



# Health & Safety Local Arrangements 2021 - 2022

## **Statement of Local Health & Safety Intent Walsall Studio School**

Walsall Studio School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties.

We will:

- ❖ Plan for health and safety within our school improvement planning activity.
- ❖ Ensure relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret health & safety legislation and guidance that apply to this school.
- ❖ Review with the Governing Body all progress against our plans and take appropriate action.
- ❖ Provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all school staff.
- ❖ Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan.
- ❖ Monitor our performance against plans.
- ❖ Copy this statement to all staff members.

**CHAIR OF GOVERNORS**

**HEAD TEACHER**

**Date**

**Date**

## Local Arrangements

- Appendix 1 - [Accident Reporting Procedures](#)
- Appendix 2 - [Art](#)
- Appendix 3 - [Asbestos](#)
- Appendix 4 - [Contractors](#)
- Appendix 5 - [Display Screen Equipment](#)
- Appendix 6 - [First Aid and Medication](#)
- Appendix 7 - [Fire Evacuation and other Emergency Arrangements](#)
- Appendix 8 - [Fire Prevention, Testing of Equipment](#)
- Appendix 9 - [Flammable and Hazardous Substances](#)
- Appendix 10 - [General Hazards](#)
- Appendix 11 - [Health and Safety Information and Training](#)
- Appendix 12 - [Health and Safety Monitoring and Inspections](#)
- Appendix 13 - [Induction Process](#)
- Appendix 14 - [Infection Control](#)
- Appendix 15 - [Legionella](#)
- Appendix 16 - [Lettings](#)
- Appendix 17 - [Lone Working](#)
- Appendix 18 - [Moving and Handling](#)
- Appendix 19 - [New and Expectant Mothers](#)
- Appendix 20 - [Offsite visits](#)
- Appendix 21 - [Premises Work Equipment](#)
- Appendix 22 - [Risk Assessments](#)
- Appendix 23 - [Science](#)
- Appendix 24 - [Security & Violence](#)
- Appendix 25 - [Site Staff](#)
- Appendix 26 - [Stress](#)
- Appendix 27 - [Vehicles](#)
- Appendix 28 - [Work Experience](#)
- Appendix 29 - [Work at Height](#)

## Accident Reporting Procedures

In accordance with the Trust, all accident/incidents must be reported and recorded on the appropriate forms.

Copies of these forms are available from the Facilities Manager office.

- School accident/incident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

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

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0845 300 9923 or on-line at [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/).

- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR
- Incidents resulting in 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, etc., must be reported to the HSE within 15 days of the incident occurring.

The school will still be responsible for recording all work-related incidents which as a result has caused the persons to be away from academy for 3 days or more.

[Back to Appendices](#)

### **Art & Design**

The School is committed to teaching all practical subjects in a safe way. This policy outlines the processes and procedures for ensuring safe working in Art and Design. Any activity taking place in practical rooms should comply with the recommendations of B.S.4163 2014.

Teaching staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing.

Staff should set an example in maintaining safe working and discipline within the classroom. Work needs to be well planned to prevent accidents.

Students must obey the school and classroom rules at all times and behave with thought and care when using materials and equipment.

### **COSHH**

Substances used in the workplace should be assessed with reference to the Control of Substances Hazardous to Health.

### **Risk Assessment**

All practical activities must be assessed for risk, and safety measures used to keep the risks low.

All risk assessment must be carried out BEFORE a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand.

The activity must NOT be undertaken until the risk assessment has been completed and recorded.

Risk assessment should form part of lesson planning if any dangerous substances are to be used.

Alternatives to hazardous substances should be sought.

Suppliers of substances covered by COSHH regulations will supply details in order to assist risk assessments.

### **Room Safety**

- All practical rooms must be locked when not in use
- Unsupervised students must not be allowed in hazardous rooms
- Staff are expected to leave workrooms in a safe condition.
- When starting practical lessons, staff should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken
- Fire doors must be unlocked, and clear only authorised staff are permitted to switch on the electricity and gas mains isolators. Students may not switch on these – not even under supervision.
- Students must not use utensils, tools, machines, or other equipment until they have been taught how to use them correctly
- Only one person may operate a machine or piece of equipment at a time.
- A specialist room may only be used for other curriculum activities if the person supervising the students understands room hazards in the room and can prevent them.
- Supply or cover teachers must be given information on the room hazards; this could be a laminated A4 sheet for the room explaining the location and operation of main services such as electrical isolators, any local hazards, and where help

can be obtained. Cover teachers must not supervise practical work unless they are competent and experienced in the practical subject and understand the relevant safety procedures.

### **Safety Signs, Notices and Displays**

Each workroom must have a set of safety rules and the fire procedure displayed clearly

Cautionary notices and signs must be displayed where appropriate.

### **Clothing**

Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous materials are being used

Do not use nylon or other plastic protective clothing in high-temperature work

People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

### **Eye Protection and Guards**

Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. Do not overlook the risk when working with stretched materials.

Eye protection must conform to **BS EN166**. Select the type of eye protection suitable for the practical work.

Eye protectors must be kept clean and scratch free. They must be periodically washed in a mild household disinfectant.

### **First Aid**

Each practical room must have easy access to a first-aid kit.

### **Storage**

- Storage must be kept well organised and tidy. Large items should not be stored high, and proper stepladders or similar must be available for reaching high shelves safely
- Standing on benches, chairs, tables etc. is not permitted
- Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely and they must be securely locked when not in use
- All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled. The labelling must state the material and the nature of the hazard(s)
- Keep all working quantities of these materials to a minimum
- Access to hazardous materials must be restricted to authorised staff only
- All hazardous materials must be stored away from direct access by students
- Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

### **Shelving**

Make regular checks to ensure that shelving is in a safe condition.

Shelves must not be overloaded, and heavy materials must not be stored high up.

Ensure that the shelf space is used sensibly with no items stacked precariously.

Proper stepladders must be provided for access to shelving beyond easy reach from the floor.

### **Maintenance, Inspection and Testing of Equipment**

Health & Safety law requires that equipment and machinery is maintained in a safe condition. To achieve this, equipment must be maintained, inspected and, where necessary, tested.

There are 3 levels of inspection, maintenance and testing of equipment which must be carried out. These are:

- A visual check by staff of equipment prior to its use or on a daily basis.
- A more formal visual inspection which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.
- Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually, or for LEV equipment, every 14 months.

### **Training Records and Certification**

All practical work must be supervised by a suitably qualified teacher

It is every teacher's responsibility to ensure that his or her knowledge of Health & Safety is current.

Any perceived training needs should be discussed with their Line Manager.

[Back to Appendices](#)

**Asbestos**

Building was built after 2000 and therefore will not contain any asbestos containing materials.

[Back to Appendices](#)

### **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 visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Facilities Manager 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 direct, the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Head of Operations and the Building Surveyor who will ensure that consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>1</sup> regulations will apply.

To ensure contractor competency the school will use recommended contractors.

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.

[Back to Appendices](#)

---

<sup>1</sup> CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance, or refurbishment work.

Such projects are notifiable to the HSE where the project duration is longer than 30 days and will foreseeably have more than 20 workers on site at any one time, or the project duration will exceed 500 person days. In addition, 2 specific and specialist roles of Principal Designer and Principal Contractor must be appointed. In such instances it is recommended that an agent be used to work on the school's behalf.

## **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, bursars etc. shall carry out a DSE self-assessment and any actions notified to their line manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

The Health and Safety (Display Screen Equipment) Regulations 1992 apply and where staff use display screen equipment for a significant part of their normal work.

Staff that meet the criteria given in the guidance of the above regulations are defined as 'users'. The Head Teacher or nominated staff will be responsible for arranging the following to comply with the Regulations:

- Health and Safety training for 'users'.
- Self - Assessment of workstations.
- Planning work to include breaks or changes of activity.
- Eye tests and the provision of special spectacles where these are required for display screen equipment work

### **Health and Safety and Computers:**

Students should not be connecting or disconnecting electrical equipment without adequate supervision.

Staff should be aware of the dangers of epilepsy with flickering computer screens and make every effort to know of students who have experienced any problems (this information should be in their medical records). In addition, they should look out for any reaction within their lessons.

Food and drink should not be consumed by students near the computers.

Students should be reminded, whenever relevant, of the dangers of too many hours in front of a monitor.

Bags should be kept away from the computers to avoid damage.

Any problems with the equipment should be reported to the class teacher who should isolate the equipment and report the problem to the network manager.

All electrical equipment is checked on a regular basis.

All equipment must conform to Health and Safety Standards. In view of the fact that our students spend comparatively little time at a computer screen, we are not affected by the latest rulings on antiglare screen.

### **SEN students and computers**

Some SEN students may be provided with individual equipment (identified on SEN Target student list). Teaching staff should liaise with the SEN department, when this is so, and ascertain the arrangements that have been set up with the student for printing etc.

Where a student has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the student. Possible problems may be upstairs room, pressing several keys simultaneously etc. Staff should be aware that a poor performance academically does not necessarily imply a poor performance on the computers. Every student has the same right to

access and development. Furthermore, a student who has a problem with presentation can be highly motivated by obtaining a computer printout.

Gifted students are unlikely to be totally satisfied with school equipment, particularly as they are likely to have superior equipment at home. Staff should be sensitive to this and build on it by allowing students to produce work on the computer at home, without, of course, allowing those students without computers to feel inferior in any way. Gifted students should be identified on the SEN Target Student list.

[Back to Appendices](#)

### **First Aid & Medication**

First aid boxes are located in the reception area and first floor office.

A nominated person will be responsible for regularly checking that the contents of first aid boxes are complete and replenished, as necessary.

#### **First Aiders:**

The school has sufficient numbers of first aiders (includes First Aid at Work and Emergency First Aid).

Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes.

A nominated person will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

All staff will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.

#### **Transport to hospital:**

If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians 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 cannot be contacted.

#### **Administration of medicines**

All medication will be administered to students in accordance with the DfE document and the school Medication Policy.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_students\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_students_at_school_with_medical_conditions.pdf)

The only medication (except paracetamol which will be permitted with Parental consent) kept and administered within school are those prescribed specifically for a student at the request of the parent/guardian and with the consent of the Head Teacher/senior management.

Records and storage of medicines will be kept by Office Staff with access strictly controlled.

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

#### **Health Care Plans**

Health care plans are in place for those students with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually, and written precautions/procedures made available to staff.

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

## **Fire Evacuation & other Emergency Procedures**

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Facilities Manager office and will be reviewed on an annual basis.

### **Fire Instructions**

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

## **EMERGENCY PROCEDURES**

### **Fire and Evacuation**

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Facilities Manager.

### **Fire Drills**

Fire drills will be undertaken 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.

Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

Details of service isolation points (i.e. gas, water, electricity)

- **Gas:** Ground Floor Meeting Room Cupboard
- **Water:** In Road Outside Meeting Room
- **Electricity:** Ground Floor Meeting Room Cupboard

Details of chemicals and flammable substances on site are kept by the Facilities Manager and Head of Department as appropriate, for consultation.

## **EMERGENCY PROCEDURES**

### **FIRE EVACUATION AND EMERGENCY ASSEMBLY**

#### **IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:**

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They should then notify reception/main office of the exact location of the incident.

### **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.

### **ON HEARING THE FIRE ALARM:**

- All staff, students, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing bell/ siren.
- The designated person will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Reception staff will summon the emergency services (DIAL 999) as necessary.
- Staff will supervise/affect the evacuation of students/visitors to the designated assembly point(s).
- Staff not with students, visitors and contractors must leave the building by the nearest exit and report directly to a fire warden at the assembly point.
- Staff, students and visitors who evacuate through an exit that leads them to the front/ reception area of the school are to assemble in the main car parking area and then proceed to their nominated assembly point when the relevant access gates are unlocked.

### **Assembly point**

Outside Victorian Arcade

- Students should leave in single file when instructed by the teacher in charge of the class. Students should then leave by the nearest available escape route. The last person to leave the classroom must close the door (do not lock). Students should walk in their subject/form groups and remain with their teacher at the assembly point.
- If a student is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

### **A Calm orderly exit is essential**

#### **Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly area students must stand in their form groups while staff perform a head count. Registers, visitor's book etc. will be taken out to the assembly point by the Reception Staff. The result of this check must be reported to the relevant Head of Department as soon as it is completed.
- Allocated Fire Wardens are responsible for ensuring corridors/buildings are cleared. Fire wardens should ensure that in the event of their absence, another member of staff is available to take over their duties:

### **All Fire Wardens should report to the Site Support Assistant that corridors/buildings are cleared.**

- The Head Teacher/ member of the Senior Leadership Team (SLT) will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade/ Head Teacher/ member of the SLT.
- If the building cannot be reoccupied following an evacuation, the school Emergency Plan procedures will be implemented.

In the event of a bomb threat, follow the evacuation procedure for fire.

### **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

#### **Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

**Visual disability**

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the person's hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

**Hearing disability**

People with a hearing disability should be escorted out of the building by staff.

[Back to Appendices](#)

## **Inspection/ Maintenance of Emergency Equipment**

### **Testing of the Fire Alarm System**

Fire alarm call points will be tested weekly in rotation by the Facilities Manager and a record kept in the fire logbook.

Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer.

A fire alarm maintenance contract is in place and the system will be tested periodically.

### **Inspection of Fire Fighting Equipment**

An approved competent contractor undertakes an annual maintenance service of all fire fighting equipment. Weekly checks are carried out to ensure that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

### **Emergency Lighting**

These systems will be checked for operation monthly in house by the Facilities Manager and annually by an approved competent contractor.

### **Green Door Release Boxes**

These will be tested regularly by the Facilities Manager

### **Emergency Red Pull Cords**

These will be tested regularly by the Facilities Manager

Test records are located in the site's fire logbook.

### **Means of Escape**

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

[Back to Appendices](#)

### Flammable & Hazardous Substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations).

Within curriculum areas (in particular science and D&T) the Heads of Departments are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishment's nominated person responsible for substances hazardous to health will be the Facilities Manager.

They 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.

[Back to Appendices](#)

**General Hazards**

Workplace accommodation standards are regulated by the Workplace (Health, Safety and Welfare) regulations 1999. It is the policy of the school to comply with the standards for cleanliness, overcrowding, temperature, ventilation, and lighting that are detailed in these Regulations and Approved Code of Practice. In particular staff shall ensure that areas are not overcrowded, and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.

Under no circumstances should staff use tables, chairs or any other item of furniture to stand on to work at height. If a stepping stool or step ladders have been provided, they must be inspected before each time they are used. A fully detailed risk assessment must also be completed and agreed with the H&S group.

Ladders are not to be used without a fully completed risk assessment which has been agreed. Ladders are stored with the site staff and may only be used if that person has received the relevant training.

**STUDENTS MUST NOT BE ASKED TO WORK AT HEIGHT UNDER ANY CIRCUMSTANCES.**

In general, heavy items should be stored at waist level to reduce the risk of injury from falling and handling. Filing cabinet drawers shall not be overloaded and staff must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported on the relevant forms. Also, any sharp edges which may cause injury and/or damage to clothing must also be reported.

Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Students' bags are not to be left in walkways or areas where they create tripping hazards.

During the normal day the rear gates will be locked.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Site Facilities Manager.

No knives or similar item are allowed on site for whatever reason. Any student who is suspected of carrying such articles must be dealt with immediately.

**Disposal of Waste Materials.**

All waste material that could cause harm to any member of staff, student or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in newspaper and securely taped).

Hazardous materials such as chemicals require specialist disposal (Site Staff should be contacted).

## **Health & Safety Information & Training**

### **Consultation**

The school Governing Body meets once a term to discuss health, safety and welfare issues affecting staff, students, or visitors. Action points from meetings are brought forward for review by school management.

The Health and Safety Law poster is displayed within the building.

Elite Safety in Education provides competent health and safety advice for the school.

### **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by their Line Manager.

The Head Teacher 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.

All 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 administration team. A nominated member of staff 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 Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head Teacher'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.

[Back to Appendices](#)

## **Health & Safety Monitoring and Inspection**

A general inspection of the site will be conducted daily and be undertaken/co-ordinated by the Facilities Manager.

Monitoring inspections of individual departments will be carried out by the Departmental staff or nominated staff.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Head Teacher. Responsibility for following up items detailed in the safety inspection report will rest with relevant Departmental Leaders and Facilities Manager.

Elite Safety in Education will support the school and undertake termly inspections and any actions will be recorded.

A named Governor will be involved / undertake an inspection on an annual basis and report back to both the relevant sub-committee and full Governing Body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

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

[Back to Appendices](#)

## **Induction Procedures**

All new Staff to the School will be required to be involved in an induction process. This will cover a large number of topics and the school's relevant policies and procedures. This may include: -

- Accident reporting (RIDDOR and other in-house requirements)
- Administration of medication.
- Care and control of students
- Child protection issues – identification of SENCO.
- Cleaning, reporting failures and inadequacies.
- Dealing with drug related incidents
- Disability, sex and race discrimination policies.
- Discipline of students.
- Emergency procedures
- Employee facilities including toilets, medical room and drinking water.
- Employers H&S statement.
- Environmental concerns – heating, lighting, furniture etc.
- Equipment instructions – generally made available on or near equipment.
- Fire safety and fire drill.
- First Aid – identification of first-aiders, position of first aid kits.
- Good housekeeping – tidy workspaces etc.
- Identification of H&S representatives and committee structure.
- Off-site activities – risk assessment required.
- Risk Assessment – reporting and recording process.
- Safe Handling.
- Safe routes to school.
- Safety signs.
- Security and personnel protection – internal communication.
- Sickness and absence policy.
- Stress.
- Use and safety of PE equipment.
- Use of personnel protective clothing.
- Work experience.

## **Infection Control**

### **Introduction**

This policy has been written following guidance from Public Health England guidance on infection control and winter readiness.

### **Aim and Objectives**

This policy aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza or any contagious illness.

### **Principles**

The school recognises that infections such as influenza pandemics are not new. No-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community.

We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However, we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

### **Planning and Preparing**

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform Public Health England. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

The decision on whether school should remain open or close will be based on medical evidence.

This will be discussed with the Health Protection Agency and the Government.

It is likely that school will remain open, but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels.

The school will close if we cannot provide adequate supervision for the children.

### **Infection Control**

Infections are usually spread from person to person by close contact, for example

Infected people can pass a virus to others through large droplets when coughing, sneezing.

Through direct contact with an infected person: for example, if you shake or hold their hand and then touch your own mouth, eyes, nose without first washing your hands or even talking at a close distance.

Viruses can also survive longer on hard and soft surfaces.

### **Staff and children are given the following advice about how to reduce the risk of passing on infections to others:**

Wash hands regularly, particularly after coughing, sneezing, or blowing your nose.

- Minimise contact between your hands and mouth/nose
- Cover your nose and mouth when coughing and sneezing or in crook of elbow.

- Do not attend school if you have an infectious illness.

These messages are promoted through posters around the school, in assemblies and through Personal and Social Education lessons.

## **HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS**

### **Minimise Sources of Contamination**

- We will ensure staff have received training or competent in food handling.
- We store food that requires refrigeration, covered, and dated within a refrigerator at a temperature of 5°C or below
- We wash hands before and handling foods
- Food is brought from reputable sources and used by recommended date.

### **To Control the Spread of Infection**

- We ensure good handwashing procedures (toilet, handling animals, soil food)
- Children encouraged to wipe and blow their own noses and dispose of soiled tissues in waste bins.
- We wear protective clothing when dealing with accidents and incidents.

### **Personal Protective Equipment (PPE)**

Disposable non-powdered vinyl or latex-free CE-marked gloves, face coverings (if advised) and disposable plastic aprons are worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) by all staff.

### **Cleaning of the Environment**

Cleaning throughout the school is frequent and thorough including the cleaning of all toys and equipment in class. Cleaning of the environment, cleaning equipment such as buckets are colour coded and cleaned and replaced as needed. Cleaning contracts are monitored regularly and ensure cleaners have access to PPE.

### **Cleaning of Blood and Body Fluid Spillages**

All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used and waste is disposed in secure bins along with nappies.

### **Vulnerable Children**

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

The school will have been made aware of such children.

These children are particularly vulnerable to chickenpox, measles or parvovirus B19 and, if exposed to either of these, the school will contact the parent/carer and inform them promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

### **Female Staff – Pregnancy**

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to PHE guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. Some specific risks are:

**Chicken Pox** can affect the pregnancy if a woman has not already had the infection.

Report exposure to midwife and GP at any stage of exposure.

The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

**German Measles** (rubella). If a pregnant woman comes into contact with German Measles she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, she should immediately inform whoever is giving antenatal care to ensure investigation.

**Slapped Cheek Disease** (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

This advice also applies to pregnant students.

In school we follow the guidelines set by the Health Protection Agency, regarding the recommended period of time that pupils should be absent from school.

Detailed information about many conditions is available at: <http://www.hpa.org.uk/>.

It is important to note that the school are unable to authorise absence on medical grounds or illness for conditions where the guidelines state that no period of absence is recommended, e.g., head lice.

## **Meningitis**

Meningitis most commonly affects babies, young children and teenagers, but can also be harmful to older people and adults with lower immunity. It can be very serious, even fatal, if it is not treated quickly, as it infects the protective membranes surrounding the brain and spinal cord. It can cause blood poisoning and permanent brain and nerve damage.

Symptoms may include a high temperature, vomiting, headaches, a rash that does not fade when rubbed over with a glass, stiff neck, an aversion to bright lights, drowsiness and fits. These symptoms may occur in any sequence and sometimes not all of them will be experienced at all.

Bacterial and virus meningitis are contagious and can be spread through sneezing, coughing, kissing, sharing cutlery and utensils, and spending considerable time with an infected person, so schools are one of the prime locations where the infection can spread. It can be caught from people who carry the virus or bacteria but are not ill themselves.

Vaccinations are available for several types of meningitis but practicing good personal hygiene (washing hands and coughing/sneezing into tissues etc), and not sharing drinks and cutlery will also help reduce the risk of contagion.

## **Coronavirus Disease – COVID-19**

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads.

Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow). Up to date advice can be found <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[Back to Appendices](#)

## **Legionella**

The school complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the school has been completed by a competent contractor.

The Facilities Manager is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book.

The contractor will be responsible for:

- Sampling and cleaning of water tanks etc.

The Facilities Manager will be responsible for undertaking basic operational controls

### **This will include:**

- Monthly water temperature checks
- De-scaling of shower heads
- Identifying and flushing rarely used outlets on a regular basis and after school holiday periods.

[Back to Appendices](#)

## **Lettings/Shared use of Premises**

Lettings are managed by the Events Administrator following guidance laid down by Governors.

Prior to any agreement for letting out of the school premises/equipment a written contract detailing the terms and conditions must be signed by the hirer.

Information will be given to the hirers regarding the emergency procedures.

The hirer is responsible for ensuring they have sufficient first aid arrangements in place along with adequate insurance.

[Back to Appendices](#)

## **Lone Working**

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but, in some circumstances, it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

### **Definition of Lone Working**

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Head Teacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Head Teacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

### **Controls**

Staff should seek the permission of the Head Teacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Head Teacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Head Teacher, the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified, then the policy will be reviewed. The staff attendance log in must be maintained.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Head Teacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones, they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Head Teacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Head Teacher any aspect of work-related risks.

The Head Teacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

[Back to Appendices](#)

### **Moving & Handling**

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

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

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Facilities Manager 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.

### **Moving and Handling**

All staff who move and handle students have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

All moving, and handling of students has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.

[Back to Appendices](#)

## New & Expectant Mothers

### Introduction

All the normal rules relating to risk assessment apply for expectant and new mothers though, because certain hazards present more significant risks for this group, the law requires employers to follow a slightly stricter regime of preventative or precautionary measures. The table below briefly summarises the main points. The same general principles apply in relation to students who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, our policy is that risks must be assessed. Appropriate precautions must be taken to protect people to whom we owe a duty of care.

The majority of simple risks are already covered by advice based on generic risk assessments. However, there are circumstances in which the school must always undertake specific risk assessments; for example, when a member of staff notifies the school that she is pregnant. The school will produce a risk assessment specific to her. The law requires that adjustments are made to an employee's work and/or environment where these are necessary to ensure that the woman and the baby remain healthy and safe. These adjustments may have to be varied as a pregnancy progresses as the woman's capabilities and tolerances are likely to change. Remember that, even after giving birth, certain risks may still need to be controlled to ensure the safety of the new mother and, if she is breastfeeding, the safety of her baby.

In certain cases, it may be necessary to move the member of staff to alternative work or, in extreme cases, grant paid leave. If an employer fails to protect the health and safety of their pregnant workers, it is automatically considered to be sex discrimination.

**Some risks (some chemicals, physical risks such as radioactive substances and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations (school lab technicians, for example) give the school as much notice as possible so that adjustment can be made.**

Heads of Departments/Line Managers must ensure they explain the matter to their female staff of childbearing age. It is important also not to exaggerate the risks, which are generally quite low in the school setting, to avoid creating unnecessary anxiety. The school will consult the [CLEAPSS](#) guidance for more specific advice on these issues.

### Responsibilities

Risks to employed expectant and new mothers must be adequately assessed and controlled. Heads of departments will be responsible for carrying out risk assessments.

[Back to Appendices](#)

## **Educational Visits Policy**

### **Introduction**

Educational visits are activities arranged by or on behalf of the school, which take place outside the school grounds. All off-site activities must serve an educational purpose, enhancing and enriching our students learning experiences.

The aim of this policy is to establish a clear and coherent structure for the planning and evaluation of off-site visits, and to ensure that any risks are managed and kept to a minimum. Within these limits we seek to make our visits available to all students, and wherever possible, accessible to those with disabilities.

The benefits to students of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Improved achievement and attainment across a range of curricular subjects. Students are active participants, not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. Encouraging students to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.
- Provide a wider range of experiences for our students than could be provided on the school site alone.
- Promoting the independence of our students as learners to enable them to grow and develop in new learning environments.

### **Educational Visits Coordinator**

The Head Teacher fulfils the statutory duties of an Educational Visits Coordinator (EVC) and will ensure that we follow statutory off-site activities requirements.

The Head Teacher is supported in this, by a member of the support staff team, with specific administration duties regarding the administration and co-ordination of educational and extracurricular visits.

### **EVOLVE**

In addition to this Educational Visits Policy, Aldridge School:

1. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info)
2. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy and National Guidelines. Staff are directed to be familiar with the roles and responsibilities outlined within the guidance.

### **These responsibilities include:-**

- Supporting the Head Teacher and governing body by ensuring all information is compiled and collated to enable approval decisions for offsite visits, including all risk assessments.
- Advising the Head Teacher of planned visits overseas, and any “dangerous”/high risk activities which need to be notified to the School’s insurer.
- Informing the Head Teacher of all visits.

### **The Head Teacher will: -**

- Ensure that staff involved in educational visits are aware of their responsibilities regarding the offsite visits policy and have ready access to it;
- Ensure the competence of staff and volunteers to lead or otherwise supervise a visit.
- Ensure that emergency arrangements are in place and emergency contacts are known for each visit.
- Ensure the review of all information and supporting documentation before authorising a trip to go ahead. This may also include the review of the financial feasibility of a trip, in particular overseas visits. The latter may be delegated to the designated person

### **The Governing Body**

- Will make decisions on the authorisation of all residential and overseas visits, the group leader will be required to attend a Governors committee meeting to present their Proposal for Residential Visits.
- Ensure that the School show how their plans comply with regulations and guidelines.

### **Staff Competence**

We recognise that staff competence is the single most important factor in the safe management of visits, and support staff in developing their competence in the following ways:

- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader’s ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the students, the venue, and the activities to be undertaken.

### **Expectations of staff (including volunteers)**

Staff are representing the school as well as the students and are expected to behave impeccably. Staff should dress appropriately for the trip in line with students i.e. if the students are wearing school uniform the accompanying staff should dress accordingly in business dress.

Staff must not consume alcohol for the duration of the trip. Staff must not smoke whilst supervising students, this includes the use of e-cigarettes. If staff do smoke, they are expected to do so well away from the sight of students.

In the event that activities on the trip are being led by external providers, staff must remain with student groups at all times. Students must never be left in the care of

external providers no matter what their qualifications or DBS status – students are the responsibility of the school's trip staff for the duration of the trip.

### **Inclusion**

It is our policy that all students should be able to participate in educational visits. Where a student with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include a student with disabilities. Any such adjustments will be included in the risk assessment.

### **Funding**

The costing of off-site activities should include any of the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the school has opted to pay for
- Cover costs where appropriate

### **Transport**

Transport arrangements will allow a seat for each member of the party. It is our policy to only use coaches fitted with seat or lap belts and insist that they be worn by all those participating in the visit.

The use of private motor vehicles for transporting students to and from venues, including sporting fixtures, is discouraged. In the event of an emergency that dictates that a private motor vehicle must be used, the driver of the vehicle must be in possession of Business Insurance. Under no circumstances should a member of staff transport a student in a private motor vehicle on their own.

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys and confirming this with the EVC. Explicit parental consent must be obtained to transport students in private vehicles.

### **Further Health and Safety Considerations**

All adults accompanying a party must be made aware, by the group leader, of the risk assessments and emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated school emergency contact should be provided.

Before a group leaves school, the school office should be provided with a list of everyone travelling with the party, together with a programme and timetable for the activity.

During the visit the group leader must take whatever steps are necessary to ensure that students are safe and well looked after at all times. Prior to an activity, if it is felt that the behaviour of an individual student is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the head teacher the possibility of excluding that student from the activity.

More detailed guidance on procedures and requirements can be obtained from [www.oeapng.info/](http://www.oeapng.info/)

## **Premises & Work Equipment**

### **Statutory Inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the Facilities Manager.

The Facilities Manager 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 risk assessments conducted.

All staff are required to report any problems found with plant/ equipment to the Site Support Assistant. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

### **Curriculum Areas**

Departmental Leaders are responsible for ensuring maintenance requirements for equipment in their areas is identified and implemented.

### **Gas Safety**

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor

### **Air Conditioning Units**

All Air Conditioning Units will be inspected and tested on an annual basis by an approved contractor.

### **Smoking**

The site is kept as a non-smoking site this also includes the use of all forms of electronic cigarettes.

### **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) as required and carried out by a qualified competent person.

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

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

[Back to Appendices](#)

### **General Risk Assessments**

The school risk assessments (for all activities, teaching and non-teaching and premises) will be co-ordinated by Elite Safety in Education.

The risk assessments are held centrally in a shared work area, and a hard copy will be kept in the Facilities Manager office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. 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 young person/student are held on that person's file and will be undertaken by the relevant line manager.

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.

### **New and Expectant Mothers**

This covers new or expectant mothers who are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Managements of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers, that employers take particular account of the risks to expectant mothers at work.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by relevant Faculty Leaders or subject teachers using the relevant codes of practice and model risk assessments developed by national bodies.

The school has a subscription to CLEAPSS, in Science and DT their publications<sup>2</sup> can be used as sources of model risk assessment.

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

[Back to Appendices](#)

---

<sup>2</sup> CLEAPSS Science and D&T publications CD Rom or via [www.cleapss.org.uk](http://www.cleapss.org.uk)

**Science**

The science lessons which take place at our school are very low risk, which do not require the need for written risk assessments.

We use no hazardous chemicals in our planned lessons.

Students are still expected to follow safety rules and basic hygiene measures.

[Back to Appendices](#)

## **Security & Violence**

The school has palisade fencing, CCTV to deter trespassers and unwanted visitors. Facilities Manager will ensure regular grounds maintenance to control the risk from overhanging branches, etc., that may compromise security.

All external doors are electronically controlled.

All visitors arriving at the school must sign the visitors' book and are issued with a visitors' badge.

Enhanced DBS checks are carried out for all visitors/contractors who regularly come on to our premises and may have contact with students.

The school uses the services of Site Staff for out of hours alarm activations.

The school will take all reasonable steps to protect staff from violent behaviour. (The schools disciplinary measures remain in force)

- Any incident should be recorded, and a copy of the incident given to the appropriate person within the school
- Any intruder found on the premises or grounds should be politely asked to leave and a member of senior leadership informed
- Under no circumstances should staff attempt to evict intruders by force
- Any refusal to leave should be reported to the office or senior leadership team immediately so that police can be informed.

[Back to Appendices](#)

## Facilities Manager / Site Staff

### General responsibilities:

- The maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces.
- Deal with any stray animals that come onto the school grounds and contact the relevant authorities as required.
- Erecting temporary warning notices on any floors that become slippery from cleaning operations, leaks or spills etc.
- The maintenance of fixtures and fittings, i.e. replacing light bulbs, tubes and broken door handles etc.
- Reporting faults to the Facilities Manager.
- Carrying out any necessary testing of fire alarm and emergency lighting batteries and testing the operation of any automatic emergency boiler fuel cut off devices.
- Keeping storage areas tidy and ensuring that any highly flammable liquid, e.g. petrol is stored in safe areas.
- Keeping the boiler house and plant rooms clean, tidy and free from accumulations of combustible materials and flammable liquids.
- Ensuring that boiler house ventilators are kept free of obstruction.
- Operating the boilers and plant in accordance with the manufacturer's advice and for ensuring the relevant instruction notices are posted.
- Isolating the electricity supply before changing light bulbs or tubes or carrying out any maintenance or repairs on equipment.
- Putting warning notices on isolated switches and equipment.
- Wearing appropriate personal protective equipment e.g. PVC gloves when handling fuel oil, safety shoes at all times, respirators when involved in dusty work, eye protection when hammering, chiselling or drilling etc.
- Storing all cleaning substances in accordance with the manufacturer's advice and where there are significant risks to health, following the control measures detailed in the COSHH assessments.
- The routine inspection of access equipment such as ladders, stepladders, tower scaffold etc.
- Ensuring that all access equipment is suitable for the work involved and is used in accordance with the manufacturer's advice.
- Obtaining assistance to foot ladders and steady steps when climbing more than 8 rungs high.
- Not approaching the edge of flat roofs nearer than 2 metres (except at ladder access point where this must be at least more than 1 metre above the roof).
- Cleaning any shower heads and running hot and cold-water services prior to the school re-opening after more than 5 days closure.

[Back to Appendices](#)

## **Stress/Wellbeing**

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.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

- Regular Performance Management Reviews
- Mentoring for all staff
- Open door policy of Head Teacher and Departmental Heads.
- Mentoring of new staff.

[Back to Appendices](#)

**Vehicles on Site**

Vehicular access to the school is restricted. Limited staff and visitors parking only.

The maximum speed limit entering the school is 5 miles per hour.

The access from the road shall be kept clear for emergency vehicles.

The main vehicle access is also a pedestrian walkway for students, staff, and visitors.

**Deliveries**

Where possible, deliveries should be made between 9am – 2pm.

[Back to Appendices](#)

## **Work Experience**

The nominated person for work related learning and careers is responsible for managing and coordinating work related learning.

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

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable. (If schools do not use preferred suppliers, pre-placement health and safety assessments must be carried out by competent people and supporting documentation completed.)
- Where work placements 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 activities will be reported to the placement organiser at the earliest possible opportunity.

[Back to Appendices](#)

## **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 establishment's nominated person responsible for work at height is the Facilities Manager.

### **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 are properly controlled.

Students will not be permitted to use ladders/stepladders.

Students can use kick stools, but they must be under direct supervision and a risk assessment should be carried out prior to use.

Contractors will not be permitted to use any of the school's work equipment.

[Back to Appendices](#)