and review safety policies and procedures
- Monitor and review the H&S policy periodically as required

3.3 All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own H&S and that of others affected by their activities by:

- Supporting the School's H&S arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with H&S arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill health to others
- Undertaking periodic health and safety training as determined by the Responsible Manager

3.4 The Director of Finance and Operations has ultimate responsibility for H&S for the premises. They will manage, advise and co-ordinate local safety matters on behalf of and under the direction of the Headteacher and/or Governing Body. Health and Safety Consultants will provide guidance to the Governing Body as and when directed.

- 3.5 The Site Team are responsible for undertaking a wide range of typical H&S related duties on behalf of, and under the direction of the Responsible Manager. They work in line with training provided and in accordance with risk assessments and the on-site safe working practices. They will seek appropriate guidance and direction from the Headteacher, the Responsible Manager or the appointed independent H&S Consultant as required.
- 3.6 The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers, support staff, contractors and volunteers. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new employees under their control are instructed in their own individual responsibilities with regards to H&S, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
- 3.7 Governors with specific H&S responsibility will assist in the assessment of safety related matters and provide appropriate support to the Responsible Manager/Headteacher. They will periodically meet to monitor and discuss on-site H&S performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. They will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters. Governors with specific H&S responsibility will also inspect the School throughout the year to monitor implementation of the H&S Policy and identify any potential risks or points of concern.
- 3.8 The Health and Safety Curriculum Committee helps monitor H&S at a departmental level. It recommends any necessary action to bring H&S to the required standard. The Committee comprises representatives from the departments considered more hazardous (Art, Drama, DT, Food Tech, ICT, Music, PE and Science), the Governor representatives and the Responsible Manager. The Curriculum Committee meets once every term.
- 3.9 The Responsible Manager is the Fire Safety Co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Headteacher. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire evacuation procedure. The Fire Safety Co-ordinator will seek appropriate guidance and direction from the Headteacher and/or the appointed independent H&S Consultant as required.
- 3.10 Heads of Department are responsible for the day-to-day local management of H&S within their own department, acting on behalf of the Headteacher.

They will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. They will ensure the department complies with overall School policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out and necessary controls are implemented. They will report any concerns raised by staff directly to the Responsible Manager.

### 3.11 The Legionella Competent Persons

- NANT Ltd is the nominated competent persons for Legionella through an SLA.
- Legionella management on site is controlled by the Legionella competent persons, the appointed contractor, who will manage and undertake all procedures regarding Legionella in accordance with the procedures outlined in the HSE's 'The control of legionella bacteria in water systems. Approved Code of Practice and guidance (L8)', HSG274, the HSE's Technical Guidance document and the site specific Legionella Management Procedures. Records of all related training, flushing, temperature monitoring, sampling, disinfection, cleaning and defects are to be retained for auditing purposes in the site records log book.

### 3.12 Asbestos Competent Persons

- APEC UK is the nominated competent persons for asbestos and act on behalf of the Responsible Manager to provide the necessary competence to enable asbestos to be managed safely.
- The Responsible Manager will ensure that all staff have a reasonable awareness of asbestos management and dangers. They are to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with the guidelines set out in the register.
- The nominated competent persons will advise the Responsible Manager of any condition or situation relating to asbestos which may affect the safety of any premises users. The asbestos register is located at the Site Team's Office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.
- The asbestos register and School plans may be updated with any changes to the premises' structure that may affect the asbestos register information.

- Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent persons.
- Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Responsible Manager/Headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and will seek guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and reported to the Responsible Manager/Headteacher and/or asbestos competent persons.
- All staff receive asbestos awareness training periodically, at intervals no longer than three years.

### 3.13 Accident Investigators

- The on-site trained accident investigators will lead on all accident/incident investigations. They are to attend an approved Accident Investigator Course at least every three years and all training records are to be retained. Completed investigations and Incident Report Forms will be sent to the Responsible Manager who will follow up on recommended actions and report findings to the Headteacher and Governors as necessary.

### 3.14 Educational Visits Co-ordinator

- The Educational Visits Co-ordinator attends an approved Educational Visits Co-ordinator course and refreshes their training at least every three years. All training records are retained. They are responsible, with the Headteacher, for approval of all visits, both on and off site, and for developing and implementing the School's procedures for educational visits.

### 3.15 Radiation Protection Supervisor

- The Radiation Protection Supervisors (RPS) are Physics Technician and Senior Science Technician. Ron Fear (external advisor) is the School's nominated Radiation Protection Advisor (RPA). The RPS is responsible for developing, implementing and ensuring staff adhere to the risk assessment and local rules and operating procedures for handling radioactive sources. Only authorised staff are allowed to handle the radioactive sources; all authorised staff have been issued with the risk assessment and the local rules and operating

procedures and will be advised on safely using radioactive sources by the RPA.

### 3.16 Independent H&S Consultant

- Handsam Ltd is providing H&S assistance and consultancy to Haydon School as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

### 3.17 Pressure vessel, autoclave inspection

- The nominated competent person for pressure vessel and autoclave inspection is Proactmedical.co.uk (annual). The Senior Science Technician has attended an approved CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) course and refreshes their training at least every three years. All training records are retained. They are responsible for carrying out annual inspections on equipment in accordance to the CLEAPSS scheme of inspection.

## **4. Risk Register**

- 4.1 Type of potential risks and mitigating actions are detailed in the Risk Register.

## **5. Arrangements**

- 5.1 Arrangements set out all the H&S provisions for Haydon School and are to be used alongside other current School procedures and policies. In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.
- 5.2 Arrangements regarding child protection and safeguarding are set out in the Child Protection and Safeguarding Policy.
- 5.3 Arrangements regarding medicines are set out in the Supporting Students with First Aid Policy. Procedures for the safe storage of medicines are detailed in this policy.

## **6. Accident / incident / near-miss reporting and investigation**

- 6.1 The on-site management, reporting and investigation of accidents, incidents and near misses are carried out in accordance with the following procedures and the Health and Safety Executive's 'Reporting of Injuries, Diseases and



Dangerous Occurrences Regulations' (RIDDOR). Any accident, incident or injury involving students, staff, visitors or contractors is to be reported and recorded.

- 6.2 Any near-miss involving a student, visitor, contractor or employee must be reported and recorded on Evolve. If you witness a near-miss it is your responsibility to report it. Near-misses should be reported to the Site Team who will initiate any necessary follow-up actions.
- 6.3 For Students, all injuries/incidents for students are recorded on Evolve. Accidents which are notifiable to the HSE, should initially be discussed with the School's Independent H&S Consultant and reported on-line by the School First Aider or Health and Safety Officer using the HSE's RIDDOR report <http://www.hse.gov.uk/riddor/report.htm>.
- 6.4 For staff, visitors and contractors, accidents are recorded on an Incident Report Form by the Responsible Manager and all further information gathered from the investigation are stored electronically on Evolve by the School First Aider. In the case of more serious RIDDOR-reportable accidents, the HSE's on-line system should be used by the Responsible Manager / Health and Safety Officer, but only after discussion with the School's Independent H&S Consultant. Records are retained at the School for where an injury/occupational accident has led to an employee being away from work, or unable to perform their normal work duties, for more than three days, with a report filed with the HSE for absence of more than seven consecutive days.
- 6.5 All significant accidents, incidents and near-misses are to be immediately reported to the Health and Safety Officer or Responsible Manager. The trained accident investigators are to conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the incident so as to be able to implement appropriate measures to prevent reoccurrence.
- 6.6 The Responsible Manager will ensure that the Governors are appropriately informed of all incidents/accidents and findings including regular updates at termly meetings. All accident/incident reports will be monitored by the Responsible Manager for trend analysis in order to prevent reoccurrences. Governors will review accidents and near misses and will report annually to the Members.
- 6.7 Premises hirers and third party users must report all incidents related to unsafe premises or equipment to School staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised



activities are to be reported by them in line with their own reporting procedures.

6.8 All accidents and incidents requiring first aid treatment are to be recorded with at least the following information:

- Name of injured person
- Name of the qualified first aider
- Date, time and place of the accident
- Type of accident (e.g. bump on head etc.)
- Treatment provided and action taken
- Anyone else involved or witness to the incident

## **7. Lettings**

7.1 The Marketing and Development Manager and Site Team will ensure that:

- The premises is staffed during the School's opening times for lettings
- Third parties and other extended service users operate under the Hire Policy
- Risk assessment for the activity is requested from the hirer at the time of booking
- The premises is safe for use and is always inspected prior to and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are made aware of fire safety procedures and equipment

## **8. Contractors on site**

8.1 Where contractors are directly engaged by the School they will be required to provide the risk assessments/methods of work to determine their level of competence and safe working procedures for the work being undertaken. All relevant permits will be issued to contractors prior to any work being undertaken.

- 8.2 All contractors must report to Reception where they will be asked to sign in, after which they will then be hosted by the Site Team. All contractors must attend a contractor induction brief with the Site Team Leader or Site Team member deputising that includes all relevant details of fire safety procedures & local safety arrangements. By signing it, the contractor indicates that they have received, read and understood the information provided.
- 8.3 Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and students on the premises.

## **9. Curriculum activities**

- 9.1 All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art and Drama as issued by CLEAPSS, HIAS and the School's Independent H&S Consultant. Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

## **10. Management of defective equipment**

- 10.1 Any defective or suspected defective equipment, systems of work, including fittings must be reported to the Site Team.

## **11. Display screen equipment**

- 11.1 All users whose main job requires them to use a display screen for significant periods of the day must carry out a periodic workstation assessments using the 'Workstation Assessment Form' and all records are to be retained. Workstation assessments and any issues will be actioned as necessary by the Responsible Manager and routinely reviewed at intervals not exceeding three years. The Responsible Manager will arrange appropriate training at intervals not exceeding three years.

## **12. Driving on School Business**

- 12.1 Staff are not permitted to drive their own vehicles on School business unless they have provided a valid copy of their driving licence and a current insurance certificate with provision for business use to Human Resources.

These documents will be routinely checked at intervals not exceeding three years.

### **13. Electrical equipment**

- 13.1 Only authorised and competent persons are permitted to install or repair electrical equipment.
- 13.2 Where 13-amp sockets are in use, only one plug per socket is permitted. Extension blocks are not permitted on site.
- 13.3 Equipment is not to be used if found to be defective in any way.
- 13.4 Defective or suspected defective equipment is to be reported to the Site Team and immediately taken out of use until repaired.
- 13.5 All portable/movable electrical and IT equipment will be inspected and tested in line with PAT testing requirements. Equipment testing/inspection will only be carried out by a competent person. The portable appliance registers and certificates are held by the Site Team and IT Team who are responsible for arranging the testing in accordance with the schedule.
- 13.6 In addition, a Site Team Member and an IT Technician have attended an approved course and are competent to carry out testing using the School's portable appliance equipment which are annually calibrated. The training is refreshed at intervals not exceeding three years.
- 13.7 Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested. This applies to visitors and hirers' equipment as well as staff and governors.
- 13.8 New equipment must be advised to the Site Team / IT Team in order that it can be added to future Portable Appliance Testing schedules.

### **14. Emergency Procedures**

- 14.1 General emergency evacuation is to be carried out in accordance with the School's fire evacuation plan. Lockdown procedures are in place to secure and protect occupants when it may be more dangerous to evacuate the building than stay inside.
- 14.2 All staff will receive a brief and/or a copy of the emergency evacuation plan at induction and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.
- 14.3 Personal Emergency Evacuation Plans (PEEPs) are to be completed (by SENCO for students, by the First Aider for staff), provided and exercised for

any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Whole School emergency evacuation plans and PEEPs are reviewed at least annually and sooner if circumstances or hazards change.

## **15. Fire Safety**

15.1 Arrangements regarding fire safety are set out in the Fire Evacuation Procedure. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

15.2 The Headteacher will ensure through the Fire Safety Co-ordinator that:

- All staff complete fire safety training in accordance with the fire safety training plan at intervals not exceeding three years
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out
- The fire risk assessment is reviewed annually and updated as new hazards or required amendments are identified

## **16. First Aid**

16.1 Arrangements regarding first aid provision are set out in the First Aid Policy. First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

- 16.2 First aid boxes are checked termly by the School First Aiders and stocks are replenished as necessary. Records of these checks are held by the School First Aiders.
- 16.3 All first aiders will record any first aid administered on Evolve and will alert the Senior Leadership Team should unusual numbers of students/staff request assistance from similar symptoms.

## **17. General Equipment**

- 17.1 All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, lifting equipment, local exhaust ventilation, PE equipment) will be inspected by appropriate competent contractors. In addition to statutory inspection and routine maintenance, our insurers are engaged directly to carry out engineering inspection of certain pieces of equipment annually, including all local exhaust ventilation equipment, pressure vessels and equipment subject to LOLER: Lifting Operations and Lifting Equipment Regulations e.g. passenger lifts.
- 17.2 Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported to the Site Team and immediately taken out of use until repairs can be carried out.

## **18. Good Housekeeping**

- 18.1 Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:
- All corridors and passageways are kept free from obstruction
  - Shelves in storerooms and cupboards are stacked neatly and not overloaded
  - Floors are kept clean and dry, and free from slip and trip hazards
  - Emergency exits and fire doors are not obstructed in any way
  - Supplies are stored safely in their correct locations
  - Rubbish and litter are cleaned and removed at the end of each working day
  - Poor housekeeping or hygiene conditions are immediately reported to the Site Team

## **19. Hazardous Substances**

- 19.1 Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessors and the product has been approved for safe use on site by the Responsible Manager. COSHH assessments and corresponding Data Sheets are held in the relevant departments.
- 19.2 When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH and/or CLEAPSS assessment.
- 19.3 All hazardous substances are to be stored in the designated secure and signed storage areas when not in use. These storage areas must remain locked at all times.
- 19.4 Radiation sources should be stored in accordance with regulation guidance. Facilities and storage are inspected independently annually. The storage area for radioactive sources should be identified on the site plan held in the Emergency Information Pack for the Fire Service in Reception, along with a list of hazardous chemicals stored.
- 19.5 The School is a member of CLEAPSS and as such is able to access advice and model risk/COSHH assessments for Science, Art and D&T.

## **20. Health and wellbeing**

- 20.1 We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying & reducing workplace stressors. Periodic staff surveys will be carried out to monitor staff stress levels and the results will be used to inform the stress risk assessment, reviewed at least every three years. The School's Health and Safety Governors help develop strategies for health promotion throughout the School and retains overall responsibility for health and wellbeing. Our aims for health and wellbeing are:
- To promote the physical, social, mental and emotional health and wellbeing of all students and staff
  - To ensure coverage of all the health and wellbeing experiences and outcomes
  - To work with our partner agencies in meeting the health and wellbeing needs of the whole School



- To engage parents and carers in our endeavours to promote health and wellbeing.

20.2 In addition the support is available to employees to have access to our Employee Assistance Program, Care First, via HaydonPlus or by calling 01908 303 531, which offers qualified counsellors 24/7 who can offer free and confidential advice.

## **21. Hot drinks**

21.1 To prevent potential accidents staff should not take hot drinks out of the staffroom unless they are covered with a suitable lid.

## **22. Hot surfaces and hot water**

22.1 Thermo-static mixing valves are in place at outlets accessible by students, staff and visitors to ensure water is maintained at a non-scalding temperature. These valves are maintained as part of the SLA by the appointed contractor. The service records are maintained by the Site Team.

## **23. Hot work permits**

23.1 All contractors are required to have these when carrying out any Hot Works at the School. The Responsible Manager issues these and ensures these include all necessary and important information before allowing the work to be carried out.

## **24. Inspections and Monitoring**

24.1 Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported to Site Team.

24.2 Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department at periodic intervals. Inspection findings are to be recorded locally.

24.3 Routine documented inspections of the premises will be carried out every week by a member of Site Team. Inspection findings are to be recorded on the 'School Premises Safety Inspection Checklist' and necessary actions communicated to the Responsible Manager. The Responsible Manager will periodically participate in the inspections.

24.4 Governors with H&S responsibilities attend site once a term to carry out inspection of the School premises (on a rota basis). Issues identified during these inspections are tracked and reviewed periodically by the Governors.

24.5 Any identified high level risks or safety management concerns are to be reported immediately to the Responsible Manager. They will be discussed at Senior Leadership Team meetings and actioned accordingly.

## **25. Catering Areas**

25.1 The catering areas are only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen lie with the Executive Chef and the Director of Finance and Operations. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices. Annual deep cleaning of the kitchen is to be carried out, to include the extraction system, ducts and filters, for which a certificate is obtained.

25.2 Food Technology teaching areas are subject to separate departmental risk assessments. Equipment in this area is maintained by an external contractor with preventative maintenance being carried out annually.

## **26. Lone working**

26.1 The Site Team should be notified of all lone working. Lone working is to be carried out in accordance with the Lone Working Risk Assessment. A generic lone working risk assessment is available but specific assessments should be carried out as necessary. No working at height is permitted in lone working situations.

## **27. Minibuses**

27.1 All minibus drivers must have completed appropriate training (MiDAS) before they are permitted to drive the minibuses. Maintenance of the minibuses, including the pre-journey checks, weekly checks and MOT, are detailed in the Minibus Policy.

## **28. Manual handling**

28.1 All staff must complete manual handling training at intervals not exceeding three years. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or students unless they have attended specific moving and handling training and/or have been provided with mechanical aids and the necessary training in order to work safely.

28.2 Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately

determined to ensure that the task is carried out safely. Staff, including the Site Team who are expected to undertake regular physical work which would typically include significant moving and handling, must attend a formal moving and handling course at intervals not exceeding three years.

## **29. Off-site activities**

29.1 Arrangements regarding off-site activities are managed in accordance with the Learning Outside the Classroom Policy. The Educational Visits Co-ordinator will oversee all activities with regards health and safety provision, including any risk assessments pertinent to the activity/visit.

## **30. Physical Education (PE) equipment**

30.1 PE Equipment is inspected once a year through a contract arranged with a competent contractor. Between inspections, staff are responsible for removing from use any equipment that appears to be broken or unsafe and report it to the Site Team. PE equipment is used only under the supervision of teaching staff who carry out a risk assessment prior to use. All teaching staff, as part of their induction, will receive training on correct handling of the equipment from the relevant head of PE Team.

## **31. Physical Intervention**

31.1 Arrangements regarding physical intervention are set out in our Care and Control Policy (incorporating Positive Physical Interventions).

## **32. Provision of information**

32.1 The Responsible Manager/Headteacher will ensure that information systems are established so that staff are provided with information regarding safety arrangements on the premises. H&S information is communicated and available to staff, contractors and visitors as follows:

- This policy is always available on RMStaff/Policies and on Google Drive
- Department H&S files are used to file department-specific H&S information, including risk/COSHH assessments relevant to the Department and information and forms for recording accidents/near misses
- The weekly all-staff bulletin is used to disseminate H&S information to staff and briefings are included as part of staff meetings as necessary

32.2 Health and safety advice is available from the Responsible Manager and the appointed independent H&S Consultant who can provide both general and specialist advice.

32.3 The Health and Safety Executive's (HSE) 'Health and Safety Law' poster is displayed in various locations across site

### **33. Risk Assessment**

33.1 General risk assessment management will be co-ordinated by the Health and Safety Officer. Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

33.2 Health and Safety Officer will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by staff with the appropriate knowledge and understanding in each area of work; selected representatives from each department have received relevant training and are competent to carry out departmental risk assessments and will receive follow-up training at intervals not exceeding three years.

### **34. Safe use and storage of pressurised cylinders**

34.1 Pressurised cylinders are only used in Science and should be securely stored in a dedicated cylinder store. Further information is available in the Science Department.

### **35. Security**

35.1 Arrangements regarding use of CCTV are documented in the Surveillance and CCTV Policy.

- The School has some CCTV coverage and an intruder alarm system which is linked to a central monitoring station
- All visitors are asked to sign in at reception and are issued with a visitor's badge. All staff are expected to challenge strangers not wearing an identity or visitor's badge
- Procedures are in place for lone working and any employees expecting to stay late are required to inform the Site Team
- Regular advice is given to both staff and students about the security of personal effects

### **36. Smoking**

36.1 Smoking is not permitted anywhere on the School premises. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes,

electronic cigarettes, vaporizers, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

36.2 Anyone using our vehicles, whether as a driver or passenger, are not permitted to smoke in our vehicles and must ensure the vehicles remain smoke-free.

36.3 You may only smoke outside The School's premises during breaks. When smoking outside you must dispose of cigarette butts and other litter appropriately in the receptacles provided.

### **37. Supervision, before and after School, breaks and lunchtimes and at other times**

37.1 Staff are timetabled for duties before and after School and for break times. The Senior Leadership Team work a duty rota over the lunchtime period.

### **38. Supporting Students at School with Medical Conditions**

38.1 Arrangements are set out in the Supporting Students with Medical Conditions Policy (includes Administration of Medicines) available on RMStaff/Policies.

### **39. Training**

39.1 Health and safety induction training will be provided and recorded for all new staff/volunteers. The H&S Induction Checklist is used to ensure all relevant induction procedures are covered and all relevant information is provided. The checklist should be signed by the employee and countersigned by line managers.

39.2 The Responsible Manager is must ensure that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. The H&S Induction Checklist will itemise any additional training requirements for the individual in order to carry out their role safely and effectively.

39.3 All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this H&S policy
- Appropriate in-department training regarding risk assessments and safe working practices
- Updated training and information following any significant H&S change
- Specific training commensurate to their own role and activities

- Periodic refresher training will cover asbestos awareness, DSE, fire safety, first aid, health and wellbeing, moving and handling, personal safety and working at height. Training will be arranged annually with areas covered on a rota basis so that the training interval will not exceed three years. Fire safety is covered annually for all staff
- Staff/volunteers who join the School after the annual all staff training session will be required to attend the next safeguarding/fire safety briefing session which are scheduled termly.

#### **40. Upkeep of School grounds**

40.1 The School employs a Grounds Maintenance Contractor who is responsible for the upkeep of the grounds. Day to day maintenance is covered by the Site Team. Any issues are to be reported to the Site Team.

#### **41. Violent incidents**

41.1 Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated.

41.2 Staff must report all such violent and aggressive incidents to the Designated Safeguarding Lead and Responsible Manager to raise awareness of potential issues and/or injuries so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

41.3 Violent incident reporting is completely confidential and the Designated Safeguarding Lead or Responsible Manager will follow-up the incident with the Staff involved with a Violent Incident Report Form and, if necessary, an investigation process

41.4 All violent incidents, and where necessary investigations and evidence, will be recorded on Evolve by the First Aid Team or Health and Safety Officer

#### **42. Visitors**

42.1 All visitors must initially report to Reception where they will be asked to provide identification and provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

42.2 Visitors will be asked to sign in on the InVentry screen at reception and will be issued with a badge which must be worn at all times whilst on the School premises and be handed in when signing out.



- It is the duty of all of the personnel within the School to ensure the H&S of all visitors
- All visitors must sign into the School at reception and sign out again when leaving
- No visitors are allowed through beyond reception without gaining permission from reception staff
- Visitors are to be accompanied to their destination as appropriate
- Appropriate personnel are to be made aware of visitors to the School
- Visitors are not permitted to enter unauthorised areas of the School
- Visitors to be given a 'Haydon School Guidance for Visitors' leaflet

42.3 Visitors on site during special events such as concerts will be informed of appropriate fire and safety procedures at the start of the event.

### **43. Working at height**

43.1 Work at height is always to be undertaken in accordance with the School's risk assessments for work at height which identify general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

43.2 The competent persons for work at height on the premises are the Site Team who have attended relevant ladder & stepladder safety courses. They will receive training at intervals not exceeding three years. They are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Carry out periodic inspections of, and maintain records of, all on-site ladders, stepladders and step stools in accordance with the schedule detailed on the H&S Calendar. Ladders and step ladders used by the Site Team are checked termly, and those used in less harsh conditions in the departments are checked annually.
- Remove access equipment from use if defective or considered inappropriate for use.

43.3 The competent persons for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes, but is not limited to, the use of scaffolding, mobile towers and mobile elevated work platforms.

43.4 All staff receive working at height awareness training which is carried out at intervals not exceeding three years.

43.5 Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use stepladders if they have received appropriate training
- Staff may only use lean to ladders if they have attended relevant ladder and stepladder safety courses and hold a current certificate.
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and should not be lent to, or borrowed from, third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

43.6 Staff, including Site Team, are not permitted to access roof areas, unless safety barriers/equipment are installed and used. Specific risk assessment relating to the activity being undertaken must be sighted by the Responsible Manager prior to the work being undertaken.