

## Health and Safety Policy

Believing in Excellence means that the school has key values that all members of our school community live by. These are:

- Respect;
- Resilience;
- Responsibility.

These values apply to three important spheres of life:

- Believing in Excellence for ourselves;
- Believing in Excellence for others;
- Believing in Excellence for our environment.

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Date agreed by Governing Body	May 2019
Date of next review	July 2021
Lead Member of Staff	Jon Brown, Resources Manager

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## **1. General Policy Statement**

The Headteacher and Governors of The Cavendish School believe that the health and safety of persons within the school is of paramount importance. **The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and of others.** In the special circumstances of a school it is also important that adults recognise their additional responsibility for modelling safe practice for young people. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Headteacher and Governors of the School to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Headteacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupil, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the School of an effective health and safety management system within the School. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. Alongside the responsibilities of the Headteacher and Governors are the responsibilities of each person to reflect on good practice (eg risk assessments) and contribute to the development of safe routines and the Headteacher and Governors will also undertake to ensure compliance with legislative and other relevant guidance. In order to achieve this it is the responsibility of everyone to challenge directly any behaviour or practice which could lead to an unacceptable risk being suffered by anyone, to report such an occurrence and to follow up to ensure that action has been taken so that the occurrence is unlikely to occur again.

The Headteacher and Governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupil and visitors to the School. We require all staff to comply fully with this policy. In addition we will ensure that all pupil, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Headteacher and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

## **2. Safety Responsibilities of Groups and Individual Members of Staff are as follows:**

### **2.1 The Governing Body**

The Governing Body in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupil, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974. In order to discharge this responsibility, the Governing Body will:

1. ensure that all staff undertake health and safety training appropriate for their role, updated when necessary and will receive copies of all health and safety information. The Governors will also ensure that the School's Health and Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupil are aware of and comply with its contents;

2. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School as outlined within policy and guidance;
3. ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the School to meet both its legal and moral obligations with respect to health, safety and welfare;
4. nominate a Health and Safety Governor or Lead Governors
5. to consider information, statistics and reports relating to health and safety matters;
6. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

## **2.2 Headteacher**

The Headteacher has overall responsibility for safety, policy, organisation and arrangements throughout the School and will:

1. provide liaison with the Inspectors: DfE and the Health and Safety Executive (HSE) with regard to safety aspects;
2. budget for safety and health matters;
3. review the Health and Safety Policy and when significant changes occur within the organisation of the School;
4. develop, introduce, maintain and review safety management procedures to ensure the School complies with legislative requirements and good industry practice e.g. risk assessments including fire, school trips and manual handling;
5. nominate specific staff with designated safety roles, e.g. Health and Safety Co-ordinator, Site Co-ordinator, throughout the school;
6. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
7. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
8. ensure health and safety issues associated with major building projects are complied with;
9. ensure that incidents, near misses and dangerous occurrences are reported using the School's reporting system, minor injuries form or hazard reporting system, as appropriate;
10. to monitor incident trends to identify methods of reducing accidents;
11. to ensure the necessary records are maintained relating to accidents associated with the work of the School;
12. report on health and safety matters including buildings and safety management to the Governing Body;
13. safety procedures are developed and adhered to for operations carried out within the School by staff and by outside contractors;
14. ensure, in conjunction with Heads of Faculties, that health and safety is considered as an integral part of the curriculum and lesson planning;
15. ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
16. ensure that health and safety is considered as an integral part of teaching;
17. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health and Safety Policy, School Policies or health and safety legislation;
18. ensure that premises inspections are carried out;
19. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation;
20. ensure that emergency procedures and fire evacuation practices are in place within the School;

21. investigate and advise on hazards and precautions;
22. have a general oversight of health and first aid matters;
23. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire evacuation), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
24. to monitor pupil health records prior to entry and to report/advise Pupil Attendance and Welfare of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
25. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
  - First aid;
  - Fire and emergency evacuation;
  - Risk assessments, including fire, school trips , manual handling and substances.

The Heads of Secondary and Primary Phases will assume these duties in the absence of the Headteacher and have the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

### **2.3 Health & Safety Co-ordinator**

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Headteacher throughout the school and in particular, will

1. report safety matters to the Headteacher (assisted by Heads of Faculties) and support the Headteacher in producing any reports for the Governing Body ;
2. assist with inspections and safety audits;
3. investigate and advise on hazards and precautions;
4. develop and establish emergency procedures, and organise fire evacuation practices within the school;
5. have a general oversight of health and first aid matters;
6. make recommendations to the Headteacher or the Governing Body for matters requiring immediate attention, e.g. safety reports;
7. make recommendations to the Headteacher or the Governing Body on matters of safety policy in compliance with new and modified legislation;
8. publicise safety matters;
9. liaise with outside bodies concerned with safety and health;
10. monitor accidents to identify trends and introduce methods of reducing accidents.
11. ensure adequate numbers of staff are trained in first aid procedures and administering medicines;

### **2.4 The Educational Visits Co-ordinator/s will:**

1. be involved in educational visit management in order to ensure that the School's Offsite Activities and Educational Visits, Regulations and Guidelines are followed;
2. work with visit leaders to ensure that the aims of the educational visit are achievable and in line with those of the School;
3. after discussion with the Headteacher approve the proposal. The Governing Body will countersign approval for out of UK visits;
4. confirm that adequate risk assessments have been carried out;

5. support the Headteacher in the management of and evaluation of educational visits;
6. confirm the leadership of the visit group is appropriate, including the accompanying staff and volunteers.

## **2.5 Heads of Faculties / Key Stage Leaders**

Each Head of Faculty is responsible to their line manager for the provision of safe working conditions for staff and pupils and in particular will:

1. prepare reports on safety matters for the Headteacher or Health and Safety Co-ordinator.
2. nominate, in conjunction with their manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
3. notify The Health and Safety Co-ordinator of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
4. ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified;
5. instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice e.g. Science, Design Technology, PE, etc.;
6. carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;
7. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
8. ensure all accidents within the section are recorded in line with school policy and investigate reports of accidents and dangerous occurrences in his/her designated areas;
9. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place;
10. identify staff training and development requirements with reference to health and safety;
11. attend to defect reports and recommendations from the Headteacher and the Health and Safety Co-ordinator;
12. circulate publicity relating to safety matters to staff within their control.

## **2.6 Teachers**

Teachers are responsible to their Head of Faculty for the immediate safety of the pupils in their classroom, laboratory or workshop. Teachers should tidy their classrooms at the end of each day to facilitate cleanliness and maintain a high standard with respect to health and safety issues.

Additionally, each teacher will:

1. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
2. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
3. ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
4. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
5. establish routines for issuing, checking and securing equipment used in lessons, ie items counted out and counted back in. Investigate immediately, with support where necessary, should any equipment be missing.
6. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;

7. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is regularly tested ;
8. report defects and make recommendations to their line manager where necessary;
9. ensure all accidents, incidents and near misses within the area of responsibility are recorded.

## **2.7 Technicians/Teaching Assistants**

The technicians/teaching assistants are immediately responsible to the teacher whilst the class is in session or to their direct line manager.

Additionally, the technicians/ teaching assistants will:

1. follow safe working procedures personally;
2. be familiar with the general and particular safety rules that apply to his/her area of work;
3. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
4. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
5. report defects to his/her line manager;
6. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

## **2.8 Learning Resource Manager/s (LRC)**

The LRC is responsible for the implementation of the safety policy and for the general oversight of organisation and arrangements within the library areas of the school.

Additionally, the LRC will:

1. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
2. be familiar with the general and particular safety rules that apply to their area of work;
3. ensure that the LRC and other areas under their control are tidy and good housekeeping procedures are followed;
4. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
5. report defects to their line manager;
6. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy

## **2.9 Pupil Attendance and Welfare**

Pupil Attendance and Welfare are responsible for supporting health and welfare issues within the School and in particular will:

1. be responsible for attending to and monitoring pupil illness/injury and to refer pupils to their own doctor or hospital as appropriate;
2. maintain the school medical room and equipment;
3. monitor pupil health records prior to entry and to report/advise Progress Leaders/Head of Inclusion of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
4. assist in the monitoring of first aid equipment and boxes on School site;
5. assist in the development and health promotion activities at the School;
6. ensure the necessary records are maintained relating to accidents associated with the work of the school.

## **2.10 Work Experience Co-coordinator**

The Work Experience Co-ordinator (or person responsible for work experience) is responsible for developing procedures to ensure that pupils, placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks and in particular he/she will:

1. ensure that all work placement providers are assessed prior to use for the first time;
2. ensure arrangements are in place to comply with the guidelines issued by East Sussex Work Experience team (or other external provider) are implemented and monitored;
3. assist in the assessment of placements where there are particular causes of concern;
4. ensure risk assessments are carried out for young people employed by or on work experience placement with the school and communicated to parents;
5. ensure that work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by pupils unless proof of training/competence is available.

## **2.11 Managers within Support Departments**

Each manager is responsible to their line manager for the provision of safe conditions for staff, pupils and visitors and will:

1. attend to defect reports and recommendations from the Headteacher and Health and Safety Co-ordinator;
2. conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections;
3. instigate and ensure that safety procedures are developed for operations carried out within his/her area of responsibility;
4. ensure that risk assessments, including manual handling, noise, COSHH, and visual display unit assessments are undertaken and documented and that appropriate action is carried out;
5. ensure all portable electrical equipment is tested on a regular basis;
6. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
7. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

## **2.12 The Site Manager will;**

1. report on health and safety matters with respect to the school buildings and grounds are prepared;
2. safety procedures are developed and adhered to for operations carried out within the school by their staff and by outside contractors under their control. In particular they must ensure work complies with the Construction (Design and Management) Regulations;
3. records of hazards identified on site by staff are kept, along with the remedial action taken and when;
4. when liaising with contractors, assume the duties as outlined in 'staff liaising with contractors' and 'members of staff' below;
5. routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
6. the provision and maintenance of all 'fire' equipment and for the preparation and review of fire risk assessments;
7. all accidents within the area of responsibility are recorded in line with the school policy.

## **2.13 The Site Team will:**

1. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;

2. ensure that premises safety inspections are undertaken;
3. attend to defect reports and recommendations from the Headteacher, staff, Health and Safety Co-ordinator;
4. ensure that all portable electrical equipment is tested on an annual basis;
5. ensure all accidents within the area of responsibility are recorded in line with the school policy;
6. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

## **2.14 Trade Union Representatives**

Where appointed in the School, they will:

1. represent the staff in consultation with the employer investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
2. investigate complaints by any employee they represent relating to health and safety and welfare at work;
3. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
4. attend meetings when requested to do so to represent staff ;
5. inspect the workplace if they have given the Headteacher 1 month's notice in writing of their intention to do so and have not inspected it in the previous three months. They may carry out additional inspections where there are substantial changes in work conditions.

## **2.15 Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the School should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Site Manager for them to rectify.

Staff must ensure that contractors arriving at site report to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site.

## **2.16 Members of Staff**

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

*'It shall be the duty of every employee while at work*

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'*

## **2.17 Pupils**

Each pupil is responsible for his/her personal safety and that of their fellow pupils by proper observation of school rules and procedures.

In particular, each pupil will:

1. observe standards of dress and behaviour appropriate to the working situation.
2. heed warnings and observe rules and routines and ask for such warnings and rules where they are not made obvious.
3. not wilfully misuse, neglect or damage equipment provided for safety.

## **3. Health and Safety Committee (if required)**

If a Health and safety committee is required within the school (for supporting an emergency situation) this will be comprised of:

1. Headteacher
2. 1 Member of the Governing Body (preferably the appointed H&S Governor)
3. Heads of Secondary and Primary Phase and Deputy Headteacher
4. Health and Safety Co-ordinator
5. Trade Union Representative/s
6. Site Manager
7. A pupil from the Pupil Leadership team ie Head Boy or Girl

## **4. Crisis Management**

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the school and is summarised below.

### **4.1 Crisis Management Team:**

1. The Headteacher;
2. Head of Phases and Deputy Headteacher;
3. Resources Manager
4. Site Manager/Health and Safety Co-ordinator;
5. Chair of Governors/Health and Safety Governor.

### **4.2 Function of the Crisis Management Team:**

1. To act as the decision-making authority for the management of an incident.
2. To develop the procedures and practices to be used for handling emergency situations and communicating these to all staff of the School.
3. To establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
4. To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
5. To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

## **5. General Emergency Procedures**

The summoning of emergency services is via the office reception and the Headteacher.

Out of school hours, please contact emergency services by dialling 9 - 999 and the on-duty member of the site team.

In the event of a major disaster the Crisis Management Team must be alerted.

## **6. Fire Procedures (also see Emergency Evacuation Procedures)**

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding and only after the fire officer has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteers are accounted for.

The Receptionist (or in their absence the Administration Assistant) for the Primary Phase and the Attendance and Welfare Team for the Secondary Phase will take the registers. The Receptionist will take the visitors book/lpad.

Staff must report to the senior member of staff whether all of their pupils /visitors /volunteers, etc are safely out of the building.

Teachers must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Headteacher, or his delegated officer, to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.

The Headteacher will organise practice fire evacuations as appropriate, but at least once every other term and (ideally) before the end of the first week. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Headteacher.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Site Manager for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Site Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Health and Safety Co-ordinator, if the class teacher or SENCO identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

## **7. Bomb Incident and Lockdown Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Crisis Management Team will liaise with the Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, by an appropriate means.

7.1 Bomb Incident - Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or a member of the Senior Leadership Team in their absence.

7.2 Lockdown Incident - Any member of staff who receives information or sees any person/s that may require the school to go into potential lockdown must immediately inform the Headteacher or a member of the Senior Leadership Team in their absence

## **8. First Aid Procedure**

There will be sufficient staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time.

First aid boxes are kept around the school with the main medical room in the Pupil Attendance and Welfare Office within the Secondary Phase building. This Office provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. The first aid room in the Primary Phase also holds a central supply of first aid materials.

Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and details disseminated to staff as appropriate.

All injuries which come to staff attention, no matter how slight, should be recorded on the relevant form.

In case of doubt as to whether or not a child's parent should be immediately alerted, contact;

- Secondary Phase - the Pupil Attendance and Welfare team or in their absence the year group Guidance Leader/Progress Leader.
- Primary Phase – the Head of Primary Phase or in their absence the pupil's teacher.

Always err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

## **9. Accident Recording**

In the event of an accident the following procedure must be followed:

1. render inoperative any equipment involved in the accident.
2. summon assistance.
3. if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
4. if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.

5. if the injured is mobile then he/she should be taken for emergency treatment to the Hospital. The Headteacher or a member of the School Leadership Team is responsible for arranging for a member of staff to transport the pupil/staff to hospital.

No pupil may be sent to hospital unless accompanied by an adult. The member of staff taking the injured person should:

1. stay with the injured person and return with them; or
2. stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff must report any accident (or near misses) involving themselves or visitors/volunteers. Details of this are recorded to the on-line incident reporting system. Pupil accidents, depending on the severity will be reported either on the minor injuries form and/or the on-line incident reporting system.

Specified categories of incidents are reportable to the HSE and these will be undertaken by the School Provider supporting the School on H&S matters.

All accidents will be investigated to prevent re-occurrence. The Health and Safety Co-ordinator will monitor the accidents to identify trends.

## **10. Health Issues**

### **10.1 Smoking**

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy anywhere on the school site. This includes e-cigarettes.

### **10.2 Alcohol and Drug Abuse**

Staff under the influence of alcohol or drugs will be excluded from work and will be subject to disciplinary procedures.

1. If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. For help contact **The Staff Counselling Service**, advertised on the staff intranet, provide confidential help and support.
2. Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager, so that additional arrangements may be made to safeguard you while at work.

### **10.3 Staff Wellbeing**

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis.

#### **10.4 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.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

#### **Procedure**

1. Staff (full and part-time) are required to inform their Line Manager and the Resources Manager as soon as possible and in writing when pregnancy has been confirmed.
2. The Resources Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
3. The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

#### **10.5 Communicable Diseases**

**From time to time infectious diseases will occur amongst pupils and staff. Infectious diseases are more common amongst school-aged children. Good personal hygiene precautions are crucial to prevent the spread of infections and hand washing is the single most important intervention in the control of cross-infection. Refer to DfE guidance <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>**

### **11. Risk Assessments and Guidance Notes**

Specific risk assessments are required for activities involving fire, manual handling and substances while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by The Health and Safety Co-ordinator

The following staff will complete risk assessments for the areas highlighted below:

Premises	Site Manager/Site Team/Resources Manager
Curriculum	Heads of Faculties /Teaching staff/Support staff where appropriate eg Teaching Assistant for a pupil
Off-site Visits	Visit Leader
Individual/specific	Line Manager

Areas of work or activities that are deemed to be more hazardous will have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Various Codes of Safe Working Practice and guidance issued by the Department for Education are available either in school or by accessing on the Web. All new and existing staff should be aware of the contents relevant to them. Risk assessment proformas are available for staff to access on the intranet and staff drives.

The School has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

### **11.1 Departmental Health and Safety Policies**

All Heads of Faculties are responsible for drawing up and maintaining policies for Health and Safety within their Departments. These policies will be consistent with the school policy and will reflect the specific needs, practices and hazards relating to the Department.

These Departmental Policies will be part of the Departmental Guidelines issued to all members of staff teaching or working within the Department and held by the Head of Faculty and the Health and Safety Co-ordinator.

## **12. Specific Hazards**

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to the school are detailed below along with the safe procedures put in place to manage the risk.

### **12.1 Asbestos**

The school has had an asbestos survey completed for the premises. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which may happen when materials are damaged. The Site Manager has been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in school.

### **12.2 Legionella**

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore a process is in place to commission a risk assessment of our water systems that will be reviewed on a bi-annual basis or where there has been a physical change to the water distribution system along with the risk assessment recommended regular monitoring undertaken by the Site Manager/Site Team.

### **12.3 Display Screen Equipment (DSE)**

An audit of all staff will be undertaken to identify those staff who would be considered as DSE 'users'. Those staff should complete the Workstation Self-Assessment Checklist. DSE 'users' are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.

The optician's fee for the eyesight test will be reimbursed by the school up to a maximum reimbursement of £25. The standard letter must be completed by the employee prior to the eye test, and taken to the optician. The employee must return the completed form to their line manager after the test. If the optician confirms that the member of staff requires new visual correction specifically for work with DSE, the school will pay a contribution towards the costs. It should be noted that staff who already wear glasses may or may not need special glasses for display screen work.

### **12.4 Electrical Equipment**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. The electrical equipment must be PAT tested to show it is safe. Any pupil or volunteer who handles electrical appliances must do so under the supervision of the member of staff who so directs them.

If there is any doubt about the safety of the equipment it must not be used. Any potential hazards will be reported to The Site Manager immediately.

The Headteacher must be made aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions or Christmas decorations.

### **12.5 Machinery and Equipment**

Maintenance schedules for machinery and equipment are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and pupils.

Where manufacturer's instructions are not available the Head of Faculty will prepare instructions for maintaining the equipment, for machinery and will liaise with the Site Manager or Health and Safety Co-ordinator to obtain such advice as may be needed for preparing those instructions.

### **12.6 Moving and Handling**

All equipment must be moved safely. Large pieces of equipment must only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handles items. Close supervision is appropriate at all times.

The Site Manager will be responsible for undertaking risk assessments for moving and handling tasks. Moving and Handling activities carried out by pupils will be the responsibility of the teacher or member of staff supervising the task. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity. If equipment or files are over head height then stepladders or a step up should be used.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

### **12.7 Work at Height**

All work at height must be properly planned and organized to ensure that it is carried out safely. Chairs, furniture or other fixtures must not be used to work at height or to access it.

The Site Manager is responsible for undertaking risk assessments for work at height tasks.

Work at height is only carried out by staff who are competent for the work involved. Staff that are expected to use ladders or stepladders more than four rungs high will require training. Staff should contact the Site Team if any work at height is necessary over four rungs high.

### **12.8 Housekeeping**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The site team will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The site team will report all hazards, obstructions, defects or maintenance requirements to the Health and Safety Co-ordinator. ***It is the duty of all staff to be vigilant and aware of possible hazards.*** If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Resources Manager and Site Manager. All waste will be disposed of according to appropriate health and safety guidelines.

### **12.9 Violence at Work**

All staff must report to their line manager/Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the School's on-line incident reporting system.

### **12.10 Lone Working**

It is recognised that within the school there are posts where staff are required to work alone e.g. site team, even for a short period of time.

It is the Headteacher/Line Manager's responsibility to undertake a risk assessment of all risks associated with lone working on the school site.

Staff, who are identified as lone workers will be given all necessary information, instruction and training to enable them to recognise the hazards and appreciate the risks involved with working alone.

### **12.11 Off-site Visits**

The school has separate guidance and procedures for Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school's procedures on Off-site Visits.

### **12.12 Work Experience Placements**

The school has guidance on the arranging of work experience placements. As specific legislation applies to young workers including pupils on work experience, it is essential that the school's work experience guidance is followed.

### **12.13 Hazardous Substances**

Responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Departments. The main departments that use these types of substances are Design Technology, Art, Science, Reprographics and the Site team.

Any substance used in the school must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

A record of the arrangements currently in force will be maintained by the Health and Safety Co-ordinator. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to COSHH may consult the Health and Safety Co-ordinator or Site Manager.

### **12.14 Radiation**

The Science Department holds a selection of radioactive substances. A Radiation Protection Supervisor has been nominated within the school along with a Radiation Protection Officer for Children's Services. The Science Department works closely with CLEAPSS on behalf of the School to ensure that the school complies with the Ionising Radiations Regulations.

### **12.15 Pressure Systems**

All pressure vessel systems in the school will be listed on the inventories of the departments concerned.

All pressure vessel systems in the school will be subject to annual inspection by appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the Health and Safety Co-ordinator and must be consulted prior to any inspection

### **12.16 Noise at Work**

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the School. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff detecting a potential problem will report immediately to The Health and Safety Co-ordinator or Site Manager.

### **12.17 Lettings**

If the school is let, the Headteacher must be satisfied that the hiring organisation must use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

### **13. Use of Minibuses and Other Vehicles**

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on school business.

#### **13.1 Eligibility to Drive – All drivers must:**

1. be aged 25 and under 65 and have held a full current driving licence for at least three years without 'own fault' claim or conviction; this minimum age is reduced to 23 for teachers appointed to teach physical education;
2. be authorised by the Headteacher/Head of Phase to drive a minibus;
3. have passed appropriate minibus driver training and assessment.

13.2 Drivers of vehicles on the school site are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 10 mph is imposed on vehicles on site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

13.3 Procedures are in place to notify The Site Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

13.4 All school minibus drivers are responsible for the vehicle once they have signed out the minibus and must ensure a pre-drive safety check has been completed. The safety check ensures that the driver is satisfied the vehicle is roadworthy for the trip and includes the interior and exterior of the vehicle. There are safety check forms to be completed in both the reception file and in the folder in the vehicle itself. Areas to check include that the seatbelts are working correctly, wipers and washers are working correctly, lights are working and tyre treads are safe. Drivers must notify the site team on arriving back to school if any faults are identified and must check that the vehicle is clear of any belongings, windows are all shut and the vehicle is locked.

13.5 All school drivers are responsible for notifying the Resources Manager if they have any endorsements on their driving licence. This may impact on the school's insurance and therefore is a mandatory requirement of each school staff driver. If the staff driver fails to disclose this to the school this will be treated as a disciplinary matter.

13.6 It is the responsibility of any member of school staff using their own vehicle to transport school pupils that they have business insurance on their personal car insurance.

#### **13.7 Accident Procedures**

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards. Report your accident immediately to the Facilities Manager who will let you have the appropriate forms to complete for onward transmission to our insurers.

#### **13.8 Breakdown and Recovery**

The School minibuses are covered for breakdown and recovery. Details of how to contact them and our membership numbers are enclosed in the folder which is in each minibus.

#### **13.9 First Aid**

Minibuses contain a first aid box

#### **14. Administration of Medicines (see also medicines policy)**

The school has a separate policy on the arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

Staff who have been trained to administer medicines will administer medicines and keep a record that they have been given. However, other school staff may administer medicines as long as they follow the medicine label and have notified the relevant member of staff so that the pupil record is updated. For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labeled with the pupil's name and dosage instructions.

#### **15. Training and Information**

A training needs analysis will be undertaken by the Headteacher, in conjunction with the Heads of Faculty to identify any mandatory health and safety training required for members of staff and this will be regularly reviewed. The Headteacher will ensure that staff are released for this training.

All members of staff will receive a health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention.

The Headteacher will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors;
- assess the training needs of new members of staff.

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

#### **16. Monitoring Health and Safety**

Health and safety standards must be monitored by the senior leadership team in conjunction with the school governors by the following:

- the Senior Leadership Team will include health and safety as part of the agenda of their regular meetings;
- the Headteacher will conduct an annual premises inspection with the health and safety co-ordinator and/or Site Manager;
- the Headteacher's report to the governors will have health and safety as an item.

##### Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed a health and safety audit will take place at least every 4 years. The action points identified through the audit will be shared with Lead Governors for Health and Safety and agreed what action is necessary.

## **17. Visitors**

The Headteacher and Governors accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave and are required to wear a badge. All staff accepting of visitors will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

## **18. Health and Safety Policy Review**

The School acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The School will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Body.

### Accident, Hazard and Faulty Equipment Reporting

If you identify a hazard or an unsafe piece of equipment/system of work you should report it in the first instance to your line manager, the Site Manager or Resources Manager depending on the hazard.

The following hazards are examples. These are not an exhaustive list;

- If the hazard is an unsafe piece of equipment/system then you **MUST** inform your line manager immediately. The equipment/system should be isolated and a note clearly put on the equipment to say that it must not be used under any circumstances.
- If the hazard is a spillage then you should contact the receptionist or site team **IMMEDIATELY** informing them of what the spillage is and where, so that they can contact the cleaners and ensure this is cleaned up straight away.
- If the hazard is blocking corridors then you must contact the receptionist or site team **IMMEDIATELY** informing them where the blockage is, so that this can be cleared.
- If the hazard is electrical cabling then you **MUST** ensure that all staff and pupils are aware of the potential hazard by highlighting the area or you must cover the cables with correct cable covering so that all access is safe.

If in any doubt you should take steps to isolate the equipment or work area in question, and to warn others of the hazard by posting warning notices.