



Haydon School

HEALTH & SAFETY POLICY

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1. STATEMENT OF INTENT

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.

1.1 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 academy'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

Our H&S management system has been developed to ensure the above commitments can be met. All staff, students and trustees will be instrumental in its implementation.

2. LEGAL FRAMEWORK

2.1 This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

2.2 The policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: advice on legal duties and powers' 2014
- DfE 'Health and safety for school children' 2015
- DfE 'Keeping children safe in education' 2016
- HSE 'Sensible health and safety management in schools' 2014

3. ORGANISATION

3.1 The overall responsibility for H&S at Haydon School is held by the Board of Trustees who will:

- Ensure that H&S has a high profile
- Ensure adequate resources for H&S are made available
- Consult and advise staff regarding H&S requirements and arrangements
- Periodically monitor and review 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 academy
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk as part of the day-to-day management of the academy
- 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 Board of Trustees with specific responsibility for Health, Safety and Environment (H,S&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 academy's H&S arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with H&S arrangements or mis-using 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 Specific H&S responsibilities of individuals are as follows:

3.4.1 On-site H&S Responsible Manager

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 Board of Trustees. They are to work within their level of competence and seek appropriate guidance and

direction from the Board of Trustees and/or the appointed independent H&S Consultant as required.

3.4.2 The Site Team

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 are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher, the Responsible Manager or the appointed independent H&S Consultant as required.

3.4.3 Teachers, Supervisors, Support Staff and Volunteers

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers, support staff and supervisors. 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 members of staff 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.

3.4.4 Trustees with specific Health and Safety responsibility

Trustees 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.

Trustees with specific H&S responsibility will also inspect the academy throughout the year to monitor implementation of the H&S policy and identify any potential risks or points of concern.

3.4.6 Health and Safety Curriculum Committee

The purpose of the Health & Safety Curriculum Committee is to help 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 trustee representatives and the Responsible Manager. The Curriculum Committee meets once every term.

3.4.7 Fire Safety Co-ordinator

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. They have attended the fire safety co-ordinator training course and will refresh this training every three years. 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 safety manual.

The Fire Safety Co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the appointed independent H&S Consultant as required.

3.4.8 Heads of Department

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 academy 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.

3.4.9 Legionella Competent Persons

NANT Ltd is the nominated competent persons for Legionella through an SLA.

The Legionella competent persons will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded 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)' and HSG274 - the HSE's Technical Guidance document. They will advise the Responsible Manager of any condition or situation relating to Legionella which may affect the safety of any premises users.

3.4.10 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.

3.4.11 Accident Investigators

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

3.4.12 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 off-site visits and for developing and implementing the academy's procedures for educational visits.

3.4.13 Radiation Protection Supervisor

The Radiation Protection Supervisor (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.

3.4.14 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.

3.4.15 Pressure vessel, autoclave inspection

The nominated competent person for pressure vessel and autoclave inspection is Acorn through an SLA (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 ARRANGEMENTS

These arrangements set out all the H&S provisions for Haydon School and are to be used alongside other current academy 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.

4.1 Accident/Incident Reporting & Investigation

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.

4.2 Students

For students, minor injuries/incidents, are recorded in the Medical Log and Accident Log. Accidents involving students considered to be of a more serious nature are recorded on the 'Accident Report Book' which should be sent to the Responsible Manager. Accidents of a more serious nature are defined as those where significant first aid is administered, where students need to see their GP/are referred to hospital or where parents are contacted. Accidents which are notifiable to the HSE, should initially be discussed with the academy's Independent H&S Consultant and reported on-line using the HSE's riddor report <http://www.hse.gov.uk/riddor/report.htm> by the Welfare Officer.

4.3 Staff, Visitors and Contractors

For staff, visitors and contractors, accidents are recorded in the Medical Log and Accident Log which is held by the Welfare Officer. In the case of more serious RIDDOR-reportable accidents, the HSE's on-line system should be used but only after discussion with the academy's Independent H&S Consultant. Records are retained at the academy 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.

All significant accidents, incidents and near-misses are to be immediately reported to the 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 accident so as to be able to implement appropriate measures to prevent reoccurrence.

The Responsible Manager will ensure that the Trustees 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. Trustees will review accidents and near misses and will report annually to the Board of Trustees.

Premises hirers and third party users must report all incidents related to unsafe premises or equipment to academy 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.

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

- Name of injured person
- Name of the qualified first aider/appointed person
- Date, time and place of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

4.4 Administration of Medicines

Arrangements regarding medicines are set out in the Supporting Students with a Medical Condition Policy. Procedures for the safe storage of medicines are detailed in this policy.

4.5 Asbestos Management

Asbestos management on site is controlled by the asbestos competent persons. 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. They will be issued with a permit to work.

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.

4.6 Child Protection

Arrangements regarding safeguarding are set out in the Safeguarding Policy.

4.7 Lettings

The Marketing and Development Officer and Site Team will ensure that:

- Third parties and other extended service users operate under hire agreements
- 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 formally made aware of fire safety procedures and equipment

4.8 Contractors on Site

Where contractors are directly engaged by the academy 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.

All contractors must report to Reception where they will be asked to sign the visitors' book they will then be hosted by the Site Team. All contractors must attend a contractor induction brief 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.

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.

4.9 Curriculum Activities

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 academy'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.

4.10 Defect Management

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

4.11 Display Screen Equipment

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.

4.12 Driving on Academy Business

Staff are not permitted to drive their own vehicles on academy business unless they have provided a valid copy of their driving licence and a current insurance certificate with provision for business use to the HR Administrator. These documents will be routinely checked at intervals not exceeding three years.

4.13 Electrical Equipment

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted. Extension blocks are not permitted on site
- 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 repaired
- All portable/movable electrical equipment will be inspected and tested annually, unless it is IT equipment which will be tested every four years. Equipment testing/inspection will only be carried out by a competent person. The portable appliance register and certificate is held by the Site Team who is responsible for arranging the testing in accordance with the schedule.
- In addition, the Site Team Members have attended an approved course and are competent to carry out testing using the academy's portable appliance equipment which is annually calibrated. The Site Team Members' training is refreshed at intervals not exceeding three years.
- 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/trustees.
- New equipment must be advised to the Site Team in order that it can be added to future Portable Appliance Testing schedules

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

4.14 Emergency Procedures

General emergency evacuation is to be carried out in accordance with the academy'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.

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.

Personal Emergency Evacuation Plans (PEEPs) are to be completed (by SENCO for students, by Responsible Manager 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 academy emergency evacuation plans and PEEPs are reviewed at least annually and sooner if circumstances or hazards change.

4.15 Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Policy and Fire Safety Management Plan. 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.

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 in accordance with the Fire Safety Management Plan
- The fire risk assessment is reviewed annually and updated as new hazards or required amendments are identified

4.16 First Aid

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.

First aid boxes are checked termly by the Welfare Officer and stocks are replenished as necessary. Records of these checks are held by the Welfare Officer.

All first aiders will record any first aid administered using the Medical Log and Accident Log and will alert the member of SLT on call should unusual numbers of students/staff request assistance from similar symptoms.

4.17 General Equipment

All general equipment requiring statutory inspection and/or testing on site (*eg. 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.**

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.

4.18 Good Housekeeping

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

4.19 Hazardous Substances

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.

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.

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.

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.

The school is a member of CLEAPPS and as such is able to access advice and model risk/COSHH assessments for Science, Art and D&T.

4.20 Health & Wellbeing

Haydon School is committed to promoting high levels of health and wellbeing and recognises 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 Trustees

help develop strategies for health promotion throughout the school and retains overall responsibility for health and wellbeing. The aims of the Health and Wellbeing Policy 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.

In addition the support is available to employees to have access to the Worklife Support, 08000 856 148, which offers qualified counsellors 24/7 who can offer free and confidential advice.

4.21 Hot drinks

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

4.22 Hot Surfaces and Hot Water

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

4.23 Hot Work Permits

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.

4.24 Inspections and Monitoring

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.

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.

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.

Trustees 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 Trustees.

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

4.25 Catering Areas

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 contractor's nominated Catering Manager. 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 (six monthly), ducts and filters, for which a certificate is obtained.

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.

4.26 Legionella Management

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.

4.27 Lone Working

The Site Team should be notified of all lone working. Lone working is to be carried out in accordance with the Site Security and Lone Working Policy. 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.

4.28 Minibuses

The Duke of Edinburgh Coordinator is responsible for the operation and maintenance of school minibuses. All minibus drivers must have completed appropriate training (MiDAS) and hold a D1 licence before they are permitted to drive the minibuses. Maintenance of the minibuses, including the weekly checks and MOT, is co-ordinated by the Duke of Edinburgh Coordinator as detailed in the minibus policy.

4.29 Manual Handling

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.

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.

4.30 Near-miss reporting

Any near-miss involving a student, visitor, contractor or member of staff must be reported and recorded. If you witness a near-miss it is your responsibility to report it. Near misses should be reported to the Site Team. They will initiate any necessary follow-up actions.

4.31 Off-site Activities

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

4.32 Physical Education (PE) Equipment

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. 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.

4.33 Physical Intervention

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

4.34 Provision of Information

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 available on RMStaff/Policies
- 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

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.

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

4.35 Risk Assessment

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

A number of staff members will be trained as risk assessors on site. The Responsible Manager 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.

4.36 Safe use & storage of pressurised cylinders

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.

4.37 Security

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

- The academy 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 members of staff 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

4.38 Smoking

Smoking is not permitted anywhere on the premises. This includes the use of e-cigarettes.

4.39 Supervision, before and after school, breaks and lunchtimes and at other times

Staff are timetabled for duties before and after school and for break times. SLT work a duty rota over the lunchtime period.

4.40 Supporting Students at School with Medical Conditions

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

4.41 Training

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 member of staff and countersigned by line managers.

The Responsible Manager is responsible for ensuring 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.

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 academy after the annual all staff training session will be required to attend the next safeguarding/fire safety briefing session which are scheduled termly.

4.42 Upkeep of school grounds

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.

4.43 Violent Incidents

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

Staff must report all such violent and aggressive incidents to the Designated Safeguarding Lead to ensure that there is an 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.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using the Violent Incident Report Form, available to all staff on RMStaff/Health and Safety which should be forwarded to the Designated Safeguarding Lead who will follow-up the incident.

4.44 Visitors

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.

Visitors will be asked to sign the visitors' book and 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 academy 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

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

4.45 Work at Height

Work at height is always to be undertaken in accordance with the academy'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.

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.

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 the use of scaffolding, mobile towers and mobile elevated work platforms.

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

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 delivered by the Consultant or other competent training provider
- Staff may only use lean to ladders if they have attended relevant ladder and stepladder safety courses and hold a current certificate. Training should be refreshed at intervals not exceeding three years
- 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.

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.

History

Date	Issue	Status	Comments
June 2017	1	New Policy	To Finance & premises 14.06.17. Approved. To FGB for ratification 05.07.17. Approved
June 2018	2	Updated	To F&P Committee on 14 June 2018. To FGB on 5 July 2018.Approved
October 2018		Updated	Role of Site Development Manager removed. To F&P Committee 15.10.18. Approved. To FGB 10.12.18 for ratification. Approved