



Excellence for All

HEALTH AND SAFETY POLICY

Introduction

Manor Green School is committed to managing Health and Safety effectively to protect our employees, Students and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset. .

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety.

Our approach to managing Health and Safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do, but we can manage risk in such a way that exposure to hazards is controlled so far as is reasonably practical.

We recognise that Health and Safety will not be achieved by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of incident monitoring, internal monitoring and audits we will review our health and safety arrangements periodically and at least annually.

We are committed to:

- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring excellent welfare facilities are available throughout our school.
- Ensuring sufficient resources are available to address health and safety issues, so far as is reasonably practicable.

Guidelines

This policy contains the responsibilities of the various groups of persons affected by it and advised procedures on areas of specific need or risk.

Review and management of the policy

This policy will be reviewed annually.

The Governing Board approved this policy on date: 8th July 2021

Signed: Richard Pelly, Chair of Governors

Signed: Joolz Scarlett, Headteacher

1. Health and Safety Policy Statement

The management of Manor Green School recognises that it has a legal duty of care towards protecting the health and safety of its employees, Students and others who may be affected by the school's activities.

In order to discharge its responsibilities the management of the school will:

- Bring this Policy Statement to the attention of all employees
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reduce risk
- Communicate and consult with our employees on matters affecting their health and safety
- Comply fully with all relevant legal requirements, codes of practice and regulation at International, National and local levels
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- Encourage staff to identify and report hazards so that all can contribute towards improving safety
- Ensure that emergency procedures are in place at all locations for dealing with health and safety matters
- Maintain our premises, provide and maintain safe plant and equipment
- Require contractors to follow all Health and Safety legislation and policies and procedures.
- Provide sufficient resources to control the health and safety risks arising from our work activities
- Provide sufficient training and ensure that all employees are competent to do their tasks
- Provide an organisational structure that defines the responsibilities for health and safety
- Provide information, instruction and supervision for employees
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- Where risks cannot be eliminated they will be minimised by substitution, the use of physical control or, safe systems of work or as a last resort through use of personal protective equipment.

2. Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992

- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

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

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

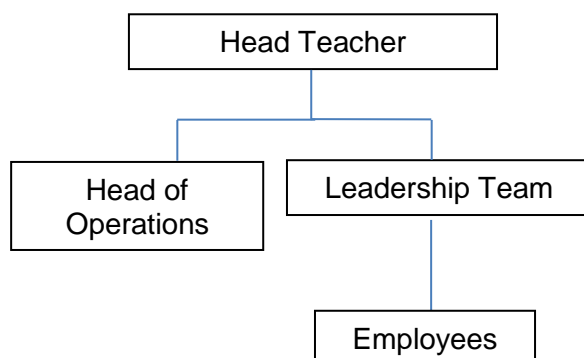
This policy operates in conjunction with the following school policies and protocols:

- First Aid Policy
- Infection Control Policy
- Bodily fluids cleaning procedures
- Risk Assessment Policy
- Educational Visits Protocol
- Lone Working Policy
- Premises and Security Policy
- Adverse Weather Policy
- Critical Incident Plan
- Fire Risk Assessment
- Personal Emergency Evacuation Plan
- Fire Evacuation Plan
- School Minibus and use of private vehicle Protocol
- Staff Wellbeing Policy
- Administration of Medication Policy

3. Health and Safety Responsibilities

It is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This section of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility in order to create a positive attitude and culture towards health and safety at Manor Green School. Health and Safety is integral to all planning and decision making at senior level.



3.1 The Governing Board

This policy shows how the Governing Board delivers its overall responsibility for Health and Safety.

In particular the Governing Board appoints one governor to monitor the implementation and effectiveness of this policy.

3.2 The Head Teacher

The Head Teacher has overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of the school but delegates the responsibility for implementation to the heads of department.

The Head Teacher will ensure that:

- a) Manor Green School's Health and Safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- b) A continuous improvement plan is created and shared with the board of governors in order to monitor progress against agreed targets
- c) Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- d) Senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- e) A positive health and safety culture is promoted and that senior management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel
- f) A system of communication and consultation with employees is established
- g) Effective training programmes have been put in to place
- h) An annual report on the safety performance of the school is presented to the board of governors

3.3 Head of Operations

The Head of Operations, as the person with special responsibility for health and safety will ensure that:

- a) The Board of Governors, the Head Teacher and the health and safety committee are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards
- b) Risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- c) Operational Risk assessments are regularly reviewed and any changes are brought to the attention of staff who may be affected
- d) They provide advice on health and safety training requirements
- e) Details of accidents, dangerous occurrences or diseases that are notifiable are reported to the enforcing authorities
- f) They assist heads of departments in investigating and recording accident investigations
- g) Contact with external organisations such as the emergency services is co-ordinated
- h) The schedule of statutory examinations of plant, equipment and vehicles is maintained and Heads of Department are made aware of impending examinations
- i) Premises, plant, equipment and school vehicles are maintained in safe condition
- j) Sufficient arrangements are in place to ensure the security of the school, staff, visitors and Students
- k) Sufficient arrangements are in place for fire and first aid
- l) Welfare facilities are maintained in a satisfactory state

- m) Contractors engaged are reputable, can demonstrate a good health and safety record and are aware of relevant local health and safety rules and procedures
- n) Health and safety notices are displayed around the site as required
- o) School buildings and plant are maintained in accordance with the health and safety policy
- p) Records of servicing and maintenance are retained and kept up to date
- q) Safe systems of work are developed and implemented
- r) Risk assessments are completed, recorded and regularly reviewed
- s) They communicate with staff on health and safety issues relating to building maintenance and the work of contractors
- t) They encourage staff to report hazards and raise health and safety concerns
- u) Statutory examinations are planned, completed and recorded
- v) Any safety issues that cannot be dealt with are referred to the Head Teacher for action
- w) Agreed safety standards are maintained particularly those relating to housekeeping

3.4 Heads of Departments

Heads of Departments will ensure that in their areas of control:

- a) Lead the implementation of our Health and Safety Policy
- b) Supervise their staff to ensure that they work safely
- c) Completion of written risk assessments of teaching practices and activities including equipment and substances; that any general advice on safety matters given by the DfE, Local Authority and other relevant bodies in relation to the School are implemented, that this is then translated into written safe methods of working practice
- d) Safe systems of work are implemented
- e) Inform Students, staff and visitors as to their own personal safety and make sure they are aware of the health and safety procedures in place
- f) Risk assessments are regularly reviewed
- g) Accidents, ill health and near miss incidents at work are investigated, recorded and reported
- h) They communicate and consult with staff on health and safety issues
- i) They encourage staff to report hazards and raise health and safety concerns
- j) Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- k) Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- l) Equipment is maintained in a safe condition
- m) Statutory examinations are planned, completed and recorded
- n) Personal Protective Equipment (PPE) is provided and worn by staff and Students when necessary, and that staff and Students are fully instructed in its use and appropriate deployment
- o) Any safety issues that cannot be dealt with are referred to the Operations Manager for action
- p) Agreed safety standards are adhered to
- q) Health and safety rules are followed by all
- r) Ensure off site activities comply with Health & safety legislation and a valid risk assessment is in place.

3.5 Cleaning Manager

The Cleaning Manager will ensure that in their areas of control:

- a) They actively lead the implementation of our Health & Safety Policy
- b) They supervise their staff to ensure they work safely
- c) Safe systems of work are developed and implemented

- d) Risk assessments are completed, recorded and regularly reviewed
- e) Accidents, ill health and near miss incidents are work are investigated, recorded and reported
- f) They communicate and consult with staff on health & safety issues
- g) They encourage staff to report hazards and raise health & safety concerns
- h) Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- i) Cleaning equipment is maintained in a safe condition
- j) Personal protective equipment is provided, staff instructed in its use and records kept
- k) Any safety issues that cannot be dealt with are referred to the Head of Operations for action
- l) Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rule and procedures
- m) Health & safety rules are followed by all

3.6 Catering Manager

The Catering Manager will ensure that in their areas of control:

- a) They actively lead the implementation of our Health & Safety Policy
- b) They supervise their staff to ensure they work safely
- c) Safe systems of work are developed and implemented
- d) Risk assessments are completed, recorded and regularly reviewed
- e) Accidents, ill health and near miss incidents are work are investigated, recorded and reported
- f) They communicate and consult with staff on health & safety issues
- g) They encourage staff to report hazards and raise health & safety concerns
- h) Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- i) Catering equipment is maintained in a safe condition
- j) Personal protective equipment is provided, staff instructed in its use and records kept
- k) Any safety issues that cannot be dealt with are referred to the Head of Operations for action
- l) Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rule and procedures
- m) High standards to food safety are maintained. See Whole School Food Policy.

2.6 Employees

Employees must:

- a) Take reasonable care of their safety and the safety of others affected by their actions
- b) Observe the safety rules of the school and comply with the school's policies & procedures
- c) Comply with the health and safety policy
- d) Conform with all written or verbal instructions given to them to ensure their personal safety and the safety of others
- e) Dress sensibly and safely for their particular working environment or occupation
- f) Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- g) Use all safety equipment and/or protective clothing as directed
- h) Report all accidents to their supervisor whether an injury is sustained or not
- i) Attend as requested any health and safety course
- j) Familiarise themselves with the fire evacuation procedure and the position of all fire equipment and fire exit routes
- k) Maintain all equipment they use in good condition and report defects to their supervisor

- l) Report any safety hazard or malfunction of any item of plant or equipment to their supervisor or the Facilities team
- m) Avoid improvisation of any form which could create an unnecessary risk to their personal safety and the safety of others

2.7 Students

Students must:

- a) Co-operate with school staff on all matters relating to their own and others health and safety
- b) Not interfere with anything provided to safeguard their own health and safety
- c) Take reasonable care of their own health and safety, and report all health and safety concerns to a teacher

2.8 Contractors

All contractors must:

- a) Take reasonable care of their own safety
- b) Take reasonable care of the safety of pupils, school staff and others affected by their actions
- c) Observe the safety rules of the school
- d) Submit their health and safety policy and relevant risk assessments and insurance to the school
- e) Comply with our health and safety policy, if they do not have one
- f) Dress appropriately, sensibly and safely when on school premises and for the task being undertaken
- g) Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- h) Use all safety equipment and/or protective clothing as required by the school and as indicated in the risk assessment for the task
- i) Avoid any improvisations of any form which could create an unnecessary risk to their safety and the safety of others
- j) Maintain all equipment in good condition, not use any defective equipment and ensure and portable electrical equipment bears a current test certificate
- k) Report any safety hazard or malfunction of any item of plant and equipment to their supervisor
- l) Report all incidents to their supervisor and the school whether an injury is sustained or not
- m) Ensure that their employees only use equipment for which they have been trained
- n) Attend as requested any Health and Safety Training course
- o) Observe all agreed procedures for processes, materials and substances used
- p) Observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes
- q) Provide sufficient first aid arrangement unless otherwise agreed with the school

2.9 Visitors

- a) All visitors are required to sign in at reception. Visitors will be collected from reception by their host or escorted to the appropriate area of the school
- b) Hirers of the school premises must comply with the rules set out in the hire agreement.
- c) Hirers of the school premises must use Plant, equipment and substances correctly and use the appropriate safety equipment
- d) Whilst on site, all visitors and contractors must wear a visitor's badge.
- e) If a member of staff meets someone on site they do not recognise and is not wearing a visitor's badge, they must, if they do not feel threatened, check who the person is and direct them to reception.

- f) If an intruder is uncooperative in going to reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police must be sought via reception.

4. Arrangements

Accident, Incident and Ill health recording, Reporting and Investigation

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury but has the potential to do so.

A **work-related illness** is an illness that is contracted by an employee through the course of work as a result of activities carried out by the school.

Accident Reporting

All accidents and incidents, including near missed or dangerous occurrences, will be reported as soon as possible using the school's electronic accident book Evolve, details on how to use Evolve can be found on Sharepoint in the Health and safety section.

The Head of Operations is responsible for informing the Headteacher if the accident is fatal or a major injury.

Significant accidents

The Head of Operations is responsible for ensuring all RIDDOR reportable incidents are reported to the HSE as soon as possible.

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Reporting hazards

Staff, students, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. Hazards should be reported to the Head of Operations as soon as possible.

Accident Investigation

All accidents, however minor, will be investigated by a member of the Senior Leadership Team supported by the Head of Head of Operations and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Head of Operations will undertake termly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

School Health and Safety Representatives

We recognise the role of Health and Safety Representatives appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for, and carry out, their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Board.

Our active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives.

Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Termly reports and updates to the headteacher and governing body.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Animals

Animals may be brought on to site with agreement by the Headteacher or Head of Operations, a valid risk assessment must be in place and a copy of the animals vaccinations must be held with the Head of Operations.

Parents/visitors are not permitted to bring pets onto school grounds.

All animals brought into school must be restrained appropriately, i.e. Pet carrier, lead.

Asbestos

The school was built in 2010 and therefore all structures due to their age are free from asbestos

Bomb Threats

Bomb Threats procedures are contained in the Critical Incident Plan.

Contractors

The Head of Operations is responsible for the management and co-ordination of contractor's health and safety.

In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following procedures will be carried out before employing contractors;

- Obtain copies of the Contractor's Health & Safety policy, risk assessments, method statements, permit to work etc. as applicable.
- Clarification of the responsibility for provision of first aid and fire extinguishing equipment
- Details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal.
- Details of plant & equipment to be brought to site, including arrangements for storage, use, maintenance and inspection.
- Clarification for supervision and regular communication during work including reporting problems or stopping work in cases where there is a serious risk of personal injury.
- Evidence of appropriate Employers and Public Liability Insurance is in place.

It will not be necessary to go to elaborate lengths if the contract is very short and will not create hazards of any significance.

We have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Head of Operations immediately.

Communication of Information

The Head of Operations will ensure that systems are established so that staff and Students are familiar with the arrangements set out in this document.

Effective lines of communication will be established via the Health and safety committee.

The Health and Safety Law poster is displayed in the staffroom in the Main Building.

Health and safety advice is available from the Leadership Team and the Head of Operations

Critical Incident Management

Critical Incident Management is contained within the Manor Green School Critical Incident Plan.

Design & Technology

All staff are required to follow this policy to minimise risk to themselves, students and others.

Monitoring and checking

The school requires the D&T and Food Technology technicians to monitor the implementation of this policy. Record of monitoring are to be kept by the Head of Department.

Risk Assessments

The school follows the HSE recommendation to adopt a published general risk assessment.

Whenever a new activity is developed that is not covered by the general risk assessment, a special risk assessment must be undertaken before this activity is undertaken.

Every activity is to be assessed for risk including working with hand tools as well as potentially hazardous processes such as wood machining.

Risk assessments must be reviewed at least annually.

Equipment Safety

New equipment will be purchased that is safe and suitable for the intended purpose and must comply with the *Provision and Use of Work Equipment Regulations*.

Use of guards

All staff and students must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be completed. Any operation which cannot be undertaken with guards and other safety devices in place is not permitted to be undertaken.

Maintenance, Inspection and Testing of Equipment

All equipment and machinery must be maintained in a safe condition, To achieve this, equipment will be regularly maintained, inspected and where necessary tested.

There are 3 levels of inspection, maintenance and testing of equipment that must be carried out;

Level 1 A visual check by staff of equipment prior to it's use or on a daily basis

Level 2 A more formal visual inspection which should be carried out by the DT Technician on a termly basis, this requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.

Level 3 Formal maintenance/inspection checks carried out by specialist contractors. Including PAT testing.

Room safety

The room including storage room must be locked when not in use.

Fire exit routes must be clear

Only authorised staff may turn on the electricity isolators. Students are not permitted to switch these on even under supervision.

Students are not permitted to use utensils, tools, machines or other equipment until they have been taught how to use them.

The band saw may only be used by the DT technician.

All hand tools and other small items of equipment, should be checked by quantity and condition at the start and end of every lesson.

Only one person may operate a machine or piece of equipment at a time.

Only small quantities of wood may be stored in the room at any time, large volumes of shavings, sawdust and plastic cuttings are likely to constitute a fire hazard, clearance and disposal should be undertaken throughout the day.

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.

All chemicals should be stored in accordance with the COSHH Regulations and risk assessments must be in place dealing with their safe use.

Standing on benches, chairs, tables to watch a demonstration/get equipment 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 (technicians).

All hazardous materials must be stored away from direct access by pupils.

Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

All sharp Design Technology Food knives should be stored in the locked store cupboards.

All sharp craft knives should be stored in a locked cupboard or room.

No sharp knives should be left unattended in a classroom.

Shelving

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

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

Safety Signs, Notices and Displays

Each workroom must have a set of safety rules and procedures displayed clearly. Cautionary notices and signs must be displayed where appropriate.

Personal Protective Equipment

The school accepts the duty to provide eye protection, gloves, overalls and aprons for employees where the risk assessment requires them and safety spectacles for pupils.

Eye protection must be worn by all staff and pupils when using any machine or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows it is required. Eye protection must conform to BS EN166.

The employer expects eye protection to be available for pupils and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them.

The condition of the eye protection is checked at the start of each term.

Protective clothing such as aprons must be used in lessons where pupils could get dirty during practical work, or where hazardous materials are being used.

Emergency procedures

In the event of a fire sound the fire alarm.

On hearing the fire alarm staff should turn off the gas, electric and any machinery or equipment and make their way to the assembly point.

In the event of a fire and if it is safe to do so staff should attempt to extinguish a fire using the appropriate fire extinguisher

Display Screen Equipment

All reasonable steps will be taken by the school to secure the health and safety of employees and pupils who work with display screen equipment.

To achieve this objective the school will:

- identify those employees who are users as defined by the regulations, see below
- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide sufficient information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

'Users'

This policy is aimed at those who regularly use DSE:

a) for continuous periods of more than one hour and b) for more than 2½ hours per day.

Typically this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others who operate DSE, including students, should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

Eye tests

Under the DSE regulations staff identified as DSE users are entitled to an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically by the Optician for DSE use).

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from the use of Display Screen Equipment (DSE) are to:

- identify all individuals who are classified as DSE 'Users'
- ensure risk assessments of DSE workstations been carried out using the Display Screen Equipment Workstation Assessment Form
- supply users with information and/or training on the safe use of Display Screen Equipment
- advise staff about setting up laptops on a suitable surface and the risks of working for prolonged periods
- ensure remedial actions identified by DSE risk assessments been carried out
- review risk assessments annually or sooner if significant changes have occurred.

Educational Visits

Please refer to the Educational Visits Protocol

Electricity

All reasonable steps will be taken to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective the school will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
- maintain the fixed wiring installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- inspect and test second-hand electrical equipment lent to, or borrowed by, the school
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit to work system must be used
- ensure employees and contractors who carry out electrical work are competent to do so
- maintain detailed records.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto school premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways
- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

All portable electrical items are PAT tested yearly (during February half term) and should have an identifying label to show the latest test

Fire

All staff members fully understand and effectively implement the Fire Evacuation Plan.

The Head teacher is responsible for certifying the procedures for ensuring that safety precautions are properly managed and will be discussed, formulated and effectively communicated to staff. Staff will receive fire safety training to ensure they understand the procedures for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis.

Firefighting equipment will be checked on an annual basis by an approved contractor.

Fire alarms will be tested weekly (Main Building Thursday 7.30am and Invictus Building Tuesday 7.30am) from different 'break glass' fire points around the school, and records will be maintained and held in the site office.

Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the site office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Escape routes and exits are checked regularly by the Facilities department

First Aid

This section should be read in conjunction with the **First Aid Policy**

The school will ensure that ample provision is made for both trained personnel and first aid equipment on site, including ensuring specific staff are trained in the administration of paediatric first aid.

First Aid boxes can be found at various locations around the school (All classes, Halls and Minibuses).

Food Technology

The food prepared in school must be handled and served to comply with good hygiene practice to make sure the food is safe to eat.

Food Hygiene Training

The school will ensure that any persons who supports teaching programmes are competent in all aspects of food hygiene that they are required to teach to ensure that pupils are provided with appropriate experience to enable them to work correctly and safely, Level 2 in Food Safety is considered the minimum qualification for teaching staff.

Food hygiene training will be obtained by attending certificated courses which should be regularly reviewed, updated and refreshed every three years.

Classroom activities

Food preparation rooms and classrooms provided are of sufficient size to allow people to work and circulate around the room with ease.

Class size can be determined by considering factors such as the size of the room, the equipment available, the age and ability of the pupils and the experience of the staff. Teachers must work within safe operating limits so that there is a safe teaching and learning environment and that they are able to provide sufficient supervision for hazardous activities.

Staff are provided with safe equipment and systems that are regularly checked, inspected and maintained in an efficient state to recognised standards, with records kept. In addition to PAT testing this includes the servicing of gas equipment, fridge and freezer temperature checking, equipment guard checks, where appropriate.

Teachers will teach pupils about general health and safety requirements relating to the working environment and instil in them the need to work safely at all times.

The pupils will be made aware of the hazards involved when working using processes, equipment and materials in various situations. They will be taught to assess the risks and identify the control measures taken, to help ensure the health and safety of themselves and others, and reference will be made to the appropriate British Standards.

Lessons will be planned ahead to avoid risk.

Teachers should be aware that because of their inexperience, pupils working with food require a high level of supervision, and should not be left unattended.

Personal Protective Equipment

Appropriate protective equipment, clothing, and storage of such, will be provided including suitably sized oven gloves and clean aprons.

Pupils should be made aware of the hazards of unsuitable footwear. Soft shoes and open toe sandals offer little protection from falling objects or spillages.

Long hair, jewellery, loose clothing such as ties and unbuttoned cuffs are potential hazards.

Sleeves should be rolled up, watches and ties removed and long hair tied back.

Additional personal protective equipment such as gloves and eye protection is required when using hazardous cleaning agents.

Microwave & Combination Ovens

Manufacturer's instructions must be followed.

The ovens must be kept clean, including ensuring that air vents are not blocked or obstructed and that food debris does not build up around the door seal which could lead to leaks.

The ovens must not be used if the door does not close properly or if the door interlock switch does not work properly.

The ovens must not be switched on when empty.

Burns and scalds can be avoided by using oven gloves, removing lids or microwave film away from the face and checking the temperature of food and drink.

It is important to ensure food is thoroughly cooked throughout by stirring and turning the food during cooking.

Only food grade microwave film should be used in direct contact with food during cooking and defrosting.

Food should not be cooked in sealed containers; pierce the film covering containers (unless there are specific manufacturer's instructions to the contrary). Only use containers, films and ingredients which are known to be suitable for heating in a microwave oven.

Users should be made aware of the risk of certain foods superheating.

Knives & Utensils

No student should be allowed to use a knife unless he or she has been properly trained in appropriate techniques.

Knives must be kept sharp and, when they are not in use, they must be stored securely.

The knives inventory must be checked at the end of each lesson.

Where possible, the use of knives should be avoided, e.g. by the provision of vegetable peelers, scissors, etc. Mandolins are not permitted to be used.

Sharp utensils should not be left projecting from work surfaces and instruction must be given in their correct use, handling, storage and cleaning.

First Aid

Teachers must be aware of students with particular medical problems, including allergies, so that they are able to take the necessary precautions during lessons.

At least one person holding a current first aid certificate, or who has been trained in emergency first aid, should always be available to attend and to provide first aid when cookery rooms are in use.

A first aid container equipped and maintained in accordance with Health and Safety (First Aid) Regulations should be readily available.

Food standard sterile waterproof dressing's coloured blue for ease of detection in food should be provided.

Gas Installations and Appliances

The school will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

Maintenance of Gas Equipment

Gas boilers, heaters and other gas fired equipment will be serviced at regular intervals, usually annually, and in accordance with the manufacturer's recommendations.

All work on gas appliances to be carried out by a Gas Safe Registered engineer.

Records of all servicing, maintenance and repairs to be kept.

Gas Emergencies

In the event of a suspected gas leak:

- Call 24 hour gas emergency service on 0800 111 999
- Evacuate the buildings and move the students and majority of the staff to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency National Grid engineer.
- If it is safe to do so: • Put out naked flames • Open doors and windows • Turn off the gas supply.

DO NOT TURN ELECTRICAL SWITCHES ON OR OFF

- If the general public in the neighbourhood are at risk contact the police on 999.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Hazardous Substances (COSHH)

The person responsible for undertaking COSHH risk assessments and obtaining data sheets is:

Maintenance:	Head of Operations
Cleaning:	Cleaning Manager

Catering: Catering Manager
Classroom: Department Heads

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the head teacher.

The Head of Operations is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The Head of Operations, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

No staff member or student should ever be put at risk through exposure to any hazardous substance used in our practical classes. No potentially hazardous materials will be used in lessons without the approval of the Head of Operations. It is the responsibility of the Head of Operations to ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Head of Operations will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. An annual audit of hazardous materials will be undertaken by the Head of Operations with routine surveillance to ensure that they remain safe to store.

Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier.

Hydrotherapy Pool

The school will take all reasonable precautions to safeguard staff and pupils using the swimming pool and recognises that the following are essential to ensuring that this will be achieved:

- completing a Risk Assessment for the pool and making sure it used
- the implementation of a Normal Operating Procedure
- the preparation and training of staff in the Emergency Action Plan
- clear conditions of hire (where relevant)
- the establishment and implementation of pool rules
- determining the special needs or medical conditions of pupils
- nominating a member of staff responsible for pool safety.

Pool Rules

All staff and students must be made aware of the school rules, including:

- removing or making safe all jewellery
- not to chew sweets or gum
- usual hygiene procedures
- reporting illness
- no outdoor shoes on the poolside
- no running on the pool surround
- to keep away from the pool edge until instructed
- the emergency procedures for stopping activity and evacuating the pool
- reporting unacceptable behaviour
- responding immediately to all instructions.

Bather load

The designated maximum bather capacity appropriate to the size of the pool will be specified in the Normal Operating Procedure.

Normal Operating Procedure (NOP)

The NOP should include:

- a plan of the pool
- the key hazards
- communications methods
- rules of supervision
- systems of work and operational systems
- detailed work instructions
- first aid supplies and training
- details of alarm systems and other emergency equipment
- conditions of hire, where appropriate.

Emergency Action Plans

An Emergency Action Plan (EAP) details what everyone should do in the event of a reasonably foreseeable emergency. This might include:

- overcrowding
- disorderly behaviour
- lack of water clarity
- fire
- bomb threat
- structural failure
- emission of toxic gases
- serious injury to swimmer
- discovery of a casualty in the pool.

The procedure will explain how to clear the pool and/or evacuate the building/site, the roles of all the staff involved, how to call for help and what help to give to the people involved.

All staff likely to be involved in this procedure and all outside user group leaders who may be affected need to be trained to ensure their effectiveness in an emergency.

Notices need to be displayed to advise pool users of the arrangements in the event of an emergency.

Exit doors and signs, firefighting equipment and alarm points need to be checked regularly to ensure that they are working and accessible. All fire doors must be operable without the aid of a key at all times the pool is in use. These should be checked at the start of every day.

Safety Equipment

- All pools must be equipped with a means of raising an alarm and summoning support in the event of an accident or incident. This is an emergency call system, worn by the swimming teacher which activates an alarm in Reception, who upon hearing the alarm will radio a member of the facilities team to attend immediately.
- Sufficient buoyancy aids and first aid equipment, including a blanket should be immediately to hand.
- Pool depths should be clearly marked on the walls of the pool and teachers should explain their significance to pupils, especially beginners.
- • All signs should be compliant with the Safety Signs and Signals Regulations.

Conditions of Hire

Hirers will be required to sign a hire agreement and will also be given an up to date copy of the NOP and EAP and any special conditions of hire which might apply to their session.

Conditions of hire should include:

- the name and address of the organisation hiring the pool
- the name of the pool being hired
- the name of the hirer and contact details
- the activity for which the pool is to be hired (to assess the level of risk and safety rules required by session type)
- the numbers participating and their age and swimming ability (where a school hires a pool for a block involving more than one class with different abilities, ideally the form should be completed to show all this information as the equipment/area of the pool used may need to be different for different groups)
- specific agreement on the respective responsibilities of the hirer and the pool operator (for instance who will provide the lifeguarding and the level of life guarding provision to be made, child protection issues, staffing levels)
- details of who is to be responsible for what in the event of an emergency (normally it is the operator of the pool who is responsible for building related problems and the hirer for emergencies associated with the activities of the group)
- any safety advice to be given to swimmers and any specific rules that should be enforced
- a signature from the hirer that they have received and read copies of the NOP & EAP
- appropriate third party liability insurance.

Infection Control

The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Disposable mop heads or paper towels are used to clean up body fluid spillages and discarded properly, following the procedures for clinical waste, in accordance with the cleaning of human waste procedures.
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor. All cuts and abrasions will be covered with waterproof dressings.

All staff are subject to a full occupational health check before starting employment at the school. The school keeps up-to-date with national and local immunisation scheduling and advice. All students' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

Wall-mounted hand sanitiser is available in all classrooms and offices and at specific areas around the school.

The school has an Infectious diseases briefing note for guidance in regard to contagious diseases.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The school will:

- carry out a Legionellosis Risk Assessment
- prepare a written scheme/plan for preventing or controlling the risk of Legionella
- implement and manage the scheme/plan
- keep records for a minimum of 5 years.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Head of Operations.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the school will implement the following:

Avoidance of Conditions Favouring Growth of Organisms

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled and tanks will be lidded.

Monitoring and recording

Temperatures of water outlets will be checked and recorded to ensure temperature controls to prevent bacterial growth are maintained

Disinfection

Periodic disinfection of shower heads will take place to remove any scale and bacteria.

Emergency procedures

Emergency procedures will be established for the discovery of Legionella bacteria. If during routine sampling/inspection of hot and cold water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water aerosol spraying equipment) these will be shut down and the situation reported immediately to the Head of Operations.

Training

The school will provide training to the Facilities team responsible for the day to day management of the water systems.

Lone Working

Refer to lone working policy.

Manual Handling

The school will ensure that:

- There is no lifting wherever possible and in relation to the handling of students with special needs, this policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight.
- Manual handling assessments are carried out for activities that:
 - pose a foreseeable risk or injury
 - cannot be avoided
 - cannot be mechanisedand consider the risks to students and employees.

- Sufficient information and training is provided to persons carrying out manual handling activities, including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate
- Any injuries or incidents relating to manual handling are investigated, with remedial action taken
- Employees are properly supervised
- Where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- Special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations
- Wherever possible, the school will conduct the risk assessments of students with special needs before they attend and the school should seek to receive information on students in advance.

Techniques of risk reduction will include:

- Mechanical assistance
- Redesigning the task
- Reducing risk factors arising from the load
- Improvements in the work environment
- Employee selection

No member of staff will be required to lift any item that they do not feel confident lifting without risking personal injury.

Moving and Handling Students

There are occasions when a student with medical needs requires assistance in moving. While the basics outlined above still apply, there are other considerations. When a move is essential and the person requires help, then their co-operation should be sought where possible. The move should be explained to them so that they can actively participate in it.

Whenever a student with physical disabilities needs regular support in standard moves such as from a wheelchair to toilet, or a seat, or a vehicle, then a full risk assessment must be written up. Clear instructions covering each activity should be included, so that all staff members who are involved in the task may move the person safely and in the same manner. Ancillary equipment such as hoists, sliding boards, swivel plates, etc. must all be used in the correct manner and staff must have received appropriate training in the use of the equipment.

The risk assessment should consider both routine manual handling and emergency situations when manual handling procedures may have to be adapted (e.g. evacuation in the event of a fire). The risk assessment will help inform the procedures for that student's needs. Procedures should be developed with the student or their representatives. An individual's needs might vary day-to-day and even during the course of a day.

All staff should adopt the same handling techniques when assisting students with moving and handling to ensure a consistent and safe approach. This will help to keep the student calm and reduce the risk of struggling, sudden movement or violence.

The expert advice of external medical professionals should be considered where complex moving and handling problems of students are presented.

Minibus

Refer to School Minibus and use of private vehicle Protocol

New & Expectant Mothers

To implement effective measures for new and expectant mothers the school will ensure that:

- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- new and expectant mothers are not allowed to work with chemicals of a mutagenic/teratogenic classification
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc. is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

Outdoor play equipment

Safe use of equipment

Children must be supervised at all times whilst using outdoor play equipment and the appropriate number of people required to supervise play areas must be determined for each location.

Supervising staff should be familiar with the equipment, the rules for use and of the ability of the children.

General guidelines

- Staff/supervisors on duty must ensure that outdoor play equipment is visible and can be appropriately supervised when in use.
- Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate.
- Staff/supervisors have a responsibility to ensure appropriate behaviour.
- Consideration needs to be given to weather conditions, outdoor play equipment should not be used during wet or icy conditions.
- Apparatus must only be used at appropriate times when supervised.

Clothing/Footwear

Suitable clothing should be worn. Hazards can arise from - unfastened coats, woollen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc.

Play equipment standards

All new outdoor play equipment to be designed, constructed, installed and maintained in accordance with European standards BS EN 1176 and BS EN 1177.

These European standards are not retrospective or a legal requirement but represent good practice in the event of an accident claim. Play equipment which was considered safe under BS 5696 will still be safe under the new standards.

The independent competent person carrying out annual inspection and maintenance will advise whether any alterations need to be made.

Only manufacturers/contractors with appropriate play industries registration will be used to install new outdoor play equipment. Schools will check that companies have API (Association of Play Industries) or BSI registration for equipment manufacture and installation.

Scrambling and climbing elements must not exceed 3 metres, for children below 5 years the height should be a maximum of 1.6 metres.

Height should not be the dominant feature on any item of equipment. Interest challenge and enjoyment should be achieved without the need for height itself.

Structures must be spaced clear of each other to prevent one activity interfering with another, they must also be clear of walls, fences etc.

Suppliers of new equipment will be required to supply information relating to surfacing requirements, intended age range, risk assessment, installation instructions, servicing and maintenance instructions.

Safety surfaces

All products must meet the appropriate BS EN Standards. Both portable and fixed climbing equipment that has a fall height of 600mm must be on an impact-absorbing surface if used outside. (Fall height is the distance from the clearly intended body support to the impact area).

The extent of surfacing around static equipment is dependent on the fall height; this should extend at least 1.75m beyond the outermost points of the base of the frame.

Materials such as top soil and turf do have limited impact absorbing properties.

Where bark is used this area should be a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min.

Loose materials will spread if not suitably contained and will need to be topped up from time to time, thus it is important to have additional bark available to top up to the original level.

Inspection and maintenance

For new equipment a post installation inspection will be arranged.

BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis. Such inspection and maintenance is at 3 levels.

Level 1 checks – Daily / pre use checks by staff (these do not require formal recording) concentrating on the following points:

- no evidence of obvious wear / damage
- area safe from health hazards e.g. needles, glass, faeces etc.
- impact absorbing surfaces no cuts, tears, wear or unstuck areas
- all fastening tightly secured
- no broken chains, stretched links or loose or twisted shackles
- uprights unbroken and firm in the ground.

Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

Level 2 checks – termly inspection in house

A more thorough check of the equipment to be conducted termly and these records kept on site.

Level 3 checks – annual inspection

A detailed certified inspection by an independent competent person capable of inspecting to BS EN 1176 and 1177 these checks must be formally recorded and records kept on site.

Such checks ensure safety and identify any improvements required in terms of the European standards.

The competent person conducting the annual inspection will advise on the extent of surfacing required for both static and moving equipment.

Pandemic management

In the event of a national or global pandemic effective risk assessments and protocols of management of the pandemic will be in place and communicated effectively to staff and students. Covid 19 risk assessment and operating protocol is available on the school website and is regularly updated in accordance with updated government guidance.

Personal Protective Equipment

The school provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the school will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effectively used together as they are separately
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- ensure PPE is available to all staff who need to use it
- provide sufficient accommodation for correct storage of PPE
- provide adequate sufficient maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees provided with PPE for their own personal use at work may be required to sign to confirm its receipt.

Risks Assessments

Risk assessments will be undertaken by;

Classroom:	Department Heads
Maintenance:	Head of Operations
Cleaning:	Cleaning Contractor
Educational Visit:	Educational Visits Coordinator
Fire:	Head of Operations

Persons undertaking risk assessments must be trained. Training is available from the Head of Operations.

A General risk assessment is held and co-ordinated by the Head of Operations, a copy is available on Sharepoint.

Safeguarding

Refer to Safeguarding policy

Security and Visitors

All visitors must report to Reception where they will be asked to sign the visitors' book and wear an identification badge. It is the responsibility of all staff to challenge anyone not wearing a badge and to escort them back to Reception so that they can sign in and collect their badge.

All exterior contributions to safety and security of staff and Students will be maintained and checked e.g. the perimeter fencing which is examined at regular intervals and adequacy of external lighting for outdoor spaces including the car parks.

Stress

Refer to staff handbook and Staff wellbeing policy

Temporary Staff and Volunteers

The school will take the necessary measures to ensure the health and safety of any staff members employed on a temporary or voluntary basis.

To achieve this, the school will provide temporary or voluntary staff with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- the requirements of the safeguarding policy
- any risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary or voluntary staff will be assessed to ensure they are capable of working safely.

Trainee teaching staff or student teachers will additionally be required to complete the proper DBS checks before they are permitted to start work.

Training

Training in health and safety is a legal requirement and also helps create competent staff at all levels within the school to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

All staff are required to read and understand the health and safety policy

Staff will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

Managers and supervisors training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements.

All our staff training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving.

All staff will also receive induction training. Such training will cover:

- fire procedures including warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures,
- first aid/injury procedures including reporting and the names of first aiders/appointed persons,
- instruction on any prohibition areas (i.e. no smoking),
- issue of protective clothing/equipment and its use,
- instruction under COSHH,
- mandatory protection areas,
- thorough instruction applicable to their particular duties at work.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Working at Height

The school will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The school will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so

- all work at height is properly planned and organised, leaning/stepladders may only be used up to a height of 5 metres.
- all employees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on school property comply with this policy
- ladders and stepladders are secured to prevent unauthorised use.

Risk Assessment for Work at Height

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height as follows must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way then:
- use work equipment or other measures to prevent falls; and
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- the task and activity involved
- the people (medical conditions etc.)
- equipment to be used including erection and dismantling
- the location (proximity to roads, overhead electrical cables etc)
- the environment, poor conditions and slippery surfaces (weather, temperature etc.)
- the effect on pedestrians, falling objects.

Using Ladders (including stepladders)

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example whilst a ladder may reach the area of work, if the task requires strenuous work, carrying bulky / heavy equipment or is likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

Only those persons who have been trained to use ladders safely may use them.

Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available at all times
- the work can be completed without stretching

- the ladder can be secured to prevent slipping.

Equipment identification / inspection

The school will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person 6 monthly. The inspection will depend upon the complexity of the equipment.

In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place.

Work Experience

The School complies with the 1997 amendment to the Management of Health and Safety at Work Regulations 1992, which requires it to assess the risks to young people undergoing a work placement as a consequence of their inexperience, lack of awareness of risks, or immaturity. It is the responsibility of the Head of department to carry out such an assessment.