



NEWENT COMMUNITY SCHOOL AND SIXTH FORM CENTRE

HEALTH AND SAFETY POLICY

Committee Assigned: FINANCE & RESOURCES

Type of Policy: STATUTORY

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SLT Author: AP

1. STATEMENT OF INTENT

Newent Community School and Sixth Form Centre is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school very seriously and use this policy, in line with our risk assessment documents and in accordance with the Health and Safety at Work etc. Act 1974, to maintain the highest possible level of health and safety around the school.

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits appropriate resources to making sure that equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, students and members of the public.

All relevant Regulations, Approved Codes of Practice and guidance will be complied with as necessary.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this Policy has been provided to every member of staff at, or prior to, the induction meeting. A copy is available for all staff in the School's Staff Handbook. This Policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

In order to achieve compliance with the Trustee board's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in the Policy

This Policy, together the following arrangements and procedures, has been approved by the school's Trustee board.

2. ORGANISATION

Purpose of the Policy

The purpose of this Health and Safety Policy is to set out our commitment to health and safety and to define our organisation and arrangements for health and safety management. In addition, the Policy describes how to obtain information and advice on health and safety matters.

It is not sufficient merely to read this Policy. Our commitment to health and safety must be translated into effective action.

If our Health and Safety Policy is effective, not only will we reduce the risk of injury and damage, we will have healthier staff, greater productivity and reduced work-related absence. Also, by following our example, our students will take with them when they leave a positive attitude to health and safety which will continue to protect them and the people they meet or work with for the rest of their lives.

2.1 The Trustee board

In the discharge of its duty, the Trustee board, in consultation with the Principal, will so far as is reasonably practicable:

Make itself familiar with the advice and guidance provided by the relevant organisations e.g. Health and Safety Executive (HSE), etc.

Ensure that there is a clear written, effective and enforceable policy for the provision of health and safety throughout the school which promotes the correct attitude towards safety in staff, students and visitors.

Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.

Ensure the identification and evaluation of all risks relating to:

- the premises
- school activities
- educational visits
- school-sponsored events

Ensure the identification and evaluation of risk control measures in order to select the most appropriate means of minimising risk to staff, students and others.

Create and monitor the management structure to enable the implementation of health and safety.

Ensure sufficient funds are set aside with which to operate safe systems of work.

In particular the Trustee board undertakes to provide:

- A safe place for staff and students to work including safe means of entry and exits
- Plant equipment and systems of work which are safe
- Safe arrangements for the handling, storage and transport of articles and substances
- Supervision, training and instruction so that all Trustees, staff and students can perform their school-related activities in a healthy and safe manner
- All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, students and others, the Trustee board will ensure that such training is provided. Students will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated and recording within the personnel training record of the relevant member of staff
- The required safety and protective equipment and clothing together with information on its use
- Adequate welfare facilities
- Safe and healthy working conditions which take into account all appropriate:
 - statutory requirements
 - approved codes of practice
 - guidance

So far as is reasonably practicable the Governing Body, through the Principal, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- This policy
- All other relevant health and safety matters

The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2.2 The Principal (Health and Safety Officer)

In their capacity as the key person responsible for the effective management of Health and Safety, the Principal as the Health and Safety Officer will ensure the effective implementation of this Policy.

The Principal is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

In particular, the Principal will be responsible for:

- Ensuring this Policy is communicated to all relevant persons.
- Ensuring safe working conditions of the school premises and facilities.
- Ensuring, at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- Ensure safe working practices and procedures throughout the school so that all risks are controlled.
- Ensure that adequate systems are created for the production of risk assessments to allow the prompt identification of potential hazards, and where appropriate ensure that the Trustee board are made aware of the findings.
- Ensure the identification of the training needs of staff and students to ensure, that all members of staff and students who have identified training needs receive the adequate and appropriate training and instruction in health and safety matters.
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe in a timescale commensurate with the risk.
- Ensure the collation of all accident and incident information is undertaken with procedures created to, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence.
- Ensure the activities of contractors are adequately monitored and controlled.
- Ensure emergency evacuation procedures are created and implemented.
- Monitor the standards of health and safety throughout the school, including all school-based activities.
- Monitor the management structure, in consultation with the Trustees.
- Consult with members of staff, including any Safety Representatives, on health and safety issues; and encourage staff and others to promote health and safety.

2.3 The Business Manager (Health and Safety Coordinator)

The Trustee board and Principal recognise the role of the Health and Safety Coordinator who will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections.

The Business Manager, as the Health and Safety Coordinator, will support the Trustee board and Principal with the implementation, monitoring and development of the health and safety policies, protocols and procedures within the school.

In particular, the Business Manager will, on a day-to-day basis, be responsible that:

- This Policy is made available to all staff via the school's SharePoint site.
- The safe working conditions, working practices and procedures throughout the school premises and facilities are created, monitored and reviewed
- That adequate systems are created for the production of risk assessments to allow the prompt identification of potential hazards
- Safe methods of working exist and are implemented throughout the areas of their responsibility
- The training needs of staff and students are identified and monitored to ensure, that all members of staff and students who have identified training needs receive the adequate and appropriate training and instruction in health and safety matters
- Any defects in the premises, its plant, equipment or facilities are identified which relate to or may affect the health and safety of staff, students and others are made safe in a timescale commensurate with the risk
- All accident and incident information is collated in line with the created procedures, carrying out accident, incident and near miss investigations and implementing any remedial action to prevent reoccurrence
- All the activities of contractors are adequately monitored and controlled
- The emergency evacuation procedures are created, implemented and reviewed.

- The standards of health and safety throughout the school, including all school-based activities, are monitored

In particular, as Health and Safety Coordinator, the Business Manager will:

- Co-ordinate and manage the annual risk assessment process for the school
- Co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- Make provision for the inspection and maintenance of work equipment throughout the school
- Manage the keeping of records of all health and safety activities
- Advise the Principal of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors
- Ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and
- Carry out any other functions devolved by the Principal or Governing Body

2.4 Supervisory Staff (This includes Vice and Assistant Principals, Heads of Department and Line Managers)

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Principal, or the member of staff nominated by the Principal, to have overall day-to-day responsibility for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- A Health and Safety Departmental Policy is developed in accordance with the School's Health and Safety Policy which identifies the key risks in their areas of responsibility and the organisation and arrangements for managing those risks
- Health and safety regulations, rules, procedures and approved codes of practice are being applied effectively
- Safe methods of working exist and are implemented throughout their area of responsibility
- Staff, students and others under their jurisdiction are instructed in safe working practices
- They carry out regular health and safety risk assessments of the activities for which they are responsible
- New employees working within their Department are given instructions in safe working practices
- Regular safety inspections are made of their area of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
- All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised
- They monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest practicable standards of health and safety
- All health and safety information is communicated to the relevant persons and they report any health and safety concerns to the nominated person
- Ensure all accidents, incidents and near misses are reported in a timely manner to the relevant named individual and cooperate, when requested, with any investigation

2.5 Classroom Teachers

Classroom teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out

- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Approved Codes of Practice eg CLEAPS, if issued, and to ensure that they are applied
- Ensure that students are not left unattended and that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised at any time
- Give clear oral and written instructions and warnings to students where necessary
- Follow safe working procedures personally
- Require the use of protective clothing and guards where necessary
- Make recommendations to their Learning Lead on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the school without prior authorisation; and
- Report all accidents, defects and dangerous occurrences to their Learning Lead or the Site Services Team

2.6 All Employees (including temporary and volunteers)

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- Observe all instructions on health and safety issued, School or any other person delegated to be responsible for a relevant aspect of health and safety
- Act in accordance with any specific Health and Safety training received
- Report all accidents in accordance with current procedure
- Co-operate with other persons to enable them to carry out their health and safety responsibilities
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
- Inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements
- Exercise good standards of housekeeping and cleanliness
- Know and apply the procedures in respect of fire, first aid and other emergencies
- Co-operate with any annual Health and Safety audit and the Enforcement Officers of the Health and Safety Executive

All employees who authorise work to be undertaken, or authorise the purchase of equipment, will ensure that the health and safety implications of such work or purchase are considered; and

Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.

2.7 Contractors

All contractors who work on School premises are required to identify and control any risks arising from their activities and inform the Business Manager or Site and Community Manager of any risks that may affect the staff, students and visitors.

All contractors must be aware of the School's Health and Safety Policy and emergency procedures which will be outlined by a member of the Site Services Team and comply with these procedures at all times. In any instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

2.8 Students

Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency; and
- Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

2.9 Visitors, Members of the Public and Volunteers

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees (see above). Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

3. GENERAL ARRANGEMENTS

3.1 Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level.

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the school. More detailed protocols and procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.

3.1.1 Accident Reporting, Recording and Investigation

The school will report and investigate all accidents, incidents and near misses adhering to the Accident Reporting and Investigation Protocol.

In line with the procedure, all staff are required to report accidents, incidents and near misses to the Medical and Student Welfare Officer in the first instance as promptly as possible.

All staff are required to cooperate with an investigation of such incidents and assist with the implementation to prevent a recurrence.

All completed accident, incident and near miss forms will be reported electronically using the School's dedicated compliance system provided by Every.

An analysis of the information entered to the database will be undertaken on a monthly / termly basis to allow for the identification of patterns and trends. Should a pattern or trend be identified the appropriate corrective action will be taken.

All accidents, however small, should be investigated and the findings reported. Simple investigations should be completed by the person reporting the accident. A more detailed investigation should be completed by the person administering first aid.

Significant accidents, as defined in RIDDOR, will be reported to the HSE using the relevant documentation, as advised by the company who provides the School with Health and Safety Support, will be investigated by the Business Manager.

The time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate the accident is as follows:

- Minor investigation (minor accident) up to 1 hour
- Full investigation (RIDDOR reportable accident) up to 6 hours

During or on completion of the investigations, a risk assessment should be carried out, or the existing risk assessment amended, to avoid so far as reasonably practicable reoccurrence of the accident. This should be done by the person responsible for the relevant risk assessment. A copy of the revised risk assessment should be provided to the investigating person.

The school has an Accident Reporting, Recording and Investigation Protocol which is available to all staff via the school's SharePoint site.

3.1.2 Alcohol and drug abuse

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents to themselves, colleagues and students. Staff who are deemed to be under the influence of non-prescribed drugs or alcohol will be excluded from work and will be subject to disciplinary procedures.

The school has an Alcohol, Drug and Substance Misuse Protocol which is available to all staff via the school's SharePoint site.

3.1.3 Asbestos

To minimize risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment through the Asbestos Management Protocol. This Protocol detailshow the School intends to comply with its obligations under the Control of Asbestos Regulations 2006 and 2012 through an Asbestos Management Plan.

The School will comply with the Asbestos Regulations 2012 and Approved Code of Practice and guidance concerning the control of asbestos.

The named Asbestos Manager (Business Manager) has responsibility for the implementing the Asbestos Management Protocol, however, the Site and Community Manager has day to day responsibility.

3.1.4 Bad Weather

The school has a Bad Weather Protocol which is available to all staff via the school's SharePoint site.

3.1.5 Behaviour Management

All staff must be familiar with the School's Behaviour Management Policy which is provided to all new staff and is available at all times via the school's SharePoint site..

3.1.6 Catering

The Catering Manager is responsible for the safe operation of the catering facilities in line with this Policy and all other specific Protocols.

The Catering Manager should:

- Prepare risk assessments for all catering activities
- Ensure that all the catering staff are instructed and informed to work in accordance with these documents
- Inform the Site Services helpdesk of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the School is concerned
- Ensure all staff working or handling food have a valid food hygiene certificate

School staff must not use the catering facilities and equipment without the prior agreement of the Business Manager.

3.1.7 Contractors

The school is responsible for the selection, appointment and management of contractors. It is the duty of the Site and Community Manager to ensure that all contractors are aware of this Policy and their obligations under it before commencing any work.

The School operates a full site induction for all contractors prior to the commencement of any work on site which includes checking their documentation, risk assessments and insurances.

The Site Services Team, under the direction of the Site and Community Manager, will ensure the following points are adhered to at all times:

- Checking the competence of contractors and visiting workers who can be judged from past experience, recommendation, pre-selection evaluation or a combination taking into consideration nature and scale of the works required
- Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc.
- All contractors must have a booked appointment to attend site unless they are required to respond to an emergency situation
- Having clearly identified personnel who are points of contact for contractors and visiting workers
- Having all significant and unusual hazards and risks on site clearly identified
- Exchanging information on hazards and risks
- Arrangements for monitoring and controlling works in progress

Key areas to focus attention on whilst contractors are on site are:

- Segregation of traffic and pedestrians
- Segregation of contractors and occupants of the school (where possible)
- Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled
- Implications on fire precautions due to possible increased risk and interference with fire alarm
- The safe system and routes of evacuation

The school recognises that it is crucial that issues relating to premises works are communicated effectively. This includes:

- Providing contractors and visitors with copies of appropriate hazard registers such as the asbestos register
- Advising contractors and visitors about hazards on site
- Asking contractors and visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)
- Advising contractors and visitors about any possible interference with normal working practices (eg re-routing of emergency escape routes)
- Controlling access so that contractors know who may also be working on site
- Sign-off and safe completion certificates
- Ensuring completion of the School's Log Book by contractors and visiting persons

3.1.8 Curriculum Safety (including extended schools activity/study support)

The school recognises that programmes of study require that students should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

The Principal is ultimately responsible for ensuring the relevant risk assessments are in place for all curriculum activities where there is a potential risk to staff and students. The member of staff delivering the curriculum activity must ensure the relevant risk assessment documentation is created and retained.

Senior / Middle Leaders and Teaching Staff will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available CLEAPSS, AfPE (formally BAALPE) DATA, HASLOC and relevant procedures and guidance.

All teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- Where close supervision is required
- Suitable group size
- Where particular skills need to be taught
- Personal protective equipment (PPE)
- Levels of hygiene required

3.1.9 Drugs and Medication

Parents/carers have the prime responsibility for their child's health and should provide the School with information about their child's medical condition. Parents/carers, and the child if appropriate, should obtain details from their General Practitioner (GP) or pediatrician, if needed. The school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.

The school has adopted the DfE guidance Managing Medicines In Schools And Early Year Settings.

Staff must notify the Medical and Student Welfare Officer immediately if they believe a student is carrying any unauthorised medicines / drugs.

The school has a First Aid Protocol which details all aspects of the provision which is available via the school's SharePoint site.

3.1.10 Electrical Equipment

The Site and Community Manager will ensure that the testing, inspection and maintenance of equipment is undertaken as required.

Portable electrical equipment will be inspected under the Electricity at Work Regulations 1989

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students with the classroom teacher

Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly and locked away. The defect should be reported to the Site Services helpdesk.

Staff should not bring into school and use their own electrical equipment unless it has been tested by Site Services. A request to have equipment tested should be made to the Site Services helpdesk.

Fixed electrical equipment will be inspected under the Electricity at Work Regulations 1989

3.1.11 Expectant Mothers

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures. Some hazards in the workplace may affect the health and safety of new and expectant mothers and their children. Female staff are advised to inform the Principal as soon as possible and in writing when pregnancy has been confirmed so that the generic risk assessment can be reviewed with the Business Manager. Copies of the specific risk assessment will be signed, filed and reviewed if circumstances surrounding the pregnancy alter in any way.

As every pregnancy is different, pregnant staff must keep the Business Manager informed regarding any issues which mean they feel the risk assessment needs to be updated or their duties adjusted in any way.

3.1.12 Fire Precautions and Procedures

The guidance Fire Safety Risk Assessment - Educational Premises issued by The Department for Communities and Local Government (DCLG) has been adopted.

The Business Manager is named as the competent person who has responsibility for implementing the Fire Log Book and Fire Safety Protocol which covers:

- Detailing of any significant findings from the fire risk assessment and any action taken
- Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices
- Testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person
- Recording of false alarms
- Testing and maintenance of emergency lighting systems
- Testing and maintenance of fire extinguishers, fire blankets etc
- Testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems
- Recording and training of relevant people and fire evacuation drills
- Planning, organising, implementation, monitoring, audit and review
- Maintenance and audit of any systems that are provided to help the fire and rescue service
- The arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire
- All alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors

The School has a Fire Safety Protocol which details all aspects of this subject. The Protocol will be shared with new staff during induction and is available for all staff via the school's SharePoint site.

3.1.13 First Aid

The school will follow the Health and Safety (First Aid) Regulations 1981 for first aid. Furthermore, the guidance issued by the DfE on first aid for schools has been adopted by the school.

The School has a First Aid Protocol which details all aspects of this provision and is available for all staff via the school's SharePoint site.

3.1.14 General Precautions

Any member of staff going off site during the working day must ensure that they sign out at Reception and, on their return, sign back in again.

All visitors to the School must report immediately to Reception. The visitors are greeted and signed in by the Receptionist advising them of the School's safeguarding procedures.

Any event which uses the premises out of working hours especially where visitors to the School are involved will be subject to particular procedures for the specific event. The key individual organising the event will liaise with the Site and Community Manager and relevant Administrator prior to the date.

3.1.15 Glass and Glazing

The Site and Community Manager should ensure a Glazing survey has been undertaken with an action plan created and the relevant remedial work undertaken.

All new doors, windows and side panels should be fitted with safety standard glass as standard practice.

All glass in existing doors windows and side panels should be subject to continual assessment where the glass has been identified as being of low standard. Where relevant this glass will be covered in plastic film.

3.1.16 Good Housekeeping

Slips, trips and falls are the largest cause of accidents; however, they are easily prevented by:

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- Keeping corridors and passageways unobstructed
- Ensuring shelves in storerooms, classrooms and offices are stacked neatly and not overloaded
- Keeping floors clean by ensuring spillages are cleaned up immediately using an appropriate cleaning method
- Not obstructing emergency exits

All staff have a responsibility to report worn flooring, holes and cracks that could cause a tripping hazard to the Site Services helpdesk.

3.1.17 Hazardous Substances

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) has been adopted in respect of managing hazardous substances.

The Site and Community Manager, under the direction of the Business Manager, is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

Senior / Middle Leaders or Line Managers are responsible for any hazardous substances used within their departments. The Senior / Middle Leader or Line Manager, or their designated employee, will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

Substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Principal / Business Manager. The Site and Community Manager must be notified and will complete an assessment for any approved products.

Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS Hazcards. Where an appropriate Hazcard is not available it is the responsibility of the Senior / Middle Leader or Line Manager to speak directly with the Business Manager ensuring the substance is assessed.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in accordance with manufacturer's guidelines and in a well-ventilated area.

Dust and fumes in the practical curriculum are controlled by Local Exhaust Ventilation (LEV). No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

3.1.18 Hazard Reporting

An important feature of this Policy is the operation of an effective hazard reporting system. Any employee, student, contractor or visitor is encouraged to report any substandard condition or practice.

The reporting of hazards should be done directly to the Receptionist as soon as possible to ensure the appropriate individual is immediately notified.

3.1.19 Inclusion

The Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.

All staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENCo and Vice Principal (Inclusion) must ensure that all risk assessments for curriculum activities are adapted as necessary and Risk Management Plans are kept up to date.

3.1.20 Lettings and shared use of premises

The Trustee board will ensure that the hirer / tenant has public liability insurance in place in order to indemnify the school from all such hirer's / tenant's claims arising from negligence.

The School has a Lettings Protocol which details all aspects of this subject and is adhered to for each letting.

3.1.21 Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

The School has a Lone Working Protocol which details all aspects of this subject and is available to all staff via the school's SharePoint site.

3.1.22 Maintenance / Inspection of Equipment

The school will adhere to the Provision and Use of Work Equipment Regulations 1998 (PUWER).

The School will ensure the appropriate servicing, testing or inspection is followed and relevant records kept.

All faulty equipment must be taken out of use and reported to the Site Services helpdesk as soon as possible.

3.1.23 Manual Handling and Lifting

The School will adhere to the Manual Handling Operations Regulations 1992 in respect of manual handling and lifting.

Any activities that involve significant manual handling tasks shall be risk assessed and these tasks eliminated where possible. Appropriate training will be provided for staff.

Line Managers are responsible for assessing the appropriate approach to manual handling tasks. No member of staff should attempt to lift or move any heavy furniture or equipment themselves. Should assistance be required please inform the Site Services helpdesk.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

3.1.24 No Smoking

The whole of the School Site, within the boundary fences, is designated a no smoking area.

It is illegal to smoke within the school buildings and externally within the boundary fence.

The appropriate signage is displayed on all entrance doors.

The School has a No Smoking Protocol which details all aspects of this subject which is available for all staff via the school's SharePoint site.

3.1.25 Personal Protective Equipment (PPE)

Line managers will assess on the basis of the risk assessment and COSHH assessments the need for PPE.

Where it is assessed that PPE is required it shall be appropriately selected and provided.

A record of PPE issued will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary. All items of PPE must be kept clean and stored in designated areas. Any loss or damage must be reported to their line manager immediately.

Any member of staff or student who refuses to use the PPE provided will be subject to disciplinary action.

3.1.26 Risk Assessments

The Management of Health and Safety at Work Regulations 1999 should be followed as guidance for the assessment of risk and required controls. The School has adopted the HSE Risk Assessment template for use in the risk assessment process.

The Principal is responsible for ensuring that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

However, risk identification and assessment is the duty of all staff. Those responsible for Site Services or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities.

Hazards, associated with the risks, should be detailed to allow all appropriate control measures to be detailed.

The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.

3.1.27 School Trips / Off-Site Activities

The School has a Trips, Visits and Events Protocol which details all aspects of this subject which is made available to all staff via the school's SharePoint site.

The Business Manager is named as the competent person who has responsibility for as the Trips, Visits and Events Coordinator:

- Supporting the Principal and Trustees with approval and other decisions
- Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience
- Organising the training for leaders and other adults going on a trip or visit. This will commonly involve training such as first aid, hazard awareness etc.
- Reviewing the systems and, on occasion, monitor practice

The Trip Lead is responsible for:

- Organising thorough induction of leaders and other adults taking students on a specific visit
- Organising the emergency arrangements and ensure there is an emergency contact for each visit
- Ensuring that appropriate Risk Assessments are undertaken
- That all reasonable requests by the Business Manager are completed in a timely manner
- All necessary paperwork is completed and filed in line with the Protocol

3.1.28 School Transport

Where staff are required to drive as part of their job, Subject Leaders and Line Managers will detail of any significant findings from the risk assessment and any action taken.

The Finance and Business Officer, under the direction of the Business Manager, will check on an annual basis that drivers hold a current and valid driver's licence, hold appropriate business insurance and an MOT where relevant.

Any member of staff required to drive the School's minibus must undertake competency based training as arranged through the Business Manager.

The School has a Transport Protocol which details all aspects of this subject which is available for all staff via the school's SharePoint site.

3.1.29 Security

All staff are issued with a photo ID card on employment for use with the door access system. In the event that this ID card is lost, even temporarily, the Finance and Business Officer should be informed immediately so that the ID card can be disabled on the system.

A CCTV system is installed throughout the school as detailed in the CCTV protocol which details all aspects of this subject.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The school accepts no responsibility for items left unattended. In the event of a theft in the school, staff will be advised to report the incident to the police and will assist them in their investigations.

It is the responsibility of the staff to take appropriate measures to maintain the security of any school equipment being used. When using portable and desirable equipment such as laptops computers staff will be required to ensure their security.

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Principal and Governing Body. Members of the Senior Leadership Team will liaise, as relevant, with the Police. A log is maintained, by the Business Manager, of all incidents reported to the Police 101.

Where violence is identified as a significant risk, line managers will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

The School has a CCTV Protocol and a Security Protocol both of which details aspects of this subject which is available for all staff via the school's SharePoint site.

3.2. H&S Operations Team

The Trustee board and the Principal, through the Business Manager, will make arrangements for full and proper consultation with employees on health and safety matters. This consultation will be conducted using a Health and Safety Operations Team. Both the Teaching and Support Staff will be represented on this Team.

Meetings will be calendared, in advance, once a term. As well as being used as a communications and consultation vehicle, the Team will have a routine schedule of tasks for each meeting which will include an internal audit programme of departments. The internal audit programme will include a visit to the department and review of relevant documentation.

3.3 Staff Health and Safety Training and Development

The health and safety training needs of all staff will be assessed annually to allow for the identified training to be arranged.

Heads of Department and Line Managers within the school will identify the competency requirements of specific job roles giving due consideration to health and safety. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.

New staff will undertake induction training on the first day of their employment. As part of the induction training all staff are required to complete the following Educare modules within the stated timeframe from the commencement of their employment:

No later than the end of the second week of employment

Child Protection in Education

No later than the end of Term 2 of employment:

A Practical Guide to the GDPR for Education
Fire Safety in Education
First Aid Essentials
Health and Safety in Education: Staff Awareness
Mental Wellbeing in Children and Young People
Raising Awareness of Peer-on-Peer Abuse
The Prevent Duty

No later than the end of Term 4 employment:

Adverse Childhood Experiences
Bullying and the Law (Anti Bullying Alliance)
Child Exploitation
Child Neglect
Domestic Abuse: Children and Young People
Female Genital Mutilation Awareness

The school will keep a record of all staff who have been trained and the expiry dates of any certificates.

Staff are encouraged, but not directed, to undertake any remaining Educare modules that interest them.

3.4 Staff Well-being / Stress

Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, line managers will deal with the issue in a sensitive and constructive manner using all available means to manage stress and assist staff.

The Business Manager is named as the Staff Welfare Officer.

The School has a Stress Management Protocol which details all aspects of the subject which is available for all staff via the school's SharePoint site.

3.5 Use of Display Screen Equipment

The HSE places significant emphasis on the need for a formal system that covers DSE and the School will adhere to the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002).

This guidance states: it will generally be appropriate to classify the person concerned as a "user" or "operator" if they:

- Normally use DSE for continuous or near-continuous spells of an hour or more at a time, and

- Use DSE in this way for more or less daily, and
- have to transfer information quickly to or from the DSE, and
- need to apply a high level of attention and concentration, or
- are highly dependent on DSE or have little choice about using it, or
- need special training or skills to use the DSE

The Finance and Business Officer, under the direction of the Business Manager will ensure that DSE workplace assessments are conducted for all users as part of the induction procedure.

DSE assessments will be reviewed where equipment, or office layouts, change or when there are staff changes.

Staff identified as DSE users are entitled to an annual eye test for DSE use. The school will reimburse up to £15.00 towards the cost of the eye test. Further information is available from the Finance Office.

3.6 Vehicles on Site

The Trustees will endeavour to segregate vehicular, pedestrian and cyclist traffic. Staff are required to adhere to the traffic management directions at all times. The traffic management plan and risk assessment will be reviewed at least annually by the Business Manager prior to approval by the Principal.

3.7 Violence at Work

The Health and Safety at Work Act 1974 places a duty on every employer to:

- Provide and maintain systems of work that are safe
- Provide all necessary information, instruction, training and supervision to enable individuals to be safe
- Provide and maintain a safe place of work with safe access and egress

In addition, employers are required to assess the risks to staff, and others, in the workplace and this includes the risk from foreseeable acts of violence, threatening behaviour or abuse at work. Employers should identify preventative and protective measures and make arrangements to implement control measures that follow from the risk assessment so far as it is reasonably practicable and put user-friendly and accessible procedures into place which staff should be familiar with and be able to refer to them immediately.

The School has a Violence at Work Protocol which details all aspects of the subject which is available for all staff via the school's SharePoint site.

3.8 Visitors

Under the provisions of the Health and Safety at Work Act 1974 the School has a duty of care to all its visitors.

Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the school they intend to visit. They are to obey all displayed warning notices and verbal instruction.

There are five categories of visitors to the School:

- Educational visitors and VIPs
- Casual visitors
- Contractors and suppliers
- Ex-students
- Intruders

The School has a Visitors Protocol which details all aspects of the subject which is available for all staff via the school's SharePoint site.

3.9 Working at Height

The Work at Height Regulations 2005 has been adopted in respect of all work at height.

The Site and Community Manager is responsible for the purchase and maintenance of all footstools and ladders in the school. All equipment must conform to BS / EN standards as appropriate and will be recorded in the equipment register.

The Site and Community Manager will complete risk assessments for all working at height tasks, however, Staff themselves has a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Staff are reminded that “working at height” applies to all activities which cannot be undertaken whilst standing on the floor. Standing on desks, chairs or other furniture is not permitted under any circumstance.

Line managers / Learning Leads will ensure that working at height is risk assessed in -accordance with the relevant regulations and that appropriate control measures are put in place to mitigate those risks.

Any member of staff undertaking work at height will be trained as arranged by the Business Manager.

3.10 Waste Disposal

The school has two bin compounds that contain green 1100L general waste and purple 1100L paper and cardboard recycling bins.

Staff should ensure that cardboard is flattened prior to placing in the relevant bin. All paper and books must be placed in a white / red recycling bag prior to placing in the relevant bin. If the waste is deemed confidential the paper must be placed in the dedicated secure “paper pods” located around site.

Hazardous waste such as computer equipment, light bulbs, fridges, any electrical equipment, aerosols, etc. have to be disposal of in line with Waste Electrical and Electronic Equipment regulations (WEEE). If staff require disposal of any hazardous waste they should notify the Site Services helpdesk to ensure the appropriate collection and disposal.

Medical waste needs to be disposed of in the medical waste bin which is located in the Medical Room. This waste is collected as part of the sanitary waste contract.

The School has an Environmental Protocol which details all aspects of the subject which is available for all staff via the school’s SharePoint site.

3.11 Work Experience

The Careers Lead and Coordinator will ensure that the working practices as outlined by the HSE guidelines issued in 2013 are followed at all times.

3.12 Workplace Inspections

The school requires every member of staff to undertake a workplace inspection at the start of each academic year, using the Health and Safety Room Checklist documentation. These inspections will be completed under the direction of the Business Manager.

Line managers / Heads of Department are required to participate in any periodical review that is deemed necessary. This review might include meeting with the Business Manager as Health and Safety Coordinator or, if appropriate, be encompassed within the work of the Health and Safety Operations Team.

The Site and Community Manager, under the direction of the Business Manager, will ensure that hazards associated with premises are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.

Site Services staff should refer to the Good Stewardship Guide and Compliance Monitoring in Council Buildings for more detailed guidance on premises risk.