



# THE JUBILEE ACADEMY

*Aspire and Achieve*

**Title:** Health and Safety Policy

**Date Created:** September 2016

**Date Reviewed:** July 2019

**Status:** Statutory

**Delegation:** Governing Body

**Delegation:** SBM H&S

**Review Frequency:** Annually

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## Health and Safety Policy

### Statement of Intent

The Jubilee Academy will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

We intend to:

- Provide a safe and healthy workplace for all our staff and students
- support parents/carers and families;
- allow children to reach their full potential;
- enable children to enjoy their childhood whilst preparing for adult life;
- provide services in response to children and family needs;
- use preventative measures to help students to avoid the possibility of failure.

Our Health & Safety Policy sets out how these duties will be conducted and includes a description of the school's organisation and its arrangements for dealing with different areas of risk.

This policy will be brought to the attention of, and/or issued to, all members of staff and will be available for parents/carers as required and will be reviewed on an annual basis by the Governing Body.

All members of staff must familiarise themselves with this policy and ensure that they act in accordance with the advice herein.

Dr Mike Jarrett  
Head of School

Howard Freed  
Chair of Governors

## Supporting Policies

Please read in conjunction with the school's wider safeguarding policies on:

- Safeguarding including Child Protection Training;
- School Visits and Journeys;
- Behaviour;
- Attendance;
- Home visits;
- Physical Intervention;
- Disability Inc. Of Access plan;
- First Aid;
- Supporting pupils with Medical Conditions inc. Administration of Medicines
- Fire;
- Emergency Evacuation and Procedures
- Emergency School Closure
- Child protection and training;
- Preventing Bullying
- Equal opportunities;
- Esafety and Acceptable Use of ICT incl. of remote and mobile technology
- Single central record;
- Minibus;
- Visitor policy;
- Safe working practice agreement;
- Business Continuity Plan.

## Organisation

Health and Safety duties and responsibilities have been assigned to staff and governors as follows:

### Responsibilities of the Governing Body

The Governing Body is responsible for health and safety matters and is responsible for:

- Ensuring adherence to statutory provisions and frameworks and for the effective implementation of this policy and its procedures/standards;
- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the school;
- Reviewing the school's Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the school's budget for the implementation of these arrangements;
- Receiving from the School Business Manager reports on health and safety matters and reporting to relevant bodies or persons any hazards which the school are unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the school may not feel competent to deal with;
- Promoting and establishing a positive health and safety culture and high standards of health and safety within the school where everyone understands their role in securing a safeguarding culture;
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions.

## **Responsibilities of the Head of School:**

Overall responsibility for the day to day management of health and safety in the school rests with the Head of School.

As manager of the school and of all the activities carried on within it, the Head of School will advise Governors of the areas of health and safety concern that may need to be addressed by the allocation of funds.

The Head of School has responsibility for:

- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant parties;
- Carrying out health and safety investigations;
- The implementation and monitoring of the school's health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues and wider safeguarding;
- Ensuring that the school has emergency procedures in place;
- Ensuring there is no misuse of plant, equipment and so on;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to Governors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.

The Head of School may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head of School from the overall day to day responsibilities for health and safety within the school.

## **The School Business Manager:**

The Head of School retains an overall responsibility for the implementation of the school's Health & Safety Policy but has delegated day-to-day co-ordination of this to the School Business Manager and operational management to the school's Site and Maintenance Supervisor.

The School Business Manager's responsibilities include:

- Regular inspections and co-ordination of risk assessments;
- Liaison with contractors;
- Initiation of action on reported hazards and accidents;
- Fire and emergency procedures adherence;
- Reporting as necessary, and at least annually, to Governors on matters affecting health and safety in the school;
- Provision of health and safety induction for new members of staff;
- Maintaining the Critical Incident Plan;
- Managing the asbestos procedures;
- Undertaking the role of the school's Educational Visits Manager;

- Maintain ongoing monitoring of the effectiveness of the school's policies on health and safety including of the overseas, residential or adventurous activities and the trips, visits and activities policies;
- Being the nominated person for school staff who undertake home visits a part of their role in the school;
- Liaise closely with the Deputy Head of School who is the designated child protection lead to ensure that health and safety is firmly embedded within a wider safeguarding culture maintained by all staff and students throughout the school.

### **The Site and Maintenance Supervisor:**

- Report to the School Business Manager all breakages, damage or hazards to the school fabric, fixtures and fittings;
- Liaise with health and safety advisors, local police and fire brigade on all aspects of site security and fire safety;
- Prepare risk assessments in relation to premises under the supervision of the Business Manager;
- Maintain the Fire Log Book;
- Ensure that Health and safety inspections are carried out to schedule;
- Maintain infection control supplies and procedures;
- Maintain COSHH records, including safe storage, data sheets and risk assessment;
- Liaise with contractors, ensuring safe working practices;
- Ensure adequate and safe supervision of lettings (N/A);
- Ensure high standards of cleanliness and tidiness of site and premises;
- Ensure Working at Height and Manual Handling procedures are followed by all staff;
- Maintain the Asbestos Log and records, and annual asbestos inspection.

### **Senior Leaders and all other posts that carry a responsibility (including TLR post-holders, managers, supervisors and so on)**

Senior leaders and post-holders with TLR points or other supervisory/management responsibilities must carry out Safety Audits in specified areas of the school and bring any matters relating to health and safety that require urgent attention to the immediate notice of the School Business Manager or Site and Maintenance Supervisors (or to the Head of School if those post-holders are not on site).

In addition to their role in carrying out the Safety Audit, senior leaders and staff with supervisory/management responsibilities must regularly check their designated areas to ensure that they continue in a safe condition by:

- Applying the school's Health and Safety Policy to their own area of work and be directly responsible to the Head of School for the application of the health and safety procedures and arrangements;
- Maintaining, or accessing, an up to date library of relevant published health and safety guidance from sources including CLEAPSS and ensure that all staff are aware of and make use of such guidance;
- Ensure that all staff for whom they have oversight are issued with protective clothing and equipment to safeguard their personal health and safety, as prescribed in the relevant regulations and codes of safe working practice which are appropriate to the task upon which they are engaged;
- Ensure that appropriate health and safety documentation is displayed and available where issued and/or required;

- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their direction or with whom they work;
- Resolve health, safety and welfare problems members of staff refer to them, or refer to their line manager or the School Business Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required, including in the school's regular 'Safety Audits';
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their areas of responsibility are promptly reported and investigated using the appropriate forms and so on;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe through liaison with the School Business Manager or/and Site and Maintenance Supervisor.

### **Responsibilities of all employees:**

Safety and wider safeguarding is everyone's business and all staff are expected to embrace the school's approaches and procedures.

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of The Jubilee Academy have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the school's health and safety policy and procedures at all times;
- Report all accidents and incidents in line with the reporting procedure;
- Co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager, or to the School Business Manager or Site and Maintenance Supervisor using the 'Repairs Pro-forma', or by email or face-to-face meeting;
- Report immediately to their line manager, or to the School Business Manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons;
- Not to smoke anywhere in the school premises or grounds; and to
- Adhere to the school's policies on safety and wider safeguarding.

**Monitoring, evaluation and review**

This effectiveness of this policy will be regularly monitored and reviewed through the school's self-evaluation schedule.

All recorded information will be regularly analysed to identify trends and patterns and to ensure that swift action is taken to in order to maintain the highest standards of health and safety at all times.

## APPENDICES

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Examinations Fire Evacuation Policy
Appendix 6	-	Fire Prevention, Testing of Equipment
Appendix 7	-	Welfare Provision
Appendix 8	-	First Aid and Medication
Appendix 9	-	Accident Reporting Procedures
Appendix 10	-	Health and Safety Information and Training
Appendix 11	-	Lone Working
Appendix 12	-	Premises Work Equipment
Appendix 13	-	Flammable and Hazardous Substances
Appendix 14	-	Moving and Handling
Appendix 15	-	Asbestos
Appendix 16	-	Contractors
Appendix 17	-	Work at Height
Appendix 18	-	Display Screen Equipment
Appendix 19	-	Vehicles
Appendix 20	-	Lettings
Appendix 21	-	Minibuses
Appendix 22	-	Stress and Wellbeing
Appendix 23	-	Legionella
Appendix 24	-	Work Experience
Appendix 25	-	Covering Lessons During Staff Absence
Appendix 26	-	Glossary

## **APPENDIX 1 RISK ASSESSMENTS**

### **General Risk Assessments**

The school risk assessments for all activities, teaching and non-teaching, premises, personal safety and lone working and one- off activities will be co-ordinated by the School Business Manager following guidance contained in the relevant documentation.

The School Business Manager, as the school's Education Visits Manager also has lead responsibility to ensure that the Education Trips, Visits and Activities Policy, the Overseas, Residential and Adventurous Activities Policy and the Home Visits Policy are also operated effectively and fully in line with all requirements. The Business Manager will undertake all relevant training to undertake this role.

Risk assessments are available for all staff to view and are held centrally on the school's shared drive in the Health and Safety folder.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or student are held on that person's file and will be undertaken by the School Business Manager/appropriate member of staff.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by the class teacher using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use (scheme of work / lesson plan / syllabus etc).

The Jubilee Academy has a subscription to CLEAPSS that can be used as sources of model risk assessment.

In addition the following publications are used as sources of model risk assessments:

BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Schools- Code of Practice

Safeguards in the school laboratory 11<sup>th</sup> edition, ASE 2006 <http://www.ase.org.uk/>  
Topics in safety, 3<sup>rd</sup> Edition ASE 2001

National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'  
<http://www.afpe.org.uk/>

National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education and School Sport' Association of PE 'afPE'  
<http://www.afpe.org.uk/>

### **Pregnancy Risk Assessment**

Assessments on new and expectant mothers will be undertaken by the line-manager following guidance. It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant. The risk assessment will be reviewed on a regular basis (minimum of eight weekly intervals) until they commence maternity leave, as their pregnancy progresses. The school has a duty to consider a transfer from hazardous work areas or hazardous work to suitable alternative work and or alter hours/work conditions if suitable actions cannot be identified to eliminate or reduce any risks to an acceptable level.

## **APPENDIX 2**

### **OFFSITE EDUCATION: TRIPS, VISITS, ACTIVITIES, OVERSEAS, RESIDENTIAL OR ADVENTUROUS ACTIVITIES**

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the School Business Manager who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Head of School.

Refer to School Trips Visits and Journey Policy

## **APPENDIX 3**

### **HEALTH AND SAFETY MONITORING AND INSPECTION**

A general workplace inspection of the site will be conducted weekly and will be co-ordinated by the School Business Manager with the support of the staff.

Monitoring inspections of individual learning areas and communal spaces will be carried out by the Senior Leadership Team or nominated staff.

Inspections will be conducted jointly with the school's health and safety representative(s) if possible.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Head of School.

Responsibility for following up items detailed in the safety inspection report will rest with the School Business Manager.

The Governing Body will undertake inspections periodically and report back to the full Governing Body at their meetings.

## APPENDIX 4 FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The School Business Manager is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance. A copy is located in the Fire Log Book, which is held in the Site and Maintenance Supervisor's Office, and reviewed on an annual basis.

Refer to Fire Policy

### EVACUATION PROCEDURE As attached as a separate document.

Area of School	Fire Warden
Ground Floor & 1 <sup>st</sup> Floor 2 <sup>nd</sup> Floor 3 <sup>rd</sup> Floor	Site Staff Ms Cooper Mr Goodenough

### EMERGENCY PROCEDURES

#### Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the evacuation policy and a summary posted in each classroom. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the School Business Manager and provided to the local police.

#### Fire Drills

Fire drills will be undertaken half-termly, and a record kept in the Fire log book

#### Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire. Basic instruction in the correct use of fire fighting equipment is on the equipment itself.

#### Details of service isolation points:

1. Water Main Stop Valve/Meter – Left hand side of the small reception desk adjacent to the roller shutter.
2. Gas Main Valve – Within the meter cupboard behind the main water tank in the car park area.
3. Electric Isolation – Within the main electric cupboard on the ground floor opposite the lift.

### **Material Safety Data Sheets for Chemicals and flammable substances**

These will be kept by the Business Manager and Heads of Departments, as appropriate, for consultation.

Refer to Fire Policy

Refer to Evacuation Policy and Procedures Policy

Refer to COSHH Register

### **Critical Incidents**

The School has a Business Continuity Plan that includes steps to take in the event of a Critical Incident which all staff are made aware of.

A copy of the Business Continuity Plan is given to staff with specific responsibility for aspects of the procedure.

### **Adverse Weather**

Guidance on adverse weather conditions and on the clearance of snow and ice is given as appropriate by the Head of School each year.

Refer to Emergency School Closure Policy

## **APPENDIX 5 EXAMINATIONS FIRE EVACUATION POLICY**

In the event of a fire alarm, the following procedures apply:

- Note the time that the fire alarm went off and how long the examination has been going on.
- All examination question and answer papers and materials should be left on the candidates' exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the designated examination room with the candidates.
- Tell the students to remain calm and ask them to leave their belongings and papers on their desk and leave by the nearest fire exit.
- IMPORTANT – BEFORE the students exit the examination room, remind them that they are still under examination board conditions and under NO CIRCUMSTANCES should talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
- UNDER NO CIRCUMSTANCES are students to take their mobile phones or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk disqualified from their examination.
- 1 invigilator should leave with a group at each fire exit. The registers (photocopied and original) should be taken out with the invigilators, together with pens. Invigilators should take a roll-call, to ensure that all students are present and accounted for.
- IMPORTANT - the students should assemble at the muster point outside the front of the building. This will ensure that they are isolated from the other classes/students. They must line up the students according to the examination taken eg. 1 line for GCSE Media, 1 line for GCSE English and so on.
- Do not re-enter the school until the all clear has been rung.

- Note the time of re-starting the examination and change the finish time. Inform the Exams Officer/Head of School of the incident, so that a Special Consideration Form can be produced.

Refer to Evacuation Policy and Procedures Policy

## **APPENDIX 6 FIRE PREVENTION, TESTING OF EQUIPMENT**

### **TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the Site and Maintenance Supervisor and a record kept in the Fire log book. Normally regular testing of fire alarms will occur on a rolling weekly basis.

Any defects on the system will be reported immediately to an electrical engineer.

A fire alarm maintenance contract is in place and the system is tested bi-annually.

Smoke and heat detectors are also tested bi-annually.

### **INSPECTION OF FIRE FIGHTING EQUIPMENT**

Maintenance service of all firefighting equipment is undertaken annually.

The Site and Maintenance Supervisor will check weekly that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging are taken out of service and reported directly to an externally commissioned company.

### **EMERGENCY LIGHTING SYSTEMS**

These systems are checked monthly by the Site and Maintenance Supervisor and annually by an externally commissioned company.

Test records are located in the school's Fire Log Book.

### **MEANS OF ESCAPE**

The Site and Maintenance Supervisor checks daily for any obstructions on exit routes and ensures all final exit doors are operational. ALL emergency exits must remain unlocked and unobstructed at all times.

## **APPENDIX 7 WELFARE PROVISIONS**

Adequate welfare facilities are in place for all staff and students.

These include:-

- Toilet facilities – adequate for the number of students/staff on site
- Disabled facilities as appropriate
- Adequate single sex facilities
- Wash basins
- Drinking Water

A welfare room – suitable for treatment of students, staff and visitors – with separate area for private treatment to take place is available.

### **CATERING AND NUTRITIONAL STANDARDS**

Standards of cleanliness in the kitchen area and dining rooms should be checked regularly in line with the pro-forma compiled by School Business Manager.

The school has a duty of care to ensure students are provided with a healthy and nutritional meal at lunch. Service level agreement with Chartwells.

### **APPENDIX 8 FIRST AID AND MEDICATION**

#### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

First Aid boxes are located at:

- Reception
- SLT2
- Medical room
- Ground Floor Kitchen
- Staff Kitchen
- The Retreat
- Science Theory
- Science Practical
- School office
- Design Engine

Eye Wash Stations are located at:

- Ground Floor Kitchen
- Science Practical
- Medical room
- Kitchen

#### **DEFIBRILLATOR BOXES IS LOCATED IN THE STAFF ROOM**

The School Business Manager is responsible for regularly checking that the contents of first aid boxes are complete and replenishing as necessary; however, anyone removing first aid materials from a box should notify the Business Manager so that the item/s can be replaced. A check is made weekly.

The following staff are qualified to give First Aid at Work & trained to use defibrillator machine:

Pastoral and Attendance Officer  
Site and Maintenance Supervisor:  
Houseparent  
Learning Champion and Science Technician

## TRAINED EMERGENCY FIRST AID AT WORK: PE Staff

The names of staff members to call for assistance will be updated following recruitment.

The Business Manager will ensure that First Aiders have a current certificate (every three years) and that new persons are trained should first aiders leave.

The Site and Maintenance Supervisor will check that any vehicles are properly equipped with first aid boxes before they are used.

In major emergencies, the teacher in charge should remain with the person sick or injured and send two students to alert the First Aid Officer and, if necessary, another first aider to come to the scene of the incident. If an ambulance is going to be needed, this should be reported at the same time. It is important that students who are sent to get help are also instructed to report back to the adult who has sent them.

In minor emergencies, for instance requiring just a plaster, the injured student should be sent to the Houseparent for help.

### **Transport to hospital**

If the first aider, Head of School or another senior member of staff, considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted.

### **Spillages of blood or body fluids**

At The Jubilee Academy, the management of spills is flexible enough to cope with different types of situation taking into account the following factors. Standard cleaning equipment is readily available for spills management and is stored in an area known to all.

Spots or drops of blood or other small spills will be managed by wiping the area immediately with paper towelling and then cleaning with warm water and detergent followed by rinsing and drying the area.

Refer to First Aid Policy

### **Administration of medicines**

All medication will be administered to pupils in accordance with statutory provisions and requirements (issued by DfE).

No member of staff should administer any medicines unless a request form has been completed by the parent/carer.

The only medication kept and administered within school are those prescribed specifically for a student at the request of the parent/carer and with the consent of the Head of School. Records of administration will be kept by the Houseparent.

All medications kept in school are securely stored in Medical room with access strictly controlled. Where children need to have access to medication i.e. asthma sufferers, it may be carried on the student's person or kept in Medical and clearly labelled.

A list of students with serious medical conditions of which the staff should be aware is displayed on the staffroom notice board.

Staff will undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

### **Health Care Plans**

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy and anaphylaxis and so on.

These plans are reviewed annually by the Houseparent and the Senior Teachers and written precautions/procedures made available to staff. Staff undergo specific training related to health conditions of students and administration of medicines by a health professional as appropriate.

Refer to Supporting pupils with Medical Conditions inc. Administration of Medicines Policy

## **APPENDIX 9 ACCIDENT REPORTING PROCEDURES**

All accidents, violent incidents, dangerous occurrences and near misses must be reported Directly to the Houseparent who will record and collate evidence to upload on the online system overseen by Carstens and Robinson.

A local accident book in the Medical room is used to record all minor incidents to students and more significant incidents must also reported on line.

School accident reports will be monitored for trends and a report made to the Governors, as necessary.

The Head of School or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

### **Reporting to the Health and Safety Executive (HSE)**

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923.

Incidents resulting in the following must be reported to the HSE within 15 days of the incident occurring:

- A student or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision and so on;
- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to Harrow Council.

## **APPENDIX 10 HEALTH AND SAFETY INFORMATION AND TRAINING**

### **CONSULTATION AND COMMUNICATION OF INFORMATION**

#### **Consultation**

All Governing Body Committees discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Union appointed Safety Representative on the staff is **(TBC)**. Reasonable paid absence from normal duties will be allowed for any safety representatives of recognised Trade Unions to enable them to fulfil their functions.

#### **HEALTH AND SAFETY TRAINING**

Health and safety induction training will be provided and documented for all new employees by the School Business Manager.

The Head of School is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.);
- Refresher training where required.

Training records are held by the Business Manager who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Head of School will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head of School's/line Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## **APPENDIX 11 LONE WORKING**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head of School's/senior member of staff's permission and notify him/her on

each occasion when lone working will occur;

- Ensure they do not put themselves or others at risk;
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.;
- Any person visiting the school outside of normal school hours must notify the Site and Maintenance Supervisor or School Business Manager of his/her presence. This applies to all staff as well as visitors;
- When making a home visit (whether accompanied or unaccompanied, to implement the 'Home Visits' policy);
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so;
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

Refer to Personal Safety and Lone Working Policy

## **APPENDIX 12**

### **PREMISES WORK EQUIPMENT**

#### **Statutory inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors. Records of such monitoring will be kept in the Business Manager's office.

The Site and Maintenance Supervisor is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified, and relevant assessments conducted.

Refer to School PPM and School Management Plan

Equipment is restricted to those users who are authorised/have received specific training. A register of staff is detailed here:

<b>EQUIPMENT</b>	<b>RESPONSIBLE PERSON (WHO CAN ASSESS RISK)</b>	<b>AUTHORISED USERS OF THE EQUIPMENT</b>	<b>AUTHORISED PERSON FOR INSPECTION AND REPAIR</b>	<b>INSPECTION PERIOD ( E.G. TERMLY, ANNUALLY)</b>
Ladders	Site and Maintenance Supervisor	Site and Maintenance Supervisor	Site and Maintenance Supervisor	Ladders termly
Mobile scaffold tower	Site and Maintenance Supervisor			Tower scaffold on erection and weekly thereafter if left in situ
Caretaking/cleaning equipment including hand tools	Site and Maintenance Supervisor	Site and Maintenance Supervisor Houseparent	Business Manager	School to determine following manufacturers advice
Grounds maintenance equipment	Contractors provide			
Gas appliances (includes school catering equipment, boilers, science equipment)	Site and Maintenance Supervisor		Approved Contractor	Annually
PE and play equipment	PE Staff	PE staff and students	Approved contractor	Annually
LEV, dust extraction /fume cupboards	TLR holders and those with supervisory/management responsibility	Senior Leaders	Approved contractor	Annually
Art/Design Equipment	Art Teacher/Senior Leader	Staff and students under direction	Approved contractor	Annually
Portable electrical equipment	Site and Maintenance Supervisor Approved contractor	All staff	Approved Contractor	Annually
Stage lighting and equipment	Performing Arts Teacher	Responsible member of staff and directed students.	Approved Contractor	Annually

All staff are required to report to the Site and Maintenance Supervisor any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

### **Curriculum areas**

All teachers and other adults are responsible for ensuring maintenance requirements for equipment in their learning areas are identified and implemented.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually –conducted most recently by Brightsparks Electricians

Personal items of equipment (electrical or mechanical) **should not be brought into the school** without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

### **External play equipment**

The external play equipment will only be used when supervised. Such equipment should be checked daily by the PE staff for any apparent defects.

### **Warning signs when equipment is in use**

Adequate warning signs must be displayed when roofing work is taking place where ladders are used. Warning signs or re-routing of traffic routes around the school should be in place when contractors are on site. This would apply to all 'Hot works', paving, ladders, painting and decorating etc. in line with decisions made by the premises staff. Barriers erected must be adequate and secure. Window cleaners should take due care and attention when on the school premises.

### **Windows and door safety**

Doors, which can be pushed from either side, should have a viewing panel fitted. Fire doors should be closed at all times, to provide a fire barrier, such doors are clearly marked. Broken windows should be replaced at the first opportunity and any jagged edges should be made safe. Replacement glass should meet the recommended regulation and be fitted by a competent person.

### **Litter**

Adequate arrangements must be made in the school to ensure that litter does not build up in bins or areas which could then become a fire hazard. Site and Maintenance Supervisor's have specific responsibilities for this in their job descriptions.

Waste material collected by the Refuse Truck should be stored in secure and approved containers. These containers should be away from main buildings to prevent arson attacks.

A separate Fire Risk Assessment Audit is in place and is updated regularly by the Site and Maintenance Supervisor. Fire Signs are checked on a regular basis and form part of the Site and Maintenance Supervisors' duties.

The Site and Maintenance Supervisor is responsible for ensuring the fire alarm and intruder alarms are working correctly. Records must be kept of when the fire alarm is activated and inspected.

### **Uneven floors and surfaces**

Risk Assessments should identify areas where the floor is uneven or when the surface is poor. Staff should report such areas to the Site and Maintenance Supervisors.

## Lighting

Adequate lighting should be provided throughout the school both during the school day, before school and during after-school activities. Adequate security lights should be maintained throughout the school, both inside and outside. Emergency lighting should be apparent in all areas.

## APPENDIX 13 FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas, such as Science, Art and PE, staff are responsible for the control of substances hazardous to health (COSHH) and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances that fall under the "**Control of Substances Hazardous to Health Regulations 2004**" (the "COSHH" Regulations).

In all other areas the school's nominated person responsible for substances hazardous to health is the Site and Maintenance Supervisor who shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed;
- material safety data sheets are obtained from the relevant supplier for all such materials;
- risk assessments are conducted for the use of hazardous substances;
- all chemicals are appropriately and securely stored out of the reach of children;
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers);
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Refer to COSHH Register

## RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in Managing Ionising radiations and radioactive sources.

- Member of staff in charge of radioactive sources (RPS) will be nominated following recruitment and will be responsible for ensuring all records pertaining to radioactive sources are maintained, these materials are stored and used in accordance with health and safety legislation, and for carrying out an annual safety check of these materials.

## APPENDIX 14

### MOVING AND HANDLING

Generic risk assessments for manual handling are undertaken and appropriate staff are provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities that present a significant risk to the health and safety of staff, will be reported to the Site and Maintenance Supervisor and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

## **APPENDIX 15 ASBESTOS**

The asbestos register is held at Reception and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to the appropriate body;
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work;
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to the fabric of building without first obtaining approval from an Asbestos Authorising Officer (School Business Manager).**

Any damage to materials known or suspected to contain asbestos should be reported to the Site and Maintenance Supervisor.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Site and Maintenance Supervisor.

## **APPENDIX 16 CONTRACTORS**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to Reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site and Maintenance Supervisor is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

### **School managed projects**

Where the school undertakes projects directly, the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the School Business Manager who will ensure that all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>1</sup> regulations will apply.

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.

## **APPENDIX 17 WORK AT HEIGHT**

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The school's nominated person responsible for work at height is the Site and Maintenance Supervisor.

The nominated person shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled;
- only staff who have received appropriate training will use ladders/mobile tower.

## **APPENDIX 18 DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff shall have a DSE assessment carried out by the School Business Manager.

## **APPENDIX 19 VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/carers when bringing students to school or when collecting them.

## **APPENDIX 20**

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<sup>1</sup>CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

## **LETTINGS**

Lettings are managed by the School Business Manager. A Site and Maintenance Supervisor is usually in attendance during lettings. First Aid facilities are available at Reception, but hirers are asked to ensure they also make their own provision.

## **APPENDIX 21 MINIBUS**

The Site and Maintenance Supervisor maintains a list of nominated drivers who have received training in order to drive the minibus and conducts an annual check of their driving licence.<sup>2</sup>

All minibus drivers should receive training in line with DVLA and CTA requirements.

The Site and Maintenance Supervisor is responsible for the undertaking regular checks on the vehicles and the schools operation of minibus. Nominated drivers with D1 licences will be required to follow robust checks and monitoring systems.

Refer to Minibus Policy

## **APPENDIX 22 WELL-BEING**

The school and Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

Individual concerns should be addressed through line-management meetings or by speaking to a senior member of staff or the Head of School.

The school will adopt excellent management practices to support colleagues to achieve both good levels of performance and an appropriate work-life balance.

The school has procedures in place to deal effectively with bullying and harassment.

Refer to Preventing Bullying and Guidance TO Staff on Preventing Bullying Policies

## **APPENDIX 23 LEGIONELLA**

The school complies with advice on the potential risks from legionella.

A water risk assessment of the school was completed by H2O. The Site and Maintenance Supervisor is responsible for ensuring that operational controls are being conducted and recorded in the water log book. The Site and Maintenance Supervisor will be responsible for undertaking basic operational controls in lieu of a water risk assessment.

This will include:

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<sup>2</sup> All drivers must hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees who first obtained a Category B (car) licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods;
- conducting necessary water temperature checks (monthly);
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly).

## **APPENDIX 24 WORK EXPERIENCE/'INTERNSHIP'**

The school retains a duty of care for all students undertaking Internship and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience/internship on supervision arrangements and health and safety responsibilities;
- All placements (including private placements) are subject to pre-placement checks. No work experience placement/internship will go ahead if deemed unsuitable;
- Where work placements/internships form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted;
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent /carer;
- Arrangements will be in place to visit/monitor students during the placement;
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur;
- All incidents involving students on work placement/internship activities will be reported to the placement organiser and the school's Business and Enterprise Co-ordinator at the earliest possible opportunity.

Refer to Internship Policy

## **APPENDIX 25 COVERING LESSONS DURING STAFF ABSENCE**

Staff who know that they will be absent from school must provide safe work for their classes to do and ensure that any hazard associated with either the work set or the classroom in which the class is to be supervised is made clear to the covering member of staff.

Staff who are covering lessons in hazardous areas (e.g. science, technology, PE) must observe all hazard warnings given them (e.g. on the instructions for the lesson or on warning posters). If they are covering for only part of a lesson they **MUST NOT** leave the class they are supervising until the member of staff taking over from them arrives

**APPENDIX 26**  
**GLOSSARY**

AfPE	Association for Physical Education
ASE	Association of Science Education
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services
COSHH	Control of Substances Hazardous to Health
DSE	Display Screen Equipment
H&S	Health and Safety
HSE	Health and Safety Executive
IDOR	Incident and Dangerous Occurrence Report
LEV	Local Exhaust Ventilation
PAT	Portable Appliance Testing
RPA	Radiation Protection Adviser
VC	Voluntary Controlled
VIR	Violent Incident Report